



**HLL Lifecare Limited**

(A Government of India Enterprise)

**एचएलएल लाइफ़केयर लिमिटेड**

(भारत सरकार का उद्यम)

**Peroorkada Factory, Thiruvananthapuram**

**TENDER NO. : HLL/PUR/ LOCAL TRANSPORTATION /2014-2015**

**DATED: 04/12/2014**

**TENDER FORM**

**SUB: - PROVIDING VEHICLES FOR TRANSPORTATION OF MATERIALS.**

Sealed Tenders are invited in prescribed format for supply of the following vehicles on monthly rental basis for a period of three years starting from January 2015 as detailed below for local transportation / collection of goods & materials from & to HLL facilities at the following locations or within Trivandrum District.

1. Peroorkada Factory, Trivandrum-5
2. Secondary Packing Unit, Uzhaimalakkal.
3. Secondary Packing Unit, Mitra Niketan
4. HLL Unit, Balaramapuram.
5. Any other locations as specified by HLL.

**Vehicle requirement / Timing:**

Sl. No.	Category of Vehicle	No. of vehicle	Timing	KM
1	Trucks of 8 MT to 9.0 MT capacity (GVW)	5 Nos	7.00am to 7 pm	2000KM / Month
2	Pick up Auto of minimum- 0.50 MT	1 No	8.00 am to 6.00 pm	1000KM / Month
3	Tata Ace / similar type of vehicle (4 WHEELER)	2 Nos	9.00 am to 6.00 pm	1800KM / Month

The tender documents can be collected from the office of the undersigned between 10.00 A.M. to 3.00 P.M. on all office working days up to 18/12/2014 (2.00 P.M.) on payment of Rs.312/-, inclusive of Sales Tax, towards cost of Tender Form by DD in favor of HLL Lifecare Limited payable at Thiruvananthapuram.

The tender documents can also be downloaded from our Website: [www.lifecarehl.com](http://www.lifecarehl.com). The bidders downloading the tender documents from our website 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 : 18.12.2014, 2.00 PM  
The Last date of receipt of Tenders : 18.12.2014, 3.00 PM  
Date of opening of Tenders : 18.12.2014, 3.30 PM

**Joint General Manager (Purchase)**

## TERMS AND CONDITIONS

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1. The Contractor should be the owner of the vehicle – Trucks, Pick up auto, TATA ACE / similar type of vehicle. In case of Firm/Company the vehicle can be owned by the Firm/Company. The vehicles should be roadworthy, in good condition, and should have valid registration, road permit, records of having paid road tax and insurance, to carry out Transportation of Goods and materials as mentioned.
2. The vehicle offered should have valid fitness certificate issued by RTO and the bidder should submit copy of RC Book, Road Tax and Insurance paid Certificate, Fitness Certificate, Goods carriage permit and Pollution Certificate duly self attested along with Tender document. 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
3. The vehicle should be registered within 7 years (maximum) prior to the date of Tender publication and the vehicle should be provided with a covered body in the case of lorry and open body in case of Pick up auto and Tata ace or similar type of vehicle.
4. The Contractor should ensure that the goods and materials transported is protected from dust, rain, pilferage, etc by proper covering till the materials are unloaded at the locations specified from time to time. In case of any loss or damage to the goods in transit, the cost of the material along with penalty equal to 3 times the cost will be recovered from the contractor, from the amount payable to him/her or from security deposit made by him/her to the Company.
5. The Contractor should have Service Tax Registration if applicable and produce copy of the Registration Certificate to the Company before commencement of the Work.
6. The breakup of the rate should be furnished in the price bid. Income tax as applicable will be deducted.
7. In the event of vehicle being detained overnight at locations other than PFT in loaded condition, halting charge of Rs.100/- per day will be paid.
8. The Contractor shall submit bills for payment on monthly basis and the bills will be paid within 10 days of receipt of the bills.
9. Tender forms duly completed should be submitted along with EMD by way of DD favoring HLL Lifecare Limited, Peroorkada, Trivandrum as detailed below:

- i. Trucks : Rs.10,000/- per truck**
- ii. Tata ACE or similar type of vehicle / Pick up auto : Rs. 5,000/- per vehicle**

10. Tender received without EMD shall be rejected.
11. **Forfeiture of EMD: The** EMD will be forfeited if the Bidder withdraws the bid after opening of the tender or fails to sign the Contract / Agreement or fails in providing the vehicle during the currency of the period of agreement.
12. The Drivers engaged by the contractor should be experienced and should have valid driving license and badge. They should have good character and conduct. In case the Company desires to change the driver, the contractor should provide substitute immediately.  
  
