

HLL Lifecare Limited
(A Government of India Enterprise)
Regional Office
Noida – 201307 (UP)
Ph: +91 120 4071500
Fax: +91 120 4071513

TENDER NOTICE

Dear Bidders,

Sealed and super scribed tenders are invited for Empanelment of Vehicles/Cars on daily /monthly basis for official use in the HLL Lifecare Limited, Noida (UP), from registered Transporters/Tours and Travels Agents situated within National Capital Territory of Delhi

The tender documents containing the specification, terms & conditions, etc can be had from our Regional Office , B-14A , Sector- 62 , Noida -201307 (UP), from 10.00 hours to 15.00 hours (IST) on all working days or downloaded from our website www.lifecarehll.com/tenders

The IMPORTANT Dates relating to the Tender are as follows :-

- 1) Date of Issue Of tender : 28th August'2014
- 2) Date of Pre-bid Meeting : 10th September'2014
- 3) Last date of submission of tender bids: 18thSept'2014 upto 1500 hrs(IST)
- 4) Date and time of opening of tender(s) 18thSept'2014 at 1530 hrs(IST)

Assistant Manager- A&L
Phone No: 0120- 4071500
Fax No: 0120- 4071513

HLL Lifecare Limited
(A Government of India Enterprise)
Regional Office
Noida – 201307 (UP)
PH: +91 120 4071500
FAX: +91 120 4071513

PART – I
(TECHNICAL BID)



CONTRACT FOR HIRED VEHICLES

AT

HLL LIFECARE LIMITED
REGIONAL OFFICE
NOIDA -201307 (UP)

HLL LIFECARE LIMITED
REGIONAL OFFICE
NOIDA -201307 (UP)

CONTENTS OF BIDDING DOCUMENTS

Sl No	Description	Page No
PART – I (TECHNICAL BID)		
1.	INVITATION OF BIDS	4-5
2.	GENERAL TECHNICAL SPECIFICATION	6-8
3.	TERMS AND CONDITIONS	9-10
4.	INDEMINITY CLAUSE	11
5.	DECLARATION	12
6.	SUMMARY INFORMATION (Annexure -1)	13
7	CHECK LIST (To be filled by Bidder's) (Annexure -2)	14
PART – II (PRICE BID) – Page-15		
6.	PRICE BID SCHEDULE (Annexure - 3, 4 & 5)	16-18

INVITATION FOR BIDS

Date : 28th August'2014

IFB No. : HLL/NOIDA/ADMIN/VEHICLES/2014- 15

Sub: Contract for Hired Vehicles

1. HLL Lifecare Limited, Noida , a Government of India undertaking; invites sealed and super scribed tenders from interested contractors for Contract Vehicle.

Car Segment	Car Type
Small Vehicle Segment	Maruti Eeco (7 Seater), Tata Venture (7 Seater), Tata Winger (7 Seater), Chevrolet Enjoy (7 Seater), Indica, Maruti Swift, Santro, Ritz, Wagon R, i10, Etios Liva
Medium Vehicle Segment (3 Box Segment)	Indigo, Dezire, Etios, Vento, Verito, Ford Fiesta, Hyundai Verna, Nissan Sunny, Maruti SX4, Honda City, Ford Ecosport
Big & Heavy Vehicle Segment	Innova, Tata Sumo, Scorpio, Xylo, Ertiga, Tavera, Safari, Tempo Traveller 9 / 13 Seater, Mini Bus 35 Seater, Volvo Bus
Luxury Vehicle Segment	Honda Civic, Toyota Corolla Altis, Skoda Rapid, Honda Accord, Toyota Camry, Toyota Fortuner

However, it may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirement.

A complete set of bid documents can be had from the office of the Asst. Manager (A & L), HLL Lifecare Limited, Regional Office, Noida-201307 (UP), India during office hours on any working day or downloaded from www.lifecarehll.com/tenders

The bid documents will be available up to 15.00 Hrs. on the previous day of the Opening of the bids.

The IMPORTANT Dates relating to the Tender are as follows :-

- 1) Date of Issue Of tender : 28th August'2014
- 2) Date of Pre-bid Meeting : 10th September'2014
- 3) Last date of submission of tender bids: 18thSept'2014 upto 1500 hrs(IST)
- 4) Date and time of opening of tender(s) 18thSept'2014 at 1530 hrs(IST)

ASSISTANT MANAGER- A&L

HLL LIFECARE LIMITED

Regional Office

Noida- 201307 (UP)

Ph No: (0120) 4071500, Fax: (0120) 4071513

2. The completed bid documents and all schedules should be submitted to **Manager (HR), HLL Lifecare Limited, B-14A, Sector-62, Noida-201307 (UP)** along with sealed bids and the EMD in a separate cover. Bids received after due date and time will be rejected. Any bid not accompanied by EMD will be rejected.
3. Bids will be opened in the presence of Bidders representative(s) who choose to attend on the specified date and time, at the office of HLL at the address given.
4. In the event of the date specified for bid receipt and opening being declared as a closed holiday for HLL's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
5. The HLL may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. HLL will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. **Bids sent by Telex/Fax/Telegraph will not be accepted.** The company reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject / cancel the tender without assigning any reason there of.

Asst. Manager (A & L)

HLL LIFECARE LIMITED
Regional Office
Noida- 201307 (UP)

TENDER NO. HLL/NOIDA/ADMIN/VEHICLE/2014-15

2 - GENERAL TECHNICAL SPECIFICATION

QUALIFYING REQUIREMENTS:

- 2.1 **REGISTRATION:** - The tenderer should be registered with Governmental agency and have well established Tourist/Transport Agency/Firm having sufficient number of latest models of vehicles for hiring. Proof to this effect is to be enclosed alongwith the tender. In addition, attested list of vehicles owned by the tenderer must also attached.
- 2.2 **TURNOVER:** Only those firms whose turnover during each of last two (2) financial years was Rs. 50 lakhs and above may participate in the tender. Copies of audited financial statements to this effect by the Chartered Accountant may be produced and attached as a Proof.
- 2.3 **LOCATION OF FIRM and Time Frame:** The firm submitting the tender should be located within the Delhi / NCR. The vehicle/s, as requisitioned by this HLL, should reach the stipulated destination located within Delhi/NCR, within a maximum time of 20 minutes + 10 minutes, irrespective of the location of the Transport agency within NCR, who has been awarded the contract, failing which the extra hours for which the vehicle will be used will not be paid.
- 2.4 **AGE OF VEHICLES:** The vehicle provided should be manufactured after 01.04.2012 or at least 75% of vehicle provided during a month must be manufactured after 01.04.2012 and balance 25% after 01.04.2011 and should be well maintained and furnished .
- 2.5 **DRIVER:** The firm would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be sufficient educated and properly behaved, properly uniformed and well conversant with the traffic rule/regulations and city roads/routes. It will be the responsibility of the taxi driver to get the duty slips and log book entries indicating start kilometer, end kilometer, distance covered and time from HLL to places visited etc. for each occasion of journey, signed by the officer/staff traveling on a day to day basis.
- 2.6 **TELEPHONE SUPPORT:** The firm should have adequate number of telephone for Contact round the clock. The HLL can request for the vehicle at short notice and firm shall provide the vehicle within such time on receipt of HLL 's request in writing /over phone failing which the HLL if at liberty to make alternative arrangement for hiring of vehicle at the risk and cost of the firm.
- 2.7 **INSURANCE PAPERS:** It will be the responsibility of the transporter to carry the proper valid insurance cover to passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. He shall also agree to indemnify the HLL against all losses and claims arising

out of any negligence or misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the tender. All tenders without such documents will be rejected.

- 2.8 **ACCIDENT HANDLING:** If during the course of engagement of the vehicles to the services of the HLL, any accidents etc. occurred either to the vehicle or to the third party, HLL will not be responsible and any liability arising out of such accident shall be the responsibility of the firm only.
- 2.9 **ADHERENCE TO ALL STATUTORY REQUIREMENTS:** The firm shall comply with all statutory enactments/provisions in relating to services offered by them.
- 2.10 **CALCULATION OF TIME AND DISTANCE:** For the purpose of calculation of time and Distance (KM) mileage will be paid from garage to garage subject to maximum of 14 (Fourteen) Km from the point of embarking and disembarking .
- 2.11 The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from then payment to be made to the firm.
- 2.12 Toll tax, Entry tax, Permit fee for crossing border if any, parking charges shall be reimburse by HLL on submission of original payment slips / receipts. The HLL shall be liable to pay the hiring charges along with toll charges/Municipal Charges / parking charges only. All other liability, being the owner of taxies shall be borne by the contractor.
- 2.13 The vehicles deputed should carry all relevant papers duly updated.
- 2.14 The meter indicating the kilometer run should be accurate and in working order as per the regulations of the Regional Transport Authorities. The mileage will start and terminate at Office premises and no mileage will be allowed for any lunch or tea break.
- 2.15 All incidental expenditure towards repair shall be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute immediately.
- 2.16 The vehicles provided to the HLL should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for Hired Vehicles.
- 2.17 It shall be the sole prerogative of the Competent Authority in the HLL to choose any one rate slab or a combination of rate slabs in case of vehicle being hired on daily hiring charges basis.
- 2.18 **Penalty Clause:** No Compromise shall be made by HLL towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the HLL, the Penalty of Rs. 500.00 (Rupees Five Hundred only) will be imposed on each default instance. Recurring instances of such defaults exceeding 5 (five) instance would entail termination of contract and forfeiture of security deposit.

- 2.19 No advance payment is payable by the HLL or the officers traveling in such vehicles. The billing will be done on a monthly basis and it should be submitted by the firm by the first week of the following month. The payment will be made only for those log book and duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the taxi driver to get the log book entries indicating start kilometers, end kilometers, distance covered, time from HLL, places visited etc. for each occasion of journey signed by the officer/staff traveling and duty slips signed by the officer/staff on a day to day basis.
- 2.20 **SERVICE TAX**: The rates quoted should be excluding the service tax. The service tax shall be paid additionally only after receiving the photocopy of the service tax registration certificate. The service provider should have valid Service tax registration number No service tax will be paid if the operator fails to provide proof of valid service tax registration.
- 2.21 While the HLL has a regular requirement for hiring of vehicles it shall have the right not to utilize the services at all or at any time or any period without giving any notice.
- 2.22 In case of dispute of any kind and in any respect whatsoever, the decision of CEO (HITES), shall be final and binding.
- 2.23 HLL Reserves the right to obtain services of any number of transporters enlisted for the purpose.
- 2.24 The HLL reserves the right to reject all or any of the offers or accept more than one offer.
- 2.25 The Competent Authority reserves the right to cancel/reject any tender/quotation at any time without assigning any reason whatsoever.

3. TERMS & CONDITIONS :-

- 3.1 Sealed tenders in the prescribed form in an envelope duly super scribing “**Tender for Hiring of Vehicles in the HLL**” addressed to the Manager(HR), HLL , B-14 A, Sec-62, Noida-201307 to be dropped only in the sealed Tender Box kept in the Facilitation Centre of the HLL Lifecare Limited, B-14A, Sec-62, Noida-201307 by 3.00 PM on *or may be sent by Post to Manager (HR), super scribing on the ENVELOPE “Tender for Hiring of Vehicles in the HLL”* Any request for extension of submission date of tenders will not be considered.. The tenders will be opened on the same date at 3.30 PM in HLL, B-14A, first Floor, Sec-62, Noida-201307. Authorized representatives of the Tenderers may, if they so desire, be present at the time of tender opening.
- 3.2 The tender should be submitted in the Performa given in Annexure-I and annexure-II. It should be duly signed by authorized signatory and should bear the stamp of the firm/company on each page. If any Tenderer fails to quote the rate for a particular type of fuel it would be presumed that vehicle/fuel is not on offer. A declaration should also be submitted as given under Annexure-II dully signed by the authorized persons of the firm.
- 3.3 Late/delayed tenders due to any reason whatsoever will not be accepted /considered .
- 3.4 Please note the **tender shall be evaluated on as an where basis and no communication whatsoever shall be entertained by HLL in this regard.**
- 3.5 **PERIOD OF CONTRACT:** The contract will be awarded for a period of **Two years** from the date of issue of contract and the rates at which the contract is awarded will be valid throughout the contract period. No claims whatsoever on account of increase in the rates of fuel and other factors such as statutory payments, minimum wages etc. shall be entertained and it will be the responsibility of the contractor to bear such additional expenses. *However, based on satisfactory performance in 2 years the contract may be further extended by 1 (one)year by HLL, after due consideration of request & evaluation based on the increase of input costs not exceeding 15% increase in the rates in all vehicle segments.*
- 3.6 **EARNEST MONEY DEPOSIT (EMD):** Tenderers shall have to deposit interest free **EMD of Rs.50,000/- (Rupees Fifty Thousand Only)** in the form of crossed Demand Draft/Pay Order valid for 3 months in favor of M/s. HLL LIFECARE LIMITED issued by Scheduled/Nationalized Bank payable at New Delhi, India along with their tenders. Tender received without EMD will not be entertained/considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque/cash will not be accepted/considered and hence rejected.

- 3.7 **FORFEITURE:** The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per directions of HLL in any respect within the period of validity of tender.
- 3.8 **REFUND:** EMD will be refunded to the tenderer within thirty days from the date of submission of interest free security deposit to the successful tenderer and to the unsuccessful bidder EMD will be returned immediately.
- 3.9 **SECURITY DEPOSIT** :- Amount of **Rs. 1,00,000/- (Rupees One Lakh only)** will have to be deposited as interest free Security Deposit in the form of DD/Pay order/ Bank Guarantee by the successful bidder within 07(Seven) working days of Award of Contract.
- 3.10 **REFUND OF SECURITY DEPOSIT:** The security deposit will be refunded to the contractor after sixty (60) days from the date of completion of the contract period.

HLL LIFECARE LIMITED
Regional Office
Noida- 201307 (UP)

INDEMINITY CLAUSE

If the Contractor fails to execute the order within the time prescribed for enter into contract so ordered or violates or infringes the existing rates as agreed to as mentioned in the work order, the Contractor shall and will indemnify the company against all loses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-performance of contract at agreed rate and terms and conditions with in the time specified in the work order. The company will initiate legal action if the contractor fails to execute the contract as per the schedule in the work order for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

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

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

PLACE:

NAME AND SIGNATURE OF THE APPLICANT

DATE:

(WITH OFFICE SEAL)

HLL LIFECARE LIMITED
Regional Office
Noida- 201307 (UP)

TENDER NO. HLL/NOIDA/ADMIN/VEHICLE/2014-15

DECLARATION

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

SEAL OF THE APPLICANT

SIGNATURE
NAME AND ADDRESS OF APPLICANT

THE DETAILS TO BE FURNISHED BY THE FIRM/AGENCY :

S.No.	Particulars	
1.	Name of the Company	
2.	Address of the Company	
3.	Year of Registration/Incorporation(proof to be attached)	
4.	Annual Turnover(along with proof)	
5.	Service Tax Registration No. (proof to be attached)	
6.	Copy of RC to ascertain age of vehicle offered by the agency/partnership firm /proprietor	
7.	EMD Particulars	
8.	Proof of Valid Insurance of all Vehicles offered by the party	
9.	Name of the Govt. Departments/Ministries along with their address and details of contract person to whom vehicles were provided during last 2 years (with details of various vehicles/make)	
10.	Certificate of satisfactory performance from the organization preferably Govt. /State Govt. /PSU to whom service was provided.	
11.	Name, Designation and address of the person to whom all references shall be made regarding this tender.	
12.	PAN and Service Tax Details	
13.	Provide Bank Details for RTGS/NEFT payments	
14.	Telephone with STD code/ Mobile Telephone No., if any	
15.	e-mail of the contact person, if any	

Certified that the information provided by me is true and authenticated

Yours faithfully

Date:
Place
Business Address:

(Signature of the Authorized person)
Name:
Designation:
Seal:

CHECKLIST TO BE FILLED BY THE PARTY

S.No.	Particulars	YES	NO
1.	Whether the bidder has enclosed the proof of Registration/Incorporation.		
2	Whether the bidder has service tax registration if so proof is enclosed		
3.	Whether PAN Details (Proprietary /Partnership/Individual) is enclosed		
4	Whether the Certificate of satisfactory performance from the organization preferably Govt./State Govt./PSU to whom service was provided is enclosed		
5.	Whether EMD enclosed		
6	Whether bidder has enclosed proof of turnover of Rs 50(Fifty) Lakh		
7.	Whether proof of age of vehicle manufactured after 01.04.2012 and 01.04.2011 is enclosed		

Certified that the information provided by me is true and authenticated

Yours faithfully

(Signature of the Authorized person)

Name:

Designation:

Date:

Place

Business Address:

Seal

HLL LIFECARE LIMITED
(A Government of India Enterprise)
Regional Office
NOIDA-201307 (UP)
Website: www.lifecarehll.com
PH: +91 120 4071500
FAX: +91 120 4071513

**PART – II
(PRICE BID)**



CONTRACT HIRED VEHICLES

AT

**HLL LIFECARE LIMITED
REGIONAL OFFICE
NOIDA -201307 (UP)**

Annexure -3

S.No.	Details	Small Segment	Medium Segment	Innova/TataSumo/Safari/ Ertiga/Scorpio/Xylo
		AC (Rs)	AC (Rs)	AC (Rs)
1	Half day - (60 KM - 05 Hrs)			
2	Full Day- (100 KM – 10 Hrs)			
3	Full Day - (125 KM – 12 Hrs.)			
4	Rates for extra per km			
5	Rates for extra per hour			
6	Night charges from 11:00 pm to 5:00 am on Daily / Full day duty			
7	Monthly charges for 2400 km & 240 hrs.			
8	Monthly charges for 3000 km & 300 hrs			
9	Rate for extra per km for monthly basis vehicles			
10	Rates for extra per hour for monthly basis vehicles			
11	Night charges from 11:00 pm to 5:00 am on monthly duty			
12	Out station travel rates 250 km per day			
13	Outstation Night charges from 11:00 pm to 5:00 am			
DECLARATION:				
(i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.				
(ii) We are not black-listed by any Centre/State Government /Public /Sector Undertaking in India.				
Your's Faithfully				
(Signature of Authorised Person)				
Name/Designation & Company's Seal				
Date:-				
Place:				

Annexure-4						
S.No.	Details	Luxury Segment	Tempo Traveller 9 seater	Tempo Traveller 13 seater	Mini Bus 35 seater	Bus 48 seater
		AC (Rs)	AC (Rs)	AC (Rs)	A C (Rs.)	AC (Rs)
1	Half day - (60 KM - 05 Hrs)					
2	Full Day (100 KM – 10 Hrs)					
3	Full Day (125 KM – 12 Hrs.)					
4	Rates for extra per km					
5	Rates for extra per hours					
6	Night charges from 11:00 pm to 5:00 am on Daily / Full day duty					
7	Monthly charges for 2400 km & 240 hrs.					
8	Monthly charges for 3000 km & 300 hrs					
9	Rate of extra km monthly basis					
10	Rates of extra hour monthly					
11	Night charges from 11:00 pm to 5:00 am on monthly duty					
12	Out station travel rates 250 km per day.					
13	Outstation Night charges from 11:00 pm to 5:00 am					
DECLARATION:						
(i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.						
(ii) We are not black-listed by any Centre/State Government /Public /Sector Undertaking in India.						
						Your's Faithfully
Date:-						
Place:						(Signature of Authorised Person) Name/Designation & Company's Seal

		Annexure-5			
S.No.	Details	Small Segment	Medium Segment	Big Segment	Luxury Segment
		AC (Rs)	AC (Rs)	AC (Rs)	AC (Rs)
1	Only Pick up / drop at Airport (T1 / T3) from Delhi / NCR				
2	Only Pick up / Drop at Railway Stations in Delhi/NCR from Delhi / NCR				
3	Daily charges for only Pick up & drop of staff from Delhi / NCR to HLL Noida office & back.				
4	Monthly charges for only Pick up & Drop of staff from Delhi / NCR to HLL Noida office & back.				
DECLARATION:					
(i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.					
(ii) We are not black-listed by any Centre/State Government /Public /Sector Undertaking in India.					
		Your's Faithfully			
Date:-					
Place:		(Signature of Authorised Person)			
		Name/Designation & Company's Seal			