

HLFPPT - A 100% entity of HLL Lifecare Limited (a Government of India enterprise)

EOI Ref. No. HLLHLPPT/NHAI/MAN POWER/2024/103

Date: 26th August 2024

EOI – For Engaging an Agency to provide Man Power on PAN India basis

Disclaimer:

This Expression of Interest (EOI) document contains statements derived from information believed to be true and reliable as of the date of acquisition. The EOI document does not constitute a recommendation, offer, or invitation to enter into a contract, agreement, or any other arrangement regarding the services. The provision of the services is subject to adherence to the selection process. No contractual obligation shall arise from the EOI process unless and until a formal contract is signed and executed by duly authorized officers of organization and the participants. The purpose of this EOI is to furnish the interested agencies with information to aid in the formulation of their proposals. This EOI does not assert to contain all the information that each Agency may require. Organization makes no representation, warranty, and assumes no liability under any law, statute, rules, or regulations for the accuracy, reliability, or completeness of this EOI. Organization may, at its absolute discretion and without any obligation to do so, update, amend, or supplement the information in this EOI.

Activity Schedule

Sl. No.	Event/Activity	Details
1	EOI Ref. with date	EOI Ref. No. HLLHLPPT/NHAI/MAN POWER/2024/103 Date: 26 th August '2024
2	EOI Release Date	26 th August '2024
3.	Last date for submission of Clarification/queries	30 th August'2024 All queries related to this EOI to be sent on info@hllhlppt.com
4	Clarification redressal meeting (maximum two representative from each agency)	2 nd September '2024, 03:00PM at address given below
5	Sending responses to the clarifications	3 rd September 2024
6	Address for communication/submission, Clarification redressal Meeting/opening of EOIs	Procurement & Commercial Division B-14A, 2 nd Floor, Noida Sector-62 Gautam Buddha Nagar-201307 Uttar Pradesh
7	Mode of Submission	Agency to submit EOI for Engaging Agency to provide Man Power on PAN India basis along with documents as mentioned in this document.
8	Last Date & Time for submission of EOI	5 th September '2024 latest by 4.00PM

- Any change to the Activity Schedule will be notified through website (<https://www.hllhlppt.org/RFP>) only
- Amendments/corrigendum, if any, to this EOI would be hosted on our website only.

- In case the date of an event like last date for submission of EOIs, opening of EOI etc. are declared as holiday in Noida, the respective date shall be treated as postponed to the next working day.
- The participant agency representatives should bring their company I-cards for Clarification redressal Meeting and any other meeting connected with this EOI.
- Only a maximum of two authorized representatives from each agency will be allowed to attend.
- In case there is no clarification/queries received by the due date & time for submission of queries, no meeting shall take place.

Project Details: -

To strengthen incident management system, which includes ambulances, route patrol vans, cranes, real time tracking, and supportive supervision, HLPPT, a 100% owned entity of HLL Lifecare Limited will be implementing various interventions, on behalf of HLL Lifecare Ltd.

Expression of Interest is invited from the experienced agencies having presence to provide Man Power on PAN INDIA basis. The interested agencies may submit their EOI as per details below.

Guidelines for submission of EOI

Document to be provided: - Interested agency would be required to submit the following:

- i. Company Registration Certificate
- ii. GST
- iii. PAN Card
- iv. Labor License
- v. Man Power Supply License
- vi. PF Registration
- vii. ESI Registration
- viii. Balance Sheet of last 03 FY.
- ix. Documentary evidence of experience in similar type of services on PAN India basis.
- x. MSME documents, if applicable, as per "Annexure – 1" attached
- xi. Undertaking with regard to blacklisting as per "Annexure -2" attached.
- xii. The agency needs to sign and stamp all pages of the EOI & documents submitted along with offer. Authorization letter in favor of signatory as per "Annexure – 3" to be submitted.

