

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का एक उद्यम A GOVT.OF INDIA ENTERPRISE  
पेरूरकडा. पी.ओ. PEROORKADA. P.O,  
तिरुवनंतपुरम THIRUVANANTHAPURAM-695 005  
PHONE NO:0471 2435325; FAX NO:0471 2435013;  
EMAIL: [materialspt@lifecarehll.com](mailto:materialspt@lifecarehll.com)

निविदा सं. क्रय/08/आर1/पीक्यू/विविध/2024-26

TENDER NO. PUR/08/R1/PQ/MISCWORK/2024-26

Date: 16.04.2024

**पेरूरकडा फैक्टरी और बलरामपुरम पैकिंग यूनिट में विविध कार्यों के लिए निविदा**  
**TENDER FOR MISCELLANEOUS WORKS AT PEROORKADAFACORY &**  
**BALARAMAPURAM PACKING UNIT**

**तकनीकी-वाणिज्य बोली**  
**TECHNO-COMMERCIAL BID**

**निविदा सं. क्रय/08/आर1/पीक्यू/विविध/2024-26**

**TENDER NO. PUR/08/R1/PO/MISC WORK/2024-26**

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## निविदा सूचना

### TENDER NOTICE

तिरुवनंतपुरम में पेरूरकाडा फैक्ट्री और बलरामपुरम के पैकिंग यूनिट में विविध कार्यों के लिए खुली दो बोली प्रणाली (तकनीकी और मूल्य) के तहत मई 2024 से अप्रैल 2026 तक दो वर्ष के लिए निविदाएं आमंत्रित की जाती हैं।

Tender under open two bid system (Technical and Price) are invited for the

**Tender for Miscellaneous works at Peroorkada factory & Balaramapuram packing unit Thiruvananthapuram for two years from May 2024 to April 2026.**

सीपीपीपी पोर्टल लिंक <https://etenders.gov.in/e procure/app> के माध्यम से मिल सकता है:

CPPP portal can be accessed through link: <https://etenders.gov.in/e procure/app>

निविदा शुल्क के रूप में रु.560/- की डीडी (जी एस टी सहित) और रु.2,00,000/- ई एम डी एचएलएल लाइफकेयर लिमिटेड के नाम पर तिरुवनंतपुरम में देय करके बोलीधारक निविदा में भाग ले सकते हैं।

Bidders can participate in the tender by paying Rs. 560/- by DD (Inclusive of GST) as Tender Fee and EMD amount of Rs.2,00,000/- in favour of HLL LIFECARE LIMITED payable at Thiruvananthapuram .

दस्तावेज़ में विनिर्देश, अनुमानित मात्रा और अन्य निबंधन एवं शर्तें आदि दी गई हैं।

The specification, approximate quantities and other terms and conditions etc. are given in the document.

निविदा शुल्क जमा करने की अंतिम तारीख और समय::

Last date and time for submission of bid : 23.04.2024-15.00

तकनीकी बोली खोलने का दिनांक और समय

Date and time of opening technical bid : 24.04.2024; 15.30Hrs

### बोलीधारकों को विनिर्देश Instruction to Bidders.

1. कृपया बोली देने से पहले बोलीदाता सहायता दस्तावेज़ देखें

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Please go through the bidders help document before proceeding for bidding

**2. विस्तृत स्टेप स्टेप -ट्यूटोरियल वीडियो / मैनुअल, अक्सर पूछे जाने वाले प्रश्न आदि पोर्टल में उपलब्ध हैं।**

Detailed step-step tutorial video/manual, Frequently asked Questions are available in the portal.

**3. कृपया बोली देने से पहले यह सुनिश्चित करें कि सभी आवश्यक शर्तें यथावत् हैं।**

Please ensure that all pre requisites are in place before starting for bidding.

**महाप्रबंधक (वाणिज्य एवं बीओ) GM(COMMERCIAL&BO)**

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### GENERAL INSTRUCTIONS TO BIDDERS

1. This tender is an e-Tender and is being published online in Government eProcurement portal, <https://etenders.gov.in/eprocure/app>
2. Bid documents including the Bill of Quantities (BOQ) can be downloaded free of cost from the Central Public Procurement Portal of Government of India (e-portal). All Corrigendum/extension regarding this e-tender shall be uploaded on this website i.e. <https://etenders.gov.in/eprocure/app>.
3. The tendering process is done online only at Government eProcurement portal (URL address: <https://etenders.gov.in/eprocure/app>). Aspiring bidders may download and go through the tender document.
4. All bid documents are to be submitted online only and in the designated cover(s)/envelope(s) on the Government eProcurement website. Tenders/bids shall be accepted only through online mode on the Government eProcurement website and no manual submission of the same shall be entertained. Late tenders will not be accepted.
5. The complete bidding process is online. Bidders should be in possession of valid Digital Signature Certificate (DSC) of class II or above for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above. If the envelope is not digitally signed & encrypted the Purchaser shall not accept such open Bids for evaluation purpose and shall be treated as non-responsive and rejected.
6. Bidders are advised to go through "Bidder Manual Kit", "System Settings" & "FAQ" links available on the login page of the e-Tender portal for guidelines, procedures & system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & email ids mentioned at the e-tender portal.
7. Bidders are advised to visit CPPP website <https://etenders.gov.in> regularly to keep themselves updated, for any changes/modifications/any corrigendum in the Tender Enquiry Document.
8. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant

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to assist the bidders in registering on the CPP Portal, prepare their bids in accordance

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with the requirements and submitting their bids online on the Government eProcurement Portal.

#### Registration

- a) Bidders are required to register in the Government e-procurement portal, obtain 'Login ID' & 'Password' and go through the instructions available in the Home page after log in to the CPP Portal (URL: <https://etenders.gov.in/e procure/app>), by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) They should also obtain Digital Signature Certificate (DSC) in parallel which is essentially required for submission of their application. The process normally takes 03 days' time. The bidders are required to have Class II or above digital certificate with both signing and encryption from the authorized digital signature Issuance Company. Please refer online portal i.e. - <https://etenders.gov.in/e procure/app> for more details.
- e) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or above Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra etc.), with their profile.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- g) The Bidder intending to participate in the bid is required to register in the e-tenders portal using his/her Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. He/ She have to submit the relevant information as asked for about the firm. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including all the Forms/Annexure of this tender.
- h) Only those bidders having a valid and active registration, on the date of bid submission, shall submit bids online on the e-procurement portal.

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- i) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- j) Ineligible bidder or bidders who do not possess valid & active registration, on the date of bid submission, are strictly advised to refrain themselves from participating in this tender.

#### Searching for Tender Documents

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Form of Contract, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

#### Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and

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white option which helps in reducing size of the scanned document.



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- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- e) Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.
9. More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>
10. Tenderers are required to upload the digitally signed file of scanned documents. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Uploading application in location other than specified above shall not be considered. Hard copy of application shall not be entertained.
11. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The 24x7 Help Desk details are as below: -  
For any technical related queries please call at 24 x 7 Help Desk Number:  
0120-4001 062, 0120-4001 002, 0120-4001 005, 0120-6277 787
- Email Support: For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority
- Technical - support-eproc@nic.in, Policy Related - cppp-doe@nic.in
12. Bidders are requested to kindly mention the URL of the portal and Tender ID in the subject while emailing any issue along with the contact details.
13. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Address for communication and place

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of opening of bids:

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**GM(COMMERCIAL&BO)**

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Peroorkada Factory  
Thiruvananthapuram – 695005, Kerala, India  
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E-mail: [materialspt@lifecarehll.com](mailto:materialspt@lifecarehll.com)/[materialsnt@gmail.com](mailto:materialsnt@gmail.com)

14. The bids shall be opened online at the **Office of the GM(COMMERCIAL&BO)** 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.
15. More details can be had from the Office of the GM(COMMERCIAL&BO) during working hours. The Tender Inviting Authority 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.
16. A firm/bidder shall submit only one bid in the same bidding process. A Bidder (either as a firm or as an individual or as a partner of a firm) who submits or participates in more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.
17. Joint ventures or Consortiums of two or more registered bidders are not permitted.
18. 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 Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>). 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 Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>) and HLL website (URL address: <http://www.lifecarehll.com/tender>) 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 Government e-procurement portal. 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

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documents in support of technical qualifications shall be submitted (online). Failure to

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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 bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in critical date's section.

19. Tender Document Fees and Bid Security (EMD)

Tender fee (Non-refundable) as per the tender conditions shall be paid separately, thru RTGS/NEFT transfer in the following HLL A/c details:

Name of Bank: State Bank of India  
A/c number: 0030307535628  
IFSC Code: SBIN0004350  
Branch name: Commercial Branch,  
Thycaud, Thiruvananthapuram

Document of the above transactions completed successfully by the bidder, shall be uploaded at the locations separately while submitting the bids online.

Note: Any transaction charges levied while using any of the above modes of payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment is effective on the date and time of bid opening.

20. HLL Lifecare Limited does not bind themselves to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the bidders.

21. The HLL Lifecare Limited reserves to themselves the right of accepting the whole or any part of the tender and bidder shall be bound to perform the same at his quoted rates.

22. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by HLL Lifecare Limited. Including but not limited to forfeiture of EMD and Security Deposit, black listing etc., as deemed fit by HLL Lifecare Limited.

23. Conditional bids and bids not uploaded with appropriate/desired documents may be rejected outrightly and decision of HLL Lifecare Limited. in this regard shall be final and binding.

24. The technical bids should be uploaded as per the requirements of NIT and should not contain price information otherwise the bid will be rejected.

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25. HLL Lifecare Limited Ltd. reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the HLL Lifecare Limited's decision shall be final in this regard.

