

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)  
पेरूरकडा पी.ओ. PEROORKADA. P.O,  
तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005  
PHONE NO: 0471 2437270  
EMAIL: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com)

निविदा नं. एचएलएल / पीएफटी/ यात्री वाहन

**Tender No:HLL/PFT/PUR/PASSENGER VEHICLES**

**तारीख Dated : 16.02.2018**

ठेके के आधार पर पैसेंजर वाहनों (कारों) के लिए निविदा  
TENDER FOR HIRING PASSENGER VEHICLES (CARS) ON CONTRACT BASIS

तकनीकी वाणिज्यिक बात्नी  
**TECHNO COMMERCIAL BID**

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### निविदा सूचना

### TENDER NOTICE

**विषय : ठेके के आधार पर यात्री वाहनों (कारों) का किराए पर लेने के सम्बन्ध में**

**Sub: Hiring Passenger Vehicles(Cars) on Contract basis reg:-**

आधिकारिक उपयुक्तता के लिए यात्री कार प्रदान करने के लिए इच्छुक एजेंसियों / व्यक्तियों से दृष्टि बाली प्रणाली (तकनीकी-वाणिज्यिक बालियां) के तहत सीलबंद और सुपर लिखित निविदा / काटेशन आमंत्रित किए गए हैं। यात्री कारें (विवरण नीचे दी गई हैं) 1 नवंबर 2016 का या उसके बाद पंजीकृत होंगी। वाहनों (कारों) का उपयुक्तता हमारे एचएलएल लाइफकेयर लिमिटेड - कॉर्पोरेट ऑफिस, पूजपुरा, तिरुवनंतपुरम में किया जाएगा। अनुबंध 5 वर्षों की अवधि के लिए हलगा। इच्छुक बालीदाता [www.lifecarehll.com](http://www.lifecarehll.com) आधिकारिक वेबसाइट से निविदा दस्तावेज डाउनलोड कर सकते हैं।

Sealed and super scribed tenders / quotations under two bid system (Techno – Commercial Bids) are invited from agencies/individuals interested for providing Passenger Vehicles (Cars) for official use. The Passenger Vehicles (Cars - details are given below) shall be registered on or after 1<sup>st</sup> November 2016. The vehicles (cars) will be utilized at our HLL Lifecare Limited – Corporate Office, Poojappura, Thiruvananthapuram. The contract will be for a period of 5 years.

Intending eligible bidders may download the tender documents from the official website i.e. [www.lifecarehll.com](http://www.lifecarehll.com)

#### **Details of Passenger Vehicles (Cars)**

Cat. No	Category of Vehicle	No of vehicle
1	Toyota Innova – Diesel A/C	1
2	Sedan Type (Swift Dezire/ Hyundai Xcent / Ford Figo Aspire / Honda Amaze / Volkswagen Ameo / Mahindra Verito / Toyota Etios) – Diesel A/C	2
3	Hatchback Type (Maruthi Swift /Hyundai i20 / Honda jazz / Toyota Etios liva ) – Diesel A/C	6

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निविदा दस्तावेज को हमारी वेबसाइट [www.lifecarehll.com](http://www.lifecarehll.com) से डाउनलोड किया जा सकता है। हमारी वेबसाइट से निविदा दस्तावेजों को डाउनलोड करने वाले बोलीदाताओं को एचएलएल लाइफकेयर लिमिटेड के पक्ष में तैयार की गई रु.525 / - के लिए डिमांड ड्राफ्ट को निविदा दस्तावेजों की लागत की ओर बोली के साथ शामिल करना होगा, जो तिरुवनन्तपुरम में देय होगा। बिना रु .525 / - के लिए डीडी के साथ निविदाएं अस्वीकृत किया जायेगा।

The tender documents can be downloaded from our Website: [www.lifecarehll.com](http://www.lifecarehll.com). The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.525/- (inclusive of GST) drawn in favor of HLL Lifecare Ltd, payable at Thiruvananthapuram towards the cost of tender documents, along with the Bid. The Tenders not accompanied by the DD for Rs.525/- will be summarily rejected.

निविदाओं की प्राप्ति की तारीख

The date of receipt of Tenders

: 03/03/2018 at 3.00 p.m

तकनीकी बोली खुलने की तारीख

Date of opening of Technical Bid

: 03/03/2018 at 3.30 p.m

वरिष्ठ प्रबंधक (क्रय)

SENIOR MANAGER (PURCHASE)

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**TECHNICAL BID**

**QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA  
FOR PROVIDING PASSENGER VEHICLES (CARS)**

1	Details of vehicles offered Category 1 Make: Number of Vehicles offered:	
2	Category 2 Make: Number of Vehicles offered:	
3	Category 3 Make: Number of Vehicles offered	
4	Have you enclosed self attested copy of the following for each offered vehicles a) R C book b) Road Tax paid Certificate c) Insurance paid Certificate d) Fitness Certificate e) Pollution Certificate. f) All India Taxi Permit.	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
5	Do you agree to provide Security deposit of 5% of the annual rate agreed per vehicle including tax?	Yes/No
6	Have you enclosed a copy of PAN Card?	Yes/No
7	Have you enclosed EMD by way of DD as per tender?	Yes/No
8	Have you enclosed the Tender Fee ?	Yes/No
9	Do you agree to provide vehicles having White Color?	Yes/No

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10	Have you enclosed the duly filled up Tender Form?	Yes/No
11	Do you agree to provide drivers as per Tender document with valid licence, badge, Police Clearance Certificate from concerned Police Station & Traffic Police Station?	Yes/No

All the information's provided herein are true and correct.

**Place:**

**NAME & SIGNATURE OF THE BIDDER**

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**TERMS AND CONDITIONS FOR HIRING OF PASSENGER VEHICLES (CARS)  
FOR OFFICIAL USE ON CONTRACT BASIS**

- 1) The tenderer must be the owner of vehicles. In case of Firm / Company, the vehicle can be owned by the Firm/Company. The vehicle should be registered on or after 1<sup>st</sup> November 2016. Copy of the RC book to be enclosed along with the tender to prove the ownership and year of Registration. In the case RC book is not available at the time of tender opening, and then the same shall be submitted within 30 days from the tender opening date. The vehicle should be diesel variant with functional A/C system. The vehicles provided should be roadworthy, in good condition, and should have valid registration, road permit, records of having paid road tax and insurance, to carry out the passenger transportation. The copy of RC Book, Road Tax and Insurance paid Certificate, Fitness Certificate, All India Taxi Permit and Pollution Certificate duly self-attested shall be submitted along with Tender document for the offered vehicles.
- 2) If the contractor is a firm / company, GST registration shall be produced if applicable.
- 3) An EMD of Rs.9,000/- (Rupees Nine thousand only) per vehicle by way of Demand Draft favoring HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram should accompany the tender. Tender without EMD will be summarily rejected.
- 4) The rate should be quoted in the enclosed format.
- 5) An amount equivalent to 5% of the annual rate agreed per vehicle including tax is to be remitted as security deposit by the successful tenderer.
- 6) The Earnest money of successful bidder/s will be converted to Security deposit and the bidder will be required to remit only the balance amount within seven days of finalization of tender. EMD remitted will be forfeited if the successful tenderer withdraws after opening the tender.

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- 7) The vehicle should be cleaned on a daily basis (both inside & outside). The vehicle should be serviced once in a month & the service report should be submitted in HR department at HLL Lifecare Ltd, Poojappura. A total of 2200 kilometers shall be used in a month without any extra cost with a locking period of three months.
- 8) The rates quoted shall include wages to the driver, cost of oil, fuel, taxes, insurance, and service charges. The Contractor shall solely be responsible for compliance of statutory and non-statutory requirements involved in providing the vehicle on monthly rental.
- 9) In case of any accident the contractor will be solely liable and HLL Lifecare Limited will not have any liability for the damages or compensation.
- 10) 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 failing which the amount born by the company to arrange a vehicle, will be recovered from the bill of the contractor.
- 11) The bidder should not offer vehicles which are already under contract with other units of HLL Lifecare Limited.
- 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, others as applicable. The contractor should also ensure that wages not less than the minimum wages applicable is paid to the driver. Certificate to this effect shall be submitted by the contractor along with the monthly bill. PF & ESI coverage as applicable shall be the responsibility of the contractor.

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- 14) The charges for additional Kilometers, if any, will be paid every month at the rates finalized.
- 15) Failure to provide vehicles continuously for a period of seven days will be treated as breach of contract and the Security deposit will be forfeited.
- 16) 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 office premises ie, kilometer at the time of going out of office and at time of returning to office. The odometer of the vehicle should be in working condition and in case any defect occurs, it shall be rectified within 3 days after making alternate arrangements to perform the work undertaken.
- 17) Log book will be kept in Vehicle under the custody of the driver for recording the distances of journeys performed and will be verified on daily basis for settlement of monthly bill.
- 18) The driver shall fill in the Trip Sheet forms made available from the Security Gate.
- 19) The contract will be for a period of **FIVE** years.
- 20) On awarding the contract, the contractor shall execute an agreement with HLL Lifecare Limited to the effect in a stamp paper equivalent to Rs.200/- (Rupees One Hundred Only). The draft Agreement available with HR Department of HLL Lifecare Ltd , Poojappura shall be fully understood by the tenderers before filling the tender.
- 21) The tenderer should ensure that the drivers engaged are regular. The character and antecedent of the driver shall be verified and certified by the appropriate authority. The drivers of the vehicle should have good vision, should be well behaved and should hold valid driving license. In case the company decides to change the driver,



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the contractor should provide substitute immediately. The drivers engaged shall be of the age of 50 years or below. Normal working hours of the drivers should be 08.00 AM to 08.00 PM. The contractor shall take Necessary Insurance coverage for the drivers engaged by him.

- 22) The allotted vehicle and the driver supplied for the contract once and approved by the company shall not be changed without prior approval during the period of the contract until otherwise instructed by the company.
- 23) The vehicles shall be provided for all the days including Sundays & holidays. Alternate Sundays may be given off at the discretion of the company. One day will be off preferably on Second Saturday for servicing the vehicle.
- 24) The normal working hours will be from 8.00AM to 8.00P.M. However the vehicle has to run as per the requirement of the company.
- 25) Outstation Bata.

In case of vehicles leaves Thiruvananthapuram district and vehicle is halting outside Thiruvananthapuram during night time an additional amount of Rs 250.00 per day will be paid as an allowance to the driver.

In situations, vehicles leave Thiruvananthapuram district and return back without overnight stay an additional amount of Rs.150/- per day will be paid as allowance to the driver.

- 26) In the event of any dispute upto the tender finalization the same shall be referred to Unit Chief - Peroorkada Factory, Thiruvananthapuram. The decision of Unit Chief - Peroorkada Factory will be final and binding on all the Tenderers / Contractors. Similarly, in the case of any dispute further to placement of orders and order execution, the same shall be referred to Chief Security Officer / in-charge of HLL Lifecare Limited, Poojappura . The decision of Chief Security Officer / in charge will be final and binding on all the Tenderers / Contractors.

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- 27) In case if the vehicles are utilized before or after the normal working hours (08.00 AM – 08.00 PM) an amount of Rs. 100/- per day will be paid.
- 28) The company has the right to terminate the contract in case the performance of the contractor is not satisfactory, by any point of view, upon serving a '3 months' notice.
- 29) The rate finalized against the tender shall remain firm and valid for a period of **FIVE** years from the date of work order and no revision/escalation will be considered except in the case of increase or decline in fuel price.
- 30) There shall be no employer employee relation between HLL Lifecare Limited and the driver. The whole supervision and control of driver shall be with the contractor. They shall be employees of the owner of the vehicle (Contractor) only, not with HLL.
- 31) All the vehicles shall be of white color.
- 32) All the vehicles shall have All India Taxi permit
- 33) All the drivers supplied by the contractor shall have valid license and badge.
- 34) All the drivers supplied by the contractor should produce police clearance certificate from concerned police station and traffic police station.
- 35) **Diesel rate increase /consumption Norm :**
  - a) Rate of the diesel at Thiruvananthapuram on the tender opening date will be considered as base rate for rate revision (R1), where as R2 is the revised rate.

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b) Amount for rate revision(A) :

$$\frac{\text{Rate change per litre (R2-R1) X Total No of KM run}}{\text{Running KM per litre}}$$

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

Cat. no	Type of Vehicle	Running KM per liter of diesel
1	Toyota Innova – Diesel A/C	<b>12 KM</b>
2	Sedan Type - Swift Dezire/ Hyundai Xcent/ Ford Figo Aspire/ Honda Amaze/ Volkswagen Ameo/ Toyota Etios) – Diesel A/C	<b>14 KM</b>
3	Hatchback Type - (Maruthi swift/ Hyundai i20/ Honda Jazz/Toyota Etios Llva) – Diesel A/C.	<b>15 KM</b>

Rate revision on account of change in fuel price will be allowed based on the above calculation from the date of fuel revision and the same will be considered once in every quarter.

- 36) The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.
- 37) 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.
- 38) Tender by fax/e-mail will not be accepted.
- 39) The Company shall not be liable for the delay in submission of tenders after the due date specified above due to any reason including Postal delays etc.

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- 40) This tender is a Two bid system. Price bids in the prescribed form duly completed in all respects shall be submitted in sealed cover super scribing-“Price bid for HIRING OF PASSENGER VEHICLES (CARS)”. Technical bid documents (All documents mentioned in the Questionnaire and others as mentioned tender except the price bid format) completed in all respects (including Tender fee & EMD ) should be submitted in sealed cover super scribing- “Technical bid for HIRING OF PASSENGER VEHICLES (CARS)”. The above two sealed covers should be put together in another big cover/envelope which should be sealed. This big cover / envelope shall be super scribed as “HLL /PFT/PUR/PASSENGER VEHICLES” with name of the tender “TENDER FOR HIRING OF PASSENGER VEHICLES (CARS) ON CONTRACT BASIS” addressed to the SENIOR MANAGER - PURCHASE SECTION, HLL LIFECARE LIMITED , PEROORKADA FACTORY, THIRUVANANTHAPURAM – 695005.
- 41) SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udyog Aadhar registration certificate issued by the concerned DIC or NSIC along with technical bid. But the Party has to provide Security deposit if Tender is awarded to them.
- 42) 20% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE’s owned by SC or ST entrepreneurs. In the event of failure of SC or ST entrepreneurs to participate in tender or meet tender Requirements / conditions regarding price the same will be sourced from other MSE enterprises.
- 43) Please ensure that no sensitive data pertaining to Price is enclosed in Technical bid cover.

**Senior Manager (Purchase)**

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**TENDER FORM**

Sl. No	Particulars	Documents to be given
1	Tender No.	
2	Name and Address of Tenderer	
3	Contact Details: Office Phone Mobile phone e-mail address	
4	Details of EMD paid	
5	PAN No	
6	GST registration	

Details of Vehicle owned by the tenderer. Documents to be given.

Sl. No	Type of vehicle	Reg. No.	Vehicle Make & Model	Year of Regn.	Insurance valid up to	Taxi service license valid up to
1	Toyota Innova					
2	Sedan Type - (Swift Dezire/ Hyundai Xcent/ Ford Figo Aspire/ Honda Amaze/ Volkswagen Ameo/ Toyota Etios)					
3	Hatchback Type - (Maruthi Swift/ Hyundai i20/ Honda Jazz/ /Toyota Etios Liva)					

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**PRICE BID**

Rate to be quoted (in Rs):

	Toyota Innova  (Diesel - A/c)	Sedan (Swift Dezire/Hyundai Xcent/ Ford Figo Aspire/ Honda Amaze/ Volkswagon Ameo/ Toyota Etios) – (Diesel - A/c)	Hatchback (Maruthi Swift// Hyundai i20/ Honda Jazz/ Toyota Etios Liva– (Diesel - A/c)
(a) Monthly rate for 2200 KM for vehicle provided for 12 hrs. (08.00 AM to 08.00 PM)			
(b) GST			
Total monthly rental charge (a) + (b)			
Rate for additional KM			

**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: