

**HLL LIFECARE LIMITED  
PLOT NO.16-A/1 CSEZ, KAKKANAD P O  
ERNAKULAM -682037,  
KERALA, INDIA**

**PH:+91 484 2413999**

**INVITATION FOR BIDS  
(TECHNICAL BID)**

**Light Motor Vehicles on Contract Basis**

**AT**

**HLL LIFECARE LIMITED,**

**Kakkanad**

**Cochin**

SL. No.	Name of the Item	Tender No:	Last Date & Time of Submission of Bids	Date & Time of Opening of Technical bids
1.	Tenderer should have minimum 8 own vehicles of the description mentioned given below (TATA Indica, TATA Vista, Toyota Etios, Tata Sumo, Indigo, Verito, Logan, Ertiga, Enjoy, Mahindra Jeep, Innova, Tavera, Honda City, Scorpio, Xylo, Tempo Traveler (14 Seater) Traveller (17 Seater), Mini Bus (27 Seater)) on his/her/its own name. The vehicle should be new and registered after January 2011. Copies of the RC book are to be enclosed along with the Tender to prove the ownership and Registration year etc.	HLL/KFC/ADMIN/LMV/2014-15	29-12-2014 at 15.00 Hrs	29-12-2014 at 15.30Hrs
2.	Bajaj Auto Quadricycle, TATA Magic Iris Auto			

## **PREQUALIFICATION REQUIREMENTS**

1. The tenderer must be the owner of vehicles.
2. The tenderer should be the owner of minimum 8 vehicles of Sl. No. 1, Page 2.
3. The Bidder should have a Registered Office with 24 Hrs booking facility via Telephone, Mobile and Email.
4. Bidder should have executed contracts with minimum 3 (Three) reputed organisations and /or bodies similar to HLL in the last 3 years and the proof should be produced along with the Technical Bid.
5. Self-attested photocopies of the RC Books of vehicles offered for service by the bidder are to be enclosed along with the Technical Bid to prove the ownership and Registration year etc. Originals should be produced for verification.
6. The vehicle should be new and registered after January 2011.
7. Power of Attorney or Letter of Authority in case an authorized representative has signed the tender.
8. Enclose the duly signed acceptance form conforming that all terms & conditions of the Tender and certificate on period of validity for one year (sheet enclosed).
9. The Contractor should enclose self-attested photocopies of valid papers for all vehicles in connection with tax payment, insurance, non-pollution certificate and other statutory and non-statutory requirements. Originals should be produced for verification.
10. Bidders shall submit their bids in two parts (**TECHNICAL BID and PRICE BID**) as under:
11. Both the bids shall be submitted in sealed covers separately. 'Tender Nos.' as well as 'Technical Bid' and 'Price Bid' shall be super scribed on the respective covers in order to clearly identify between the 2 Bids. The two separately marked Bids enclosed in a single sealed cover with the respective tender mentioned thereon complete in all respect, addressed to the:

Unit Chief, HLL KFC,  
HLL LIFECARE LIMITED  
Plot No. 16-A/1, CSEZ, Kakkanad P O,  
ERNAKULAM-37,

**KERALA, INDIA**  
**Phone +91 484 2413999**

12. The bid tender should reach us on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay if any, in the delivery of the bidding document or non-receipt of the same.
13. It may be noted that when the main cover is opened on the date and time scheduled for bid opening, only the **TECHNICAL BIDS** will be opened and read out in public.
14. Bidders whose technical bids are found strictly responsive will be informed of the date and time of opening of their price bids. Price bids of others will be returned to them unopened.
15. Even though the bidder meet the above qualifying criteria, they are subject to be disqualified if they have:

Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

**Note: -** HLL does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

## **APPLICATION FOR PREQUALIFICATION**

**Name of Work:**

Light Motor Vehicles on Contract Basis

A. Name of bidder/Firm/Company:

1. Postal Address:

2. Telephone No.:                      FAX:                      E-Mail:

3. Year of commencement of Contract/Year of establishment of firm/Company:

B. In the case of Firm

1. Whether proprietary or partnership firm:

2. Name of Managing Partner:

3. Name of other partners:

Note: Attested copy of partnership deed to be enclosed

C. In the case of Company

1. Whether Private Limited or Public Limited Company:

2. Name of Managing Director:

3. Names of other Directors:

Note: Attested copy of Company Registration deed to be enclosed.

