

HLL LIFECARE LIMITED

TENDER FOR HIRING PASSENGER VEHICLES (CARS) ON CONTRACT BASIS FOR HLL LIFECARE LIMITED CORPORATE OFFICE, POOJAPPURA

TECHNO COMMERCIAL BID

Sl. No	Event/ Details	Date/ Details
1	Date of Issue of Tender	16.03.2022
2	Bid Submission End date	28.03.2022 at 02.00 PM
3	Technical Bid Opening Date	28.03.2022 at 02.30 PM
4	Tender Processing Fee	Rs. 1575/- (including GST)
5	EMD	Rs. 10000/- Per vehicle (including GST)
6	Security deposit	5% of the annual rate per vehicle

DOCUMENTS TO BE ENCLOSED

1. Cover No-1

- a. Tender Processing Fee (DD)
- b. EMD (DD)

MSME/ SSI Units are exempted from submitting EMD & Tender fee, subject to the production of Udyog Aadhar.

2. Cover No-2

- a. Technical Bid (Page no. 13-15)
- b. All the necessary documents mentioned in Page No-13.
- c. PAN, AADHAR, GST Certificate, UDYOG AADHAR

3. Cover No-3 (Sealed Cover)

- a. Price Bid (Page No. 16-17)
- b. Bank Mandate



HLL Lifecare Limited
(A Government of India Enterprise)

HLL LIFECARE LTD
HLL BHAVAN, POOJAPURA, TRIVANDRUM- 695012
0471 - 2354949



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

TABLE OF CONTENTS

TENDER NOTICE.....	3
SECTION 1 – TENDER DETAILS	6
1. BRIEF ON THE COMPANY & REQUIREMENT	6
2. SPECIFICATION.....	6
3. MINIMUM ELIGIBILITY CRITERIA	6
SECTION 2- TECHNICAL BID	13
QUESTINNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA FOR PROVIDING PASSENGER VEHICLES (CARS).....	13
QUESTINNAIRE – GENERAL INFORMATION OF VENDOR	14
DECLARATION	15
SECTION 3 - PRICE BID.....	16
E-PAYMENT MANDATE FORM.....	17



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

TENDER NOTICE

Sub: Hiring Passenger Vehicles (Cars) on Contract basis for HLL Lifecare Limited Corporate office Poojappura – reg.

Sealed and super scribed tenders / quotations under two bid system (Techno – Commercial Bids) are invited from agencies/individuals interested for providing Passenger Vehicles having valid All Kerala Taxi Permit (Cars) for official use. The bid should be sealed by the bidder and duly superscribed as Tender No: **HLL/HR/CHO/2022/Vehicle Tender/1 dated 16.03.2022** and name of the tender with due date for submission. **The Passenger Vehicles (Cars - details are given below) shall be registered on or after 01.01.2018.** The vehicles (cars) will be utilized at our Corporate & Registered office HLL Lifecare Limited, Poojappura, Thiruvananthapuram. The contract will be for a period of 3 years. Intending eligible bidders may download the tender documents from the official website i.e. www.lifecarehll.com. The details of Passenger Vehicles (Cars) is as follows:

Category Number	Category of Vehicles	Number of Vehicles	Colour of vehicles
1	Maruthi Ertiga/ Mahindra Marazzo/ equivalent – Diesel/ Petrol A/C	9 (The number of vehicles in each category will be decided by management)	White only
2	Maruthi Dzire/ Honda Amaze / Toyota Etios/ Equivalent - Diesel/ Petrol A/C		White only

*** Service providers are requested to quote rate / vehicle/ category

The tender documents can 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.1575/- (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 tender fee will be summarily rejected.

Contract Period : 3 Years
Tender Fee : Rs.1575/- (non-Refundable) including GST
Earnest Money Deposit (EMD) : Rs. 10000/- (Rupees Ten Thousand only) per vehicle [including GST]
Security deposit : 5% of total Contract value

Note: This tender schedule should be returned with all papers intact without detaching any part of the document. HLL reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Prospective bidders are advised to regularly scan HLL website as



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

corrigendum/amendments etc., if any, will be notified on the HLL web site and separate advertisement will not be made for this regard.

Authority, Designation and Address	THE VICE PRESIDENT (HR) HLL LIFECARE LTD. Mahilamandalam Road, Poojappura Thiruvananthapuram, Kerala-695012 041-2354949
Name of the work: Place of execution	Providing passenger vehicles (Cars) on Contract basis for HLL Lifecare Limited Corporate office Poojappura
Tender documents - Place and due date for obtaining tender	Tender documents can be downloaded from company website, ie. www.lifecarehll.com / from CPP Portal/ can be obtained from HLL Life Care, Trivandrum on any working day between 10 am & 5 pm by paying tender fee in the form of DD.
Date of Publishing of Tender	16.03.2022
Due Date, time and place of submission of Tender	Due Date: 28.03.2022 Time: 02.00 PM Place: At the address mentioned in column I.
Date, time and place of Tender Opening (Technical Bid Opening)	Bid opening on : 28.03.2022 Time: 02.30 PM Place : At the address mentioned in column I
Any other important criteria specified by the tender	Tender received after due date and time will be summarily rejected.

How to send the Bid:

- Both the Bids i.e. Technical Bid & Price Bid shall be submitted in sealed covers separately.
- The two separately marked Bids enclosed in single sealed cover super scribed with Tender No: **HLL/HR/CHO/2022/Vehicle Tender/1 dated 16.03.2022** Complete in all respect addressed to The MANAGER (HR) ,HLL LIFECARE LTD (A Government of India Enterprise), MAHILA MANDALAM ROAD, POOJAPPURA, THIRUVANANTHAPURAM, KERALA, Ph. 04712354949,e-mail: manojdaya@lifecarehll.com should reach us on or before the due date and time mentioned in the Tender document.

For HLL LIFECARE LTD.

VICE PRESIDENT (HR)

HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

DISCLAIMER

The information contained in this Tender document or information provided subsequently to the bidder(s) or applicants whether verbally or in documentary form, by or on behalf of HLL, is provided to the bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions, subject to which such information is provided.

This TENDER document is not an agreement and is neither an offer nor an invitation to offer by HLL. This TENDER is to invite proposals from applicants who are qualified to submit the bids ("Bidders"). The purpose of this TENDER is to provide the Bidder(s) with information and to assist them in formulation of their proposals (Bids). This TENDER does not claim to contain all the information, which each Bidder may require. Each Bidder should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this TENDER and wherever felt necessary obtain independent advice. HLL, makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this TENDER. HLL, may in its absolute discretion, but without being under any obligation to do so and without prejudice to its rights, update, amend or supplement the information in this TENDER.

The information contained in this TENDER document is selective and is subject to update, expansion, revision and amendment. HLL, does not undertake to provide any Bidder with access to any additional information or to update the information in this TENDER document or to correct any inaccuracies if any therein, which may become apparent. HLL, reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this TENDER and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders or can be accessed in website of HLL. Any information contained in this TENDER document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by HLL. Information provided in this TENDER is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. HLL, does not own any responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. Further, HLL, also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this TENDER. HLL, reserves the right to reject any or all the expression of interest / proposals / Bids received in response to this TENDER at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of HLL, shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.

HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

SECTION 1 – TENDER DETAILS

1. BRIEF ON THE COMPANY & REQUIREMENT

HLL Lifecare Limited is a Central Public Sector Enterprises under Ministry of Health and Family Welfare (MoHFW). The very purpose of business at HLL is to provide high-quality products and services at affordable prices. With the changing socio-political climate, global health programmes are constantly seeking diverse solutions in the areas of medicine and healthcare. HLL provides the perfect answer to many questions that the world faces in healthcare, thanks to its extensive experience, innovative technologies and ample resources which today reach over 100 countries spanning the seven continents. Its consultancy services and products are parts of the global healthcare packages of international agencies such as UNPFA, UNOPS, UNHCR, WHO, PSI and IDA. As a company under MoHFW, HLL partners and executes various government programmes which directly benefit the public in day to day life in health care sector.

2. SPECIFICATION

Category Number	Category of Vehicles	Number of Vehicles	Colour of vehicles
1	Maruthi Ertiga/ Mahindra Marazzo/ equivalent – Diesel/ Petrol A/C	9 (The number of vehicles in each category will be decided by management)	White only
2	Maruthi Dzire/ Honda Amaze / Toyota Etios/ Equivalent - Diesel/ Petrol A/C		White only

*** This is an approximate requirement only. The actual requirement may vary as per the organizational requirement from time to time.

3. MINIMUM ELIGIBILITY CRITERIA

1. The tenderer must provide 9 vehicles. Individual vehicle quotations will not be considered.
2. The vehicle should be registered **on or after 01.01.2018**. Copy of the RC book to be enclosed along with the tender to prove the ownership and year of Registration.
3. The vehicle should be diesel/ Petrol variant with functional A/C system.
4. 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.
5. The copy of RC Book, Road Tax and Insurance paid Certificate, Fitness Certificate, All Kerala Taxi Permit and Pollution Certificate duly self-attested shall be submitted along with Tender document for the offered vehicles.



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

6. An EMD of Rs.10,000/- (Rupees Ten 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.
7. SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udyog Aadhar registration certificate.
8. An amount equivalent to 5% of the annual rate agreed per vehicle including tax is to be remitted as security deposit by the successful tendered.
9. A prospective bidder can submit proposals in a single bid which should be submitted in two parts, viz Technical Bid and Price Bid as specified elsewhere in the document.
10. If the contractor is a firm / company, GST registration shall be produced as applicable. Also the contractor must provide GST bills/ invoices.
11. 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.
12. The vehicle should be cleaned on a daily basis (both inside & outside).
13. The vehicle should be serviced once in a month & the service report should be submitted in HR department at HLL Lifecare Ltd, Poojappura. The vehicle should be taken out for service only on holidays. A total of 1800 kilometers shall be used in a month without any extra cost with a locking period of three months.
14. Regular availability of fuel in the vehicles should be ensured by the contractor at all times.
15. 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.
16. 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.
17. 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.
18. The bidder should not offer vehicles which are already under contract with other units of HLL Lifecare Limited.
19. 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.



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

20. 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.
21. The charges for additional Kilometers, if any, will be paid every month at the rates finalized.
22. Failure to provide vehicles or drivers or failure to arrange fuel on any day will be treated as breach of contract and appropriate penal action including forfeiture of security deposit will be effected.
23. 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 i.e, 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.
24. 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.
25. The driver shall fill in the Trip Sheet forms made available from the Security Gate.
26. The contract will be for a period of **THREE years.**
27. 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 of HLL Lifecare Ltd, Poojappura shall be fully understood by the tenderers before filling the tender.
28. 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. The drivers engaged by the contractor shall wear uniform while on duty as per relevant provisions of the Motor Vehicles Act, Kerala. In case the company decides to change the driver, 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 shall be from 08.00 AM to 08.00 PM. The contractor shall take necessary Insurance coverage for the drivers engaged by him.



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

29. 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.
30. 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.
31. The normal working hours will be from 8.00 AM to 8.00 PM. However the vehicle has to run as per the requirement of the company.
32. **Outstation Bata:** In case of vehicles leaves Thiruvananthapuram district and vehicle is halting outside Thiruvananthapuram during night time, an additional amount of Rs 200.00 per day will be paid as an allowance to the driver. In situations, where the vehicle leave Thiruvananthapuram district and return back without overnight stay, an additional amount of Rs.350/- per day will be paid as allowance to the driver.
33. In the event of any dispute upto the tender finalization the same shall be referred to Vice President (HR), Poojappura Thiruvananthapuram. The decision of Vice President (HR) will be final and binding on all the Tenderers / Contractors.
34. In case if the vehicles are utilized before or after the normal working hours (06.00 AM – 09.00 PM) an amount of Rs. 125/- per day will be paid.
35. 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.
36. 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.
37. 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.
38. All the vehicles shall be of white color.
39. All the vehicles shall have All Kerala Taxi permit
40. 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 all vehicles 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.
41. All the drivers supplied by the contractor shall have valid license and badge.
42. All the drivers supplied by the contractor should produce police clearance certificate from concerned police station and traffic police station.
43. Diesel/ Petrol rate increase /consumption Norm :



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

a) Rate of the diesel/ Petrol at Thiruvananthapuram on the tender opening date will be considered as base rate for rate revision (R1), where as R2 is the revised rate.

b) Amount for rate revision (A):

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

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

Category Number	Category of Vehicles	Running KM/ Liter of Diesel/ Petrol
1	Maruthi Ertiga/ Mahindra Marazzo/ equivalent – Diesel/ Petrol A/C	15 KM
2	Maruthi Dzire/ Honda Amaze / Toyota Etios/ Equivalent - Diesel/ Petrol A/C	15 KM

d) Fuel price hike will be applicable to only those vehicles completing a minimum of 1200 kilometers in a month.

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 upon request from the party.

44. The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.
45. 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.
46. Tender by fax/e-mail will not be accepted.
47. 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.
48. This tender is a Two Bid system.
- **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)".
 - **Price bid** 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)".



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

- 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/HR/CHO/2022/Vehicle Tender/1” with name of the tender “**TENDER FOR HIRING OF PASSENGER VEHICLES (CARS) ON CONTRACT BASIS**” addressed to the MANAGER (HR), HLL LIFECARE LIMITED, POOJAPPURA, THIRUVANANTHAPURAM, KERALA.
49. SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udyog Aadhar registration certificate along with technical bid. But the Party has to provide Security deposit if Tender is awarded to them.
50. 25% 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 and 3% for women 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.
51. Please ensure that no sensitive data pertaining to Price is enclosed in Technical bid cover.
52. In case of non availability of the vehicles on any day, the same will attract penalty and the expense incurred by the Company in this regard for arranging vehicles from other sources will be deducted from the Contractor from the monthly hire charges payable to him by the company or from his security deposit.
- a) Failure to provide the vehicle per day: Amount Rs. 2500/ vehicle
 - b) Failure to provide the vehicle per day: Amount Rs. 1250/ vehicle
53. The additional vehicles hired if any shall be provided by the contractor within 15 to 30 minutes after receiving the intimation.
54. HLL Lifecare Limited reserves the right to increase or decrease the number of vehicles to be hired.
55. **Indemnity 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 mentioned and agreed to in the Purchase Order the Supplier shall and will indemnify the Company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the Company by reason of non-delivery of goods at agreed quantity and rate within the time specified in the Work Order. The Company will initiate legal action if the Supplier fails to execute the Work Order as per the schedule in the Order for the actual loss suffered or 5% of the total order value whichever is higher along with costs.



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

56. HLL Lifecare Limited shall fix the criteria for responsiveness of a Bid based on critical factors in the Tender Document. Bids pronounced non-responsive by HLL shall be summarily rejected.

57. Suppression of facts will disqualify the Bidder.

58. Document forming part of the bid:

We have enclosed the following:

1. Technical Bid

- Questionnaire to be filled for minimum eligibility criteria for providing passenger vehicles (cars)
- Questionnaire - general information of vendor
- Declaration

2. Price Bid

- Bank Mandate



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

SECTION 2- TECHNICAL BID

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

1	Details of vehicles Offered (Category 2) Vehicle Make: Number of Vehicles Offered	
2	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) Pollution Certificate. e) All Kerala Taxi Permit.	Yes/No Yes/No Yes/No Yes/No Yes/No
3	Have you enclosed the Tender Fee?	Yes/No
4	Have you enclosed EMD by way of DD as per tender?	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 & AADHAR Card?	Yes/No
7	Do you agree to provide vehicles having White Color?	Yes/No
8	Have you enclosed the duly filled up & signed Tender Form?	Yes/No
9	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



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

DECLARATION

We confirm having read and understood all the Passenger Vehicle requirements, (Schedule A), instructions, forms, terms and conditions (schedule C), and other requirements of the tender – Tender No: HLL/HR/CHO/2022/Vehicle Tender/1 dated 16.03.2022 (both expressed and implied) in full and the offer being submitted is as per the requirements given in this Bid and that I/We agree to abide by all without any deviation.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form, for due performance of the contract. We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted/ Debarred by any Govt. Authorities. We confirm that we fully agree to the terms and conditions specified in above mentioned Tender document, including amendment/ corrigendum if any

SIGNATURE:

NAME & ADDRESS OF TRANSPORTER (Seal of the Transporter)



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

SECTION 3 - PRICE BID

Rate to be quoted (in Rs.):

	Maruthi Ertiga/ Mahindra Marazzo/ equivalent – Diesel/ Petrol A/C	Maruthi Dzire/ Honda Amaze / Toyota Etios/ Equivalent - Diesel/ Petrol A/C
a) Monthly rate for 1800 KM for vehicle provided for 12 hrs. (08.00 AM to 08.00 PM)		
b) GST (5%)		
Total monthly rental charge (a) + (b)		
Rate for additional KM		

- No overwriting, corrections, interlineations etc. are permitted in the financial bid. If found, bid shall liable to be rejected.
- Any rates quoted for Monthly Charges in any other manner than the financial bid (**amount in Rs.**) will be summarily rejected.

DECLARATION BY BIDDER/TENDERER

I / we agree to provide the vehicle as per the terms and conditions mentioned and at the rate quoted above. We confirm having read and understood the work requirements, instructions, forms, terms and conditions and all relevant information regarding the Tender No: HLL/HR/CHO/2022/Vehicle Tender/1 dated 16.03.2022 and agree to abide by all without any deviation from what are stated above and contained therein in the Tender Notification.

SIGNATURE:

NAME & ADDRESS OF BIDDER (Seal of the Bidder)

Place:

Date:



HLL LIFECARE LIMITED (A GOVT OF ENTERPRISE)
MAHILAMANDALAM ROAD, POOJAPPURA, TRIVANDRUM
PHONE NUMBER: 9633345393
EMAIL : manojdaya@lifecarehll.com

E-PAYMENT MANDATE FORM

To,

The VICE PRESIDENT (HR)
HLL Life care Limited
Thiruvananthapuram- 695005

Sir,

Kindly pay any amount due to me /us to our Bank Account as detailed below either by Electronic Clearance / Electronic Fund Transfer mode and the payments shall continue to be made in my/our below mentioned account till a change is requested by me/us. The Service Charges, if any, levied by the bank will be borne by me/us. We also declare that the particulars given below are correct and complete. If the transaction is delayed or not effected at all for incomplete information, I /we would not hold HLL, responsible.

Sl. No	Item Description	Details
1.	Name of the bidder / Company / firm	
2.	Name of the Bank :	
3.	Name of the Branch :	
4.	Branch Code :	
5.	Branch IFSC Code :	
6.	Type of account:	
7.	Account No. :	
8.	Bank Telephone No. with code :	
9.	Bank Branch address:	

** Attach Bank Passbook copy

Name &Signature of the Agency with Seal

Place:

Date: