

**M/s HLL INFRA TECH SERVICES LTD. (HITES)**  
**(Subsidiary of HLL Lifecare Ltd., A Government of India Enterprise)**

**e-Tender**

**REQUEST FOR PROPOSAL**

**FOR**

**EMPANELMENT OF CONSULTANTS FOR ASSISTING  
HITES IN DESIGN & ENGINEERING OF SEWAGE  
TREATMENT PLANT (STP)  
FOR VARIOUS PROJECTS OF HITES**

**RFP No. HITES/IDS/22/STP/01 dated 26.07.2022**



Golden Jubilee Block, HLL Bhavan,  
Poojappura P.O  
Thiruvananthapuram  
PH: 0471 - 2775500

**HLL INFRA TECH SERVICES LTD (HITES)**

**EMPANELMENT NOTICE**

**RFP NO.: HITES/IDS/22/STP/01 dated 26.07.2022**

HLL Infra Tech Services Ltd (HITES), as subsidiary of HLL Lifecare Ltd (A GOI Enterprise), invites online RFP from eligible consultants / firms for Empanelment of Consultants for Assisting HITES in Design & Engineering of Sewage Treatment Plant (STP) for various projects executed by HITES.

The last date of receipt of bids is 09.08.2022

To download RFP document and submission of proposal, please visit <https://www.etenders.kerala.gov.in>. Any amendments / corrigendum will be published in e-tender portal <https://www.etenders.kerala.gov.in> and [www.hllhites.com/tenders](http://www.hllhites.com/tenders) only.

**Deputy General Manger (ID)  
HLL Infra Tech Services Limited**

## **DISCLAIMER**

This document has been prepared by M/s HLL Infra Tech Services Ltd. (HITES) for Empanelment of Consultants for assisting HITES in Design & Engineering of Sewage Treatment Plant (STP) for Various Projects of HITES.

This document is neither an agreement, nor an offer or invitation to perform work of any kind to any party.

The purpose of this document is to provide interested parties with information to assist the preparation of their Bid. While due care has been taken in the preparation of the information contained herein, and is believed to be complete and accurate, neither any of the authorities/agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, expressed or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

Further, HITES does not claim that the information is exhaustive. Respondents to this document are required to make their own inquiry/ survey and will be required to confirm, in writing, that they have done so and they did not rely solely on the information given herein.

HITES reserves the right not to proceed with the empanelment or to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the empanelment further with any respondent.

No reimbursement of cost of any type or on any account will be made to persons or entities submitting their RFP.

## **A. GENERAL INSTRUCTION TO BIDDERS FOR E-TENDERING**

This tender (RFP) is an e-Tender and is being published online. RFP is invited from the registered and eligible firms through e-procurement portal of Government of Kerala ([www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in)). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

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

a. Online Bidder registration process:

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

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

b. Online Tender Process:

The tender process shall consist of the following stages:

- i. Downloading of tender document: Tender document will be available for free download on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. Publishing of Corrigendum: All corrigenda shall be published on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and HITES website shall not be available elsewhere.
- iii. Bid submission: Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- iv. Opening of Technical Bid and Bidder short-listing: The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification.

c. Documents Comprising Bid:

The proposal shall contain the clear & legible scanned copies of the documents which has to be uploaded in the e tender portal.

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

d. Tender Document Fees/e-tender processing fee and EMD / Bid security declaration

The Bidder shall pay Tender Document Fees /e-tender processing fee and submit EMD / Bid security declaration. The EMD / Bid security declaration is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The e-tender processing fee can be paid in the following manner through e-Payment facility provided by the e-Procurement system.

