

एच एल एल लाईफकेयर लिमिटेड HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
Irapuram, Valayanchirangara. P.O,
ERNAKULAM-683 556
PHONE NO: 0484-2597200
EMAIL:materialsifc@lifecarehll.com

Tender No: HLL/IFC/ENG/2024-25/06

Dated: 04.01.2025

Techno-Commercial Bid for Supply, Installation, Testing and Commissioning of Rain water harvesting system at HLL Irapuram Factory, Cochin

TENDER NOTICE

Limited two-bid system is invited for the Supply, Installation, testing and commissioning of Rain Water Harvesting at HLL Irapuram Factory, Cochin. **The technical bid documents & price bid documents are to be submitted in separate closed & sealed envelopes, clearly written at the top as “Technical Bid” or “Price Bid” along with the name and tender number over the envelope.**

बोली प्रस्तुत करने की अंतिम तिथि और समय:

Last date and time for submission of bid : 25.01.2025, 15.00 Hrs

मूल्य बोली खोलने का दिनांक और समय:

Date and time of Opening of Technical Bid : 25.01.2025, 15.30 Hrs

Tender Fee (Non-refundable): Rs 500 + GST@18% = Rs 590/-

EMD: Rs 10,000/-

Tender fee & EMD are exempted for MSE bidders upon submission of latest valid Udyam Registration certificate along with the bid

For Non MSE bidders, the tender fee & EMD shall be submitted either by producing a DD for Rs.590/- drawn in favour of HLL Lifecare Limited payable at Ernakulam or e-payment (through any of the UPI payment gateways) to the SBI Valayanchirangara bank account number of HLL Lifecare Irapuram, Account No. 67266462046, IFSC Code: SBIN0070558.

बोलीदाताओं को निर्देश **Instruction to Bidders:**

- बोली लगाने की कारवाई करने से पहले बोलीदाताओं कृपया सहायता दस्तावेज़ के माध्यम से जायें
Please go through the bidders help document before proceeding for bidding
- कृपया यह सुनिश्चित करें कि बोली लगाने के लिए शुरू करने से पहले सभी आवश्यक शर्तें मौजूद हैं।
Please ensure that all prerequisites are in place before starting for bidding.

वरिष्ठ प्रबंधक (क्रय) SENIOR MANAGER (Purchase)

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CONTENTS OF BIDDING DOCUMENTS:

Schedule- A	Minimum Eligibility Criteria
Schedule- B	Technical Specification
Schedule-C	Terms & Conditions
Schedule-D	Indemnity Clause
Schedule- H	Declaration
Schedule -I	Questionnaire
Schedule -J	Price Bid

N.B:

I) Technical Bid

Schedule A, B, D, H & I should be filled & signed by authorised signatory of the bidder (also clearly mentioning the name and mobile number of the contact person for communication), affixing the company stamp and shall form part of the technical bid along with other mandatory documents requested as detailed in Schedule C, Terms & Conditions. All the documents that form part of the technical bid shall be enclosed in a **separate sealed envelope** mentioning all details as per Clause 12 of Schedule C.

Proof of remittance of Tender Fee & EMD (if applicable), shall also be submitted along with the technical bid. For MSE bidders, a copy of the latest and valid Udyam Registration certificate is to be submitted along with the bid.

The bidder should affix their signature with official seal in all the pages of the tender document and attach all the details called for in the tender documents as part of the technical bid

II) Price Bid

Schedule J should be duly filled & signed by the authorised signatory of the bidder also affixing the company stamp and shall form part of the price bid, which shall be enclosed in a **separate sealed envelope** mentioning all details as per Clause 12 of Schedule C.

Both the sealed envelopes as mentioned above shall then be put in a common envelope which should be named and addressed properly as per Clause 12 of Schedule C.

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Schedule – A

Minimum Eligibility Criteria for qualifying in the Technical Bid
Material: RAINWATER HARVESTING SYSTEM

Bidders shall enclose as part of its offer, relevant details and documents establishing its eligibility and qualification to perform the contract. Necessary documentary evidence needs to be submitted to establish that the bidder has adequate capability to fabricate and supply under this IFB.

The minimum criteria to participate in this IFB are as under:

1. Bidders shall have minimum 3 years of experience of designing and installation of Rain Water Harvesting projects. Relevant certified documents establishing supply and commissioning of such projects to government/semi government or leading corporate institutions) must be submitted along with the bid as proof of the same.
2. Bidder must have minimum group turnover of Rs. 25 Lakhs (cumulative average) during the last Three years. The bidder must submit signed and stamped copies of their balance sheet, profit and loss account statement for last three years duly certified by chartered accountant.
3. Bidder must submit copies of GST & PAN registration certificates along with the bid.

