

KANAGALA-591225

HL/BG/HR/Driver/19-20

Date: 27/11/2019

TENDER NOTIFICATION

Sealed tenders are invited from experienced and registered Contractors or individuals for providing the services of driver for Light Motor Vehicle on contract basis at HLL Lifecare Ltd Kanagala.

Initially the contract period will be for two years, which is further extendable for two more years based on satisfactory services and requirement of the company or on mutual terms. The general terms and conditions will be applicable as per the **Annexure - A** enclosed herewith.

Minimum requirements are as below.

1. Qualification: Minimum qualification of driver should be SSC / SSLC. With valid Light motor vehicle driving License.
2. Age: Not more than 50 years as on 01-Jan-2020 However candidates with more experience can be considered by relaxing age limit
3. Experience: Minimum 15 years driving experiences in light motor vehicle. Preference will be given to Badge holders. The driver should take care of the minor maintenance of the vehicle such as cleaning, washing, change of spare wheels etc.
4. Knowledge: Having road knowledge specially Belgaum, Goa, Kolhapur, Pune, Mumbai etc.
5. General: Good physique with pleasant personality, safety knowledge, Uniform is must.
6. The Driver should have mobile phone.

Interested parties /Individuals /agencies are requested to submit their detailed offer in a sealed cover super scribing as quotation for services of driver on contract so as to reach the under signed by 17:15PM **on or before 18.12.2019** which will be opened on the next day/convenient date.

The management reserves the right to accept or reject any tender without assigning any reason and also to negotiate with the lowest quoted party. The management reserves the right to cancel the tender at any stage without assigning any reason and the same will be binding on all the parties.

Tender details are also available on our website: www.lifecarehl.com

EMD of Rs. 8000/- of DD drawn in favour of HLL Lifecare Limited payable at SBI Nipani is to submit along with the tender. The tenders without EMD will be summarily rejected.

MANAGER (HR)

GENERAL TERMS & CONDITIONS

1. The rates quoted should be inclusive of all taxes & duties, Leave benefit, bonus and any other statutory levies, as applicable as per the Minimum wages Act.
2. HLL shall release the payment on monthly basis on submission of Bill and after certification from the designated authority.
3. Section 101(Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948(All LXIII of 1948) (23rd sept 1948) is applicable.
4. The contractor should have a valid license issued by the Authorities (ALC, Hubli) under the Contract labour (Regulation & Abolition) Act 1970 and also hold due Registration as an Establishment under the Shops & Commercial Establishment Act if required
5. On award of contract, the contract can be terminated by HLLLife Care Limited at any time during the contract period without paying any compensation & the decision of the HLL Life Care limited with regard to termination of contractual provision will be final and the matter cannot be referred to the court.
6. **The charges quoted should be lump sum per month & inclusive of all. Statutory deductions as applicable will be on contractor account only.**
7. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work & availability of driver as and when required.
8. Workers engaged by contractors for aforesaid work shall be Contractors employee only and not of HLL Life Care Limited, Kanagala
9. It will be contractor's responsibility to maintain proper discipline and control among the person deployed by him within the premises of the Company.
10. There will not be any Employee Employer relationship between HLL Life care Limited Life care limited and the persons employed by contractor for aforesaid work.
11. Labour / Worker list should be furnished well in advance at the Security personnel of HLL Life care limited at Main gate.
12. HLLLife care Limited has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said work.
13. Transport / conveyance of workers engaged by the contractor is to be arranged by the contractor at his cost only wherever and whenever required or insisted.
- 13 HLL Lifecare Limited will not be liable for any accident happened to contractors' workmen while on work during the contract period. The contractor has to buy at his cost personal accident insurance policy/EDLI in respect of the employees deployed by him as per the Payment of Workmen compensation Act.
- 14 The contractor and his workmen will not have any lien or right of employment as regular employees of HLL Life Care Limited.
- 15 In case of any damages caused to our property by contractor / his men while executing the job, the cost of the same shall be recovered from the contractor.
- 16 Contractor will comply with all the statutory norms including hours of work and Holidays / Rest / payment of Bonus etc.
- 17 Contractor shall disburse the wages to his employees deployed by him for the concerned contract work on or before 7th day of subsequent month following, irrespective of whether HLL Life care Limited has settled any of contractors bills or not before that date. Contractor shall disburse the payment to his deployed employees in the presence of of HLL personnel.
18. On award of contract the contractor has to execute an agreement with HLL Lifecare Limited in prescribed format.
19. Contractor should have valid PAN registration and service tax registration if required.

- 20 It is the contractor's responsibility to ensure that employee / s engaged by him will follow the safety requirements.
- 21 Contractor is responsible for any major damage to the machinery due to mishandling or improper operation of machinery. This loss will be recovered from the contractor only.
- 22 Uniform / dress code is essential for employee. The contractor needs to provide the uniform to the driver at his cost.**
- 23 Medical examination report of driver shall be submitted for fitness HR before starting the services.
- 24 Contractor has to ensure compliance of Safety & Quality Policy of Company
25. Sub contract is not allowed.