

# **TENDER DOCUMENT**

**PROVIDING AC MULTI UTILITY VEHICLE  
ON CONTRACT BASIS FOR CENTRAL  
ENGINEERING DIVISION**

**AT**

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

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**Tender No. : HLL/CED/VEHICLE/CONTRACT/2013**

**DATE : 23- 09-2013**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Central Engineering Division, Peroorkada. P.O,  
Thiruvananthapuram – 695005,  
Kerala, India  
Phn: 0471- 2437270, 2435090  
Fax No. (0471) 2432647

**Tender No : HLL/CED/VEHICLE/CONTRACT/2013**

**Date : 23-09-2013**

### **TENDER NOTICE**

**Sub:- Multi Utility Vehicles(A/C) on Contract basis-Reg: \_**

Sealed competitive quotations are invited from Agencies/Individuals for providing Multi Utility Vehicle four wheelers (Mahindra XUV500/TATA Aria/ Toyota Qualis/Cheverlot Tavera/ Mahindra Scorpio/ Nissan Evalia/Ford Endeavour) to Central Engineering Division ,Peroorkada Factory of HLL Lifecare Limited, for the next one year as per requirement. The vehicles should be registered after **January 2012** and in the name of the tenderer. The tender form and terms and conditions can be obtained from the Central Engineering Division at Peroorkada Factory on production of DD for Rs.312/- (including tax) drawn in favour of HLL Lifecare Limited payable at Thiruvananthapuram.

The tender documents are available in Company's website [www.lifecarehll.com](http://www.lifecarehll.com) also. Those who down load the Tender Documents from the website shall ensure that the Tender contains DD for Rs. 312/- drawn in favour of HLL Lifecare Limited payable at Thiruvananthapuram towards cost of Tender form. The Tenders not accompanied by the DD or receipt for Rs. 312/- will be summarily rejected.

The date of issue of Tender documents	:	24-09-2013,10AM
The last date of issue of Tender documents	:	09-10-2013, 2 PM
The Last date of receipt of Tenders	:	10-10-2013, 3 PM
Date of opening of Tenders	:	10-10-2013, 3.30 PM

HLL reserves the right to change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.

**ASSOCIATE VICE PRESIDENT (CED)**

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES FOR  
OFFICIAL USE ON CONTRACT BASIS**

1. The tenderer must be the owner of vehicles. The vehicle should be new and registered after **January 2012**. Copies of the RC book are to be enclosed along with the Tender to prove the ownership and Registration year etc. The tender without such copies shall be summarily rejected.
2. The rate should be quoted in the enclosed Performa.
3. An EMD of Rs.5,000/- (Rupees five thousand only) duly drawn by crossed Demand Draft favouring HLL Lifecare Limited, Trivandrum payable at SBI Main Branch, Thiruvananthapuram should accompany the Tender. Tender without EMD will be summarily rejected. EMD remitted will be forfeited if the successful tenderers withdraw from the tender after opening the Tender or fails to carry out the work, after work is awarded.
4. An amount of Rs.10, 000/- is to be remitted as security deposit by the successful tenderer, for each vehicle to be provided by him/her/it on monthly hired basis.
5. The Contractor shall provide the vehicle along with driver and keep the vehicle in good running condition. Supply of oil, fuel and payment of tax, insurance, non pollution certificate, service charges and other statutory and non-statutory requirements shall be the sole responsibility of the contractor.
6. The rates quoted shall include wages to the driver, cost of the fuel, maintenance charges, service tax and other charges if any for providing the vehicle in good running condition. In case of any accident or maintenance of the vehicle provided by the contractor, the same shall be attended by the contractor at own cost and responsibility and shall attend the same without any liability to HLL Lifecare Limited. In case, the vehicle entrusted cannot be made available due to breakdown, Inspection etc., the contractor shall make alternative necessary arrangements to provide substitute vehicle.
7. The drivers and vehicles should be covered by valid Insurance and the Payment of compensation in case of any accident or otherwise shall be the responsibility of the contractor.
8. No advance will be made for the service provided by the contractor and the payment will be made only on monthly basis on presentation of bill after deducting statutory recoveries. The contractor should also ensure that minimum wages is paid to the driver and a certificate to this effect shall be rendered by the contractor along with the monthly bill.

9.The charges for additional Kilometers, if any, will be paid every month at the rate agreed upon for similar vehicles.

10. If the services of the contractor are not satisfactory, HLL Lifecare Limited reserves the right to cancel the contract. Any loss or difficulty or inconvenience to the company with regard to this contract due to the lapse from the contractor, the loss or inconvenience shall be the risk of the Contractor and the amount shall be deducted from the Security Deposit.

11.In case of non-availability of the vehicles on any day, the same will attract penalty and the expense incurred by the company in this regard for providing vehicles from other sources will be deducted from the contractor from his monthly hire charges payable to him by the company from his security deposit. Penalty will be Rs.1200/day

12. In case of non-provision of vehicle continuously for a period of more than two days, it shall be treated as breach of contract.

13. The meter indicating the kilometer should be accurate and in working condition as per the regulation of the Regional Transport Authorities concerned. The kilometer reading will be counted at the factory premises and kilometer for to and fro running to garage shall be fixed at the meeting of negotiation.

14. A Log book will be kept in Vehicle under the custody of the driver for verification with Company records in this regard.

15. The driver shall fill in the Trip Sheet forms made available from the Security Gate.

16. The contract will normally be for a period of one year. The contractor shall provide the vehicles based on the requirement of the company.

17. On awarding the contract, the contractor shall execute an agreement with HLL Lifecare Limited to the effect in a stamp paper equivalent to Rs.50/- (Rupees fifty only). The draft Agreement available with HR Department shall be fully understood by the tenderers before filling the tender.

18. The drivers of the vehicle and the vehicle shall satisfy all statutory requirements applicable from time to time. Any laxity in the behaviour of the driver shall be treated as breach of contract resulting in cancellation of contract. The driver should wear uniform prescribed by the Company and shall be well behaved.

19. The additional vehicles hired shall be provided by the contractor within 15 to 30 mints. after receiving the intimation. HLL Lifecare Limited reserves the right to increase or decrease the number of vehicles to be hired.

20. The rate for a month is for running of full days in a particular month. In case the utilization of the vehicles are lesser than the number of days in the particular month, the charges will be paid as **pro rata basis** depending on the utilization days.

21. The vehicles shall be provided for all the working days.

22. In the event of any dispute on this tender or contract the same shall be referred to the Associate Vice President , Central Engineering Division, Peroorkada Factory, Thiruvananthapuram, or any other officer nominated by him for this purpose. The decision of Associate Vice President(CED) on the matter shall be final and binding on all the tenderers / contractors.

23. The contract rate shall be firm till the completion of the term of this contract and no revision/escalation shall be applicable except in the case of hike or decline in fuel prices, proportional increments will be as under:-

- (a) Diesel rate increase and consumption : Rate of the diesel on the tender opening date will be considered as base rate for calculating the rate difference of the diesel. The diesel rate will be declared on the tender opening date.
- (b) Implication of increase or decrease in diesel rate will be calculated as follows:

$$\frac{\text{Rate difference} \times \text{Total No of KM run}}{12 \text{ KM}}$$

The above calculated amount will be reimbursed or deducted from the bill.

24. The company management has the right to cancel this tender or to award the contract to one party or to more than one party fully or partially at its discretion. The decision of Associate Vice President(CED) on the matter shall be final and binding on all tenderers.

25. The tender in sealed covers, duly superscribed as "Tender for hiring Vehicles" should be addressed and reach the Associate Vice President(CED), CENTRAL ENGINEERING DIVISION, HLL Lifecare LIMITED, PEROORKADA, THIRUVANANTHAPURAM- 695005. Any kind of delay in receipt of tenderers will be at the tenderers risk and responsibility. HLL Lifecare Limited reserves the right to reject any or all the tenders without assigning any reason. The last date of receipt of sealed tender is on **10-10-2013 at 3 PM** and the same will be opened on **10-10-2013 at 3.30 PM**

**ASSOCIATE VICE PRESIDENT(CED)**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Central Engineering Division, Peroorkada. P.O,  
Thiruvananthapuram – 695005,  
Kerala, India

TENDER FORM

1. Tender No.: HLL/CED/VEHICLE/CONTRACT/2013 dtd.23-09-2013

2. Name and Address of Tenderer :

Contact Phone No.- Office :

Resi. :

Mobile :

3. Details of EMD paid :

4. Details of Vehicle owned by the tenderer .

Sl.No	Type of vehicle	Reg. No.	Year. of Regn.
1	Ford Endeavour		
2	Nissan Evalia		
3	Mahindra Scorpio		
4	Toyota Qualis		
5	TATA Aria		
6	Cheverlot Tavera		
7	Mahindra XUV500		

5. **Rate to be Quoted** :

(a) **Ford Endeavour**

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(b) **Nissan Evalia**

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(c) **Mahindra Scorpio**

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(d) **Toyota Qualis**

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(e) **TATA Aria**

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(f) **Cheverlot Tavera**

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(f) **Mahindra XUV500**

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	



6.

Other conditions, if any, the Tender wants to make :	
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### DECLARATION BY TENDERER

I / we agree to provide the vehicle as per the terms and conditions mentioned and at the rate quoted above.

Place :

Signature:

Date:

**Name and Address of the Tenderer**