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SCHEDULE -B

TEHNICAL SPECIFICATION

Sl no:	Description	Nos:
1	Rain water filter: Enough to filter rain water from 3200sq metre roof area at peak rainfall. (Number of filters depending on the filter capacity). Complete with required accessories for fixing.	1 NO
2	8 inch, 4Kg PVC pipe with accessories and required support for wall and hanging (channel, ubolt with nut, plumbing rail)	140 M
3	6 inch, 4Kg PVC pipe with accessories and required support for wall and hanging (channel, ubolt with nut, plumbing rail)	75 M
4	4 inch, 4Kg PVC pipe with accessories and required support for wall and hanging (channel, ubolt with nut, plumbing rail)	35 M
5	3 inch, 4Kg PVC pipe with accessories and required support for wall and hanging (channel, ubolt with nut, plumbing rail)	15 M
6	Cleaning, repair and integration of existing gutter	160 M

Note: The above mentioned list is indicative and party has to visit the site prior to the bid submission to obtain more clarity in this regard.

OTHER TECHNICAL REQUIREMENTS

The party should visit the site and verify the existing gutters to be repaired and the roof area along with area leading to the underground storage tank.

- The rain water filter should be able to filter rain water from 3,200 sq.mtr roof area at peak rainfall.
- The filter/filters should be complete with required accessories for fixing on the wall/ ground above the underground water tank.
- The outlet of the filter should be connected to the underground RCC water tank.
- The PVC pipes mentioned above is for connecting the existing gutter outlet to the filter unit.
- The PVC pipes carrying the collected water should be fixed to wall/ hanging with channel/ ubolt with nut/plumbing rail as required.

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- Existing gutters should be repaired for mechanical damage/ leak before commencement of the work.
- The pipe lengths mentioned above are approximate and may vary as per the site requirement.

We hereby agree to undertake and execute this work / make necessary material supply for the same as per the technical specification and other requirements stated above.

Place:

Date :

Name & signature of the bidder
(With Office Seal)

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Schedule C

TERMS & CONDITIONS

1. The bidder is expected to examine the Tender documents, including all instructions, forms, General Terms & Conditions, Special Terms & Conditions, Technical Specifications and other documents and to fully familiarize itself with the requirements of the bidding documents. Failure to furnish all the information required by the Bidding Documents or the submission of a bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the bid.
2. Late Bids will not be entertained after the closing date.
3. Bid Validity: The offer shall remain valid for a period of 180 days from the date of opening of the Price Bid.
4. Bid Rejection Criteria: A bid may be rejected if
 - i. If the bidder does not submit the supporting documents specified.
 - ii. The deviations from the terms mentioned in the document affects in any way the scope, quality and performance.
5. SSI/MSE units shall submit a latest & valid copy of their Udyam registration certificate along with technical bid. However qualified bidder should provide warranty for a period of One year
6. 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSE's owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises.
7. A tender fee of Rs.590/- shall be submitted either by producing a DD for Rs.590/- drawn in favour of HLL Lifecare Limited payable at Ernakulam or e-payment (through any of the UPI payment gateways) to the SBI Valayanchirangara bank account number of HLL Lifecare Irapuram, Account No. 67266462046, IFSC Code: SBIN0070558. Failure in remittance of tender fee can lead to rejection of your bid.
8. Start-up units interested in availing exemption from payment of tender fee & EMD shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion on or before due date as per tender notice. However, the party has to provide security deposit if tender is awarded to them.

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9. The bidders who wish to participate in the tender shall also need to pay (other than the tender fee mentioned in SI no.7 above) an EMD of Rs. 10,000/- in the form of Demand Draft of a scheduled bank issued in favour of HLL Lifecare Limited, Ernakulam or e-payment to the SBI Valayanchirangara bank account number of HLL Lifecare Irapuram, Account No. 67266462046, IFSC Code: SBIN0070558 or may also be furnished in the form of Bank guarantee (including e- Bank guarantee) from a commercial bank. The EMD amount of the unsuccessful bidders will be duly returned after completion of all tender processing formalities & award of the bid to the successful bidder. The successful bidder shall need to remit a security deposit (SD) amount of 3% of the total contract value (incl tax). If the SD amount is higher than the EMD collected initially during the bid submission, this amount of EMD shall be converted to SD so that the successful bidder need to remit only the balance amount towards SD. However, the entire amount of SD of the successful bidder will be released only after the successful completion of the contract period as well as all tender closing formalities of the tenderer.
10. For those bidders who are registered as MSE under the category of micro or small-scale enterprises, there is an exemption from EMD & tender fee by also producing proof of the same with a copy of valid and latest Udyam Registration certificate. However, as mentioned in SI No. 9 above, an amount equivalent to 3% of the total contract value including tax shall be remitted as security deposit (SD) by the successful bidder. **However, qualified bidder should provide a written undertaking of warranty for a minimum period of 1 year.**
11. Clarifications that the Bidder needs to have on the tender specification can be sought from HLL in writing within one week from the date of issue of this enquiry. All clarifications shall be by e-mail (Only email queries shall be replied)
12. The bids should be submitted IN HARD COPY in a single sealed cover **(with the technical bid & financial bid in separate sealed covers put inside the main cover)** with the Tender No & its details mentioned thereon, complete in all respect, addressed to the Senior Manager (Purchase, Sales & Stores), HLL Lifecare Limited, Plot No.1&2, Rubber Park, Valayanchirangara-683556 and should reach the undersigned on or before 3.00 P.M. on 25.01.2025. Bids received after the deadline for submission shall not be considered. The tender will be opened at 3.30 P.M on the same day.
13. In case the date mentioned above is declared subsequently as holiday for the Company's Office, the due date for submission and opening of tender will be the next Office working day at the same venue and time. Tenders received after the deadline for submission shall not be considered.
14. HLL reserves the right to accept or reject any tender without assigning any reason.

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15. The bidder should affix their signature with official seal in all the pages of the tender document and attach all the details called for in the tender documents, failing which the tender is likely to be rejected.

16. Bidder has to send all correspondence, original invoice & related documents to **HLL Irapuram Factory, Valayanchirangara, Ernakulam District, Kerala.**

17. Transportation:

- Transportation cost to be borne by the successful bidder.

18. LIQUIDATED DAMAGES FOR DELAY IN DELIVERY / QUALITY PROBLEMS

Successful bidder shall have to pay to the company by way of liquidated damages and not as penalty an amount equal to 0.5% of the value of the contract so delayed for each week or part thereof such delay in delivery, subject to maximum of 5% of the total order value.

19. **Packing:** The items offered must be securely packed at the cost of the suppliers to withstand tough handling enroute by road/rail/air. Packing should be provided with protective lining to avoid damage to the surface of the packing and the items packed inside.

20. **Marking:** Each package delivered under this bid shall be marked by the suppliers at their own expenses. Such markings shall be distinct and should bear the following:

- Name of the supplier.
- Details of the items in the package.
- Weight gross, net and tare.
- Name and address of the consignees as mentioned in the Procurement Order.
- Insurance under party's scope

21. **Insurance:** The supplier shall arrange insurance coverage, according to the dispatch instructions issued by HLL and the supplier should cover all to avoid any complications that may arise at the time of settlement of claims by the underwriters for the transit losses it is proposed that the insurance coverage shall be arranged by the supplier .

22. Guarantee

The supply of item have to be carried out by the supplier to the entire satisfaction of HLL. The supplier shall have to guarantee the complete supply for satisfactory performance for a minimum period of One year from the date of supply.

23. FORCE MAJEURE CLAUSE

If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy,

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civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions or acts of God (hereinafter referred to as events) then provided notice of the happening any such events if given by either party to the other within 21 days from the date of occurrence thereof neither party shall be by reason of such event be entitled to terminate this contract nor shall either party have any claim for damage against the other in respect of such non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and decision of the HLL., as to whether the deliveries has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for period exceeding 60 days, either party may at its option terminate the agreement.

24. **Delay in Delivery/Installation & Commissioning.**

The bidder shall try to complete the delivery as mentioned in the scope of work within the stipulated time. Delays in delivery or completion will attract Liquidated damages as mentioned in Clause no. 18

25. **Sub-Contracts**

The successful bidder shall not assign the Contract in whole or part without obtaining the prior written consent of HLL. The bidder shall, notwithstanding the consent and assignment, remain jointly and severally liable and responsible to HLL together with the assignee, for and in respect of the due performance of the contract and the bidder's obligations there under.

