

एचएलएल लाइफकेयर लिमिटेड HLL Lifecare Limited

पेरूरकडा फैक्टरी Peroorkada Factory

तिरुवनन्तपुरम Thiruvananthapuram - 5

Tender No: PUR/08/R1/PASSENGER CARS-1/2013-14

Dated :24/08/2013

TENDER NOTICE

Sub:- Passenger Vehicles on Contract basis Reg:-

Sealed competitive quotations are invited from Agencies/Individuals for providing the following passenger vehicles registered after January 2006 on contract basis:-

Sl. No.	Category of Vehicle	No. of Vehicles
1	Maruthi OMNI (8 Seater) with 2 drivers for 24 hrs (2700 kms)	1 (24 hrs)

The tender documents can be had from the office of the undersigned between 10.00 A.M. to 3.00 P.M. on all office working days upto 29/08/2013 (1.00 P.M.) on payment of Rs.312/-, inclusive of Sales Tax, towards cost of Tender Form by DD in favour of HLL Lifecare Limited payable at Thiruvananthapuram.

The tender documents can also be downloaded from our Website: www.lifecarehll.com. In such cases, bidders are required to enclose Demand Draft for Rs.312/- drawn in favour of HLL Lifecare Ltd., payable at Trivandrum towards the cost of tender documents, along with the bid. The Tenders not accompanied by the DD for Rs. 312/- will be summarily rejected.

The last date of issue of Tender documents : 29.08.2013, 1.00 PM

The Last date of receipt of Tenders : 29.08.2013, 3.00 PM

Date of opening of Tender : 29.08.2013, 3.30 PM

Joint General Manager (Purchase)

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तिरुवनन्तपुरम Thiruvananthapuram - 5

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Dated :24/08/2013

**Schedule A
Page 1 of 4**

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

- 1) **The tenderer must be owner of vehicle. The vehicle should be new or registered after January 2006. Copy of the RC book to be enclosed along with the tender to prove the ownership and year of Registration.**
- 2) **The bidder should not offer vehicles which are already under contract with other units of HLL or with any other organization.**
- 3) **Contractor/'s who have earlier renege or committed breach of contract will not be considered.**
- 4) **An EMD of Rs.5,000/- (Rupees five thousand only) per vehicle by way of Demand Draft favouring HLL Lifecare Limited payable at Thiruvananthapuram should accompany the tender. Tender without EMD will be summarily rejected.**
- 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. EMD remitted will be forfeited if the successful tenderer withdraws after opening the tender or fails to sign the contract.**
- 6) **The bidders have the option to quote under Monthly rental charge for a period of 12 Months (Schedule I) or in case the vehicle is registered in 2013 for a period of 3 yrs (Schedule II).**
- 7) **An amount of Rs.10, 000/- is to be remitted as security deposit by the successful tenderer, for each vehicle. The security deposit will be retained till the end of the contract period. Incase the Bidder withdraws after award of contract or commits breach of any terms of contract, the security deposit will be forfeited.**
- 8) **The Contractor shall provide the vehicle with driver/s in good running condition.**
- 9) **The rates quoted shall include wages to the driver, cost of oil, fuel, taxes, insurance, service charges and all payments to be made as per law in this regard. The Contractor shall solely be responsible for compliance of statutory**

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पेरूरकडा फैक्टरी Peroorkada Factory

तिरुवनन्तपुरम Thiruvananthapuram - 5

Tender No: PUR/08/R1/PASSENGER CARS-1/2013-14

Dated :24/08/2013

and non-statutory requirements involved in providing the vehicle on monthly rental basis.

**Schedule A
Page 2 of 4**

- 10) In case of any accident the contractor would 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. 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 penalty will be charged as per Cl.16 below.**
- 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) 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. The contractor should also ensure that minimum wages is paid to the driver and a certificate to this effect shall be submitted by the contractor along with the monthly bill.**
- 14) In case of additional utilization (KMs) over and above the fixed minimum monthly kilometers, payment for the additional kilometers will be made at the end of each quarter after adjusting shortfall in utilization during the quarter.**
- 15) If the services of the contractor are not satisfactory, HLL Lifecare Limited reserves the right to cancel the contract after giving 30 days notice.**
- 16) In case the contractor fails to provide the driver/vehicle on any day, the same will attract penalty at Rs.1000 / day and the additional expense incurred by the company in this regard for engaging vehicles from alternate sources will be deducted from the contractor bill / Security Deposit.**
- 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.**

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Tender No: PUR/08/R1/PASSENGER CARS-1/2013-14

Dated :24/08/2013

**Schedule A
Page 3 of 4**

- 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 recorded at the factory premises.
- 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 before the settlement of monthly bill.
- 20) The driver shall fill in the Trip Sheet forms made available from the Security Gate. The driver should report in and out timing in security gate.
- 21) The contractor shall provide the vehicles based on the requirement of the company.
- 22) On awarding the contract, the contractor shall execute an agreement with HLL Lifecare Limited on Rs. 100/- stamp paper within 15 days from the date of work order.
- 23) The drivers of the vehicle should be well behaved and hold valid driving license. The driver is required to wear uniform prescribed by the Company.
- 24) The vehicles shall be provided for all the days including Sundays & holidays (24X7) for Omini with 2 drivers.
- 25) In the event of any dispute the same shall be referred to the Unit Chief, Peroorkada Factory, Thiruvananthapuram. The decision of Unit Chief in the matter shall be final and binding on all the tenderers/ contractors.
- 26) The rate finalized against the tender shall remain firm during the contract period and no revision/escalation will be considered except in the case of increase or decrease in fuel price. Rate revision on account of change in fuel price will be based on the formulae given below :-

Fuel rate increase /consumption Norm:

- (a) Rate of the petrol on the tender opening date at Trivandrum will be considered as base rate for rate revision.

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तिरुवनन्तपुरम Thiruvananthapuram - 5

Tender No: PUR/08/R1/PASSENGER CARS-1/2013-14

Dated :24/08/2013

Schedule A

Page 4 of 4

(b) Formulae for rate revision :

$$\frac{\text{Rate variation per liter X Total No of KM run}}{\text{Running KM per liter}}$$

The running KM per liter of Petrol will be computed as under:-

a) Maruti Omni - 15 KM

Rate revision (increase / decrease) on account of change in fuel price by Re1/- per liter or more will be on the basis on the above formulae.

- 27) The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.**
- 28) The tender in sealed covers, duly superscribed as "Tender for hiring of passenger vehicles" should be submitted to the Joint General Manager (Purchase), HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram - 695005. The last date of receipt of sealed tender is 29.08.2013 , 3.00 PM and the bid will be opened on 29.08.2013, 3.30 PM**
- 29) 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.**
- 30) Tenders submitted without EMD, copies of documents (RC book, Permit, Insurance, etc) will not be considered.**

JOINT GENERAL MANAGER (PURCHASE)

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पेरूरकडा फैक्टरी Peroorkada Factory

तिरुवनन्तपुरम Thiruvananthapuram - 5

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PRICE BID

1. Tender No. : PUR/08/R1/PASSENGER CARS-1/2013-14

2. Name and Address of Tenderer :

Contact Phone No.- Office :

Resi. :

Mobile :

3. Details of EMD remitted :

4. Details of Vehicle owned by the tenderer .

Sl.No	Type of vehicle	Reg. No.	Yr. of Regn.
1	MARUTI OMNI (8 Seater)		

एचएलएल लाइफकेयर लिमिटेड HLL Lifecare Limited

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Dated :24/08/2013

**Schedule I
Page 1 of 1**

RATE SCHEDULE

Contract period 1 year

MARUTI OMNI: Timing 24 HOURS (8 Seater)

Details	Rate
Monthly rate for vehicle provided for 24 hrs; 2700km with 2 drivers	Rs.
Service Tax	
Total monthly rental charge	
Rate per km for extra distance (km) covered in excess of 2700 km	
Out station Bata	

DECLARATION BY TENDERER

I / we agree to provide the vehicle as per the terms and conditions mentioned and at the rate quoted above.

Place:

Date:

Signature:

Name and Address of the Tenderer

एचएलएल लाइफ़केयर लिमिटेड HLL Lifecare Limited

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तिरुवनन्तपुरम Thiruvananthapuram - 5**

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Dated :24/08/2013

Schedule II

Page 1 of 1

Contract period 3 years

Details	1st year	2nd Year	3rd Year
Monthly rate for vehicle provided for 24 hrs; 2700km	Rs.	Rs.	Rs.
Service Tax			
Total monthly rental charge			
Rate per km for extra distance (km) covered in excess of 2700 km			
Out station Bata			

DECLARATION BY TENDERER

I / we agree to provide the vehicle as per the terms and conditions mentioned and at the rate quoted above.

Place:

Date:

Signature:

Name and Address of the Tenderer