

# **TENDER DOCUMENT**

## **Construction of Smart Village Office at Nemom, Thiruvananthapuram**

### **e-Tendering**



**PROJECTS DIVISION**  
**HLL Lifecare Limited**  
(A Government of India Enterprise)  
Corporate Head Office, Poojappura.P.O,  
Thiruvananthapuram – 695012, Kerala, India  
Phn: 0471- 2354949, 2775588

**October 2018**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Projects Division  
Corporate Head Office, Poojappura.P.O,  
Thiruvananthapuram – 695012, Kerala, India  
Phn: 0471- 2354949, 2775588

**NOTICE INVITING TENDER (NIT)**

**e- Government Procurement (e-GP)**

**IFB No: HLL/CHO/PROJ/EXT/DC-SVO/NEMOM/2018-19**

**Dated:22-10-2018**

HLL Lifecare Limited (HLL), a Government of India Enterprise, on being selected as Project Management Consultant (PMC) for the construction of Smart Village Offices at various locations in Thiruvananthapuram, invites online bids from the eligible, competent and experienced Suppliers/Contractors who are capable to do the following work meeting the requirements as per our tender.

1	Name of Work	<b>Construction of SMART village office at Nemom in Thiruvananthapuram</b>
2	Location of Work	Nemom, Thiruvananthapuram
3	Estimated Cost of the Work	Rs. 37 Lakhs
4	Brief description of work	Civil Construction Works, Electrical Works, Workstation and other Furniture Works.
5	Bid Security	Rs 92,500/-
6	Bid submission fee (tender fee)	Rs. 2500/- + GST @ 12% = Rs 2800/-
7	Period of completion	100 days
8	Eligibility criteria for Bidders	As per Clause 1.3 ITB
9	Last date and time for online submission of bids	05-11-2018 at 15:00 hrs
10	Date and time of opening of tender	08-11-2018 at 15:00 hrs

1. Bid documents including the Bill of Quantities (BoQ) can be downloaded free of cost from the e-Government Procurement (e-GP) Website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). All bid documents are to be submitted online only and in the designated cover(s)/ envelope(s) on the e-GP website. Tenders/ bids shall be accepted only through online mode on the e-GP website and no manual submission of the same shall be entertained. Late tenders will not be accepted. A bid submission fee shall be remitted online during the time of bid submission.

2. The bids shall be opened online on **08-11-2018** at the **Office of the Senior Manager (Projects), Project Division, HLL Lifecare Ltd, Poojappura** in the presence of the Bidders / their authorized representatives who wish to attend at the above address. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at same time and place.
3. Online Tenders/ bids are to be accompanied with a preliminary agreement executed in Kerala stamp paper worth Rs.200/-. Tenders/ bids received online without the details mentioned in clause 4.3 of Instructions to the Bidders (ITB) will not be considered and shall be summarily rejected.
4. More details can be had from the Office of the Senior Manager (Projects), Project Division, HLL Lifecare Ltd, Corporate Head Office, Poojappura.P.O, Thiruvananthapuram – 695012, Kerala, India during working hours. The Tender Inviting Authority/Project Management Consultant (PMC) shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e-procurement process.
5. Details required for e-payment (Details of bank account having core banking facility and e-mail address of the bidder) shall be furnished along with the tender. Tenders not accompanied by these details will be rejected. All subsequent Government orders connected to tenders and any revision in the rates of taxes would also be applicable to this tender.
6. HLL reserves the right to accept or reject any or all tenders without assigning any reason thereof.
7. General Tender Terms & Conditions for e-Procurement is as given below:

This tender is an e-Tender and is being published online for the **“Construction of SMART Village Office at Nemom in Thiruvananthapuram”**. The tender is invited in 2 cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in).

#### 7.1 Online Bidder registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or 0484-2336006, 2332262 or 0497-2764788, 2764188 or 0483-273294 or through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) or [helpetender@gmail.com](mailto:helpetender@gmail.com) for assistance in this regard.

