

एचएलएल लाइफकेयर लिमिटेड HLL Lifecare Limited

पेरूरकडा फैक्टरी Peroorkada Factory

तिरुवनन्तपुरम Thiruvananthapuram - 5

Tender No: PUR/08/R1/PASSENGER CARS/2012-13

Dated :12/12/2012

TENDER NOTICE

Sub:- Passenger Vehicles on Contract basis Reg:-

Sealed competitive quotations are invited from Agencies/Individuals for providing the following passenger vehicles registered after January 2011 on contract basis:-

Sl. No.	Category of Vehicle	No. of Vehicles
		12hrs (2200km per month)
1	TATA VISTA - Diesel a/c	2
2	MARUTI OMNI /VERSA (8 Seater)	1
3	MARUTI ERTIGA - Diesel a/c	1

The tender documents can be had from the office of the undersigned between 10.00 A.M. to 3.00 P.M. on all office working days upto 21/12/2012 (1.00 P.M.) on payment of Rs.312/-, inclusive of Sales Tax, towards cost of Tender Form by DD in favour of HLL Lifecare Limited payable at Thiruvananthapuram.

The tender documents can also be downloaded from our Website: www.lifecarehl.com. In such cases bidder are required to enclose Demand Draft for Rs.312/- drawn in favour of HLL Lifecare Ltd., payable at Trivandrum towards the cost of tender documents, along with the bid. The Tenders not accompanied by the DD for Rs. 312/- will be summarily rejected.

The last date of issue of Tender documents : 21.12.2012, 1.00 PM

The Last date of receipt of Tenders : 21.12.2012, 2.00 PM

Date of opening of Tender : 21.12.2012, 3.00 PM

General Manager (Purchase)

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

- 1) **The tenderer must be owner of vehicle. The vehicle should be new or registered after January 2011. Copy of the RC book to be enclosed along with the tender to prove the ownership and year of Registration.**
- 2) **The bidder should not offer vehicles which are already under contract with other units of HLL or with any other organization.**
- 3) **Contractor/'s who have earlier renege or committed breach of contract will not be considered.**
- 4) **An EMD of Rs.5,000/- (Rupees five thousand only) per vehicle by way of Demand Draft favouring HLL Lifecare Limited payable at Thiruvananthapuram should accompany the tender. Tender without EMD will be summarily rejected.**
- 5) **The Earnest money of successful bidder/s will be converted to Security deposit and they will be required to remit only the balance amount. EMD remitted will be forfeited if the successful tenderer withdraws after opening the tender or fails to sign the contract.**
- 6) **The bidders have the option to quote under scheme 'A' - monthly rental charge for a period of 12 months (Schedule I) or under scheme B - (New vehicles registered in 2012) for a period of three years (Schedule II).**
- 7) **An amount of Rs.10,000/- is to be remitted as security deposit by the successful tenderer, for each vehicle. The security deposit will be retained till the end of the contract period. Incase the Bidder withdraws after award of contract or commits breach of any terms of contract, the security deposit will be forfeited.**
- 8) **The Contractor shall provide the vehicle along with driver and keep the vehicle in good running condition.**
- 9) **The rates quoted shall include wages to the driver, cost of oil, fuel, taxes, insurance, service charges. The Contractor shall solely be responsible for compliance to statutory and non-statutory requirements involved in providing the vehicle on monthly rental.**

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- 10) In case of any accident the contractor would be solely liable and HLL will not have any liability for the damages or compensation.
- 11) The contractor shall bear the cost of all the maintenance work of the vehicle provided. In case, the vehicle cannot be made available due to breakdown, Inspection etc., the contractor shall make alternative arrangements to provide substitute vehicle of the same category.
- 12) 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.
- 13) No advance will be given for the service provided by the contractor and the payment will be made only on monthly basis on presentation of bill after statutory deductions such as Income Tax. The contractor should also ensure that minimum wages is paid to the driver and a certificate to this effect shall be submitted by the contractor along with the monthly bill.
- 14) The charges for additional Kilometers, if any, will be paid every month at the rates finalized.
- 15) If the services of the contractor are not satisfactory, HLL Lifecare Limited reserves the right to cancel the contract after giving 30 days notice.
- 16) In case the contractor fails to provide the vehicle on any day, the same will attract penalty and the additional expense incurred by the company in this regard for engaging vehicles from alternate sources will be deducted from the contractor bill / Security Deposit.

Penalty will be as under :-

- a. TATA Vista - Rs.1000 / day
- b. MARUTI Omni /Versa - Rs.1000 / day
- c. MARUTI Ertiga - Rs.1000 / day

- 17) Failure to supply vehicles continuously for a period of seven days will be treated as breach of contract and the Security deposit will be forfeited.

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- 18) 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 recorded at the factory premises and kilometer for to and fro running to garage shall be fixed at the negotiation meeting.
- 19) Log book will be kept in Vehicle under the custody of the driver for recording the distances of journeys performed and will be verified before the settlement of monthly bill.
- 20) The driver shall fill in the Trip Sheet forms made available from the Security Gate.
- 21) The contractor shall provide the vehicles based on the requirement of the company.
- 22) On awarding the contract, the contractor shall execute an agreement with HLL Lifecare Limited on Rs. 100/- stamp paper within 15 days from the date of work order.
- 23) The drivers of the vehicle should be well behaved and hold valid driving license. The driver is required to wear uniform prescribed by the Company.
- 24) The additional vehicles hired shall be provided by the contractor within reasonable time after receiving the intimation. HLL Lifecare Limited reserves the right to increase or decrease the number of vehicles to be hired.
- 25) The vehicles shall be provided for all the days including Sundays & holidays.
- 26) In the event of any dispute the same shall be referred to the Unit Chief, Peroorkada Factory, Thiruvananthapuram. The decision of Unit Chief in the matter shall be final and binding on all the tenderers/ contractors.
- 27) The rate finalized against the tender shall remain firm during the contract period and no revision/escalation will be considered except in the case of increase or decrease in fuel price. Rate revision on account of change in fuel price will be based on the formulae given below :-

Fuel rate increase /consumption Norm:

- (a) Rate of the diesel/petrol on the tender opening date will be considered as base rate for rate revision.

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(b) Formulae for rate revision :

$$\frac{\text{Rate variation per liter X Total No of KM run}}{\text{Running KM per liter}}$$

The running KM per liter of diesel will be computed for various category of vehicles as under:-

- a. TATA VISTA - 15 KM
- b. MARUTI OMNI - 15 KM
- c. MARUTI VERSA- 10 KM
- d. MARUTI ERTIGA- 20KM

Rate revision (increase / decrease) on account of change in fuel price by Re1/- per liter or more will be on the basis on the above formulae.

- 28) **The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.**
- 29) **The tender in sealed covers, duly superscribed as "Tender for hiring of passenger vehicles" should be submitted to the General Manager (Purchase), HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram - 695005. The last date of receipt of sealed tender is 21.12.2012 , 2.00 PM and the bid will be opened on 21.12.2012, 3.00 PM**
- 30) **Any delay in receipt of tender will be at the tenderer's risk. HLL Lifecare Limited reserves the right to reject any or all the tenders without assigning any reason.**
- 31) **Tenders submitted without EMD, copies of documents (RC book, Permit, Insurance, etc) will not be considered.**

GENERAL MANAGER (PURCHASE)

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PRICE BID

1. Tender No. : PUR/08/R1/PASSENGER CARS/2012-13

2. Name and Address of Tenderer :

Contact Phone No.- Office :

Resi. :

Mobile :

3. Details of EMD remitted :

4.Details of Vehicle owned by the tenderer .

Sl.No	Type of vehicle	Reg. No.	Yr. of Regn.
1	TATA VISTA		
2	MARUTI OMNI /VERSA (8 Seater)		
3	MARUTI ERTIGA - Diesel a/c		

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4. RATE SCHEDULE

Scheme A -Monthly rental charge valid for a period of 12 months

(a)TATA VISTA

Sl No	Description	MONTHLY RENT (Rs.)
1	Monthly rental charge for vehicle provided for 2200km;12hrs	
2	Service Tax	
3	Total monthly rental charge	
4	Rate per km for extra distance (km) covered in excess of 2200 km	
5.	Out station Bata	

b) MARUTI OMNI /VERSA (8 Seater)

Sl No	Description	MONTHLY RENT (Rs.)
1	Monthly rental charge for vehicle provided for 2200km;12hrs	
2	Service Tax	
3	Total monthly rental charge	
4	Rate per km for extra distance (km) covered in excess of 2200 km	
5.	Out station Bata	

c) MARUTI ERTIGA

Sl No	Description	MONTHLY RENT (Rs.)
1	Monthly rental charge for vehicle provided for 2200km;12hrs	
2	Service Tax	
3	Total monthly rental charge	
4	Rate per km for extra distance (km) covered in excess of 2200 km	
5.	Out station Bata	

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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

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RATE SCHEDULE

SCHEME B – Contract period 3 years (Only for new vehicles registered in the year 2012)

a) TATA VISTA

Details	1st year	2nd Year	3rd Year
Monthly rate for vehicle provided for 12 hrs; 2200km	Rs.	Rs.	Rs.
Service Tax			
Total monthly rental charge			
Rate per km for extra distance (km) covered in excess of 2200 km			
Out station Bata			

b) MARUTI OMNI /VERSA (8 Seater)

Details	1st year	2nd Year	3rd Year
Monthly rate for vehicle provided for 12 hrs; 2200km	Rs.	Rs.	Rs.
Service Tax			
Total monthly rental charge			
Rate per km for extra distance (km) covered in excess of 2200 km			
Out station Bata			

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c) MARUTI ERTIGA

Details	1st year	2nd Year	3rd Year
Monthly rate for vehicle provided for 12 hrs; 2200km	Rs.	Rs.	Rs.
Service Tax			
Total monthly rental charge			
Rate per km for extra distance (km) covered in excess of 2200 km			
Out station Bata			

DECLARATION BY TENDERER

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

Place:

Date:

Signature:

Name and Address of the Tenderer