

/एचएलएल लाइफकेयर लिमिटेड HLL Lifecare Limited

पेरूरकडा फैक्टरी Peroorkada Factory

तिरुवनन्तपुरम Thiruvananthapuram – 5

Tender No: PUR/08/R1/VEHICLE/2013-14

Dated :16/10/2013

T E N D E R N O T I C E

Sub:- Vehicles on Contract basis Reg:-

Sealed competitive quotations are invited from Agencies/Individuals for providing the following passenger vehicles registered after January 2012 on contract for a period of three years:-

Sl. No.	Category of Vehicle	No. of Vehicles
1	Indica Vista / Maruti Swift- Diesel a/c	2
2	Swift Dezire / Tata Manza - 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 24/10/2013 (2.00 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.lifecarehll.com. The bidders downloading the tender documents from our website 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 : 24.10.2013, 2.00 PM

The Last date of receipt of Tenders : 24.10.2013, 3.00 PM

Date of opening of Tenders : 24.10.2013, 3.30 PM

Joint 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 the owner of vehicles. The vehicle should be registered after January 2012. 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) **An EMD of Rs.5,000/- (Rupees five thousand only) per vehicle by way of Demand Draft favouring HLL Lifecare Limited, Trivandrum payable 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 of Rs.10,000/- is to be remitted as security deposit by the successful tenderer, for each vehicle.**
- 6) **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.**
- 7) **The Contractor shall provide the vehicle along with driver and keep the vehicle in good running condition.**
- 8) **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.**
- 9) **In case of any accident the contractor would be solely liable and HLL 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.**

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- 11) **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.**
- 12) **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.**
- 13) **The charges for additional Kilometers, if any, will be paid every month at the rates finalized.**
- 14) **If the services of the contractor are not satisfactory, HLL Lifecare Limited reserves the right to cancel the contract after giving 30 days notice.**
- 15) **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. **Indica Vista - Rs.1000 / day**
- b. **Maruthi Swift - Rs. 1000 / day**
- c. **Swift Dezire- Rs. 1200/day**
- d. **Tata Manza- Rs. 1200/day**

- 16) **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.**
- 17) **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.**

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- 18) **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.**
- 19) **The driver shall fill in the Trip Sheet forms made available from the Security Gate.**
- 20) **The contract will be for a period of three years. The contractor shall provide the vehicles based on the requirement of the company.**
- 21) **On awarding the contract, the contractor shall execute an agreement with HLL Lifecare Limited to the effect in a stamp paper equivalent to Rs.100/- (Rupees One Hundred Only). The draft Agreement available with HR Department shall be fully understood by the tenderers before filling the tender.**
- 22) **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.**
- 23) **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.**
- 24) **The vehicles shall be provided for all the days including Sundays & holidays.**
- 25) **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.**
- 26) **The rate finalized against the tender shall remain firm and valid for a period of three 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.**

Diesel rate increase /decrease consumption Norm :

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

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(b) Formulae for rate revision :

**Rate variation per liter X Total No of KM run
Running KM per liter**

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

- a. TATA Indica / Vista - 18 KM
- b. Maruti Swift – 18 KM
- c. Swift Desire- 15 KM
- d. Tata Manza- 15KM

Rate increase / decrease on account of change in fuel price will be allowed based on the above working.

- 27) **The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.**
- 28) **The tender in sealed covers, duly superscribed as “Tender for hiring of passenger vehicles” should be submitted to the Joint General Manager (Purchase), HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram-695005. The last date of receipt of sealed tender is 24.10.2013 , 3.00 PM and the same will be opened on 24.10.2013, 3.30 PM**
- 29) **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**
- 30) **Tenders submitted without EMD, copies of documents (RC book, Permit, Insurance, etc) will not be considered.**

Joint General Manager (Purchase)

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TENDER FORM

1. Tender No.: PUR/08/R1/VEHICLE/2013-14:

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.	Yr. of Regn.
1	Indica Vista/Maruti Swift		
2	Swift Dezire/Tata Manza		

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RATE SCHEDULE

5. Rate to be quoted :

(a) Indica Vista/Maruti Swift (No. of vehicles - 2 Nos.)

Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM for vehicle provided for 12 hrs.	Rs.	Rs.	Rs.

(b) Swift Dezire/Tata Manza (No. of vehicles - 1 No.)

Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM for vehicle provided for 12 hrs.	Rs.	Rs.	Rs.

DECLARATION BY TENDERER

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

Contract Period: 3 years

Place :

Signature:

Date:

Name and Address of the Tenderer

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