

# **TENDER DOCUMENT**

**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING  
OF OIL SKIMMER**

**FOR  
AUGMENTATION OF EFFLUENT TREATMENT PLANT**

**AT**

**HLL LIFECARE LTD,  
PEROORKADA FACTORY,  
THIRUVANANTHAPURAM – 695 005,  
KERALA, INDIA.**

**PHN: ++91 471 2437270**

**FAX: ++91 471 2432647**

**MAY 2013**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)

Project Division, Peroorkada. P.O,  
Thiruvananthapuram – 695005,  
Kerala, India  
Phn: 0471- 2437270, 2435090  
Fax No. (0471) 2432647

### **INVITATION FOR BIDS (IFB)**

**IFB No : HLL/PROJ-PFT/ETP-AUG/OS/2013**

**Date : 31-05-2013**

HLL Lifecare Limited (HLL) invites sealed and super scribed bids from competent and experienced eligible Suppliers/Contractors for the following work as a part of the augmentation of our existing Effluent Treatment Plant at our Peroorkada Factory, Thiruvananthapuram, Kerala.

Sl. No	Brief Description Of Work	Quantity	EMD Amount
1	Supply, Installation, Testing and Commissioning of Oil Skimmer with all accessories, as per the tender specifications at our Peroorkada Factory, Thiruvananthapuram.	1 No.	Rs. 1500/-

2. The scheduled date for issue, receipt and opening of bids is as follows.

- a) Date of issue of tender document - 31-05-2013
- b) Last date and time for receipt of bids - 15-06-2013 up to 15.00 Hrs.
- c) Date and time of opening of bids - 15-06-2013, 15.30 Hrs.
- d) Address for communication, receipt and place of opening of bids:

DEPUTY GENERAL MANAGER (PURCHASE),  
HLL LIFECARE LIMITED (A Government of India Enterprise)  
Peroorkada, P.O.,  
Thiruvananthapuram – 695005,  
Kerala, India  
Phn: 0471- 2437270, 2435090  
Fax No. (0471) 2432647  
E-mail:

3. The Bid must include the following information;

- a. Enquiry No.
- b. EMD
- c. Promised Delivery Schedule for each item.
- d. Acceptance Form (Schedule IV)
- e. Price Schedule in Format For Quoting (Schedule V)
- f. All other documents/certificate/information as specified in the bid document.

4. Each bid must be accompanied by E.M.D. Only SSI units are exempted from submission of EMD, provided they submit a copy of their certificate of registration. The EMD shall be in the form of Demand Draft from a nationalized bank drawn in favour of HLL LIFECARE LTD, Thiruvananthapuram payable at Thiruvananthapuram. E.M.D. of the unsuccessful bidders will be released after evaluating tenders, keeping only the earnest money of the first three lowest bidders. The earnest money deposit of the remaining two unsuccessful bidders will be released after the acceptance of the notification of award by the successful bidder. The EMD may be forfeited, if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Document.
5. In addition to the invitation for bids, the bidding documents include the following schedules.

Schedule II	-	Specifications
Schedule III	-	Conditions of Contract
Schedule IV	-	Acceptance Form
Schedule V	-	Format for Quoting
6. The completed and sealed bid documents should be submitted to Deputy General Manager (Purchase) , in the above address. The outer cover should bear the Enquiry No, closing date and General description of item tendered, and the words "DO NOT OPEN BEFORE" 15.30 Hrs (IST) on ----- (Indicate the Closing Date).
7. Bids will be opened in the presence of Bidders representative(s) who choose to attend on the specified date and time, at the office of HLL at the address given in Clause 2 (d) above.
8. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
9. The purchaser may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
10. Purchaser will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.
11. HLL reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.

**DEPUTY GENERAL MANAGER (PURCHASE)**

## SCHEDULE II

### SPECIFICATIONS

#### A. CHARACTERISTICS OF RAW EFFLUENT

Nature of Effluent : Canteen Waste

Effluent Flow Rate : 10m<sup>3</sup>/Hr

Sl. No.	Parameters	Value (of raw Effluent)	Standard limits for river discharge
1	pH	6.5-8.0	5.5-9.0
2	Suspended Solids	650-750 mg/l	100 mg/l
3	BOD	600-750 mg/l	30 mg/l
4	COD	1000-1250 mg/l	250 mg/l
5	Oil & Grease	5-8 mg/l	Minimal

#### REQUIREMENTS

##### **ITEM: OIL SKIMMER**

##### Technical Specifications

Type : Belt type, belt length suitable for RCC tank of size 2.5m (l) x1m (b) x1.75m (ht)

Capacity : 5 Liters per Day (Minimum)

Quantity required : 1 No.