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

<b>A) Internet Banking Options (Retail)</b>			
1	Axis Bank	32	Lakshmi Vilas Bank
2	Andhra Bank	33	Mehsana Urban Co-op Bank
3	Bandan Bank	34	NKGSB Co-operative Bank
4	Bank of Bahrain and Kuwait	35	Oriental Bank of Commerce
5	Bank of Baroda	36	Punjab and Maharashtra Cooperative Bank
6	Bank of India	37	Punjab National Bank
7	Bank of Maharashtra	38	Punjab and Sind Bank
8	Bassein Catholic Co-operative Bank	39	RBL Bank
9	BNP Paribas	40	Saraswat Cooperative Bank
10	Canara Bank	41	ShamraoVithal Cooperative Bank
11	Catholic Syrian Bank	42	South Indian Bank
12	Central Bank of India	43	Standard Chartered Bank
13	City Union Bank	44	State Bank of India
14	Corporation Bank	45	Syndicate Bank
15	Cosmos Bank	46	Tamilnad Mercantile Bank
16	DCB Bank	47	Tamilnadu Cooperative Bank
17	Dena Bank	48	The KalyanJanataSahakari Bank
18	Deutsche Bank	49	TJSB Bank (Erstwhile Thane JanataSahakari Bank)
19	Dhanalaxmi Bank	50	UCO Bank
20	Federal Bank	51	Union Bank of India
21	HDFC Bank	52	United Bank of India
22	ICICI Bank	53	Vijaya Bank
23	IDBI Bank	54	YES Bank
24	Indian Bank		
25	Indian Overseas Bank		
26	IndusInd Bank		
27	Jammu & Kashmir Bank		
28	JanataSahakari Bank		

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

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

- a) SBI Account Holders shall click SBI option to with its Net Banking Facility., where bidder can enter their internet banking credentials and transfer the Tender Fee
- b) Other Bank Account Holders may click Other Banks option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

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

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

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

e. **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 online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees.

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.

**Deputy General Manger (ID)**  
**HLL Infra Tech Services Limited**

## **B. Details of RFP**

<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>
1	RFP no.	HITES/IDS/22/STP/01 dated 26.07.2022
2	Name of work	DESIGN & ENGINEERING OF SEWAGE TREATMENT PLANT FOR VARIOUS PROJECTS OF HITES.
3	E-Tender Processing Fee (Non-refundable) - online	Rs.5,900/-(inclusive of GST)
4	Bid Security Declaration	The bidder shall submit the bid security declaration as per the proforma in Form E in a non-judicial Rs.10/-stamp paper, duly notarised
5	Issue of Tender documents	Documents shall be available online at e-tender portal <a href="https://www.etenders.kerala.gov.in">https://www.etenders.kerala.gov.in</a> and <a href="http://hllhites.com/tenders">http://hllhites.com/tenders</a> . Interested bidders can download the RFP documents online
6	Date of start of availability of RFP Document	26.07.2022
7	Pre bid meeting	<p>The bidders having queries/clarification regarding the tender can submit their queries at e-tender portal/as email tenders@hllhites.com on or before 01.08.2022, 10.00 am.</p> <p>The reply to the queries and any amendments to the RFP will be published in e-tender portal and HITES website only. No separate advertisement will be made for this</p>
8	Last Date & time of Submission of Bids online (Bid due date)	09.08.2022 @ 15.00 hrs
9	Date & time of opening of Technical Bids through e-tender portal	10.08.2022 @ 15.00 hrs



## **C. Terms & Conditions of RFP**

### **1. INTRODUCTION:**

HLL Infra Tech Services Ltd (HITES), subsidiary of HLL Lifecare Ltd (A GOI Enterprise) is acting as SPV of various healthcare & institutional projects funded by Kerala Infrastructure Investment Fund Board (KIIFB), Govt. of Kerala for various hospital projects. HITES is also acting as Project management consultant for various projects of GoI and various State Governments.

Most of HITES projects includes STP, design and implementation. HITES desires to appoint Consultancy firm for assisting HITES in Design & Engineering of STP for various projects executed by HITES as per requirement.

### **2. OBJECTIVE:**

HITES intends to empanel STP consultants in order to attain the following objectives in the projects executed by them:

- Detailed design of STP complying with Central Public Health and Environmental Engineering Organisation (CPHEEO) Manual/Guidelines and state PCB norms and with all necessary components including design of civil/plumbing structures required for the system and preparation of detailed estimates.
- The design shall be vetted by HITES and any modifications suggested by HITES/Client as essential shall be carried out without any additional cost implication to HITES/Client.
- Preparing applications for consent to establish and consent to operate, and revising applications if required, for obtaining approval of State Pollution Control Board including necessary follow up with the concerned local/state/ central authorities and obtaining the approvals.

