

एचएलएल लाइफ़केयर लिमिटेड /HLL LIFECARE LIMITED

(भारत सरकार का उद्यम) / (A GOVT.OF INDIA ENTERPRISE)

आक्कुलम फैक्टरी , श्रीकार्यम पी .ओ / CORPORATE R&D CENTRE, AKKULAM SREEKARIYAM P.O.

तिरुवन्नतपुरम -695 017 / THIRUVANANTHAPURAM-695 017

फोन नं : 0471 2774700 फाक्स नं : 0471 2774787 / PHONE NO:0471 2774700; FAX NO:0471 2774787;

EMAIL: materialscredc@lifecarehll.com

Tender No: HLL/CRDC/TENDER/PUR/VEHICLE/2020-21/05

Dated: 13.01.2021

TENDER NOTICE

Sub: - Passenger cars on Contract basis Req:-

Sealed competitive quotations are invited from Agencies/Individuals for providing the following passenger cars registered in on or after 2016 on contract for a period of **Three years** at our **HLL Corporate Research and Development Centre(HLL CRDC), Sreekariyam (PO), Thiruvananthapuram-17:-**

| Sl. No. | Category of Vehicle | No. of Vehicles |
|---------|---|-----------------|
| 1 | MARUTI ERTIGA A/C / Mahindra Marazzo A/C / Tata Hexa A/C/ Honda BRV – 8 SEATER DIESEL A/C Contract Period : 01.02.2021 to 31.01.2024 (3 Years) | 1 |

The tender documents can be had from the office of the undersigned between 9.30 A.M. to 5.45 P.M. on all office working days up **to 22.01.2021** (3.00 P.M.). **The tender documents can also be downloaded from our Website: www.lifecarehll.com.**

The last date of issue of Tender documents : 13.01.2021, 17.00PM

The Last date of receipt of Tenders : 22.01.2021, 3.00 PM

Date of opening of Tenders : 22.01.2021, 3.30 PM

Any subsequent changes/amendments will be published only in our website.

In case any bidder fails to follow any or more of these conditions, the offer shall be summarily rejected.

Deputy General Manager (Materials)

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

- 1) The tenderer must be the owner of vehicles / Registered Tours and Travel Agency. In case the Registered Travel Agency is a Firm/Company the vehicle can be owned by the Firm/Company. The vehicle should be registered on or after 2016. Copy of the RC book to be enclosed along with the tender to prove the ownership and year of Registration.
- 2) An EMD of Rs.5,000/- (Rupees Five 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.
- 3) The rate should be quoted in the enclosed format.
- 4) An amount of Rs.10,000/- per vehicle is to be remitted as security deposit by the successful tenderer.
- 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 within seven days of finalization of tender. 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) Fast tag is mandatory for the vehicle and payment will be made case to case basis as reimbursement
- 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 Corporate R & D Centre 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

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Category failing which the amount born by the company to arrange a vehicle, will be recovered from the bill of the contractor.

- 11) 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 day: Amount Rs 2500/vehicle.
 - b) Failure to provide the vehicle for half day. Amount Rs 1250/vehicle
- 12) The bidder should not offer vehicles which are already under contract with other units of HLL.
- 13) The vehicle provided by the service provider shall have valid Registration Certificate, full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc. and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies, and must be revalidated before the expiry of the due date during the tenure of the contract period (A copy of all above documents should also be submitted after award of contract).
- 14) 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.
- 15) 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 GST / Income Tax. 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.
- 16) The charges for additional Kilometers, if any, will be paid in 6 months block period as per the rates finalized.
- 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.
- 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

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recorded at the company premises i.e. Kilometer at the time of going out of company and at time of returning to company.

- 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 on daily basis for settlement of monthly bill.
- 20) The driver shall fill in the Trip Sheet forms made available from the Security Gate.
- 21) The vehicle should be in a position to undertake even long trips both inside and outside the state at short notice, i.e. on telephonic information for which contact telephone numbers (both land line No. and mobile No. of both the contractor and the driver) are to be clearly indicated in the tender form.
- 22) The contract will be for a period of **THREE** years.
- 23) On awarding the contract, the contractor shall execute an agreement with HLL Corporate R & D Centre 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.
- 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. One day will be off, preferably on Second Saturday for servicing the vehicle.
- 26) Road worthiness of the vehicles shall be ensured at all times by the service provider. The service provider will conduct fortnightly cleaning and washing as well as servicing (as and when due) of the vehicles
- 27) The vehicle will be required to run a minimum distance of about 2200 Kms. in a month and is required to *run* seven days in a week and 14 hours daily, 7 AM to 9 PM or whenever required without any additional cost. *The additional kilometers if any run, will be paid at the rate agreed upon and will be disbursed on six month's block period.*

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- 28) The vehicle has to run as per the requirement of the company. In case of halting outside Thiruvananthapuram district an additional amount of Rs 150.00 per day will be paid as an allowance to the driver.
- 29) In the event of any dispute the same shall be referred to the Unit Head, CRDC, and Thiruvananthapuram. The decision of Unit Head in the matter shall be final and binding on all the tenderers/ contractors.
- 30) 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.
- 31) 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.

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

% of Increase/Decrease rate = $B - A \times 100 = X$

A

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)

- 32) The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.

The tender in sealed covers, duly super scribed as “Tender for hiring of passenger cars” should be submitted to the General Manager (Materials), HLL Lifecare Limited, HLL CORPORATE R&D CENTRE AKKULAM, SREEKARIYAM.P.O, THIRUVANANTHAPURAM – 695 017, Ph No: (0471) 2774787, 2774700. The last date of receipt of sealed tender is 22.01.2021, 3.00 PM and the same will be opened on 22.01.2021, 3.30 PM.

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In the event of the date specified for bid receipt and opening being declared as a closed holiday for HLL's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

33)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

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TENDER FORM

1. Tender No.

: HLL/CRDC/TENDER/PUR/VEHICLE/2020-21/05.

Name and Address of Tenderer :

GST No.(if any)

PAN No

Contact Phone No.- Office

Resi.

Mobile

:
:
:
:
:

3. Details of EMD paid

:

4. Bank account details

:

5. Details of Vehicle owned by the tenderer.

| Sl.No | Type of vehicle | Reg. No. | Yr. of Regn. |
|-------|---|----------|--------------|
| 1 | MARUTI ERTIGA A/C / Mahindra Marazzo A/C / Tata Hexa A/C/ Honda BRV – 8 SEATER DIESEL A/C | | |

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RATE SCHEDULE

5. Rate to be quoted:

(a) MARUTI ERTIGA A/C / Mahindra Marazzo A/C / Tata Hexa A/C/ Honda BRV – 8 SEATER DIESEL A/C

| Details | Specify Quoted Vehicle Make / Model | Rate per month | Rate for additional KM | Out station Bata |
|---|-------------------------------------|----------------|------------------------|------------------|
| Monthly rate for 2200 KM for vehicle provided for <i>24 hrs (day and night)</i> | | Rs. | Rs. | Rs. |

Specify Diesel Market rate at Thiruvananthapuram District (as on 13.01.2021): Rs:..... / per Ltr

Note: Rate quoted should be inclusive of applicable GST and other taxes.

Specify GST (%).....

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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