26. 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 Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>) along with 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.**

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## PART I INSTRUCTIONS TO THE BIDDERS (ITB)

Instructions to bidder are broad guidelines to be followed while formulating the bid and its submission to the Purchaser. It also describes the methodology for opening and evaluation of bids and consequent award of contract.

### 1. DEFINITIONS

In this Contract, the following words and expressions shall have the meanings as stated below:

- a. 'Invitation for Bid' shall mean and include the present document, and such other complements and agenda, which may subsequently be issued in this connection.
- b. 'Bidder/Tenderer' shall mean the person, firm or Corporation submitting a bid against this Invitation for bid and shall also include his agents and representatives.
- c. 'Purchaser/Owner' shall mean HLL Lifecare Limited (HLL) (Thiruvananthapuram) or its units thereof.
- d. 'Supplier shall mean the successful bidder whose tender has been accepted by the Purchaser/owner and to whom the order is placed by the purchaser/owner and shall include his heirs, legal representatives, successors etc.
- e. 'Acceptance Letter', shall mean written consent by a letter of purchaser/owner to the bidder intimating him that his tender has been accepted.
- f. 'Contract Period', shall mean the period specified in the tender documents during which the contract shall be executed.

### 2. SCOPE OF THE BID

HLL Lifecare Limited (HLL), a Government of India Enterprise, invites online bids from the eligible, Competent and experienced manufacturers/authorized agents who are capable of supplying the material as per our tender conditions and specification in Schedule B.

### 3. ELIGIBLE BIDDERS

A Bidder should have eligibility criteria as per 9.2-6 of this section to submit bids against this tender.

A firm/bidder shall submit only one bid in the same bidding process. A Bidder (either as a firm or as an individual or as a partner of a firm) who submits or participates in more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.

Joint ventures or Consortiums of two or more registered contactors are not permitted.



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#### 4. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Tender documents may be downloaded free of cost from the Government e-procurement portal (URL: <https://etenders.gov.in/eprocure/app>). However, tender document fees, as mentioned in the NIT, is required to be submitted along with the online bid.

#### 5. SITE VISIT- NOT APPLICABLE

#### 6. Getting information from web portal

All prospective bidders are expected to see all information regarding submission of bid for the tender published in the website during the period from the date of publication of NIT and up to the last date and time for submission of bid. Non observance of information published in the website shall not be entertained as a reason for any claim or dispute regarding a tender at any stage.

All bids shall be submitted online on the Government e-procurement portal only in the relevant envelope(s)/ cover(s), as per the type of tender. No manual submission of bids shall be entertained for the tenders published through Government e-procurement portal under any circumstances.

The Government e-procurement portal shall not allow submission of bids online after the stipulated date & time. The bidder is advised to submit the bids well before the stipulated date & time to avoid any kind of network issues, traffic congestion, etc. In this regard, the department shall not be responsible for any kind of such issues faced by bidder.

#### 7. Bidding Documents

The Bidder is required to login to the e-procurement portal and download the listed documents from the website. He shall save it in his system and undertake the necessary preparatory work off-line and upload the completed bid at his convenience before the closing date and time of submission.

The bidder is expected to examine carefully all instructions, terms and conditions of Contract, Forms, Technical Specifications and Bill of Quantities in the Bid Document. Failure to comply with the requirements of Bid Document shall be at the Bidder's own risk.

#### Clarification of Bidding Documents

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A prospective bidder requiring any clarification of the bidding documents shall contact the office of the Tender Inviting Authority on any working day between 10 AM and 5 PM.

In case the clarification sought necessitates modification of the bid documents, being unavoidable, the Tender Inviting Authority may effect the required modification and publish them in the website through corrigendum.

Amendment to bidding documents.

Before the deadline for submission of bids, the Tender Inviting Authority may modify the bidding document by issuing amendment.

Any amendment thus issued shall be a part of the bidding documents which will be published in the e tender website. The Tender Inviting Authority will not be responsible for the prospective bidders not viewing the website in time.

If the amendment thus published does involves major changes in the scope of supply, the Tender Inviting Authority may at his own discretion, extend the deadline for submission of bids for a suitable period to enable prospective bidders to take reasonable time for bid preparation taking into account the amendment published.

## 8. Preparation of Bids

### Language of the Bid

All documents relating to the bid shall be in the English language.

### Documents Comprising the Bid

The online bid submitted by the bidder shall comprise the following:

- i. Details required for e-payment (Details of bank account having core banking facility and email address of the bidder) in the prescribed format.
- ii. Payment of tender fee/UdyogAadhaar/ Udyam registration certificate as detailed in the e tender website.
- iii. EMD payment/ Udyam certificate details.
- iv. Copy of Documents in proof of eligibility criteria.
- v. Copy of Documents in proof of Financial turnover.
- vi. Other documents specified in Part III.
- vii. Priced Bill of Quantities.

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Bidders shall not make any addition, deletion or correction in any of the bid documents. If tampering of documents is noticed during tender evaluation, the bid will be rejected and the bidder will be blacklisted.

#### Bid Prices

The Bidder shall bid as described in the Bill of Quantities.

For item rate tenders, the bidder shall fill in rates in figures and should not leave any cell blank. The line item total, in words and the total amount shall be calculated by the system and shall be visible to the Bidder.

The rates quoted by the Bidder shall be FOR HLL STORES which includes cost of all materials, freight charges and packing and forwarding charges.

GST applicable shall be extra.

The rates and prices quoted by the bidder shall remain firm during the entire period of contract.

#### Currencies of Bid and Payment

The currency of bid and payment shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees only.

#### Bid Validity

Bids shall remain valid for the period from 01.05.2024 to 30.04.2026 A bid valid for a shorter period shall be rejected by HLL as non responsive.

In exceptional circumstances, prior to expiry of the original bid validity period, the Tendering Authority may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by e mail. A bidder may refuse the request without forfeiting its bid security. A bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to extend the validity of its bid security for the period of the extension.

#### EMD

The Bidder shall furnish, as part of his Bid, a Bid Security for an amount as detailed in the Notice Inviting Tender (NIT). For e-tenders, Bidders shall remit the Bid Security using the payment options given in e-tender under Government e-Procurement system only.

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Each bid must be accompanied by E.M.D. Any Bid not accompanied by an acceptable Bid Security (EMD) shall be rejected as non-responsive.

The Bid Security (EMD) of the unsuccessful Bidder shall become refundable as promptly as possible after opening of Price Bid and finalization of the tender.

The Bid Security (EMD ) of the successful Bidder will be converted to Security deposit on request from the bidder and acceptance of LOI/purchase order.

MSE units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their Udyam registration certificate as mentioned the NIT. But the Party has to provide Security deposit if Tender is awarded to them. (Please see Schedule A).

8.6.6 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. All rules and regulations as per guidelines of Government of India shall be applicable for MSME

8.6.7. 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. But the party has to provide security deposit if Tender is awarded to them. Security deposit will be 3 % of the order value subject to a maximum of Rs. 2,00,000/-. All rules and regulations as per guidelines of Government of India shall be applicable for Startup Units.

#### 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

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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 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.

8.6.9. The Bid Security may be forfeited:

- 1) If the Bidder withdraws the Bid after Bid opening during the period of Bid validity including extended period of validity; or
- 2) If any modification is effected to the tender documents or
- 3) In the case of a successful Bidder, if the Bidder fails within the specified time limit to:
  - a) Accept the LOI/purchase order; or
  - b) Furnish the required Security Deposit.

8.6.10. In such cases ,material will be procured from alternate sources at the risk and cost of the selected bidder. In such cases, the additional cost incurred will be recovered from the supplier.

8.6.11. The Bid Security deposited will not carry any interest.

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Tender fee

For e-tenders, the mode of remittance of Tender Fee shall be the same as detailed for remitting Bid Security. For e-tenders, Bidders shall remit the Tender fee using the payment options as mentioned in the e-tender in Government eProcurement portal only.

Any bid not accompanied by the Tender Fee as notified, shall be rejected as nonresponsive.

Tender Fee remitted will not be refunded.

Alterations and additions

The bid shall contain no alterations or additions, except those to comply with instructions, or as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

The bidder shall not attach any conditions of his own to the Bid. Any bidder who fails to comply with this clause will be disqualified.

9. Submission of Bids

The Bidder shall submit their bid online only through the Government eProcurement portal (URL: <https://etenders.gov.in/eprocure/app>) as per the procedure laid down for e-submission as detailed in the web site. For e tenders, the bidders shall download the tender documents including the Bill of Quantity (BOQ) file from the portal. The Bidder shall fill up the documents and submit the same online using their Digital Signature Certificate. On successful submission of bids, a system generated receipt can be downloaded by the bidder for future reference. Copies of all certificates and documents shall be uploaded while submitting the tender online.

The tender is invited in 3 Envelope system from the registered and eligible firms at CPP Portal.

Pre-qualification Criteria for bidders: Following 3 envelopes shall be submitted online at CPP-portal by the bidder.

a) Envelope - I (Tender Fee and EMD):

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Tender fee (Non-refundable) and EMD as per the tender conditions shall be paid separately, thru RTGS/NEFT transfer in the following HLL A/c details:

Name of Bank: State Bank of India  
A/c number: 0030307535628  
IFSC Code: SBIN0004350  
Branch name: Commercial Branch,  
Thycaud, Trivandrum

Document of the above transactions completed successfully by the bidder, shall be uploaded separately while submitting the bids online.

Note:-

SSI/ MSE units interested in availing exemption from payment of Tender Fee and EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC/Udyam. If the bidder is a MSE, it shall declare in the bid document the Udyog Aadhar/Udyam Memorandum Number issued to it under the MSME D Act, 2006. If a MSME bidder do not furnish the UAM Number along with bid documents, such MSME unit will not be eligible for the benefits available under Public Procurement Policy for MSEs Order 2012. But the Party has to provide Performance Security/Security Deposit if Tender is awarded to them.

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. All rules and regulations as per guidelines of Government of India shall be applicable for MSME.

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 as per NIT. But the party has to provide security deposit if Tender is awarded to them. All rules and regulations as per guidelines of Government of India shall be applicable for Startup Units.

b) Envelope - II (Technical bid):

Technical Bid should contain signed and scanned soft copy of documents duly filled and signed as specified in Part III.

Qualification Criteria for contractors / firms



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The bidder should be fulfilling the following preconditions and must also upload / submit documentary evidence in support of fulfillment of these conditions while submitting the bid.

Sl No	Eligibility Criteria
1	Questionnaire for Minimum eligibility criteria as per Schedule K
2	Average Annual financial turnover of the bidder during the last 3 years, ending 31st March of the previous financial year ( 31.3.2023).
3	The duly signed acceptance form as per Schedule I of Part-III to be attached
4	Duly filled and signed copy of requisition for e-payment form along with clear and visible scan copy of cancelled cheque as per Schedule I of Part-III.
5	General information of the vendor as per Schedule F of Part III & VendorDevelopment form as per schedule G. <ul style="list-style-type: none"><li>• Scanned Copy of GST and PAN</li><li>• Proof for Clause 6&amp; 7 shall be submitted.</li><li>• Signed Copy of Schedule B, B-1, B-2 may be submitted</li><li>• Please attach an attested photocopy of the License under Labour Act (R&amp;A) 1970</li><li>• A copy of the possession certificate, location certificate encumbrance certificate(for last 13 years) current Tax receipt (if applicable)</li><li>• Self certified Environment friendly Certificate as per Schedule C</li></ul>
6	<ul style="list-style-type: none"><li>• Pre-Contract Integrity Pact as per Schedule -J</li></ul>

c) Envelope – III (Financial Bid): The Financial e-Bid through CPP portal.

In the case of Centrifuged Latex, bidders are requested to quote the per KG conversion charges, Freight per KG (if any), Others per KG (if any) and Insurance per KG (if any). However, while placing Purchase order to eligible vendor(s) the gross rate (per KG) will be taken as: A + Conversion charges per KG + Freight per KG (if any) + Other per KG (if any) + Insurance per KG (if any) (A = Fortnightly average rate of 60% Latex Published in the website of rubber board - Kottayam). GST as per standard norms will considered extra. Lowest rate of each line item of technically qualified bidders will be considered to arrive at the successful bidder.

All rates shall be quoted in the format provided and no other format is acceptable. If the price bid has been given as a standard format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the file, open it and complete the colored (Unprotected) cells with their respective financial



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quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the file is found to be modified by the bidder, the bid will be rejected.

Note:-

1. HLL Lifecare Limited reserves the right to verify the credential submitted by the agency at any stage (before or after the award of order). If at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then HLL shall take the following action:
    - a) Forfeit the entire amount of EMD submitted by the firm.
    - b) The agency shall be liable for debarment from tendering in HLL Lifecare Limited, apart from any other appropriate contractual /legal action.
  2. On demand of the Tender Inviting Authority, this whole set of certificates and documents shall be send to the Tender Inviting Authority's office address (as given in the NIT) by registered post/Speed post of India Post in such a way that it shall be delivered to the Tender Inviting Authority before the deadline mentioned. The Tender Inviting Authority reserves the right to reject any bid, for which the above details are not received before the deadline.
  3. The Tender Inviting Authority 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.
10. Deadline for Submission of the Bids

Bid shall be received only online on or before the date and time as notified in NIT.

The Tender Inviting Authority, in exceptional circumstances and at its own discretion, may extend the last date for submission of bids, in which case all rights and obligations previously subject to the original date will then be subject to the new date of submission. The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time).

Modification, Resubmission and Withdrawal of Bids

Resubmission or modification of bid by the bidders for any number of times before the date and time of submission is allowed. Resubmission of bid shall require uploading of all documents including price bid afresh.

If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

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The Bidder can withdraw his/her bid before the last date and time of receipt of the bid. The system shall not allow any withdrawal after the last date and time of submission.

## 11. Bid Opening and Evaluation

### 11.1. Bid Opening

Bids shall be opened on the specified date & time, by the tender inviting authority or his authorised representative in the presence of bidders or their designated representatives who choose to attend.

#### Bid Opening Process

Opening of bids shall be carried out in the same order as it is occurring in invitation of bids or as in order of receipt of bids in the portal. The bidders & guest users can view the summary of opening of bids from any system. Bidders are not required to be present during the bid opening at the opening location if they so desire.

- a) Envelope -I: Envelope-I Opening date shall be mentioned in NIT Document. (Envelop – I shall contain scanned copy of Tender Fees and EMD)
- a) Envelope -II: Envelop-II opening date shall be as mentioned in NIT Document. The intimation regarding acceptance / rejection of their bids will be intimated to the bidders through e-tendering portal. (Envelop-II shall contain scanned copy of Pre-qualification document.)

If any clarification is needed from bidder about the deficiency in his uploaded documents in Envelope- I and Envelope-II, he will be asked to provide it through CPP portal. The bidder shall upload the requisite clarification/documents within time specified by HLL Lifecare Limited, failing which tender will be liable for rejection.

- c) Envelope -III: The financial bids found to be meeting the qualifying requirements shall be opened as per NIT Document. (Depending on evaluation of Envelop I & II, the date shall be intimated through CPP Portal)

In the event of the specified date of bid opening being declared a holiday for HLL, the bids will be opened at the same time on the next working day.

#### Confidentiality

Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of orders shall not be disclosed to

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Bidders or any other persons not officially concerned with such process until the award has been announced in favour of the successful bidder.

Any effort by a Bidder to influence the Purchaser during processing of bids, evaluation, bid comparison or award decisions shall be treated as Corrupt & Fraudulent Practices and may result in the rejection of the Bidders' bid.

Clarification of Bids

To assist in the examination, evaluation, and comparison of bids, the Tender Inviting Authority may ask the bidder for required clarification on the information submitted with the bid. The request for clarification and the response shall be in writing or by e-mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted.

No Bidder shall contact the Tender Inviting Authority on any matter relating to the submitted bid from the time of the bid opening to the time the order is awarded. If the Bidder wishes to bring additional information to the notice of the Tender Inviting Authority, he shall do so in writing.

Examination of Bids, and Determination of Responsiveness

During the bid opening, the Tender Inviting Authority will determine for each Bid whether it meets the required eligibility as specified in the NIT; is accompanied by the required EMD, Tender fee and the required documents and certificates.

A substantially responsive bid is one which conforms to all the terms, conditions, and requirements of the bidding documents, without material deviation or reservation.

If a Bid is not substantially responsive, it may be rejected by the Tender Inviting Authority, and may not subsequently be made responsive by correction or withdrawal of the nonconforming material deviation or reservation.

Non submission of legible or required documents or evidences may render the bid non-responsive.

Bidder can witness the principal activities and view the documents/summary reports for that particular tender by logging on to the portal with his DSC from anywhere.

Single tender shall not be opened in the first tender call.

Negotiation on Bids

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The Tender Inviting Authority reserves the right to negotiate with the lowest evaluated responsive bidder.

## 12. Award of Order

HLL will award the order to the Bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.

In the eventuality of failure on the part of the lowest successful bidder to produce the original documents, or submit the security deposit, or acceptance of order within the specified time limit, the Bidder shall be debarred in future from participating in Bids for two years and will be recommended for blacklisting by the competent authority. In such cases, the material will be procured from other responsive bidders at the risk and cost of nonresponsive L1 bidder.

The rates for the various items quoted by the Bidder shall be rounded to two decimal places. The decimal places in excess of two will be discarded during evaluation.

The Tender Inviting Authority reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the finalization of tender, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Inviting Authority's action.

## Notification of Award and Order Acceptance

The Bidder, whose Bid has been accepted, shall be notified of order by HLL prior to expiration of the Bid validity period by e-mail.

## 13. Corrupt or Fraudulent Practices

The purchaser requires that the bidders and suppliers observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

Sl. No.	Term	Meaning
(a)	Corrupt practice	The offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.

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- |     |                     |  |
|-----|---------------------|--|
| (b) | Fraudulent practice | A misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.   |
| (c) | Collusive practice  | Means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive levels.         |
| (d) | Coercive practice   | Means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract. |

The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the order in question

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**SCHEDULE – A**

**MINIMUM ELIGIBILITY CRITERIA FOR QUALIFYING IN THE TECHNICAL BID**

**Miscellaneous works**

1. The bidder should be able to undertake the Miscellaneous works as given in SCHEDULE B, B1, B2
2. The bidder should provide security by Bank Guarantee from a Nationlized/Scheduled Bank for an amount of Rs. 5,00,000 (Rupees five lakhs only) within 2 weeks of receipt of order, if the work is awarded (Not applicable to societies as mentioned in Cl.18(i) ) under schedule D).
3. Declaration (as given in SCHEDULE – I) from the bidder that the offer being submitted is as per the requirements given in this Bid is to be attached along with the Technical Bid.
4. The bidder should comply with all requirements of GMP.
5. The bidder should meet all the Legal/Statutory requirements with respect to this work
6. Bidder should have offices in the State of Kerala with local office in Thiruvananthapuramdistrict and should have a minimum of 3 years experience in supplying manpower for miscellaneous works / housekeeping works/similar services in the State of Kerala
7. The applicant should have executed at least one work/service of value Rs. One crore of providing miscellaneous / housekeeping works/ similar types of works/services in a PSU /Government organization for a continuous period of one calendar year in the past 3 years (Period 01.01.2021 to 31.12.2023) by engaging local manpower
8. The applicant should have an average annual turnover of Rs. One Crore for providing miscellaneous works / housekeeping works / services in the last 3 years(Period 01.04.2020. to 31.03.2023)
9. The bidder should be willing to carry out any additional work that may arise from time to time during the validity of the contract period at the agreed rate as per this tender

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## SCHEDULE –B

### TECHNICAL BID

#### WORK REQUIREMENTS WITH RESPECT TO MISCELLANEOUS WORK

1. To attend the miscellaneous works of various sections/Centres at various locations of HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram as given in the Schedule B1, B2.