### **3. ELIGIBILITY CRITERIA:**

Consultancy Firm/Agency based at India meeting the following eligibility criteria are eligible to participate in the empanelment process:

- a) Experience should be in the name of the bidding firm who shall be registered in India.
- b) The firm should have experience in designing and engineering STP
- c) Experience of having successfully completed designing and engineering of STP systems with the below capacities during the last seven years ending last day of the month previous to the one in which tenders are invited
  - (i) Two works each with capacity not less than 150 KLD  
OR
  - (ii) One work with capacity not less than 250 KLD

- d) **Profit/loss:** The bidder should not have incurred any loss (profit after tax should be positive) in more than Two years in last Five years ending FY 2020-21. Also the bidder shall submit turn over of the company for the **last three** consecutive financial year ending 31<sup>st</sup>March, 2021. This should be duly certified by the Chartered Accountant.
- e) The applicant should submit successful completion certificate from the client. The completion certificate issued by the client should contain date of start, date of completion, value on completion etc.
- f) The bidder should have sufficient number of technical and administrative employees for the proper execution of contract as per Annexure I.
- g) The works completed/being executed by the bidders if required will be inspected by a technical officer /expert authorized by HITES. If it is found after inspection that the performance of the bidder for the inspected works is not satisfactory in terms of quality/ time overrun/overall performance etc, the bidder may get disqualified after due verification even though the documents submitted by them will meet the other eligibility criteria as above.
- h) The bidder shall have GST registration. The copy of GST registration shall be submitted.
- i) The bidder shall have ESI/ EPF registration. The copy of valid ESI/EPF registration shall be submitted.
- j) The bidder should not have been blacklisted by any Central/ State Government Department/Autonomous Body/PSU in last five years from the original last date of submission of the bid. The bidder shall submit duly notarized affidavit to this effect, as per prescribed format (Form “F”).
- k) Direct/ indirect Joint Ventures (JV)/ Consortium of any kind are not permitted

#### **4. SELECTION / EMPANELMENT PROCESS:**

**Stage 1:** During preliminary evaluation, the bids will be checked for e-tender processing fee and EMD / Bid Security declaration. The bids received without tender processing fee, EMD / Bid Security declaration will be summarily rejected and will not be considered for further evaluation.

**Stage 2:** The bidders qualifying in stage 1 will be considered for further evaluation and the Technical Bids shall be evaluated as per eligibility criteria detailed in Clause 3 above and bidder’s eligibility for the empanelment shall be determined. If bidder is not meeting with the minimum eligibility criteria as detailed in Clause 3 above, his bid will be rejected.

#### **5. TECHNICAL PROPOSAL:**

In order to be eligible for Technical qualification, the Proposals should include the following items with sufficient documentary support for the claims made therein: -

- i. Tender Processing fee
- ii. EMD / Bid Security Declaration (Form- E)

- iii. Form of Bid as per Form- A
- iv. Organisation Structure as per Form -B
- v. Financial Details as per Form -C
- vi. Certificate of Incorporation
- vii. GST Registration
- viii. Details of similar works (completed and in progress) as per Form –D
- ix. Details of Personal Competence and Technical Competence as per Annexure I
- x. Copies of supporting documents required as per eligibility criteria (Refer Clause 3 of C, Annexure II)
- xi. Profile of the bidder and technical competency along with supporting documents to be submitted

**6. OTHER TERMS & CONDITIONS:**

- i. Conditional bids are not acceptable.
- ii. Mere issue of RFP Document does not qualify the bidder for appointment. The tenders from the bidders who do not comply with the Eligibility Criteria specified in the RFP document will be rejected.
- iii. The submission of tender implies that Bidder has read the contents of RFP
- iv. Submission of proposal shall imply that the Bidder has accepted all the terms and conditions mentioned in this RFP document and the terms and conditions of the appointment.
- v. Proposals of any Bidder who does not accept the conditions contained in the RFP Documents is liable to be rejected.
- vi. HITES reserves the right to accept / reject any or all of the tenders and cancel the selection process at any stage without assigning any reason.
- vii. HITES at its sole discretion can reject Partial Tenders, Conditional Tenders and other procedurally defective Tenders.
- viii. HITES, however, reserve the rights to restrict the list of such qualified bidders to any number deemed suitable by it. The decision of HITES will be final and binding on all bidders.
- ix. HITES will issue empanelment letter to the selected bidders.
- x. HITES will invite quotation from empanelled bidders based on the requirement for assisting HITES in design & engineering of STP in their projects.
- xi. HITES reserves the right to call open tenders irrespective of this empanelment for the same work where it deems fit.
- xii. Issue of empanelment does not assure that works will be awarded to the consultants.
- xiii. If required and at its sole discretion, HITES reserves the right to limit the number of works to be assigned for the empanelled consultants.
- xiv. This RFP is for empanelment of consultants to assist HITES in Design & Engineering of STP system. Consultants empanelled by HITES through this RFP cannot participate in the tenders invited by HITES for Supply, Installation, Testing & Commissioning of STP.

