

CONTRACT VEHICLE - MINI BUS FOR EMPLOYEES TRANSPORTATION



HLL Lifecare Limited
(A Government of India Enterprise)
Akkulam Factory, Sreekariyam PO, Thiruvananthapuram -695017
Phone: +91 471 244 5930, 244 2641, 244 2642
Email: materialsft@lifecarehll.com, epurchaseaft@gmail.com

HLL Lifecare Limited
(A Government of India Enterprise)
Akkulam Factory, Sreekariyam PO, Thiruvananthapuram -695017
Phone: +91 471 244 5930, 244 2641, 244 2642
Email: materialsft@lifecarehll.com, epurchaseaft@gmail.com

INVITATION FOR BIDS (IFB)

Sealed and superscribed tenders are invited under TWO BID System (Technical & Price) in the prescribed form for the CONTRACT VEHICLE - MINI BUS - FOR EMPLOYEES TRANSPORTATION at HLL Lifecare Limited, Akkulam Factory, Sreekariyam (PO) Thiruvananthapuram - 695017 as detailed in the tender document.

The detailed Routes, time schedule and other terms and conditions etc. are given in the Tender documents, which can be had from our office on any working day between 10.30 A.M to 3.30 P.M by paying Tender fee Rs.590/- by Cash/DD (inclusive of ST) and Earnest Money Deposit (EMD) as mentioned in the tender for each tender in favor of HLL payable at Thiruvananthapuram. Also the Tender documents can be downloaded from our website www.lifecarehll.com

The completed tenders should reach HLL latest by 14 Hrs on 13-09-2022.

Date of issue of documents	: 22-08-2022 to 12-09-2022
Last Date & Time of submission	: 13-09-2022 at 14 Hrs
Date & Time of bid opening	: 13-09-2022 at 15 Hrs

Joint General Manager (Materials)

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INSTRUCTION TO BIDDERS

Sealed and super scribed tenders (TWO BID- TECHNICAL BID & PRICE BID) are invited for CONTRACT VEHICLE - MINI BUS FOR EMPLOYEES TRANSPORTATION at HLL Lifecare Limited, Akkulam Factory, Sreekariyam (PO) Thiruvananthapuram - 695017 for a period of **TWO YEARS** as per the terms and conditions as format given below.

Sl. No.	Category of Vehicle / Details of Trip		
	No. of Vehicles - 2		
	Mini Bus (10 to 15 seater)		
		Details of trip:	Route:
TRIP A	Mini Bus No 1	Sreekariyam to Akkulam Mini Bus Start at 05.45 am from Sreekariyam Jn	Sreekariyam Jn to HLL Akkulam Factory
	Mini Bus No 2	Ulloor to Akkulam Mini Bus Start at 05.45 am from Ulloor Jn	Ulloor Jn to HLL Akkulam Factory
TRIP B	Mini Bus No 1	Ulloor to Akkulam Mini Bus Start at 08.45 am from Ulloor Jn	Ulloor Jn to HLL Akkulam Factory
TRIP C	Mini Bus No 1	(a) Ulloor to Akkulam Mini Bus Start at 01.45 pm from Ulloor Jn	Ulloor Jn to HLL Akkulam Factory
		(b)HLL Akkulam Factory to Ulloor Mini Bus Start at 2.20 pm from HLL Akkulam Factory	HLL Akkulam Factory to Ulloor Jn
TRIP D	Mini Bus No 1	HLL Akkulam Factory to Ulloor Mini Bus Start at 5.20 pm from HLL Akkulam Factory	HLL Akkulam Factory to Ulloor Jn
TRIP E	Mini Bus No 1	(a) Sreekariyam to Akkulam Mini Bus Start at 09.45 pm from Sreekariyam Jn	Sreekariyam Jn to HLL Akkulam Factory
		(b) HLL Akkulam Factory to Kattela Mini Bus Start at 10.20 pm from HLL Akkulam Factory	Akkulam Hill - Cheruvaikal, Sreekariyam Radio Station - Kattela and back to HLL Akkulam Factory
	Mini Bus No 2	(a) Ulloor to Akkulam Mini Bus Start at 09.45 pm from Ulloor Jn	Ulloor Jn to HLL Akkulam Factory
		(b) HLL Akkulam Factory to Ulloor Mini Bus Start at 10.20 pm from HLL Akkulam Factory	Akkulam Hill - Akkulam CESS - Prasanth Nagar - Manjadi and back to HLL Akkulam Factory

Contractor has to ensure that Mini Buses are provided to HLL Lifecare Limited, Akkulam Factory on all working days on or before: For TRIP A at 05.30 am, For TRIP B at 8.30 am, TRIP C at 1.30 pm, TRIP D at 5.00 pm, For TRIP E at 09.30 pm

1. A complete set of bid documents can be had from the office of the **Joint General Manager (Materials)**, HLL LIFECARE LIMITED, AKKULAM FACTORY, THIRUVANANTHAPURAM-695 017 during office hours on any working day on submission written application and remitting a non-refundable fee of Rs. 590/- (including GST) in the form of DD drawn in favour of HLL LIFECARE LIMITED, Akkulam, Thiruvananthapuram/NEFT/RTGS.

The Tender Documents can also be down loaded from our Website www.lifecarehll.com and cost of the Tender Documents as mentioned above should be furnished along with Technical Bid.

2. Re-word processed formats or tenderers own formats for the technical bid/ price bid will disqualify the tender. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign and seal the form at each page and at the end, in token of acceptance of all the terms and conditions of the tender. Tender Bids received without the cost of Tender Documents shall be summarily rejected. The bid documents will be available up to 15.00 Hrs on the **previous working day** of the opening of Technical Bids.
3. Tenders in prescribed form should be submitted in sealed covers and super scribed "***Tender for CONTRACT VEHICLE - MINI BUS FOR EMPLOYEES TRANSPORTATION at HLL Lifecare Limited, Akkulam Factory***" and sent to Joint General Manager (Materials), HLL LIFECARE LIMITED, Akkulam Factory , Sreekariyam P.O., Thiruvananthapuram, Kerala, India so as to reach here before **14.00 Hrs on 13-09-2022** by registered post/courier acknowledgement due or should be deposited in the tender box available in this office. No acknowledgement will be made separately. The undersigned will not be responsible for any tender handed over to any official of this office in person. Tenders will be opened at **15.00 Hrs on 13-09-2022** in the presence of the tenderers or their authorized agents who may choose to be present.
4. Earnest Money Deposit: Each tender should contain an Earnest Money Deposit as detailed below.

An amount of Rs.10,000/- can be remitted by Demand Draft drawn in favour of the HLL LIFECARE LIMITED, obtained from any scheduled bank and payable at Thiruvananthapuram /RTGS/NEFT. The Demand Draft/RTGS/NEFT Statement towards EMD should be attached along with the tender. Tenders without proper EMD will be rejected outright.

HLL A/c details:

Name of Bank : State Bank of India
A/c number : 30307559515
IFSC Code : SBIN0004350
Branch name : Commercial Branch, Thycaud, Thiruvananthapuram

5. SSI/MSME units interested in availing exemption from payment of Tender Fee and EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC/Udyog Aadhaar and shall submit duly filled Bid Security Form attached as Schedule H. If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhar Memorandum Number issued to it under the MSME Act, 2006. If a MSME bidder do not furnish the UAM Number along with bid documents, such MSME unit will not be eligible for the benefits available under Public Procurement Policy for MSEs Order 2012. But the Party has to provide Performance Security/Security Deposit if Tender is awarded to them.

Startup units interested in availing exemption from payment of Tender fee & EMD shall submit a valid copy of Registration Certificate from Department of Industrial Policy & Promotion as per NIT. But the party has to provide security deposit if Tender is awarded to them.