2. LEGAL COMPLIANCE: (a) The contractor should take license under the Contract Labour (R&A) Act 1970 and other statutory licenses wherever applicable and should produce proof whenever required.

(b) The bidder should take insurance for his workers against any eventuality of accidents etc. HLL Lifecare Limited will not be liable for any accident sustained to contractors/workmen while on or out of the work during the contract period. C) The bidder should keep all records and documents required under Contract Labour (Regulation and Abolition Act, 1970.

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**SCHEDULE B-1**

**WORKS & UNIT QUANTITY**

**Packing Department**

<p><b><u>Naked condom transfer to Packing dept.</u></b> Transfer of naked condoms from FPQA section after lot wise weighing to the storage area of packing section in plastic crates / proper containers (the required crates / containers are to be collected from packing section and brought to FPQA) and stacking them in proper order with batch identity.</p>	<p>During office hours (6am to6pm)1500 kg Non office hours – 1000 kg</p>
<p><b><u>Material Issue (I/ II/ III Shifts)</u></b> Issue of condoms and foils to packing machines (for all types of packing machine like BRT, SS, ST, TS, DS, SR, TR and any other new packing machine), collection and return of condoms and foils from the packing machines to the mini sore of packing dept, collection and return of items like crates, empty plastic covers etc, and keeping all the above items at the designated areas with proper identity and maintenance of all relevant document/records.</p>	<p>30 machines in a shift (0.5 manpower up to 15 nos) 15- 29 Packing machines in a shift proportionate reduction from the targeted no of machines &gt; 30 nos packing machine in a shift/proportionate increase in the targeted no of machines.</p>
<p><b><u>Segregation (SS, ST, DS Machines for Domestic/ Govt. Scheme)</u></b> (a) Supply of empty box/ crates to the packing machines for strip collection (b) Taking the filled box/ crates from the packing machines to segregation area (c) Segregating the bad strips from the stripped condoms – machine wise and batch wise. (d) Putting batch details on the bin card and weighing the strips. (e) Provide batch identity on all boxes / crates using bin cards. (f) Putting the box/ crates batch wise at the designated areas. (g) Taking the waste after segregating each</p>	<p>250 kg</p>



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crate/ box, and at the end of the shift keeping the waste strips machine wise in the designated area after weighing. (h) Maintain all relevant records.	
<b><u>Segregation ( for all export schemes) SS &amp; ST Machines</u></b> a) Supply of empty box/ crates to the packing machines for strip collection (b) Taking the filled box/ crates from the packing machines. (c) Segregating the bad strips from the stripped condoms - machine wise and batch wise. (d) Putting batch details on the bin card and weighing the strips. (e) Provide batch identity on all boxes / crates using bin cards. (f) Putting the box/ crates batch wise at the designated areas. (g) Taking the waste after segregating each crate/ box, and at the end of the shift keeping the waste strips machine wise in the designated area after weighing. (h) Maintain all relevant records. (i) All crates should get pass certification from QA department. The segregation may be repeated until getting pass certification from QA department.	200 kg/ Manpower
<b><u>Segregation ( three line square packing machine) (BRT, TR, TS Machine, DS Machine)</u></b> (a) Supply of empty box/crates to the packing machines for strip collection (b) Taking the filled box/crates from The packing machines to the segregation area. (c) Segregating the bad strips from the stripped condoms – machine wise and batch wise. (d) Putting batch details on the bin card and weighing the strips. (e) provide batch identity on all boxes /crates using bin cards	2 Machines / Manpower

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(f) Putting the box/crates batch wise at the designated areas. (g) Taking the waste after segregating each crate/box, and at the end of the shift keeping the waste strips machine wise in the designated area after weighing. (h) Maintain all relevant records.	
<b><u>Strip transfer (to the loading bay area)</u></b> Transfer of strip packed condoms from the weighing area to the strip storage area near to the loading bay and stacking batch wise and maintain proper identity.	2100 kg
<b><u>Strip transfer ( to the primary packing area)</u></b> Transfer of strip packed condoms from the weighing area to any other location in the primary packing area, stacking of strips batch wise and maintain proper identity.	3500 kg.
<b><u>Segregation of Non-conforming Product</u></b> Segregation of Non-conforming product (collected from secondary packing area and from packing machines).	60 kg of strips
<b><u>Online segregation and stacking of strips</u></b> Online segregation of strips on a table attached to packing machines, stacking of strips in the box/crates and recording of output and waste details in appropriate records.	One manpower per packing machine per shift.
<b><u>Condom rolling in input lots</u></b> Manual rolling of half rolled condoms in input lots to packing machines.	50 kg input weight.
<b><u>Segregation of half rolled / shapeless condoms</u></b> Segregation of half rolled condoms, shapeless condoms etc. from the input lots, taking weight of both good and bad condoms and keep them at the designated areas with proper identity.	120 kg input weight.
<b><u>Rolling of shapeless / half rolled condoms lying in all machine</u></b>	Manday.

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<b>bed / Shift</b>	
<b>Foil transfer from stores</b> Transfer of foil reels from the stores to the foil storage area in packing section and stacking with proper identity.	750 nos. of reels.
<b>Silicone oil filling</b> Filling of silicone oil in jars fitted in all packing machines.	50 machines per shift
<b>Silicone oil filling (In 3 shifts)</b> Filling of silicone oil / flavours mixtures in jars fitted in all packing machines	0.5 manday (irrespective of the number of machines, if the number of machines are 30 nos.or less than 30 nos. If the number of machines are more than 30 nos, then as per the normal target of 50 machines per shift.
<b>Draining of silicon</b> oil from drum/tots and kept in ear marked area & lifting, emptying & storage of the empty silicon oil barrels at the designated area	30 nos. – barrels ( 1 Manpower) 15 nos. – tots ( 1 Manpower)
<b>Assisting strip weighing area (I/ II/ III SHIFT)</b> <b>Cleaning of Silicone oil jars</b> Cleaning of silicone jars fitted to the packing machines. empty silicone oil barrels at the designated areas.	1 Man day/shift
<b>Peeling of defective strips (with good condoms) for repacking of condoms</b> Collect the strips, peel them, weigh and place the peeled condoms batch wise at the designated areas with proper identity as 5 kg packs in polythene covers kept in crates / boxes. The peeled foils are also to be kept at the designated area. Maintain appropriate records and identity.	21 kg of peeled condoms for paper top foils. 17 kg of peeled condoms for all other foils.
<b>Peeling of Defective strips (with defective condoms for destroyal)</b> Peeling of defective strips for destroyal	30 kg of peeled condoms for all type of foils.
<b>Unloading of boxes / crates</b> Unloading of filled boxes or empty boxes / crates at PFT from the lorries coming from the outsourced secondary packing units and stacking them at the area specified in the Packing	100 filled boxes 500 empty crates / boxes.

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Department.	
<b><u>Works related to transportation of Goods to depot / secondary packing units.</u></b> (1) To sort / arrange strips to outsource units. (2) To sort / Arrange boxes to depots. (3) Checking and counting the loading of boxes and strips to lorries / vans / containers for transfer to respective places. (4) Checking and counting the loading of other materials to lorries / vans / containers for transfer to respective places. (5) Check in and accounting unloading of filled boxes / empty crates, boxes, miscellaneous materials etc.from the lorries / vans / containers. (6) To assist / help the grade worker in related areas.	Manday.
<b><u>Rework of srips with defective stamping</u></b> Reworking of strips with defective stamping	Single piece strip: 17 kg Two pieces strip : 25 kg Three or more pieces strip : 32 kg
<b><u>Rework of wallets and cartons</u></b> Rework of wallets and cartons (due to defective stamping or due to gluing defect)	4000 wallets / 1500 cartons
<b><u>Rework of master cartons</u></b> Box correction work with respect to consignee address pasting, stamping, etc.	200 boxes.
<b><u>Rework / Segregation of stripped products based on QA warning / in-process inspection</u></b> Rework of stripped products based on QA warning / In-process inspections. (Taking of boxes/crates from storage area, rework based on QA instruction, repack the boxes / crates and replacing them at the designated areas.)	25 kg
<b><u>Destroyal of fully packed batches</u></b> (due to internal or external rejections). Removal of strips from the packed product and store the strips and secondary packing materials at the	For schemes with wallets – 3000 wallets. For all other schemes – 600 cartons.

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designated areas for further processing.	
<b><u>Weight verification of the filled boxes / crates at the strip storage areas.</u></b> Weighing of filled boxes / crates at the strip storage area (as cross verification) and recording of weights.	300 boxes / crates.
<b><u>Collection of strips without segregation</u></b> (1) Supply of empty box / crates to the packing machines for strip collection (2) Taking the filled box / crates from the packing machines to the segregation area. (3) Putting batch details on the bin card and weighing the strips. (4) Provide batch identity on all boxes / crates using bin cards. (5) Putting the box / crates batch wise at the designated areas. (6) Maintain all relevant records.	700 kg of strips.
<b><u>Accounting of the collection of condom from QA</u></b> Lot wise/batch accounting of the collection of condoms from QA and maintaining all records relevant to it.	Manday.
<b><u>Material Shifting</u></b> Shifting of strips, packing materials, crates, filled boxes, other miscellaneous items etc between PFT / outsource units / depots.	Manday.
<b><u>Batch coding in reworked strips</u></b>	Single piece strip: 15 kg Two pieces strip: 22 kg Three or more pieces strip: 40 kg
<b><u>Assisting strip weighing area in 3 shifts</u></b>	Manday for each shift
<b><u>Supervision of works (Supervision work)</u></b> Overall supervision of the contract manpower engaged for strip packing operations in packing, QA clearance of reworked crates and maintain its records verification and approval of all bin cards and avoiding the possibility of batch mix up during strip transportation from packing machine to other production areas	One supervisor / shift( Total 3 shifts)

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like strip storage areas/ loading bay area etc., maintaining of batch identity in the strip storage area/loading bay area, maintenance of operator wise output details, maintenance of machine wise waste details, data entry in relevant software, keeping muster rolls etc.	
Entering the work details of all miscellaneous works done by contract employees at PFT in the computer system and general shift shop assistant jobs	One manpower / day
Mixing flavor with lubricant & labeling & storage in ear marked area	1000 Kg/Manday
Destroyal of damaged foil laminate	500kg of foil
Supervision of works (Non-conforming/Reworked products): Overall supervision of the contract manpower engaged in non-conforming/ reworked products in packing, maintain its records, avoiding the possibility of batch mix-up during strip transportation from packing machine to other production areas like strip storage areas/ loading bay area etc., maintaining of batch identity in the strip storage area/ loading bay area and monitoring of non-conforming product (bad peeling) at Pakalveedu.	Supervisor/general shift- 1
Entry and up keeping of Primary packing & Secondary packing production, batch closing and strip shortage related details in packing department. Production wastage records in packing departments, other related records.	Manday
<b>Lube Production:</b> Formulation of the Lube as per requirement, mixing of the ingradients of the lube as per the requirement, loading of lube to the machine, cleaning of machine using IP solution in the stipulated interval, cleaning of bottles of sprayer unit.	2 Manday (Semi skilled)

All the above works are to be carried out as per the work instructions of packing

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**section.**

**Penalty will be imposed in case of non-performance / poor quality of work like**

- (1) Improper segregation
- (2) Improper maintenance of records
- (3) Incorrect / wrong entry in bin card
  
- (4) Improper (not keeping batch wise at specified locations) storage of filled boxes / crates at the storage areas.
  
- (5) Non-issue of condoms as per the posting sheet
  
- (6) Issue of wrong batches to the packing machine
  
- (7) Not collecting back the balance lots and foils from the machine and not keeping them in specified locations at the end of the shift.
  
- (8) Not stacking the condoms batch wise without the required details in lot cards
  
- (9) Not keeping top and bottom foils separately for each of the above reported incidence of deviation, one unit shall be deducted as a penalty.

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**Stores Department**

Sl no	Work Description	Man power required
1	Loading and unloading of accepted/ rejected raw materials, chemicals, engineering materials, CED materials packing materials, stationary items, ammonia gas cylinders, shifting of passed materials from quarantine Area, stock transfer materials.	10
2	Labeling of stickers on drums, bags, bundles etc. issuing of materials.	
3	Stacking of materials, Rearrangement of materials, packing of materials for stock transferring.	
4	Transferring the rejected materials to the rejection material store, weighing the waste materials and shifting to designated location.	
5	Receive, Storage & issuing of materials and updation of stock at various store sections	3
6	Condom cutting, filling in sacks, Stacking	2
7	Fork lift operation (Rate of Supervisory work)	3
8	Receive, storage, issuing of materials and updation of stock at various store sections (Rate of supervisory work)	2



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ETD

SL NO	Work Description	Qty of one unit
1	100% checking of all the tested lots (Plain condom)for any visual defects or rolling defects and correcting the rolling	45 Kg
2	100% checking of all the tested lots (dotted & ribbed condom)for any visual defects or rolling defects and correcting the rolling	40Kg
3	Unrolling of the condom lots	30Kg
4	Transferring of lots from stock room to testing machines	Manday
5	Continuous cleaning of machine parts like chute, crates, unit stands, lot stand, Platform etc (4 Nos) of machine	Man day 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> shift only
6	Transfer of good condoms from ETD to QA	1 Man day/shift
7	Belgaum /KFC naked condom packing	100lot
8	Transfer passed lots from HPQA to ETD stock Room	1man day/shift
9	Lot issue for covering	Man day
10	Mini- store duty	Man day
11	Miscellaneous works	Man day
12	Weighing of lots in ministore	Man day

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**QUALITY ASSURANCE**

SL NO	Work Description	Qty of one unit
1	Assisting in dividing of after packing/ before packing samples for various tests and keeping it test wise in designated area	13 batches
2	Peeling of life expired reserve samples/ rejected products. Peeled foil and condom to be kept at the designated area.	22 kg of strips
3	Transfer of lots from vulcanizing section of respective plants to centralized HPQA	*250 lots
4	Transfer of naked condoms from ETD online area to other storage areas of QA and keeping the lots with proper lot/batch identification in the marked area.	*275 lots
5	Assisting the visual inspectors for carrying out visual inspection of boxes for batches at final packed stage at PFT and all outsourced secondary packing units.	Man day
6	Assisting in collection of strips from batches for Testing.	Man day
7	To take 8 boxes from every batch of Govt. Supply which are marked by RHO for tendering and open the box by removing the plastic straps and tape and to return the boxes to concerned batches after hooping.	Man day
8	Peeling of wallets / Dispenser cartons of life expired reserve samples. Peeled wallets and dispenser cartons to be kept at the designated area.	22 kg (Excluding strips)
9	Assisting in conducting various tests at QA and for assisting in conducting daily calibration testing equipments in QA & for assisting for plant/R&D trials and maintenance of batch manufacturing records.	1 Man day duty will be given if the employee completes the target allotted.

\* In case of production scale down, 1 man day duty will be given if the entire lots in the shift is transferred by the manpower employed for that shift.

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**Primary Production**

Sl No	Work Description	Qty of one unit	Requirement	Estimated Monthly Average Manpower Requirement
1	Salvaging: Salvaging Half Product condoms	25 Kg Condoms – Male Condom	8 daily	30 X 8 = 240 Manpower maximum requirement
		40 Kg Condoms – Female Condom		Actual monthly manpower requirement based on previous year data is 140 numbers
2	Lot Transfer: Shift wise transfer of vulcanized lots from Plant D and to be kept in marked area at Plant C vulcanizing	Man Day (1 Manpower for 8 hour duty)	1 person per shift (during the running of production at Plant D)	84-93 numbers (Based on number of days in a month)
3	Data Entry: Maintenance of mini store activities in Primary Production in all plants which includes material issue to shop floor, goods entry on a daily basis, material consumption accounting, assistance for clarification related works and supporting for other plant activities in Primary production dept	Man Day (Supervisory category) (1 Manpower for 8 hour duty)	2 daily except on holidays	52 numbers per month
4	Chamber Cleaning: Chamber Cleaning of Moulding Machines during machine stoppages in Okomoto/RRT machines	Man Day (1 Manpower for 8 hour duty)	1 (During mould change) per machine	120 manpower per year at average of 10 manpower per month

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5	MOULD WORK: Mould Assembling, Mould Fitting, Mould Change...etc in Okomoto/RRT condom production machines	Man Day (1 Manpower for 8 hour duty)	1 (In case of emergency need for frequent mould work/changes) per day	30 numbers
6	Mould Transfer: Transfer of moulds from mould storage area to machine/machine to mould storage area during mould change	Man Day (1 Manpower for 8 hour duty)	6 (during mould change) per machine [For transfer of moulds from mould storage area to machine/machine to mould storage area during mould change]	12 numbers (May vary based on number of mould changes per month)
7	Lot Cooling: Cooling of lots and lot salvaging work in Plant D	Man Day (1 Manpower for 8 hour duty)	1 person per shift (during the running of production at Plant D)	84-93 numbers (Based on number of days in a month)
8	Slurry Tank Cleaning: Cleaning of Slurry Tank used in centralized preparation of Slurry solution in Plant A/B/C/D	Man Day (1 Manpower for 8 hour duty)	1 (In case of need during clarification/machine stoppages) for 2 machines	10 numbers (May vary based on number of clarifications per month)
9	Hot Water Tank Cleaning: Cleaning of Hot Water Tank used to store hot water for mould rinsing in Plant A/B/C	Man Day (1 Manpower for 8 hour duty)	1 (In case of need during clarification/machine stoppages) per 2 tanks	2 numbers(May vary based on clarification)
10	Drainage Sump Cleaning: Cleaning of Drainage Sump in Plant D	Man Day (1 Manpower for 8 hour duty)	3 (During machine stoppages once in a month)	2 numbers

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11	Vulcanizing Barrel Cleaning: Cleaning of Vulcanizing Barrel in Plant A/B/C/D	Man Day (1 Manpower for 8 hour duty)	1 manpower (In case of need during clarification/machine stoppages) for 4 vulcanizing barrels	2 numbers
12	QMS/SHE/System Related Works: -Online process control studies using SPC techniques -Validation of Moulding machines -Validation study of process changes -Chemical Performance Studies -Maintenance of QMS/SHE related documents	Man Day (Supervisory category) (1 Manpower for 8 hour duty)	1 daily except on holidays	26 numbers per month
13	Cleaning of moulds, mould holders, pinion & mould holder assembly	Target – 600 numbers for one man power	1 (in case of mould changes in absence of trainees)	2 numbers per month
14	Compounding assistance	Monday ( 1 manpower for 8 hours duty)	1 daily	26 manpower per month

**R&D**

Sl No.	Work Description	Quantity per day
1	Assisting R & D Staff in conducting plant trials in Primary production/ETD/Packing.	1 manpower per day (Skilled)

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**MT LAB**

Sl no	Work description	Quantity per day
1	<p>Sampling of consignments of packaging materials, latex, Raw chemicals etc. from stores +</p> <p>Collecting in process samples for testing from Primary Production Departments(20 lines) +</p> <p>Collection slurry and ammonia samples from Primary Production Departments (20 lines) and any other departments if applicable.</p> <p>Note: The above work also includes the cleaning and washing of the glass wares before and after sampling and testing &amp; returning back the packaging material to Stores department.</p>	<p>3 Manpower per day of 8 hrs each (1st – 1 Manpower(Worker) General shift – 2 (Unskilled)</p>
	<p>Assisting in conducting various tests in MT Lab and R &amp; D</p>	<p>1 manpower per day (Skilled) 8 hrs. duty</p>

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**Other Dept**

Sl No	Work Description	Quantity per day
<b>Safety department</b>		
1	Operation of waste burning plant	Manday
2	Maintenance of fire hydrant system of PFT	Manday
3	Operation & Maintenance of ETP/RO Plant	01-skilled manpower (Bsc or equivalent)
<b>HR Department</b>		
1	Photo copying	Manday (unskilled)
2	Messenger	Manday (unskilled)
3	Creche	Do (unskilled)
4	Office Supporting	2 Manday (2 Skilled)
5	Time Office	3 Man day (skilled)
<b>Finance department</b>		
1	Office Supporting (Supervisory category)	2 Manday
2	Office Supporting (Worker category)	1 Manday
<b>Sales department</b>		
1	Office Supporting (Supervisory category)	3 Manday
2	Office Supporting (Worker category)	1 Manday
<b>Engg department</b>		
1	Chiller operation (Worker category)	Manday per shift + 1 reliever required (AC Mechanical)
2	Office support to calibration lab including liasoning with external parties	1 Manday
3	Office support in Mechanical Dept including liasoning with external parties and other departments	1 Manday
4	Support to ETD Maintenance team	1 Mandays
5	Aluminium fabrication work	1 Manday
6	Support to IT Dept. in shifts	1 Manday
7	Vending machine(Sticker pasting/Packing)/Soldering/Assembly/QC	9 Manday (Semi skilled/unskilled)
<b>Unit chief office</b>		
1	Office Supporting	Manday
<b>Balaramapuram packing unit</b>		
1	Loading/Unloading Depot & Packing, Filling and other works	50 Manpower Around 500Nos target work and mandays.
<b>CHO(A/c) &amp; CRDC Akkulam</b>		
1	Office Supporting (CHO)	1 Manday-skilled

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2	Office Supporting (CRDC)	1 Manday-skilled
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**SCHEDULE – B.2**

**GMP AND LEGAL REQUIREMENTS**

**(a) SANITATION & HYGIENE**

All persons engaged shall be free from contagious diseases. The contractor shall ensure that people who come in contact with the product shall wear protective devices (provided by HLL) like Hand gloves, Mask and Caps etc whichever is required. Before entering to manufacturing area personal shall wear clean clothes. Smoking, eating, chewing and drinking is prohibited in the work area.

**(b) PROCESS CONTROL & DOCUMENTATION**

It should be ensured that all operations are conducted properly by controls such as training, supervision by the contractor with proper documents.

**(C) LEGAL COMPLIANCE:**

1. The contractor should take license under the Contract Labour (R&A) Act 1970 and other statutory licenses wherever applicable and should produce proof to the Company.
2. In case the contractor is engaging Contract labours from outside the state of Kerala, necessary licenses under the Inter-state Migrant Workmen (Regulation of Employment & Conditions of service) Act 1979& Rules should be obtained from labour department.

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## PART II

### SCHEDULE - C

#### TERMS AND CONDITIONS

1. The Tender should be complete in all respects. Incomplete tender is liable to be rejected.
2. Unsealed Tender received is liable to be rejected and this will be at the sole risk of the Bidder.
3. The Company shall have the right to inspect and verify the claims in the Technical bid to determine the eligibility of the Bidder prior to award of work and the bidder shall extend all co-operation in this regard. If any information provided in the Technical bid is found false or incorrect at the stage of inspection, visit or at any point of time during the contract period, the same shall result in the termination of contract and disqualification of the bidder from future tenders. In such event, the EMD/security deposit would also be forfeited as compensation towards loss of damage caused to the company on account of false claims.
4. The bidder who does not meet the Minimum Eligibility Criteria shall be considered as DISQUALIFIED in the tender. Their Price Bid shall be returned unopened to them.
5. Workers engaged for the work as per this Tender by the contractor will be employees of the contractor at all times and for all purposes and not of HLL Lifecare Limited and there will not be any Employee-Employer relationship between the persons employed by Contractor for aforesaid work and HLL Lifecare Limited.
6. The qualification of the personnel deployed shall be the minimum qualification of SSLC, ITI, Degree, etc., depending upon the position to which personnel will deputed. The bidder should arrange medical check up for them and proof of the same should be provided to the Company. The contractor should prevent his employees from smoking, chewing etc at work place.
7. The work awarded shall not be subcontracted to any other person/ organization. In case the company finds at any point of time during the period of contract that the work undertaken by the contractor has been subcontracted, the same will be treated as violation of the agreement liable for legal action, termination of contract, forfeiture of EMD, Security Deposit and disqualification from future tenders to HLL Lifecare Limited.
8. The work as per this tender will be given on contract basis to meet temporary need as and only when work is available .
9. Payment of wages: All the works to be done are converted into units as given in the Annexures. Payment will be based on units of work. The contractor shall enter the work done by

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each of his employee in the computer system and software provided by HLL on a daily basis. The system will generate the unit of work done by each employee on the last date of every month, based on which the contractor will pay wages and remit EPF & ESI contributions in respect of their employees.

- a) The contractor shall pay wages to his employees employed for the work undertaken @ the minimum wages prescribed by the Govt of India for worker category of workers.
- b) For those engaged for supervision, he/she shall pay minimum wages applicable to the supervisory category of Supervisors prescribed by Govt. of India
- c) Payment should be made by the contractor within 10th day of the succeeding month, by crediting the amount payable to the bank account of each employee of the contractor and necessary register / record shall be maintained. The contractor shall ensure that each of his employees has bank account.

10. Payment of EPF and ESI: The contractor should ensure payment of ESI and EPF contribution within the prescribed dates as per the relevant Acts & Rules in this regard and payment eligible in these respects will be paid by the company only on production of proof of payment of the amount concerned, to the authority concerned. Contractor shall be liable/responsible for penal action and penalty payable on account of delayed payment of contributions and HLL will not pay any amount in this regard. If any penalty is imposed on HLL, the contractor shall be liable to indemnify HLL.

11. Payment of festival allowance : HLL has no liability in the matter of Bonus to the workers of the contractors. However, since the tender is for a period of 2 years, in case the contractor pays festival allowance during Onam, the management (HLL Life care Ltd.) may consider reimbursement of the amount so paid by the contractor on production of proof. The basis for the calculation of allowance, if it is allowed , will be on the basis of the Payment of Bonus Act, with respect to minimum bonus.

12. PRICE BID: The bidders shall quote the lowest competitive rate to carry out ONE UNIT of work. The details of UNIT of all works and activities involved are given as SCHEDULES B, B1& B2.

13. While quoting the rate in the Price Bid, the bidder should study well the nature of works given in SCHEDULE B ,B1 & B2 and calculate the work involved in a UNIT of each work as per SCHEDULE B, B1 & B2. Thereafter the bidder shall quote the Service charge alone inclusive of other statutory obligations of the workers engaged by the contractor, insurance coverage for his/her/its workers, Income Tax and other statutory charges applicable from time to time and service charge. HLL Lifecare shall have no obligation with regard to statutory or other welfare measures of the workers employed by the contractor for the said work. He should comply with all statutory obligations in respect of labour, GMP etc. Bidders should study well the statutory and other liabilities before submitting the offer to undertake the work.

14. The bidder should quote his rate in the format given as Annex. A and B. He need quote his service charge alone as other rates are statutory which cannot be changed. If the bidder

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changes any of the statutory rates given, the tender will be summarily rejected. Finalisation of tender will be based on the lowest service charge quoted in Annexure A and B

15. The rate quoted by the bidder will be valid for TWO years and extendable on mutual agreement. No enhancement in rate shall be claimed or payable during the period of the contract except for minimum wages. Minimum wages including DA as and when revised by Govt. shall be revised and paid to the contractor by the company, on submission of bill.

16. On finalization, the bidder shall execute an agreement on a stamp paper for Rs. 200/- which will be valid initially for a period of two years and extendable on the same terms and conditions on mutual agreement. The draft of the agreement is available in the HR Department of PFT and the same shall be examined by the contractor before the tender is submitted.

17.RECOVERY OF LOSS/ DAMAGE TO COMPANY: - On awarding the contract, but before execution of the agreement, the bidder shall furnish Security Deposit by way of Bank Guarantee for a value of Rs.5 lakhs which will be returned without interest on completion of contract period. This Security Deposit shall be forfeited in case the bidder withdraws from the contract once it is awarded or fails in completing the work in time as required by the Company or in case any loss or damage is caused to the Company by the contractor or by his/her/its workers or on breach of any of the conditions of the contract. Loss or damage caused to the Company during the contract period shall be recovered from the Security Deposit in proportionate to the loss or damage sustained by the Company and the decision on the amount of compensation for the loss or damage shall be at the discretion of the Company.

The Company shall also have the right to recover such loss or damage from the movable or immovable property of contractor and his heirs and legal representatives if the loss or damage caused is in excess of Security Deposit.

(1) In case more than one bidder quote the same rate in the Price Bid, then preference will be given in the order given below:

(i) Societies registered under Travancore Cochin Literary Scientific and Charitable Societies Act.

(ii) Firms/Establishment registered as MSE.

(iii) Individuals / Firms/Company.

In case of Individuals/Firms/Company other than Societies as said above, preference will be given to those who have more experience and in engaging more number of workers/experience in HLL Lifecare Ltd. The company reserves the right to distribute the work at its discretion to different Societies or Bidders who agree to do the work at the lowest rate accepted. However, the company is not bound to accept the lowest rate.

