

एचएलएल लाइफ़केयर लिमिटेड /HLL LIFECARE LIMITED

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

एचएलएल कॉर्पोरेट आर&डी केंद्र, आक्कुलम, श्रीकार्यमपी. 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: [materialscrdc@lifecarehll.com](mailto:materialscrdc@lifecarehll.com)

Tender No: HLL/CRDC/PUR/VEHICLE/2025-27

dated:04.11.2024



## **INVITATION OF TENDER**

**FOR**

**HIRING PASSENGER CAR ON CONTRACT BASIS**

Tender No: HLL/CRDC/PUR/VEHICLE/2025-27 dated:04.11.2024

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## TENDER NOTICE

### Sub: - Hiring Passenger Car on Contract basis Req: -

Sealed competitive quotations are invited from Agencies/Individuals for providing the following passenger car registered in 2020 - 24 on contract for a period of **Three years** at **HLL Corporate Research and Development Centre (HLL CRDC), Sreekariyam (PO), Thiruvananthapuram- 695017: -**

Sl. No.	Category of Vehicle – 6 / 7 SEATER DIESEL	No. of Vehicle
1	MARUTI ERTIGA A/C / MARUTI SX6 A/C / Mahindra Marazzo A/C / Tata Hexa A/C / HONDA BRV A/C, 6 / 7 SEATER INNOVA	1

The tender document can be had from the office of the undersigned between 10.00 A.M. to 2.00 P.M. on all office working days up to 25/11/2024 (2.00 P.M.). **The tender documents can also be downloaded from our Website: [www.lifecarehll.com](http://www.lifecarehll.com).**

The last date of issue of Tender documents : 25/11/2024, 2.00 PM  
The Last date of receipt of Tenders : 25/11/2024, 3.00 PM  
Date of opening of Tenders : 26/11/2024, 11.00 AM

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

**Deputy General Manager (Materials)**

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## SCHEDULE- A

### TERMS AND CONDITIONS FOR HIRING OF PASSENGER CAR 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 01.10.2020. The vehicle should not have covered more than 80,000 Kms.** 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. 10,000/- (Rupees Ten thousand only) by way of Demand Draft favoring HLL Lifecare Limited, Thiruvananthapuram payable at Thiruvananthapuram should accompany the tender. Tender without EMD will be summarily rejected.

HLL Bank A/c details as follows:

Name of Bank - State Bank of India  
A/C Name - HLL Lifecare Limited  
A/C No - 67205281549  
IFSC - SBIN0070581  
Branch - Akkulam

- 3) The rate should be quoted in the enclosed format.
- 4) An amount of Rs. 25,000/- (Rupees Twenty-Five thousand only) 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 should necessarily provide the same vehicle whose RC has been submitted at the time of Bidding.
  - i) **Ensure to continue to provide the same vehicle offered in Tender document – RC details attached in the tender document** along with driver having valid license and badge, if any, good vision and good character. The vehicle provided should be in good running condition.

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- ii)** In the case of attached vehicles, bidder should submit the duly signed authorization letter from the original owner of the vehicle and the copy of RC Book also to be attached.
- iii)** 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 Corporate R & D Centre. The vehicle should be taken out for service only on holidays.
- iv)** Regular availability of fuel in the vehicle should be ensured by the contractor at all times.
- v)** 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.
- vi)** 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.
- vii)** 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, **(ensure to continue to provide the vehicle having same period of year of registration, Make, Model etc, Tender document – RC details attached in the tender document) and 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** failing which the amount born by the company to arrange a vehicle, will be recovered from the bill of the contractor.
- viii)** 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 2000/-.  
b) Failure to provide the vehicle for half day: Amount Rs 1000/-
- ix)** The bidder should not offer vehicles which are already under contract with other units of HLL.

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- x)** The driver and vehicle 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.
- xi)** 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.
- xii)** The charges for additional Kilometers, if any, will be paid in 6 months' block period as per the rates finalized.
- xiii)** 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.
- xiv)** 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 company premises i.e. Kilometer at the time of going out of company and at the time of returning to company. 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.
- xv)** 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.
- xvi)** The driver shall fill in the Trip Sheet forms made available from the Security Gate.
- xvii)** 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.
- xviii)** The contract will be for a period of **THREE** years.

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- xix)** 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.
- xx)** Driver should wear clean and well-maintained dress, should maintain proper personal and vehicle hygiene. The driver 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.
- xxi)** The vehicle shall be made available at CRDC at any time during the contract and parked in the CRDC premises during out of office hours. The vehicle 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.
- xxii)** The normal working hours, weekly days and Minimum Distance in Kilometers will be as detailed below.

Working Hrs/Day	No. of Days / Week	Minimum Distance in KMs/Month
14 Hrs ( 7AM to 9 PM)	7 Days	2200

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.