D. Enclose 3 Contract Copies from the client certified that the similar nature of contract. The Client list shall be enclosed.

Note: Details to be furnished in **Annexure I**

F. Enclose Contract Copies of the existing clients certified that the similar nature of contract. The Client list shall be enclosed.

Note: Details to be furnished in **Annexure II**

G. Has the bidder/ Firm/Company ever been black listed by the Govt /or the registering authority.

i) If so, give the period and details.

Note: Details to be furnished in **Annexure III**

H. Details of organization:

- i) Drivers
- ii) Administrator/Manager
- ii) Receptionist:
- iii) Technicians:
- iv) 24X7 Contact No:
- v) Mobile No:
- vi) Email ID
- v) Other Non-Technical Management

(Details to be enclosed in **Annexure IV**)

I. Vehicle Details with Technical Specification: in **Annexure V** (filled and enclosed)

J. Terms & Conditions in **Annexure VI**

K. Acceptance Form in **Annexure VII**

L. CERTIFICATE in **Annexure VIII**

I/We hereby certify that the details given in the application form and Annexure I to Annexure VI are correct to the best of my/our knowledge. I /We have no objection in contacting any of our clients for reference.

**SIGNATURE OF BIDDER**  
**With Official Seal**

Place:

Date:

**ANNEXURE - I**

<b>DETAILS OF WORK ORDER FOR SIMILAR CONTRACT DURING LAST 3 YEARS</b>				
Sl. No.	Name of Client with full address, telephone numbers and nature of work	Contract Details.	Total Value of works completed	Period of Completion with dates (in months)

**NOTE:**

**PARTICULARS OF CONTRACTS FOR GIVING VEHICLES ON HIRE EXECUTED WITH THREE ORGANISATIONS / BODIES SIMILAR TO HLL DURING THE LAST 3 YEARS**

**SIGNATURE OF BIDDER  
With Official Seal**

**ANNEXURE - II**

<b>TOTAL NUMBER OF ONGOING CONTRACT IN HAND FOR SUCH WORKS</b>			
<b>Sl. No.</b>	<b>Name of Client with full address, telephone numbers and nature of work</b>	<b>Work Order details such as period, completion time, etc.</b>	<b>Value of Works</b>

**SIGNATURE OF BIDDER  
With Official Seal**



## ANNEXURE IV

### Details of Organization

#### Drivers

SI No.	Name	Driving License No	License Valid Till	Mobile No

#### Management/Administrator/Manager/Receptionist/ Technical/Non-Technical

SI No.	Name	Designation	Email	Tell	Mobile No

#### 24X7 Contact Details for Booking

Telephone	
Telephone	
Mobile	
Mobile	
Fax	
Email	
Others	

**SIGNATURE OF BIDDER**  
**With Official Seal**



## ANNEXURE VI

Bidder should submit self-attested photocopies with bidder's Office Seal of tax payments, insurance payments, non-pollution certificates and RC Books of all their vehicles at the time of Technical Bid Opening.

Bidder should submit self-attested photocopies with bidder's Office Seal on Service Tax Registration, PAN Card and other statutory and non-statutory requirements. The tenderer should be registered with Central Excise Department for providing vehicle hire service.

The rates quoted shall include wages to the driver, cost of the fuel, maintenance charges, service tax and other charges if any for providing the vehicle in good running condition. In case of any accident or maintenance of the vehicle provided by the bidder, the same shall be attended by the bidder at own cost and responsibility and shall attend the same without any liability to HLL Lifecare Limited. In case, the vehicle entrusted cannot be made available due to breakdown, Inspection for any other reason whatsoever, the bidder shall make alternative necessary arrangements to provide substitute vehicle.

The bidder should also ensure that minimum wages is paid to the driver provided to HLL Lifecare Ltd. and a certificate to this effect shall be rendered by the bidder along with the monthly bill.

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 bidder.