19. The Company has the right to give the work under this tender to one party or more than one party, in full quantity or partially.

20. The company has the right to shift the work to other facilities/ centres of the company at various locations and the contractor should be ready to do the work at the new locations .In case

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the contractor fails to do so, the company shall have the right to entrust the work to any person /firm /society at its discretion at the existing rates.

21. GENERAL

This Tender is liable to be suspended or cancelled at any time at the discretion of the Unit Chief of the Peroorkada Factory, Thiruvananthapuram with or without assigning any reason.

22. 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:

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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 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 - C

### INDEMINITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the service rendered 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 on this shall be entertained.

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

Place:

Signature of the Bidder

Date:

Name, Seal and Address of the Bidder

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**SCHEDULE - D**

**TECHNICAL BID  
SPECIFIC CONDITIONS FOR SUPPLY OF .....**

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)



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## PART III

### SCHEDULE - F

#### Questionnaire - General information of the Bidder

1. Name and Address of the Bidder	
(a) Telephone :-	Land Phone
	Mobile Phone
	Fax No.
	E-mail .
(b) Name of contact person with Mobile No. if any (in case of Organization)	
(c) Whether individual/Proprietary/ Partnership Firm/Limited Co./ Society	
(d) Whether firms or establishments registered as MSE's.	
(e) If yes, kindly mention whether the same comes under MSE/SSI owned by SC/ST. The certificate for the same may also please be provided along with the quotation.	
2. If society/Partnership firm/Company etc;	
(a) Whether Regd.	
(b) The Act under which Regd.	
(c) Registration No. & Date	
(d) Details of governing body (Please attach attested copies as proof for the above)	
(e) Details of financial stability	
(i) Name and address of your Bank	
(ii) Bank Account No.	
(iii) Account Type	
(iv) What is your financial stability (Rs.) (Please enclose copy of audited Annual Report for the last Three Years in case of Societies/Firms/Company)	
3. In case of individual; Details of movable and immovable property and bank balance or other assets	
(a) Details of Movable property: Description of property-share/Bank Balance/ Credit/ Insurance/Policy/ Security Bond. Give details of amount /Maturity date debtor, name of the company in case of share	
(b) Details of immovable property owned by the	

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Bidder; Description of property (Please (i) Attach a copy of the possession certificate, location certificate encumbrance certificate (for last 13 years) current Tax receipt	
(ii) Survey No.TC NO./Residents Assn.No. in case of building	
(iii) Location	
(iv) Village, Panchayat, Taluk, Dist.	
(v) Area of land in cents	
(vi) Area of land in Sq.ft.	
(vii) Approximate value	
(viii) Details of heir assignees and Legal representatives.	
4. Are you registered with EPF & ESI	Yes/No
If Yes the Code No. (a) EPF	
(b) ESI	
If no, Can you take them within one month (once the contract is awarded)	Yes/No
5. (a) No. & date of License if any obtained under the provisions of Contract Labour (R&A) Act 1970, Please attach an attested photocopy of the License	
(b) If there is no License, do you agree to take License within two weeks of awarding the work, if the work is awarded to you	
6. Are you ready to undertake and carry out the work of Miscellaneous works by engaging Adequate man power without fail as per the Terms and Conditions given in the Tender NOTIFICATION NO. PUR/08/R1/PQ/MISWORK/2024-26 DATED: 16.04.2024	
7. On awarding the contract, can you	
(i) engage persons having passed SSLC/ITI/DEGREE depending upon the positions we engage which personnel will be deputed	
(ii) Ensure that the worker engaged by you are free from contagious diseases	
(iii) Provide caps to the workers engaged by you to be worn while handling the product	
(iv) Provide clean clothing to the workers engaged by you	
(v) Prohibit smoking, chewing, Eating and drinking in the work area	
8. Do you agree to follow the provisions of all relevant laws in respect of labour, payment of wages, GMP etc.	
9. Have you read, understood and agree to abide by the terms and conditions of the Agreement to be signed by the bidder and the company, once the work is awarded.	

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**SCHEDULE - G**

**QUESTIONNAIRE FOR VENDOR DEVELOPMENT**

(TO BE FILLED BY NEW VENDORS)

1. Name & Address of the Service provider :
  - (a) Telephone No.
  - (b) Fax No.
  - (c) E-mail Address
  - (d) Name of contact person
  - (e) (i) Whether proprietary/partnership/  
Limited company.  
(ii) Furnish Name/'s, address,  
phone nos. of Proprietor/  
Managing partner/ M.D / Director's  
(Attach separate sheet)
  - (a) Specify whether SSI / MSE unit
  - (b) If Yes, pl specify if your unit is owned by :  
SC/ST / Women entrepreneur
- 2) Details of tax registration :
  - a) GST No.
- 3) Name & Address of your Banker(s)  
Account no. :  
Swift Code
- 4) Annual Turn over :
- 5) Do you have a Quality Control department. If yes, give the  
details of the facilities. :  
(Yes/No)
- 6) a) Do you have inspection for incoming materials :  
(Yes/No)

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**b) Do you have in process inspection facilities:  
(Yes/No)**

**c) Do you have final inspection of the product :**  
(Yes/No)

7) Do you have any accreditation :

(Yes/No)

(a) ISO 9001

(b) Any National/International Laboratory/Authority  
Certification

If 'Yes', give details along with a copy of certificate issued  
by them.

8) Do you have an environmental policy / ISO 14001 certification? : Yes / No  
If yes, please give the details.

9) Furnish the details of testing equipments.

10) Have you been assessed previously by HLL :  
(Yes/No)

11) List of customers

a) Government Dept. / PSU's

b) Private Sector

12) Have you furnished the sample along with this format :  
(Yes/No)

Place : **NAME AND SIGNATURE OF THE VENDOR**

Date : (Office Seal)

This is to be filled up by HLL LIFECARE LIMITED, THIRUVANANTHAPURAM

Recommendation/Remarks of the committee

Committee Members:

1.Head of Quality Control/Head of Technical Services and Material Testing

2.Head of User Department

3.Head of Purchase Department

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## SCHEDULE - I

### DECLARATION

I / We confirm having read and understood all the work requirements, instructions, forms, terms and conditions and all other requirements of the above tender (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/We agree to abide by all without any deviation.

SIGNATURE

Name & Address

Seal (in case of Society/Organization/Firm)

Place:.....

Date:.....

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**SCHEDULE - I-A**

**BID SECURITY DECLARATION**

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

From,

To,

**GM(COMMERCIAL&BO)  
HLL Lifecare Limited  
(A Government of India Enterprise),  
Peroorkada Factory, Thiruvananthapuram - 695 005,**

Dear Sir,

I / We, hereby declare that if we withdraw or modify the bids during the period of Validity, we agree to be suspended for the time specified in the Tender Documents.

**SEAL OF THE APPLICANT  
SIGNATURE**

**NAME AND ADDRESS OF  
APPLICANT**

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**DECLARATION (LEGAL COMPLIANCE)**

I/We am/are fully aware of the statutory obligations to be complied with respect to this offer and on awarding the work to me/us, I/We will be responsible for all the statutory/ legal aspects like labour, GMP etc. I/We have also fully understood the nature of work and costs involved. The rate quoted by me/us in this bid is all inclusive .

SIGNATURE OF THE BIDDER

(SEAL OF THE BIDDER)

NAME & ADDRESS

Place:.....

Date:.....

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**SCHEDULE - J**

**PRE-CONTRACT INTEGRITY PACT**

This Pre-Contract Integrity Pact (herein after called the Integrity Pact) is made on \_\_\_\_\_ day of the month of March 2020,

**Between**

HLL Life Care Limited, a Government of India Enterprise with registered office at HLL Bhavan, Poojappura, Thiruvananthapuram 695 012, Kerala, Ind which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Party.

**And**

M/s \_\_\_\_\_ with office at.....rep Chief Executive Officer (hereinafter called th shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Party.

**Preamble**

[Both HLL and BIDDER referred above are jointly referred to as the Parties]  
HLL intends to award, under laid down organizational procedures, Purchase orders / contract/s against Tender /Work Order /Purchase Order No..... compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.  
NOW, THEREFORE,  
To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

1. Enable HLL to obtain the desired materials/ stores/equipment/ work/ project done at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement; and
2. Enable the BIDDER to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and HLL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**Clause.1. Commitments of HLL**



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(भारत सरकार का एक उद्यम A GOVT.OF INDIA ENTERPRISE)

पेरूरकाडा. पी.ओ. PEROORKADA. P.O,

तिरुवनंतपुरम THIRUVANANTHAPURAM-695 005

PHONE NO:0471 2435325; FAX NO:0471 2435013;

EMAIL: [materialspt@lifecarehll.com](mailto:materialspt@lifecarehll.com)

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HLL undertakes that HLL and/or its Associates (i.e. employees, agents, consultants, advisors, etc.) will not demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

HLL will, during the tender process / pre-contract stage, treat all BIDDERS with equity and reason, and will provide to all BIDDERS the same information and will not provide any such information or additional information, which is confidential in any manner, to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS in relation to tendering process or during the contract execution.

All the officials of HLL will report to Chief Vigilance Officer of HLL (CVO), any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

HLL will exclude from the process all known prejudiced persons and persons who would be known to have a connection or nexus with the prospective bidder.

If the BIDDER reports to HLL with full and verifiable facts any misconduct on the part of HLL's Associates (i.e. employees the same is prima facie found to be correct by HLL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by HLL. Further, such an Associate may be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by HLL the proceedings under the contract would not be stalled.

## **Clause 2. Commitments of BIDDERS/ CONTRACTORS**

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

The BIDDER will not offer, directly or indirectly (i.e. employees, agents, consultants, advisors, etc.) any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of HLL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

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The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of HLL or otherwise in procuring the contract or forbearing to do or having done any act in relation to obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.

The BIDDER will not engage in collusion, price fixing, cartelization, etc. with other counterparty(s).

The counterparty will not pass to any third party any confidential information entrusted to it, unless duly authorized by HLL.

The counterparty will promote and observe ethical practices within its Organization and its affiliates.

BIDDER shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

The counterparty will not make any false or misleading allegations against HLL or its Associates.

BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

The BIDDER further confirms and declares to HLL that the BIDDER is the original manufacture/integrator/authorized government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to HLL or any of its functionaries, whether officially or unofficially to award the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

The BIDDER while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of HLL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

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The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of HLL, or alternatively, if any relative of an officer of HLL has financial interest/stake in the BIDDER's firm, the same shall Ratified the time before disclose filing of tender.

The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of HLL.

The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract, and will not enter into any undisclosed agreement or understanding with other Bidders, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

The BIDDER will not commit any offence under the relevant Indian Penal Code, 1860 or Prevention of Corruption Act, 1988; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the HLL as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

The BIDDER will not instigate third persons to commit offences outlined above or be an accessory to such offences.

The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign Principal(s), if any.

**Clause.3. Previous contravention and Disqualification from tender process and exclusion from future contracts**

The BIDDER declares that no previous contravention occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDD tender process

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The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason. If BIDDER before award or during execution has committed a contravention through a violation of Clause 2, above or in any other form such as to put his reliability or credibility in question, HLL is entitled to disqualify the BIDDER from the tender process.

**Clause .4. Equal treatment of all Bidders / Contractors / Subcontractors**

The Bidder(s)/ Contractor(s) undertake(s) to demand from his Subcontractors a commitment in conformity with this Integrity Pact.

HLL will enter into agreements with identical conditions as this one with all Bidders and Contractors.

HLL will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

**Clause .5. Consequences of Violation / Breach**

Any breach of the aforesaid provision by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle HLL to take all or any one of the following action, wherever required:-

- i. To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- ii. If BIDDER commits violation of Integrity Pact Policy during bidding process, he shall be liable to compensate HLL by way of liquidated damages amounting to a sum equivalent to 5% to the value of the offer or the amount equivalent to Earnest Money Deposit/Bid Security, whichever is higher.
- iii. In case of violation of the Integrity Pact after award of the contract, HLL will be entitled to terminate the contract. HLL shall also be entitled to recover from the contractor liquidated damages equivalent to 10% of the contract value or the amount equivalent to security deposit/ performance guarantee, whichever is higher.
- iv. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

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v. To recover all sums already paid by HLL, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from HLL in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid amount.

vi. To encash the advance bank guarantee and performance guarantee /warranty bond, if furnished by the BIDDER, in order to recover the payments already made by HLL, along with interest.

vii. To cancel all or any other contract with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to HLL resulting from such cancellation/recession and HLL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

viii. To debar the BIDDER from participating in future bidding processes of HLL for a minimum period of five (5) years, which may be further extended at the discretion of HLL or until Independent External Monitors is satisfied that the Counterparty will not commit any future violation.

ix. To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

x. In cases where irrevocable Letters of credit have been received in respect of any contract signed by HLL with the BIDDER, the same shall not be opened.

xi. Forfeiture of performance guarantee in case of a decision by HLL to forfeit the same without assigning any reason for imposing sanction for violation of the pact.

HLL will be entitled to all or any of the actions mentioned in para 5.1(i) to (x) of this pact

also on the commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

The decision of HLL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

**Clause.6. Fall Clause**

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The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems OR providing similar services at a price / charge lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found any stage that similar product/systems or sub systems was supplied by the BIDDER to any to the Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to HLL, if the contract has already been concluded.

**Clause .7. Independent External Monitor(s)**

HLL has appointed Independent External Monitor(s) (hereinafter referred to as Monitor(s)) for this Pact in consultation with the Central Vigilance Commission (Name and addresses of the Monitor(s) to be given).

The responsibility of the Monitor(s) shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

The Monitor(s) shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

Both the parties accept that the Monitor(s) have the right to access all the documents relating to the project/ procurement, including minutes of meetings.

As soon as the Monitor(s) notices, or has reason to believe, a violation of this pact, he will so inform the CVO.

The BIDDER(S) accepts that the Monitor(s) have the right to access without restriction to all project documentation of HLL including that provided by the BIDDER. The BIDDER will also grant the Monitor(s), upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors engaged by the BIDDER. The Monitor(s) shall be under contractual obligation to treat the information and documents of the BIDDER/ Subcontractor(s) with confidentiality.

HLL will provide to the Monitor(s) sufficient information about all meetings among the parties related to the Project provided such meeting could have an impact on the contractual relation between the parties. The parties will offer to the Monitor(s) option to participate in such meetings.

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The Monitor(s) will submit a written report to the CVO of HLL within 8 to 10 weeks from the date of reference or intimation to him by HLL/BIDDER and, should consent arise, submit proposals for correcting problematic situations.

**Clause.8.Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)**

If HLL obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if HLL has substantive suspicion in this regard, HLL will inform the same to the Chief Vigilance Officer.

**Clause.9. Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, HLL or its agencies shall be entitled to examine all the documents, including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

**Clause.10. Law and Place of Jurisdiction**

Both the Parties agree that this Pact is subject to Indian Law. The place of performance and hence this Pact shall be subject to Thiruvananthapuram Jurisdiction

**Clause.11. Other legal Actions**

The actions stipulated in the Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

**Clause.12. Validity and Duration of the Agreement**

This Pact begins when both parties have legally signed it. It expires for the Contractor/Successful bidder 12 months after the last payment under the contract or the complete execution of the contract to the satisfaction of the both HLL and the BIDDER /Seller, including warranty period,



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whichever is later, and for all other Bidders/unsuccessful bidders 6 months after the contract has been awarded. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman and Managing Director of HLL.

**Clause. 13. Other provisions**

Changes and supplements as well as termination notices need to be made in writing. Both the Parties declare that no side agreements have been made to this Integrity Pact.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions

INWITNESS THEREOF the parties have signed and executed this pact at the place and date first above mentioned in the presents of following witnesses:

**HLL**

**BIDDER**

Sig:

Sig:

Name:

Name:

Designation:

Designation

HLL Lifecare Limited,  
Thiruvananthapuram.

Witness

Witness

1.....

1.....

2.....

2.....

\* Provisions of these clauses would be amended /deleted in line with the policy of the HLL in regard to involvement of Indian agents of foreign suppliers.



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**SCHEDULE-K**

<b><u>QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA (MISCELLANEOUS WORKS) FOR QUALIFYING IN THE TECHNICAL BID</u></b>		
1	Can you undertake the Miscellaneous work as given in the SCHEDULE B, B1, B2	Yes/No
2	Do you agree to provide Security Deposit by Bank Guarantee from a Nationalized/ Scheduled Bank for an amount of Rs. 5,00,000/-	Yes/No
3	Have you attached the Declaration (as in SCHEDULE - I) along with the Technical Bid	Yes/No
4	Will you ensure the GMP in the work	Yes/No
5	Will you meet all the Legal/Statutory requirements with respect to this work	Yes/No
6	Bidder should have offices in the State of Kerala with local office in Thiruvananthapuram district and should have a minimum of 3 years experience in supplying manpower for miscellaneous /housekeeping works/services in the State of Kerala	Yes/No
7	The applicant should have executed at least one work/service of value Rs. One crore of providing miscellaneous / housekeeping works/similar types of works/services in a PSU /Government organization for a continuous period of one calendar year in the past 3 years (Period 01.01.2021 to 31.12.2023) by engaging local manpower	Yes/No
8	The applicant should have an average annual turnover of Rs. One Crore for providing miscellaneous / housekeeping works / services in the last 3 years(Period 01.04.2020 to 31.03.2023).	Yes/No

All the information's provided herein are true and correct.

NAME AND SIGNATURE OF BIDDER  
(WITH OFFICE SEAL)

Place:.....

Date:.....

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**SCHEDULE - L**

**TECHNICAL BID**

**DECLARATION FOR MAKE IN INDIA**

Dear Sir/ Madam,

With reference to the above tender for the supply of..... , we confirm the product offered is with a percentage of local content more than 20% / 50%.

Name & signature of Tenderer

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## Annexure-A

### Wage structure (Worker category)

SL NO	JOB DESCRIPTION	Wage Structure
1	Worker -  Miscellaneous works as mentioned in  Schedule A, A1& A2	Basic***
		DA ***
		PF of employer @ 13% of (Basic + DA)
		ESI of employer @3.25% of (Basic + DA)
		<b>Service Charges #</b> (Bidder shall quote only the service charges in BOQ and uploaded in Envelope III)

**Note:** GST extra as applicable.

\*\*\*Minimum wages applicable as per Central Govt .notification for workers category will be fixed by the Company.

**#Bidder shall quote only the service charges in BOQ and uploaded in Envelope III.**

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**Annexure-B**

**Wage structure (Supervisor category)**

SL NO	JOB DESCRIPTION	Wage Structure
1	Supervision Miscellaneous  works as mentioned in  Schedule A, A1 & A2	Basic***
		DA ***
		PF of employer @ 13% of (Basic + DA)
		ESI of employer @3.25% of (Basic + DA)
		<b>Service Charges #</b> (Bidder shall quote only the service charges in BOQ and uploaded in Envelope III)

**Note:** GST extra as applicable.

\*\*\*Minimum wages applicable as per Central Govt .notification for workers category will be fixed by the Company.

**#Bidder shall quote only the service charges in BOQ and uploaded in Envelope III.**

**[?] Entering price anywhere other than BoQ will disqualify the bid**