6. Release of EMD: The EMD of unsuccessful tenderers will be refunded soon after finalization of tender, or after two months from the date of opening of tender which ever is earlier. The EMD will not bear any interest.
7. Forfeiture of EMD: The EMD will be forfeited to the HLL in case, after submitting the tender, the tenderer withdraws his offer or fails to execute the agreement when called for to do so.
8. Agreement: The successful tenderer will have to execute an agreement after remitting the Security Deposit in Stamp Paper for Rs. 200/- at his expenses within 21 days of issue of the work order.

9. The HLL will have the full right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest tender. The HLL also reserves the right to award the contract with more than one contractor.
10. If the last date fixed for receipt of tender for opening, ie. 13-09-2022 is declared a closed holiday, the tenders will be received on the next working day up to 14.00 Hrs and opened at 15.00 Hrs on the same day.
11. HLL shall not be responsible if the bids are delivered elsewhere.
12. Bid Opening:
 - a. The bids shall be opened on date and time as specified, in the presence of such bidder(s) or their representatives who may be present. The bidder(s) or the authorized representative(s) who are present shall sign an attendance register. The authorized representative(s) of the bidder(s) shall submit letter(s) of authority before they are allowed to sign the attendance register and participate in the bid opening.
 - b. The Technical Bid will be opened on the prescribed tender opening date and time. The price bid will be opened on a later date which will be made known to all eligible bidders, after technical evaluation has been completed.
 - c. The bids which are found as substantially responsive in the technical evaluation and comply with the entire requirement shall only be considered for financial bid opening. The financial bid (price schedule) submitted by such tenderers whose technical bid have been considered as technically unacceptable on the basis of evaluation, will not be opened.
13. The decision of HLL will be final and no correspondence on this shall be entertained.
14. The Price Bid must be submitted strictly as per format given by HLL.

15. The tender should be submitted on OUTER ENVELOPE SEALED AND SUPERSCRIBED “DO NOT OPEN BEFORE 15.00 HRS ON 13-09-2022 addressed to this Office containing the following TWO INNER SEALED ENVELOPE.
- a) Cover contains Acceptance of Terms & Conditions, Technical Bids and EMD (should be superscribed)
 - b) Cover contains Price Bid (should be superscribed)
16. The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion without assigning any reason.

Joint General Manager (Materials)

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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)

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Annexure - A

CONTRACT DESCRIPTION

Sl. No.	Category of Vehicle / Details of Trip		
	No. of Vehicles - 2		
	Mini Bus (10 to 15 seater)		
		Details of trip:	Route:
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TRIP B	Mini Bus No 1	Ulloor to Akkulam Mini Bus Start at 08.45 am from Ulloor Jn	Ulloor Jn to HLL Akkulam Factory
TRIP C	Mini Bus No 1	(a) Ulloor to Akkulam Mini Bus Start at 01.45 pm from Ulloor Jn	Ulloor Jn to HLL Akkulam Factory
		(b) HLL Akkulam Factory to Ulloor Mini Bus Start at 2.20 pm from HLL Akkulam Factory	HLL Akkulam Factory to Ulloor Jn
TRIP D	Mini Bus No 1	HLL Akkulam Factory to Ulloor Mini Bus Start at 5.20 pm from HLL Akkulam Factory	HLL Akkulam Factory to Ulloor Jn
TRIP E	Mini Bus No 1	(a) Sreekariyam to Akkulam Mini Bus Start at 09.45 pm from Sreekariyam Jn	Sreekariyam Jn to HLL Akkulam Factory
		(b) HLL Akkulam Factory to Kattela Mini Bus Start at 10.20 pm from HLL Akkulam Factory	Akkulam Hill - Cheruvaikal, Sreekariyam Radio Station - Kattela and back to HLL Akkulam Factory
	Mini Bus No 2	(a) Ulloor to Akkulam Mini Bus Start at 09.45 pm from Ulloor Jn	Ulloor Jn to HLL Akkulam Factory
		(b) HLL Akkulam Factory to Ulloor Mini Bus Start at 10.20 pm from HLL Akkulam Factory	Akkulam Hill - Akkulam CESS - Prasanth Nagar - Manjadi and back to HLL Akkulam Factory

Contractor has to ensure that Mini Buses are provided to HLL Lifecare Limited, Akkulam Factory on all working days on or before: For TRIP A at 05.30 am, For TRIP B at 8.30 am, TRIP C at 1.30 pm, TRIP D at 5.00 pm, For TRIP E at 09.30 pm

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TERMS & CONDITIONS

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

- 1) The tenderer must be *owner of vehicles / Registered firm (s) / Authorized Agent(s) / Individual*. In case of Firm/Company the vehicle can be owned by the Firm/Company. **The vehicle should have a valid Registration and Permit to run Passenger Vehicle Service in Kerala State, Thiruvananthapuram, during the Contract period.** Copies of the RC books of Minimum 2 vehicles, to be enclosed along with the tender to prove the ownership and year of Registration. Vehicle shall be in good condition and road worthy.
- 2) Only the contractor who is having 2 vehicles under his ownership or having authorization from the Registered Owner of the vehicle to participate in this tender along with copies of RC book is eligible to participate in the tender.
- 3) An **EMD of Rs. 10,000/- (Rupees Ten thousand only)** in the form of Demand Draft in favor of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram should be accompanied along the tender. Tender without EMD will be summarily rejected.
- 4) Successful bidder shall submit Security Deposit of 3% Order Value, subject to a maximum order value of Rs.1,00,000/- (Rupees One Lakhs Only) in the form of Demand Draft in favor of HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram or Bank Guarantee from any Schedule bank. The EMD remitted by the successful bidder will be treated as Security Deposit and the balance amount will be needed to be paid within seven days of finalization of tender and the same would be returned after the successful completion of the Contract.
- 5) EMD remitted will be forfeited if the successful tenderer withdraws after opening the tender.
- 6) The Contractor shall provide the vehicle along with driver having valid license and badge, if any, good vision and good character. The vehicle provided should be in good running condition.
- 7) The rates quoted should include wages to the driver, cost of fuel, maintenance charges, any other charges for providing the vehicle in good running condition.
- 8) The insurance coverage (comprehensive), GST / Income tax and all other statutory payments, supply of fuel, lubricants etc for the vehicle and the maintaining of the vehicle in good condition and payment to the driver and compliances of all laws and rules applicable in owning, maintaining and providing the vehicle on contract shall be the responsibility of the contractor.

- 9) The contractor should take necessary third party insurance coverage for the vehicle and that any accident or loss or damage that happens either to the vehicle or to the driver or any persons shall be taken care of by the contractor. The contractor alone will be liable for compensation if any to be paid and the company shall not have any liability in this regard.
- 10) In case of any accident, the contractor will 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 failing which the amount born by the company to arrange a vehicle, will be recovered from the bill of the contractor.
- 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) **Payment will be made by monthly basis on presentation of Monthly bill along with copies of Log book / Copies of Trip Sheet forms of both the vehicles, duly certified by HR Department, AFT.** 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.
- 14) The payment would be released on monthly basis within 30 days on actual trip basis.
- 15) The party has to submit their rate in the format attached in the Price Bid. Statutory levies if any such as TDS, GST TDS, etc. should be deducted from the bills.
- 16) Contractor will have to provide alternate vehicle in the event of break down while the vehicle is in use. If not provided, **HLL Lifecare Limited** will arrange its own alternate arrangement means of conveyance. In such cases, the cost of transportation arranged will be recovered from the contractor's monthly bill/Security Deposit.
- 17) In case of failure in providing the vehicle for any reason, deduction will be made from his monthly bills, as penalty, in following manner;
 - a) Failure to provide the vehicle per trip / per day actual expenses incurred for arranging alternate arrangement and all other losses, if any by HLL will be deducted from Contractor's monthly bill.
- 18) 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.
- 19) 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 ie. Kilometer at the time of going out of factory and at time of returning to factory.

- 20) 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.
- 21) The driver shall fill in the Trip Sheet forms made available from the Security Gate.
- 22) The contract will be for a period of **Two** years.
- 23) 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 Two Hundred Only). The draft Agreement available with HR Department shall be fully understood by the tenderers before filling the tender / Contractor.
- 24) The drivers of the vehicle should be well behaved and hold valid driving license. In case the company decides to change the driver, the contractor should provide substitute immediately.
- 25) The vehicles shall be provided for all the days including Sundays & holidays. Alternate Sundays may be given off at the discretion of the company.
- 26) In the event of any dispute, the same shall be referred to the Unit Chief, Akkulam Factory, Thiruvananthapuram. The decision of Unit Chief in the matter shall be final and binding on all the tenderers/contractors.
- 27) 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.
- 28) The rate finalized against the tender shall remain firm and valid for a period of **TWO 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.
The Formula to arrive at the revised rate whenever there is an increase/decrease in the rate of Diesel (by Rupees one or more)
- Current Rate of Diesel = A
Increased/Decreased rate = B
Difference = B - A
 $\% \text{ of Increase/Decrease rate} = \frac{B - A}{A} \times 100 = X$
- Rate increase/Decrease from current rate of 60% of X=Y%
Increase/Decrease in Rate=Existing Rate x (1+Y%)
The reference rate of Diesel for this tender will be the retail rate as on opening date of the tender(the retail rate of Diesel at Thiruvananthapuram)
- 29) The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.

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ELIGIBILITY CRITERIA

1. Contractor should have minimum **TWO YEARS** of experience in the field of contract transport and the copy of experience certificate to be attached with Technical Bid.
2. Contractor should have minimum 2 Mini Bus or having authorization from the Registered Owner to participate this tender and copy of RC Book should be attached with Technical Bid.
3. Contractor should have GST Registration and PAN, copy of these to be attached with Technical Bid.
4. The tenderer should submit Tender Fee and Earnest Money Deposit (EMD) in the manner specified along with the tender document.
5. The duly signed acceptance form conforming that All terms & conditions, technical specifications, volume of supply are understood by the bidder. Certificate that bid is in total conformity with the specifications and terms and conditions mentioned in the bid document and certificate on period of validity (sheet enclosed)

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GENERAL INFORMATION

1. Tender No. : HLL/AFT/PUR/MINI BUS/2022-24

2. Name and Address of Tenderer :

GST No. (if any) :
PAN No :
Aadhar No :
Contact Phone No.- Office :

Resi. :
Mobile :

3. Details of EMD paid :

4. Bank account details :
a) Name & Address of your Banker(s) :
b) Account No :
c) IFS Code Any other details :

5. Are you a MSME vendor? :

If Yes , Please mention,

a) Your social category (SC/ST/OBC) :
b) Whether you are a Women Entrepreneur :
c) Udyog Aadhar No :

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT

(WITH OFFICE SEAL)

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INDEMINITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier 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-delivery of equipment at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the conditions stipulated in the supply order.

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:
DATE:

NAME AND SIGNATURE OF THE APPLICANT
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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.

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT

(WITH OFFICE SEAL)

Bid Security Declaration Form (For MSME bidders)

Date: _____ TenderNo. _____

To

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of TWO YEARS from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
- c) fail or reuse to execute the contract, if required, or
- d) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed :

Designation :

Name :

(Duly authorized to sign the bid for an on behalf of)

Date:

Corporate Seal

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PRICE BID



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RATE SCHEDULE

SL No	Description	No of Trips	Time Schedule	Basic Rate/ Trip	GST (%)	GST (Amt)	Total Rate/ Trip
1	Ulloor to Akkulam Factory	4	5.45 am, 8.45 am, 1.45 pm, 9.45 pm				
2	Akkulam Factory to Ulloor	2	2.20 pm, 5 20 pm,				
3	Sreekariyam to Akkulam Factory	2	5.45 am, 9.45 pm				
4	Akkulam Factory to Kattela	1	10.20 pm				
5	Akkulam Factory to Manjadi	1	10.20 pm				

Note: Rate quoted should be inclusive of applicable GST.
Specify HSN Code..... GST (%).....
Applicable Diesel Price at Thiruvananthapuram as on 13.09.2022.....

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