Necessary Insurance coverage should be taken by the contractor for the drivers and cleaners engaged by him.
13. There shall be no employer employee relation between the HLL and the driver and cleaner. The whole supervision and control of driver and cleaner shall be with the contractor. They shall be employees of the owner of the vehicle (Contractor).
14. The rate for the vehicles should be quoted on Monthly basis considering the distance indicated for each category of vehicle.
15. The vehicles are expected to run the minimum fixed kilometer per month. In case of under-utilization in a particular month, the shortfall in running kilometers will be carried forward to the following month and adjusted against excess utilization during the quarter.
16. In case of additional utilization, (KM's) run 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 period.
17. In case of failure to place vehicle on any working day, pro-rata rent along with penalty @15% of per day rent will be recovered. Pro rata rent will be calculated by dividing the agreed monthly rate divided by the number of days of the month.

18. Normally the vehicles are not required on Sundays and Public holidays. If the vehicles are used on Sundays & public holidays an additional amount of Rs. 500/- per day over and above the monthly rate will be paid.
19. The company retains the right to have a panel of transporters and allocate loads to the transporter in the panel as per requirement.
20. Tender forms can be collected from the **Purchase Department**, HLL Lifecare Limited, Peroorkada, Trivandrum-5 between 10.00 am and 3.00 pm from 04/12/2014. The documents can also be downloaded from our website ([www.lifecarehll.com](http://www.lifecarehll.com)).
21. The Contractor shall deposit **Rs. 20,000/-** towards Security Deposit for **each** Truck and **Rs.6, 000/-** for Pick up Auto & TATA ACE/similar type of vehicle. The EMD of the successful bidder will be adjusted against Security Deposit and the bidders are required to remit the balance amount. The successful bidder/'s are required to furnish the security deposit within 15 days of award of work and execute an agreement on stamp paper of Rs.150/-(to be produced by the contractor) based on which only payment will be released. The draft of the agreement to be signed is available with the HR Dept of the Peroorkada Factory and the contractor can refer and understand it before submitting bid for the tender.
22. **Forfeiture of Security Deposit:** The security deposit shall be forfeited, in the event of failure on the part of contractor to place truck regularly as per requirement / make available the required number of trucks or failure to execute the work during the contract period. Further such contractor/'s may also be blacklisted / barred from participating in HLL's future tenders for a period of two years.
23. The rate quoted should be firm 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 by more than Rupee one, in the manner as given below:

**Diesel / Petrol rate increase /decrease calculation:**

- a) Rate of the diesel / petrol at TVM on the tender opening date will be considered as base rate for rate revision (R1).
- b) Amount for rate revision(A) :
- $$\text{Rate change per litre (R1-R2) X } \frac{\text{Total No of KM run}}{\text{Running KM per litre}}$$

Revised rate = Quoted rate + (A) in case of hike in rate and  
Quoted rate - (A) in case of decrease in rate

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

- c) Truck - 7 KM
- d) TATA ACE / similar type of vehicle - 20 KM
- e) Pick up auto - 20KM

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. **The request for the revision should be submitted before 30<sup>th</sup> of the 1<sup>st</sup> month of the next quarter. Request submitted after this date will be rejected.**

- 24. Tenders duly completed in all respects should be submitted to JGM (Purchase), HLL Lifecare Ltd., Peroorkada, Trivandrum latest by 2.30 pm on 18/12/2014. The Tender will be opened at 3.30 p.m. on the same day in the presence of Tenderers.
- 25. Tender by fax/e-mail will not be accepted.
- 26. 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.
- 27. The Unit Chief of Peroorkada Factory, Thiruvananthapuram, reserves the right to cancel or reject the Tender fully or partially, without assigning any reason and his decisions will be final and binding on all Tenderers.
- 28. HLL will have the right to cancel the contract at any point of time, after giving 3 months notice