Mode of Submission: -

The agency to submit their EOI along with all supported documents as mentioned in the EOI in sealed envelope addressed to: -

HLFPPT - A 100% entity of HLL Lifecare Limited (a Government of India enterprise)

Procurement & Commercial Division

B-14A, 2nd floor, Sec-62, Gautam Buddha Nagar,

Noida, Uttar Pradesh – 201307.

Tel:- +0120-4673600

Rejection of EOI: -

1. The organization reserves the right at its sole discretion to reject all the EOI or any of the EOI without arising any reason.
2. The organization shall not pay any cost or loss incurred by the agencies in the preparation and submission of requisite EOI.
3. Any deviation in the EOI submission, procedure will be considered as non-responsive EOI and liable to be rejected.
4. Firms showing continues losses during the last 03 years in the balance sheet shall be summarily rejected.
5. All the documents shall be serially numbered, signed and stamped, failing which the EOI will be liable to be rejected.

Note: - Based on the evaluation of credentials submitted by the interested agencies along with EOI, through an empowered committee detailed tender document will be shared to the shortlisted agencies only.

ANNEXURE – 1

UNDERTAKING FOR AGENCYS WHO ARE REGISTERED AS MICRO/ SMALL ENTERPRISE

(This undertaking may be included in relevant section/part of Tender Document)

I /We confirm that the provisions of Micro and Small Enterprise are applicable to us and our organization falls under the definition of the following Category:

- i. – Micro Enterprises
- ii. – Small Enterprises

Please tick in the appropriate option box and attach relevant documents/certificate issued by any of the Authority mentioned below as evidence to their applicability of Micro and Small Enterprises:

- i. District Industries Centers (DICs)
- ii. Khadi & Village Industries Commission (KVIC)
- iii. Khadi & Village Industries Board (KVIB)
- iv. Coir Board o National Small Industries Corporation (NSIC)
- v. Directorate of Handicrafts and Handloom
- vi. MSEs registered under Udyam Registration (UR) portal
- vii. Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)

I/ We also undertake to inform the change in this status as aforesaid during the currency of the Contract, if any.

Dated _____

Signature of Agency _____

ANNEUXRE - 2

Undertaking to be submitted by Agency
(On Company Letter Head duly signed & stamped)

This has reference to the EOI no.-..... Dated In response to the EOI, we have submitted our EOI on..... at your office/or through email. In connection with the above bids, we hereby declare as under:-

- i- That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons/organization employee in any capacity whatsoever.
- ii- We have no conflict of interest, which substantially affects fair competition. No attempt has been made or shall be made by us to induce any other participant to submit or not to submit an offer to restrict competition.
- iii- That we have submitted our response in the name of M/s and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.
- iv- We undertake that:
 - a. All information furnish by us in respect of fulfilment of documents asked in the EOI complete, correct and true.
 - b. All copy of documents, credentials and documents submitted along with this response and genuine, authentic, true and valid.
- v- We undertakes that:-
 - a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
 - b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/Public Sector Undertaking/ any Regulatory Authorities/ Multilateral Funding agency in India for any kind of fraudulent activities.
- v. We hereby undertakes that If any information and document submitted is found to be false/incorrect or we violate any declaration at any stage of contract, The organisation has right to cancel my/our response and action as deemed fit may be taken against me/us, including our response rejection of submitted along with this EOI of our firm etc.
- vi- We understand that indenting organisation is not bound to accept any response received against EOI and has right to reject all or any response without assigning any reason or giving any explanation whatsoever.

Name of the authorized Signatory _____

Signature & Company Seal/Stamp _____

ANNEXURE - 3

Authorization to sign documents pertaining to EOI submission against RFP no:

[To be given on agency/firm/company on Rs.10 stamp paper]

It is certified that we M/s having
registered office at

.....
..... are submitting a EOI proposal against RFP No.
..... for empanelment for
.....

In this connection Mr./Ms..... working with our
company as has been authorized to sign EOI proposal documents or any
other documents related to this EOI submission. We, (name of
company)..... are fully liable of the consequences arising by
the act of signing EOI documents by Mr./Ms.....

Signature

Name of Signatory