MOC : MS with FRP Coating inside and epoxy coating outside

Note: The equipment should be suitable for floor mounting and complete with suitable belt, geared motor drive, Control panel with Starter, On-Off Switch, Relay, Contactor, RYB Indicators, Fuse, Fuse Unit including Wiring etc. complete.

## **GENERAL CONDITIONS**

1. Given specification are indicative only. The supplier should visit the plant and see the machines and also take their own assessments before quoting of bids. Prior permission from HLL shall be taken for visiting the plant. No photographs will be allowed inside the plant. The purchaser will not be responsible for any wrong quotes due to inadequate information.
2. The supplier should submit 3 copies of the following documents relevant to his scope of work, two weeks prior to the commissioning of the unit, free of cost.
  - a. Instruction/Testing/Operation manual (3 copies)
  - b. Maintenance manual/Lubrication Chart (3 copies)
  - c. All final drawings - Electrical, mechanical and civil (3 copies)
  - d. Relevant Test Certificates, Guarantee Certificate for each item of equipment.
  - e. Catalogue and literature on bought outs (3 copies)
  - f. Any other related documents
3. The equipment should be complete with all accessories and interconnections.
4. Guarantee/ validation run of the machine shall be certified after 7 days of successful production from the machine, meeting the required capacity and product quality standards.
5. All the piping within the equipment is to be provided by the supplier. Purchaser will provide utilities, such as steam/air etc. to the battery limit of all equipment.
6. The purchaser will be providing the required electrical supply to the equipment. All wiring requirements within the equipment are to be provided by the supplier as per standard.
7. The equipment offered should be suitable for Indian electrical ratings as follows.  
Power supply: 200-230V, 50 Hz (Single Phase) or 400-440 V, 50 Hz (3 Phase)
8. Calibration certificates with traceability to National Standards shall be supplied for all the instruments coming under the scope of supply of supplier.
9. The supplier should submit necessary test certificates as per relevant standards of material used, free of cost.
10. The suppliers should submit the following documents, relevant to their scope of work, two weeks prior to the commissioning of the Unit :
  - a) All final drawings
  - b) Relevant Test Certificates, Guarantee Certificate for each material which are using for fabrication.
  - c) Any other related documents

11. Any deviations from the bid documents shall be clearly indicated.
12. The bid should be complete with all the relevant details.

### **SCHEDULE III**

#### **CONDITIONS OF CONTRACT**

##### **1. PRICE**

The price quoted should be inclusive of Basic Price, all applicable taxes and duties including VAT, Entry tax, Octroi & other levies, P&F charges, loading and unloading charges, insurance, installation and commissioning charges etc. The Supplier should pay entry taxes, as applicable and should be included in the offer.

The Format for Quoting (Schedule V) shall be suitably filled as applicable. Price quoted should be firm without any escalation till the order is completely executed.

##### **2. TAXES/DUTIES/LEVIES**

The supplier shall be entirely responsible for all taxes including entry tax, duties, license fees, etc. incurred until successful completion of contract. All central, state, municipal taxes, duties and levies payable shall be shown by the bidder separately in the Bid. The Purchaser will issue necessary 'C' Form, if required.

##### **3. COMPLETION TIME**

The item/s should be delivered & installed within **4 WEEKS** from the date of issuing the Letter Of Intent or Work Order.

##### **4. PAYMENT TERMS**

The suggested payment terms are as follows:

1. 70% of the total supply price will be paid against supply and acceptance of items at HLL site.
2. 20% of the total supply price and 90% of the installation and commissioning charges will be paid after successful completion of installation and commissioning of the items against Commissioning Certificate issued by Engineer in Charge.
3. Balance 10% of the supply price and 10% of the installation and commissioning charges will be paid after successful commissioning of the equipments against Performance Bank Guarantee equal to 10% of the total contract value valid for one year from the date of successful installation and commissioning.

##### **5. GUARANTEE PERIOD**

The Guarantee against any possible manufacturing defects shall be given for a period of 18 months from the date of supply and inspection of the item at HLL site or 12 months from the date of installation, whichever is earlier.

## **6. SPECIAL INSTRUCTIONS**

- a. The bidder shall visit the site before quoting for the work.
- b. The work should be carried out in truly professional manner, neatly finished with proper line, level and plumb. Cleanliness and finishing of the job is of utmost importance. Hence the job should be done most carefully with best workmanship. For all finishing jobs samples should be approved from the Purchaser/Owner before completely executing the work.
- c. The Purchaser/Owner should be immediately informed for any discrepancy in drawings, specifications and instructions in the execution of job before actual execution of particular item having discrepancy.
- d. Any item found to be having been executed with poor workmanship then the Contractor shall have to rectify /reconstruct the work as specified by Purchaser/Owner. No extra charge will be admissible in such case. If CONTRACTORS fails to do so, the Purchaser/Owner reserved the right to rectify/reconstruct the work through some other agency at the expenses of Contractor.
- e. The schedule of activities as submitted by the Contractor shall have to be strictly adhered to. Regular progress reports shall have to be submitted by the Contractor giving all details for monitoring of the schedule.
- f. Special care is to be taken for cleanliness of the site. After the end of day's work, the site should be cleaned immediately.
- g. The Contractor shall have to co-operate with the agencies executing other works in the same area.
- h. While executing the work, the Contractor shall ensure safety and security of the property of the Purchaser/Owner so as to avoid theft etc.

## **7. LIQUIDATED DAMAGES FOR DELAYS**

If the equipment is not supplied to the purchaser within the time stipulated in the Order, Purchaser may at their option, either (1) recover from the Supplier liquidated damages at the rate of 0.5 % of the total contract value for every week of delay, subject to a maximum of 7.5 % of the total contract value, or (2) at the risk and cost of the Supplier and without prejudice to the other remedies/rights as per the Contract, terminate the order wholly or partially and complete it themselves or reassign it to other Suppliers.

## **8. FORCE MAJEURE**

Neither the Supplier nor the Purchaser shall be considered in default in the performance of their obligations as per the Contract so long as such performance is prevented or delayed because of

strikes, war, hostilities, revolution, civil commotion, epidemics, accidents, fire, cyclone, flood or because of any law and order proclamation, regulation or ordinance of Government or subdivision thereof or because of any act of Nature. The proof of existence of force majeure shall be provided by the party claiming it to the satisfaction of the other.

The Supplier shall advise Purchaser initially by a Fax, followed by post, the beginning and end of any of the above causes of delay, failing which Purchaser shall not be liable to consider delays due to the above reasons. Notice as stated above should be given even in case where only the Supplier's bids are under the consideration of the Purchaser and no acceptance of the same has been given and detailed order issued.

In the event of definite delay even if arising out of reasons due to force majeure, Purchaser shall have the right at their discretion to cancel the Order or part of the Order without any liability on their part to make any payment to the Supplier while reserving the right to claim refund of and any payment if advanced or paid to Supplier.

## **9. SETTLEMENT OF DISPUTES**

Any disputes or differences or questions or claims arising under or relating to or touching this agreement shall be referred for arbitration to a Sole Arbitrator under the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time be in force. The award passed by the arbitrator shall be final and binding on the parties hereto.

The contract shall be deemed to have been concluded at Thiruvananthapuram, Kerala and suits and proceedings, if any, shall be only in the courts of competent jurisdiction in Thiruvananthapuram.

The venue of arbitration shall be the place from where the contract is issued.



**SCHEDULE IV**  
**ACCEPTANCE FORM**

*(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)*

From

To

DEPUTY GENERAL MANAGER (PURCHASE),  
HLL LIFECARE LIMITED  
(A Government of India Enterprise)  
Perookada P.O., Thiruvananthapuram – 695005,  
Kerala, India  
Phn: 0471- 2437270, 2435090  
Fax No. (0471) 2432647  
E-mail:

Dear Sir,

I / We, hereby offer to fabricate/supply/erect/install/commission as detailed in schedule hereto or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open till 90 days after the date of bid opening prescribed by the purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications and drawings in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above. I/We have understood that the PURCHASER is the sole owner of the technology, equipment, specification and drawings given along with the bidding documents. I/we here by assure that the above information will be kept confidential and will not be used for any other purpose or will not be transferred to third party.

Yours faithfully,

**SIGNATURE OF THE BIDDER**

**SCHEDULE V**

**FORMAT FOR QUOTING**

<b>Sub:</b>	<b>Supply, Installation, Testing and Commissioning of following item with all accessories at our Peroorkada Factory, Thiruvananthapuram - reg.</b>				
<b>SI No</b>	<b>Item/Work Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate in Rs</b>	<b>Amount in Rs</b>
1	Oil Skimmer & accessories as per tender Specifications				
a)	Supply Portion	1	No.		
b)	Installation, Testing & Commissioning	1	No.		
	<b>Total Amount in Rs</b>				
<b>Applicable taxes, duties and other levies</b>					
<b>GROSS AMOUNT IN Rs.</b>					
<b>(IN WORDS)</b>					
I agree to execute the works as per the schedule at the rates quoted by me as above					
<b>CONTRACTOR</b>					
<b>Note:-</b>	The price quoted should be inclusive of Basic Price, all applicable taxes and duties including VAT/Sales tax, Entry tax, Octroi & other levies, P&F charges, loading and unloading charges, insurance etc. for supply of material and labor charges for installation and commissioning, service charges etc.				