26. **Price**

- a. The rate must be offered on the basis of **F.O.R. HLL, Irapuram, Ernakulam** site inclusive all. The rates quoted should remain open (valid for acceptance) for a minimum period of 180 days from the date of bid submission deadline date. GST and any other type of duties/taxes as prevailing up to the date of submission of rates must be included in the net F.O.R. rate. These, however should be shown separately, so that in the event of any change in these charges by the Government (State or Central), the same will be considered for increase/decrease over the net F.O.R. rates.
- b. The development charges to be included.
- c. The rate given in the offer should be expressed both in words and figures and where there is a difference between the two; rate given in words will be taken as authentic.
- d. Unless otherwise agreed to in terms of the purchase order, the price shall be: Firm and not subject to escalation for any reason whatsoever till execution of entire order even though it might be necessary for the order execution to take longer than the delivery period specified in the order for any reason whatsoever.

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27. Control Regulations

Successful bidder warrants that all goods/service covered by this order have been produced, sold, dispatched, delivered and furnished in strict compliance with all applicable laws regulations, labour agreement, working conditions and technical codes and statutory requirements as applicable from time to time. All laws and regulations required to be incorporated in executing this tender are hereby deemed to be incorporated by this reference. Owner can disown any responsibility for any irregularity or contravention of any of the statutory regulations in the manufacture or supply of goods/service covered in the order. The Bidder shall ensure compliance with the above and shall indemnify tenderer against any actions, damages, costs and expenses of any failure to comply as aforesaid.

28. TRAINING

Vendor will provide necessary training to the operators after successful installation.

29. **Payment:**

- a) **90% payments will be made to the contractor 30 days after successful supply and installation of the item and production of bills/ Invoice within a period of 30 days**
- b) Balance 10% will be maintained as retention amount and will be released after the defect liability period of one year. This amount may also be furnished in the form of Bank guarantee (including e- Bank guarantee) from a commercial bank.
- c) No advance will be paid for the materials.

Tax Deduction: All statutory deductions like Service tax, Income Tax, E.S.I., P.F. or any other government imposed liabilities for this contract shall be borne by the Contractor (as applicable at the time of execution of job) and shall be deducted from each bill submitted by the Contractor.

30. **PERIOD OF COMPLETION**

- a. The project should be successfully completed at HLL Irapuram site within **45 days** from the date of notification of award.
- b. Time being the essence of the Contract, the completion period stipulated should be strictly adhered to. The completion period shall be counted from the date of sending of Owner's intimation of acceptance of the Contractor's offer (Letter of Intent (LOI) and/or Supply order)

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31. DEFECTS LIABILITY PERIOD

The defect liability period shall cover a period of 12 months, starting from the date of successful commissioning and validation of the system. If during the defects liability period any defect is found in any of the parts or the entire system, the contractor must, promptly and at its cost repair, replace or otherwise make good [in consultation with the employer) the defect as well as any damage to the facility caused by the defect.

The bidder should provide a written undertaking of the above mentioned defects liability period clause in its entirety, and which shall be duly signed and stamped and on company letter head of the bidder.

In the event of placing orders: -

- a) The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period.
- b) A certificate confirming that the machine offered by you is environment friendly i.e., non-hazardous to the environment is to be enclosed with tender document.
- c) The supplier agrees to supply strictly as per the order terms in respect of quantity, quality and delivery schedule. HLL reserves the right not to receive material beyond the delivery date given in the order.
- d) The parties have to abide by delivery schedule given in the supply order strictly Penalty @ 0.5% of value of item per week delay subject to a maximum of 7.5% of value of supply will be imposed for material supplied after the stipulated delivery period.
- e) However HLL reserves the right to return the material if the same is not delivered as per the schedule given for the supply. In the event of delay in supply of material HLL reserve the right to procure the material from alternate sources at your risk and cost.
- f) HLL reserves the right to inspect the facilities for GMP by their officials or by an authorized independent third party agency for compliance if required
- g) All dispatch documents like delivery note/challan, packing list and invoice should contain the following details.

- 1. Supply Order No.& date**
- 2. Description of items as contained in the supply Order.**
- 3. Quantity dispatched**
- 4. HLL's GSTIN.**

The L.R No. should be intimated immediately after dispatch of the material by e-mail/fax

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i) The following documents should accompany the consignment and shall be handed over to HLL

- 1. Tax Invoice in triplicate**
- 2. Delivery Note/Challan**
- 3. Packing List**
- 4. LR/AWB/----**
- 5. Environment clearance certificate**
- 6. Guarantee Certificate**

j) Mode of Transport shall be by as per supplier convenience, unless otherwise specified. The materials shall be sent through the Transporter who has been granted a Certificate of

Registration for transportation of goods as per Carriage by Road Act 2007.

k) The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the respective court of Thiruvananthapuram.

Preference to Make in India

Preference shall be given to local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders / Notifications issued by concerned Nodal Ministry for specific Goods / Products. The minimum local content to qualify as a local supplier, should be as per relevant notification / order issued by the nodal ministry as available on the website of Department of Promotion of Industries and Internal Trade (DPIIT). If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

Verification of Local Content:

a) The supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the items offered meets the local content requirement for supplier, as the case may be. They shall also give the details of the locations (s) at which the local value addition is made.

b) In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than

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companies as per the Public Procurement (preference to Make-in -India) order 2017 and subsequent amendment dated 16.09.2020 and any other amendments which may be made from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products.

Rule 144 (xi) of the GFR regarding restrictions on procurement from a bidder of a which mandates the bidder from a country sharing land border with India.

Regarding restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

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Schedule- D

SPECIFIC CONDITIONS

INDEMINITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE: NAME, MOBILE NUMBER & SIGNATURE OF THE APPLICANT

DATE: (WITH OFFICE SEAL)

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SCHEDULE - H

Item: Supply, Installation, Testing & Commissioning of Rain water harvesting system at Irapuram Factory, Cochin

DECLARATION ACCEPTING TERMS AND CONDITIONS

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

PLACE: NAME, MOBILE NUMBER & SIGNATURE OF THE APPLICANT

DATE: (WITH OFFICE SEAL)

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SCHEDULE- I

**QUESTIONNAIRE/CHECK LIST TO BE FILLED FOR MINIMUM ELIGIBILITY
CRITERIA and TO BE SUBMITTED AS PART OF TECHNICAL BID**

1. Can you supply material and perform the work as per our specification given in Schedule B?	YES/NO
2. How many months/years of experience do you have in the field of rain water harvesting? Have you attached relevant certificate /documents to prove the same.years YES/NO
3. Do you have a minimum experience of 3 YEARS in the field of rain water harvesting?	YES/NO
4.If the answer for sl.No. 3 above is yes, have you submitted supporting documents for the same.	YES/NO
5. Do you have a minimum group turnover of 25 lakhs (cumulative average) during the last 3 years?	YES/NO
6. If the answer for 5 above is yes, have you submitted relevant certificate /documents to prove the same.	YES/NO
7. Are you coming under MSE/SSI/Start up unit category?	YES/NO
8. If the answer for sl.No:7 are YES, have you enclosed relevant certificates to show proof of the same?	YES/NO
9. a) Have you enclosed Tender fee? b) Have you enclosed EMD?	YES/NO YES/NO

All the information provided herein are true & correct

PLACE: NAME, MOBILE NUMBER & SIGNATURE OF THE APPLICANT

DATE: (WITH OFFICE SEAL)

एच एल एल लाईफकेयर लिमिटेड HLL LIFECARE LIMITED
(A GOVT.OF INDIA ENTERPRISE)
Irapuram, Valayanchirangara. P.O,
ERNAKULAM-683 556
PHONE NO: 0484-2597200
EMAIL:materialsifc@lifecarehll.com

Tender No: HLL/IFC/ENG/2024-25/06

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SCHEDULE – J

PRICE BID

Description	Quantity	Basic Rate (Rs. Ps)	GST (Rs. Ps)	Total (Rs. Ps)
Rain water filter: Enough to filter rain water from 3200sq metre roof area at peak rainfall. (number of filters depending on the filter capacity). Complete with required accessories for fixing.	1			
8 inch, 4Kg PVC pipe with accessories and required support for wall and hanging (channel, ubolt with nut, plumbing rail)	140 M			
8 inch, 4Kg PVC pipe with accessories and required support for wall and hanging (channel, ubolt with nut, plumbing rail)	75 M			
4 inch, 4Kg PVC pipe with accessories and required support for wall and hanging (channel, ubolt with nut, plumbing rail)	35 M			
3 inch, 4Kg PVC pipe with accessories and required support for wall and hanging (channel, ubolt with nut, plumbing rail)	15M			
Cleaning, repair and integration of existing gutter	160M			
Labour: plumbing work, including required scaffolding, supports, harness for connecting the existing gutter out to water filter and filter out to the underground tank.	1NO			
Transportation	LS			
Contractor's profit	LS			
Grand Total (to be written in words also)				

PLACE:

NAME, MOBILE NUMBER & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)