If the services of the successful bidder are not satisfactory, HLL Lifecare Limited reserves the right to cancel the contract. Any loss or difficulty or inconvenience to the company with regard to this contract due to the lapse from the successful bidder, the loss or inconvenience shall be the risk of the Successful bidder and the amount shall be deducted from the Security Deposit. The successful bidder shall furnish a Security deposit in the form of a Demand Draft from a scheduled bank drawn in favour of **HLL Lifecare Limited, payable at Cochin** or a Bank Guarantee from a scheduled bank, for an amount equal to 5% i.e Rs 60,000/- of the total price on the value of the contract as Security Deposit for his faithful execution of the contract.

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 providing vehicles from other sources will be deducted from the successful bidder from his monthly hire charges payable to him by the company.

**SIGNATURE OF BIDDER**  
**With Official Seal**

## **ANNEXURE-VI**

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 counted at the factory premises for starting and closing and no mileage will be allowed for any lunch or tea break of drivers.

A Log book/Sheet will be kept in Vehicles under the custody of the driver for verification with Company records in this regard.

The driver shall fill in the Trip Sheet forms made available from the Security Gate of HLL Lifecare Ltd..

The contract will normally be for a period of one year. The successful bidder shall provide the vehicles based on the requirement of the company.

On awarding the contract, the successful bidder shall execute an agreement with HLL Lifecare Limited in the format prescribed by HLL on stamp paper of Rs.100/- (Rupees Hundred only). The draft Agreement available with HR Department shall be examined and fully understood by the bidders before filling the tender.

The drivers of the vehicle and the vehicle shall satisfy all statutory requirements applicable from time to time. Any laxity in the behaviour of the driver shall be treated as breach of contract resulting in cancellation of contract. The driver should wear uniform prescribed by the Company and shall be well behaved.

The vehicles hired shall be provided by the successful bidder within 15 to 30 minutes after receiving the intimation. HLL Lifecare Limited reserves the right to increase or decrease the number of vehicles to be hired.

The payment will be on a monthly basis within 15 days, after the verification of the received invoices.

The vehicles shall be provided for all the days including holidays.

Being a CSEZ unit we are exempted from all types of taxes and levies. Necessary documents will be issued on the receipt of the invoices.

The company management has the right to cancel this tender or to award the contract to one party or to more than one party fully or partially at its discretion. The decision of the Factory Unit Chief – HLL KFC on the matter shall be final and binding on all tenderers.

**SIGNATURE OF BIDDER**  
**With Official Seal**

**ANNEXURE VII**

**ACCEPTANCE FORM**

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

From

To

Unit Chief – HLL KFC,  
HLL LIFECARE LIMITED  
Kakkanad Factory, CSEZ<  
Kakkanad P.O,ERNAKULAM-682037,  
KERALA, INDIA

Dear Sir,

I / We, hereby offer to provide vehicles based on the requests receiving from the Company or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open for **ONE YEAR** from the date of bid opening prescribed by the Purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications/requirements quoted in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

The following pages have been added to and form part of this bid.

Yours faithfully,

**SIGNATURE OF THE BIDDER WITH SEAL**

**ANNEXURE VIII**

**CERTIFICATE**

I / we hereby certify that the information given with this bidding document is correct. If, at any stage, it is found to be incorrect, I / we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

**SIGNATURE (S) OF BIDDER WITH SEAL**

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

**CHECK LIST FOR TECHNICAL BID**

<b>SI No.</b>	<b>Item</b>	<b>Yes/No</b>	<b>Remarks</b>
1	Are you the original Owner of the Vehicles		
2	Enclosed EMD as prescribed in the Tender		
3	Application of Prequalification duly filled, signed and sealed by the tenderer		
4	Enclosed Details of minimum three similar Orders Executed in last 3 years including certificate of performance from your customers – <b>Annexure I</b>		
5	Enclosed Details of ongoing Orders under execution – <b>Annexure II</b>		
6	Annexure III as per Sl. No. G in Prequalification Doc (If relevant)		
7	Enclosed Details of Organization – <b>Annexure IV</b>		
8	Vehicle Details with Technical Specification – <b>Annexure V</b>		
9	Terms & Conditions – <b>Annexure VI</b>		
10	Enclosed signed and sealed Acceptance Form – <b>Annexure VII</b>		
11	Enclosed Certificate signed and sealed – <b>Annexure VIII</b>		

**SIGNATURE OF THE BIDDER WITH SEAL**