- xxiii)** 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.
- xxiv)** In the event of any dispute the same shall be referred to the Unit Head, CRDC, Thiruvananthapuram. The decision of Unit Head in the matter shall be final and binding on all the tenderers/ contractors.
- xxv)** 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 1 months' notice.

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**xxvi)** 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

$$\% \text{ of Increase/Decrease rate} = \frac{B - A}{A} \times 100 = X$$

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). The reference rate of diesel for this tender will be reassessed in a half yearly basis.

**xxvii)** The company reserves the right to cancel the tender without assigning any reason at any stage.

**xxviii)** Name boards as per RTO/KMVD rules such as “On contract with HLL Lifecare Limited, Government of India” to be displayed on front and rear i.e. above the front and rear number plates of the vehicle provided during the contract period. The specifications of the same will be intimated once contract is awarded. Vehicles without the name board shall not be permitted for duty under any circumstances.

**xxix)** 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.

**xxx)** 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.

The tender in sealed covers, duly superscribed as “Tender for hiring of Passenger Car” should be submitted to the **Deputy General Manager (Materials), HLL Corporate Research & Development Centre, HLL Lifecare Limited, AKKULAM, SREEKARIYAM.P.O, THIRUVANANTHAPURAM – 695 017, Ph No: (0471) 2774787,**

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**2774770.** The last date of receipt of sealed tender is 25/11/2024, 3.00 PM and the same will be opened on 26/11/2024, 11AM.

**Deputy General Manager (Materials)**

**SCHEDULE B**

**QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA**

1	Details of vehicle Offered Vehicle Make:	
2	Have you enclosed self-attested copy of the offered vehicle a) R C book b) Road Tax Paid Certificate c) Insurance paid Certificate d) Fitness Certificate e) Pollution Certificate. f) All Kerala Taxi Permit.	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
3	Have you enclosed proof of remittance for Rs.10,000/- per vehicle towards EMD	Yes/No
4	Have you enclosed proof of remittance for Rs.590/- towards Tender Cost/ fee	Yes/No
5	Have you enclosed a copy of PAN & AADHAR Card?	Yes/No
6	Have you attached Bid Security declaration form if you are MSME/SSI Bidder	Yes/No

All the information provided herein is true and correct.

Place:

Date:

NAME & SIGNATURE OF THE TENDERER



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dated:04.11.2024

## SCHEDULE C

### GENERAL INFORMATION

1. Tender No. : HLL/CRDC/PUR/CAR/2025-27 Dated:04.11.2024
2. Name and Address of Tenderer :  
GST No. (if any) :  
PAN No :  
Aadhar No :  
Contact Phone No. - Office :  
Resi. :  
Mobile :  
Email id :
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) Udyam No
6. Details of Vehicle owned by the tenderer.

SI.No	Type of vehicle	Reg. No.	Yr. of Regn.
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1	6/7 Seater Diesel Vehicle - MARUTI ERTIGA A/C / MARUTI SX6 A/C / Mahindra Marazzo A/C / Tata Hexa A/C / HONDA BRV A/C, 6 / 7 SEATER / INNOVA /		
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All the information provided herein is true and correct.

Place:

Date:

NAME & SIGNATURE OF THE TENDERER

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## SCHEDULE- D

### INDEMNITY CLAUSE

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered / services provided or violates or infringes the existing rates as agreed to as mentioned in the purchase order / service 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 purchase order / service order. The company will initiate legal action if the supplier fails to execute the purchase order / service order as per the schedule in the purchase order/ service 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 Purchase order/ Service 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 Tenderer  
(With Office Seal)

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## SCHEDULE - E

### 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.

Seal of the Tenderer

Signature

Name and Address of the Tenderer

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## SCHEDULE- F

### Bid Security Declaration Form (For MSE bidders)

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

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 THREE 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 (i) fail or reuse to execute the contract, if required, or (ii) 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 .....)

एचएलएल लाइफकेयर लिमिटेड /HLL LIFECARE LIMITED

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

एचएलएल कॉर्पोरेट आर&डी केंद्र, आक्कुलम, श्रीकार्यमपी. 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: [materialscrdc@lifecarehll.com](mailto:materialscrdc@lifecarehll.com)

Tender No: HLL/CRDC/PUR/VEHICLE/2025-27

dated:04.11.2024

Date:

Corporate Seal

## SCHEDULE- G

### RATE SCHEDULE

**6 / 7 SEATER DIESEL VEHICLE - MARUTI ERTIGA A/C / MARUTI SX6 A/C /  
MAHINDRA MARAZZO A/C / TATA HEXA A/C / HONDA BRV A/C, INNOVA /**

Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM for vehicle provided for 24 hrs ( <b>day and night</b> )	Rs.	Rs.	Rs.

#### Remarks:

- Rate quoted should be inclusive of applicable GST and other taxes.
- Specify GST (%).....
- Specify Quoted Vehicle Make & Model  
.....
- Specify Diesel Market rate at Thiruvananthapuram Dist (as on 30/10/2024): Rs... / per Ltr

### 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