## **7. CLARIFICATIONS**

Evaluation of technical Bids submitted by Bidders shall be undertaken based on details submitted therein only. Bidder shall not be allowed to submit on their own, additional information or material subsequent to the date of submission and such material/ information, if submitted, will be disregarded. It is therefore essential that all details are submitted by the Bidder comprehensively, accurately and specifically in their technical Bid, avoiding vague answers. However, Evaluation Committee, if it so desires, reserves the right to seek any clarification from the Bidders on the information provided in the technical package. The request for clarifications and the response shall be in writing. No change/ addition in the information or substance of the Bid shall be sought, offered or permitted.

## **8. EMPANELMENT PERIOD:**

The empanelment will be for a period of one year, subject to extension further for one year on the same terms and conditions.

HITES reserves the right to cancel / terminate the empanelment order during the period of empanelment or extended period thereof without any notice if:

- i. empaneled consultant(s) doesn't respond to HITES request to submit the financial quote
- ii. empaneled consultant(s) violate the terms & conditions of the RFP / empanelment order
- iii. empaneled consultant(s) fail to provide required services within the prescribed time frame
- iv. empaneled consultant(s) fail to deploy the requisite manpower
- v. or any other reasons as per the decision of HITES

## **9. ASSIGNMENT OF WORK:**

Based on the requirement, HITES will seek financial quote from the empaneled consultants. Work will be assigned to the lowest empaneled consultants based on the evaluation of offers received by HITES. HITES reserves the right to negotiate with the lowest quoted consultant before awarding the work. HITES also reserves the right to accept / reject any offers without assigning any reasons.

The LOA (work order) along with terms and conditions will form the contract for the works assigned to empaneled consultant

## **10. PERFORMANCE SECURITY:**

The empaneled consultant to whom the works will be assigned shall submit a Performance Security equivalent to 5% of the LOA (work order) value. The Performance Security shall be in form of Bank Guarantee from a national / scheduled bank in India within 10 days of issuing the LOA. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations.

### **11. LIQUIDATED DAMAGES:**

HITES reserves the right to levy liquidated damages subject to a maximum of 5% of the LOA value for the delays or to any losses incurred by HITES due to the non-performance of the consultant. The liquidated damages will be levied from the payments due to the Consultant or from the performance security of the consultant available with the HITES.

### **12. SETTLEMENT OF DISPUTES:**

All disputes arising out of this RFP shall be amicably settled by both the parties. If the parties cannot reach to a settlement then the disputes shall be settled as per the provision of Arbitration & conciliation Act 1996 (as amended).

Courts in Kerala will have the jurisdiction to settle the disputes between the parties.

### **13. CONFLICT OF INTEREST**

The consultant shall avoid any conflict of interest while discharging contractual obligations and bring, before-hand, any possible instance of conflict of interest to the knowledge of the employer/client, while rendering any advice or service.

The consultant must act, at all times, in the interest of the employer/client and render any advice/service with professional integrity. A consultant is expected to undertake an assignment/project, only in areas of its expertise and where it has capability to deliver efficient and effective advice/services to the employer.

#### **D. SCOPE OF SERVICES & DELIVERABLES:**

- Site Survey, Situation Analysis, Geotechnical analysis (soil test, groundwater table etc.) shall be done by the consultant. The costs of travelling, boarding, and lodging connected with site visit(s) shall be borne by the Consultant and shall be considered in the Consultant Fee.
- Selection of Treatment Technology and justification for selection of the particular technology
- Design and Drawing for the Treatment Process - Primary, Secondary, Tertiary Treatment, Design should be according to the CPHEEO manual and relevant IS codes.
- Preparation of Detailed Cost Estimation as per prevailing DSR and shall be provided in PRICE Software, if required. The estimate shall include for civil, mechanical and electrical components.
- All drawings, design, estimate, observed data and design basis report shall be vetted by HITES and any modifications suggested by HITES/client as essential shall be carried out without any cost implication to HITES.
- The consultant assists HITES in preparation of bid eligibility Criteria/tender documents for the selection of firms/organizations for the execution of the project.
- Evaluation of the technical bid of the STP contractor
- Coordination with plumbing consultant , STP contractor
- Vetting of the Design documents, drawings and other submittals of the contractor
- Periodic inspection during execution
- Quality assessment of construction
- Preparing applications for consent to establish and consent to operate, and revising applications if required, for obtaining approval of State Pollution Control Board including necessary follow up with the concerned local/state/ central authorities and obtaining the approvals.

**Requirement of Key Personnel / Technical Experience****(Refer clause 3 eligibility criteria):**

<b>Sl. No.</b>	<b>Position / Profile of Key Personnel</b>	<b>Minimum Educational Qualification</b>	<b>No. of Positions</b>
1	Engineering Expert (Process/Chemical/Environmental)	Degree/Masters in Engineering (Process/Chemical/Environmental) with experience in Utility services like Water, Sewerage & Sewage/ Septage Treatment Plants with minimum experience 10 years	1
2	Engineering Expert (Civil)	Degree in Civil Engineering and experience in Utility services like Water, Sewerage & Sewage/Septage Treatment Plants with minimum experience 5 years	1
3	Engineering Expert (Mech.)	Degree in Mechanical Engineering with experience in Utility services like Water, Sewerage & Sewage/Septage Treatment Plants with minimum experience 7 years	1

The key personnel listed above shall be in the roles of bidder or they can associate with the bidder.

## Key Personnel CV

Name: \_\_\_\_\_

Proposed Position: \_\_\_\_\_

Age &amp; D.O.B: \_\_\_\_\_

Total experience: \_\_\_\_\_

Number of similar assignments: \_\_\_\_\_

**List of Similar Assignments in which the Project Personnel worked:**

Sl. No.	Name of Similar Project	Client	Designation in the Assignment	Role and Responsibility	Period (Start date & end date)	Brief Description of the Project & Achievements

**Declaration**

I, ....., the undersigned, hereby declare that the above data truly describes myself, my qualifications and experience to the best of my knowledge and belief. I also solemnly affirm that I shall be available in person for the assignment as required of me.

I ....., the undersigned hereby declare that I will associate with M/s..... for the works assigned by HITES.

Place:

Signature of the Key Personnel

Date:

Name, Designation & Signature of the Authorised Signatory of the Firm  
(Office Seal)

**Note: (i) Use separate forms for each key personnel separately**

**(ii) Copies of relevant experience certificates to be attached**



FORM OF BID

**Name of the Work:**

From

..... (Bidder)

To

**Deputy General Manger (ID)  
HLL Infra Tech Services Limited  
Golden Jubilee Block, 2<sup>nd</sup> floor  
HLL Bhavan  
Poojappura P.O  
Thiruvananthapuram- 695 012**

Sir,

**Sub : Submission of Proposal**

Having examined the RFP and addenda for the above project, we the undersigned, are pleased to submit our technical Bid along with relevant documents.

1. We have a total ..... years of experience in providing similar works.
2. While preparing this Bid, we have gathered our own information and conducted our own inquiry/survey to our satisfaction and we did not rely solely on the information provided in the Bid Documents. We shall not hold HITES responsible on any account in this regard.
3. We have read the provisions of the RFP document and confirm that these are acceptable to us.
4. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
5. We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
6. I/We authorize Deputy General Manger (ID), HLL Infra Tech Services Limited or his/her representative to approach individuals, employers, firms and corporation to verify our competence, work experience, and general reputation.
7. We undertake, if we are empaneled and work is assigned, we are ready to commence the works within the stipulated time and to complete the whole of the works within the stipulated time calculated from the start date.
8. We will furnish a bank guarantee as Performance Guarantee for the due performance of the Contract when the work is awarded to us.

9. We are aware that in the event of delay in execution of the assignment, beyond the agreed timelines due to reasons attributable to us, liquidated damages shall be recovered from us.
10. Our Bid is valid for your acceptance for a period of (120) ONE HUNDRED AND TWENTY DAYS from the last date of submission of the Bid as per the Bid Documents or any extension thereto.
11. We hereby declare that we are not involved in any litigation with HLL / HITES or any Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent Practices. We declare that we have not made any suppression of facts for meeting the requirement of eligibility to bid.
12. We declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been, or will be, paid and that the Bid price does not include any such amount. We acknowledge the right of HITES, if it finds anything to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
  1. We understand that you are not bound to accept the lowest or any Bid you may receive.
  2. If our Bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.
  3. We enclose all documents as per the RFP document

Note :Bidders are required to fill up all the blank spaces in this form of Bid and Appendix.

Dated this.....day of.....**2022**

Signature .....

Name..... in the capacity of .....

duly authorized to sign Bids for and on behalf of.....

Address .....

Witness – Signature .....

Name .....

Address .....

### Certificate

**It is certified that the information given by us towards meeting the requirement of the eligibility to bid are correct. It is also certified that I/We shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me/us is found to be incorrect.**

Date Seal of bidder

Signature of bidder

**STRUCTURE & ORGANIZATION**

01.	Name & Address of the applicant	
02.	Telephone No. / Email id.	
03.	GST no.	
04.	Legal status of the applicant (attach copies of original document defining the legal status)	
05.	Particulars of registration with various Government bodies ( <i>attach attested photocopy</i> )	
06.	Organization / Place of Registration :	
07.	Names and Titles of Directors & Officers with designation to be concerned with this work	
08.	Designation of individuals authorized to act for the organization.	
09.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
10.	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black-listed/penalized for Biding in any organization at any time? If so, give details.	
11.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a Court of Law? If so, give details.	
12	Any other information considered necessary but not included above.	

Signature of Applicant

**FINANCIAL INFORMATION****Name of bidder:**.....

- 1. Financial Analysis-** Copies of balance sheet/ profit & loss account for the last three years submitted by the applicant to the Income tax Department and duly certified by the Chartered Accountant mentioning the membership number issued by ICAI along with the full address.

Financial Year	Turn Over in Indian Rupees
2018-19	Rs.
2019-20	Rs.
2020-21	Rs.
Average Annual Turnover over the past three years	Rs.

Signature of Chartered  
Accountant with Seal

Signature of Applicant.

**Details of projects executed & ongoing by the bidder**

Sl. No.	Name of project	Client	Start Date & End date	Certifications obtained

Note: Copies of supporting documents for the project executed / under execution to be enclosed

**Proforma for Bid Security / Earnest Money Deposit Declaration**

Whereas, I/we .....(name of agency) have submitted bids for ..... (name of work).

I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit.

(1) If after the opening of bid, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,

Or

(2)If, after acceptance of bid, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended from bidding, making me/us ineligible to bid for HITES tenders for a period of one year from date of issue of suspension order.

Signature of the Bidder

Name of bidder with complete address & e-mail ID

**(Note: the declaration shall be submitted by the bidders in Rs.10/- non judicial stamp paper duly signed & sealed by the authorized signatory bidder and notarized)**

**AFFIDAVIT**

**(On a Rs 100/- non judicial stamp paper duly notarized)**

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that our firm M/s \_\_\_\_\_ have neither abandoned any contract awarded to us nor such works have been rescinded, during the last five years prior to the date of this application.
3. The undersigned also hereby confirm that M/s \_\_\_\_\_ have not been under blacklisting or debarred or penalised from bidding by any government agency or public sector undertaking or judicial authority/ arbitration body as on last date of submission of bid.
4. The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
5. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the HITES.
6. The undersigned undertakes that the works submitted against eligibility criteria is executed by us directly and not through any sub-contractors .
7. The undersigned hereby confirmed that if the work is awarded to us, the work will be executed with utmost quality and in case of any rectification suggested by Client/HITES at any stage of work due to poor quality, the same will be re executed by us at free of cost.
8. The undersigned undertake that 'I/We have not altered/ modified the financial bid attached in the HITES e-tender portal. If it is found during the tender stage or later that the BOQ is modified by us, the HITES shall have the right to reject our bid'.
9. The undersigned hereby confirmed that 'The work if awarded to us will be directly executed by us and subcontractors will be employed only for specialized works after getting the concurrence of HITES'.
10. The Undersigned hereby confirmed that we are not having any Litigation pending / in progress with HLL / HITES.
11. The Undersigned hereby confirmed that we have not suppressed any fact for being eligible to bid.
12. The undersigned hereby confirm that we will follow all the guidelines issued by Government w.r.t Make in India Policy.

Signed by an Authorised Officer of the Firm

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