## 7.2 Online Tender Process:

The tender process shall consist of the following stages:

- i. Downloading of tender document: Tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in), [www.lifecarehll.com](http://www.lifecarehll.com) and Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Pre-bid meeting: Not Applicable for this tender
- iii. Publishing of Corrigendum: All corrigenda shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in), [www.lifecarehll.com](http://www.lifecarehll.com) and Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and shall not be available elsewhere.
- iv. Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v. Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- vi. Opening of Financial Bids: Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

## 8. Documents Comprising Bid:

- i. The First Stage (Pre-Qualification or Technical Cover based on 2 cover tender system):

Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:

1. Copy of Valid GST registration as per Clause 1.3.1.1 a of ITB
2. Copy of EPF Registration Certificate
3. Copy of IT PAN Card
4. Work orders and Completion certificates in proof of experience as per Clause 1.3.1.2 of ITB
5. Audited Balance sheets in proof for Average annual financial turn-over as per Clause 1.3.1.4 of ITB
6. FORM OF TENDER as per Part VI of Forms and Declarations
7. PRELIMINARY AGREEMENT FORMAT as per Part VI of Forms and Declarations
8. Integrity Pact as per the format in Part VI
9. Affidavit as per the format in Part VI
10. Requisition Form for e-Payment as per the format in Part VI

11. SAMPLE GUARANTEE BOND for termite-proof/water and leak-proof work as per the format in Part VI

12. MSME/NSIC certificate if applicable

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

ii. The Second Stage (*Financial Cover or as per tender cover system*):

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non - responsive and rejected.

#### 8 Tender Document Fees and Bid Security(EMD)

The Bidder shall pay, a tender document fees of **Rs. 2800/- (including GST @ 12%)** and Bid Security of **Rs. 92,500/-**. The Bid Security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

**Online Payment modes**: The tender document fees and Bid Security can be paid in the following manner through e-Payment facility provided by the e-Procurement system

State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in e-Procurement System.

A) Internet Banking Options (Retail)			
1	Allahabad Bank	15	Karnataka Bank
2	Axis Bank	16	Karur Vysya Bank
3	Andhra Bank	17	Kotak Mahindra Bank
4	Bandan Bank	18	Lakshmi Vilas Bank
5	Bank of Bahrain and Kuwait	19	Mehsana Urban Co-op Bank
6	Bank of Baroda	20	NKGSB Co-operative Bank
7	Bank of India	21	Oriental Bank of Commerce
8	Bank of Maharashtra	22	Punjab and Maharashtra Cooperative Bank
9	Bassein Catholic Co-operative Bank	23	Punjab National Bank
10	BNP Paribas	24	Punjab and Sind Bank
11	Canara Bank	25	RBL Bank
12	Catholic Syrian Bank	26	Saraswat Cooperative Bank
13	Central Bank of India	27	ShamraoVithal Cooperative Bank
14	City Union Bank	28	South Indian Bank

29	Corporation Bank	43	Janata Sahakari Bank
30	Cosmos Bank	44	Standard Chartered Bank
31	DCB Bank	45	State Bank of India
32	Dena Bank	46	Syndicate Bank
33	Deutsche Bank	47	Tamilnad Mercantile Bank
34	Dhanalaxmi Bank	48	Tamilnadu Cooperative Bank
35	Federal Bank	49	The Kalyan Janata Sahakari Bank
36	HDFC Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari Bank)
37	ICICI Bank	51	UCO Bank
38	IDBI Bank	52	Union Bank of India
39	Indian Bank	53	United Bank of India
40	Indian Overseas Bank	54	Vijaya Bank
41	IndusInd Bank	55	YES Bank
42	Jammu & Kashmir Bank		

**B) Internet Banking Options (Corporate)**

1	Bank of Baroda	19	Karur Vysya Bank
2	Bank of India	20	Kotak Bank
3	Bank of Maharashtra	21	Laxmi Vilas Bank
4	BNP Paribas	22	Oriental Bank of Commerce
5	Canara Bank	23	Punjab & Maharashtra Coop Bank
6	Catholic Syrian Bank	24	Punjab & Sind Bank
7	City Union Bank	25	Punjab National Bank
8	Corporation Bank	26	RBL Bank
9	Cosmos Bank	27	Shamrao Vitthal Co-operative Bank
10	Deutsche Bank	28	South Indian Bank
11	Development Credit Bank	29	State Bank of India
12	Dhanalaxmi Bank	30	Syndicate Bank
13	Federal Bank	31	UCO Bank
14	HDFC Bank	32	Union Bank of India
15	ICICI Bank	33	UPPCL
16	Indian Overseas Bank	34	Vijaya Bank
17	JantaSahakari Bank	35	Axis Bank
18	Jammu & Kashmir Bank		

During the online bid submission process, bidder shall select *SBI MOPS* option and submit the page, to view the *Terms and Conditions* page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely *SBI* and *Other Banks\** will be shown.

Here, Bidder may proceed as per below:

a) *SBI Account Holders* shall click **SBI** option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.

b) Other Bank Account Holders may click **Other Banks** option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

*\*Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

*\* Bidders who are using Other Banks option under SBI MOPS Payment Gateway, are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bidder is showing "**Success**" during bid opening.

## 9 SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD.

**Note:- It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.**

**SENIOR MANAGER (PROJECTS)**