**JOINT GEN. MANAGER (PURCHASE)**

**HLL LIFECARE LTD  
(A GOVERNMENT OF INDIA ENTERPRISE)  
PEROORKADA, THIRUVANANTHAPURAM - 5**

**PRICE BID**

**SUPPLY OF VEHICLES FOR TRANSPORTATION OF GOODS AND MATERIALS  
FROM HLL PFT AND TO HLL FACILITIES TO VARIOUS SECONDARY PACKING  
UNITS & DEPOTS**

**TENDER NO. : HLL/PUR/ LOCAL TRANSPORTATION /2014-2015  
DATED: 04/12/2014**

**1. Name & Address of the Tenderer:**

Email:

Ph: Res:

Mob.:

PAN No:

Service tax registration No.

**2. Details of EMD paid :**

**3. Details of Vehicle owned by the tenderer.**

<b>Sl. No</b>	<b>Type of vehicle</b>	<b>Name of Owner</b>	<b>Capacity in MT</b>	<b>Reg. No.</b>	<b>Yr. of Regn.</b>	<b>Insurance valid up to</b>	<b>Fitness Certificate valid up to</b>
1							
2							
3							
4							

**HLL LIFECARE LTD  
(A GOVERNMENT OF INDIA ENTERPRISE)  
PEROORKADA, THIRUVANANTHAPURAM – 5**

**PRICE BID**

**RATE SCHEDULE I - SUPPLY OF TRUCK OF 8 – 9 MT CAPACITY**

**TENDER NO. : HLL/PUR/ LOCAL TRANSPORTATION /2014-2015  
DATED: 04/12/2014**

**I) Truck of 8 to 9 MT Capacity (GVW) on monthly rate basis (7.00 am to 7 pm)**

**Distance to be covered: 2000 km / month.**

**No. of Trucks offered:**

Sl No	Description	MONTHLY RATE (Rs.)
1	Monthly rental charge for 2000km/month	
2	Service Tax	
3	Total monthly rental charge	
4	Rate per km for extra distance (km) covered in excess of 2000 km	

The rate quoted should be firm for a period of three years from the date of Work Order. No escalation in rate will be considered during the contract period except in case of increase or decrease in fuel price. Rate revision on account of change in fuel price will be allowed based on the calculation provided in the tender.

Signature of Tenderer:

Date:



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**PRICE BID**

**RATE SCHEDULE II - SUPPLY OF PICK UP AUTO**

**TENDER NO. : HLL/PUR/ LOCAL TRANSPORTATION /2014-2015  
DATED: 04/12/2014**

**II) Pick up Auto (min 0.50 MT) for transportation within the unit and other Packing Centers (8 am to 6.00 pm).**

**Distance to be covered: 1000 km / month.**

SL NO	DESCRIPTION	MONTHLY RATE (RS.)
1.	Monthly rental charge for 1000km/month	
2.	Service Tax	
3.	Total monthly rental charge	
4.	Rate per km for extra distance (km) covered in excess of 1000 km	

The rate quoted should be firm for a period of three years from the date of Work Order. No escalation in rate will be considered during the contract period except in case of increase or decrease in fuel price. Rate revision on account of change in fuel price will be allowed based on the calculation provided in the tender.

Signature of Tenderer:

Date:

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PEROORKADA, THIRUVANANTHAPURAM - 5**

**PRICE BID**

**RATE SCHEDULE III - SUPPLY OF TATA ACE / SIMILAR TYPE OF VEHICLE**

**TENDER NO. : HLL/PUR/ LOCAL TRANSPORTATION /2014-2015  
DATED: 04/12/2014**

**III) TATA ACE or similar type of vehicle for local transportation / collection of goods & material within Trivandrum District (from 9 am to 6.00 pm).**

**Distance to be covered: 1800 km / month.**

SL NO	DESCRIPTION	MONTHLY RATE (RS.)
1	Monthly rental charge for 1800km/month	
2	Service Tax	
3	Total monthly rental charge	
4	Rate per km for extra distance (km) covered in excess of 1800 km	

The rate quoted should be firm for a period of three years from the date of Work Order. No escalation in rate will be considered during the contract period except in case of increase or decrease in fuel price. Rate revision on account of change in fuel price will be allowed based on the calculation provided in the tender.

Signature of Tenderer:

Date: