



Kakkanad Factory, Cochin
Plot No.16-A/1 CSEZ, Kakkanad P. O. Ernakulam – 682 037,
Kerala, India. Ph: +91 484 2413999
Email: materialskfc@lifecarehll.com

Tender No: HLL/PUR/LOCAL TRANSPORTATION/2023-2024/201

Date: 25.04.2023

TENDER FOR PROVIDING VEHICLES FOR LOCAL TRANSPORTATION

**AT
HLL LIFECARE LIMITED,
KAKKANAD, COCHIN**

Kakkanad Factory, Cochin
Plot No.16-A/1 CSEZ, Kakkanad P. O. Ernakulam – 682 037,
Kerala, India. Ph: +91 484 2413999
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Sealed Tenders are invited in prescribed format for supply of vehicles for a period of one year starting from 1st May 2023 to 31st March 2024 as detailed below for local transportation/ collection of goods & materials from & to HLL facilities at the following locations or within Kerala.

VEHICLE REQUIREMENT

S.N	CATEGORY OF VEHICLE
1	TRUCKS – 14FT, 17/18FT, 20FT
2	ACE/SIMILAR TYPE VEHICLE
3	DOSTH/SIMILAR TYPE VEHICLE

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.500/- drawn in favor of HLL Lifecare Ltd., payable at Kochi towards the cost of tender documents, along with the Bid.

Last date & time of submission of Tender : 05.05.2023 2 PM
Date of opening of tender : 05.05.2023 3 PM
Tender fee : Rs.500/-
EMD : Rs.1,00,000/-
HLL Bank Details : Bank: State Bank of India
A/c no. 10295187178
IFSC Code. SBIN0009485
Branch: CEPZ Kakkanad

SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udyog Aadhar registration certificate. The Tenders not accompanied by the DD for Rs.500/- or copy of Udyog Aadhar will be summarily rejected. The terms and conditions, format for quoting rates etc., are given in the tender document

SENIOR MANAGER (PROCUREMENT)

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CONTENTS OF BIDDING DOCUMENTS

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3.	SCHEDULE – B	MINIMUM ELIGIBILITY CRITERIA	
4.	SCHEDULE - C	TERMS AND CONDITIONS	
5.	SCHEDULE – E	QUESTIONNAIRE FOR MINIMUM ELIGIBILITY CRITERIA	
6.	SCHEDULE – F	QUESTIONNAIRE GENERAL INFORMATION OF VENDOR	
7.	SCHEDULE – G	VENDOR DEVELOPMENT FORM	
8.	SCHEDULE – H	DECLARATION ACCEPTING TERMS AND CONDITIONS	

Bidders are requested to submit following filled and signed documents along with the Technical bid:

Schedule-E, Schedule-F, Schedule-G, Schedule H and Schedule-I of Price Bid, ISO Certificate (if available) and document mentioned in SCHEDULE – B

II. PRICE BID FORM

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1	ANNEXURE - I	PRICE BID
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INSTRUCTION TO BIDDERS

1. This Bid is intended to finalize the contract for providing following vehicles for a period of one year starting from 1st May 2023 to March 31st 2024 for transportation / collection of goods & materials as per the following details.

SN	PARTICULARS
1	HLL Kakkanad - HLL Peroorkada (Two Way- Any side)
2	HLL Kakkanad - HLL Peroorkada (One Way- Any side)
3	HLL Kakkanad – HLL Balaramapuram Depot (Two Way- Any side)
4	HLL Kakkanad – HLL Balaramapuram Depot (One Way – Any Side)
5.	HLL Kakkanad – HLL Irapuram (Two Way- Any side)
6.	HLL Kakkanad – HLL Irapuram (One Way – Any side)
7.	HLL Kakkanad – Kalamassery Godown (One Way – Any side)
8.	HLL Kakkanad – Airport Kochi (One Way – Any side)
9.	HLL Kakkanad – AFT, Trivandrum (One Way – Any side)
10.	HLL Kakkanad –Any other location based on demand per KM ((Minimum rate) , One way –Any side

2. This is a TWO BID system comprising of:

- 1) Technical Bid
- 2) Price Bid

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- 3 An EMD of Rs.1,00,000/- (Rupees One Lakh only) way of Demand Draft favoring HLL Lifecare Limited, payable at Thiruvananthapuram should accompany the tender.
- 4 SSI/MSE units interested in availing exemption from payment of tender fee & EMD should submit a valid copy of their Udyog Aadhar registration certificate issued by the concerned DIC or NSIC along with technical bid. The Tenders not accompanied by the DD for Rs. 500/- or copy of Udyog Aadhar will be summarily rejected.
 1. Sealed covers, duly super-scribed as “TENDER FOR PROVIDING VEHICLES ON CONTRACT BASIS FOR LOCAL TRANSPORTATION OF MATERIALS” should be addressed to the Senior Manager (Procurement) Kakkanad Factory, Cochin, Plot No.16-A/1 CSEZ, Kakkanad P. O. Ernakulam – 682 037, Kerala, India. Ph: +91 484 2413999 and reach **on 2 .00PM on 05.05.2023**. The Tender will be opened at **3:00** hours on **05.05.2023**.
 2. The bids will be opened at the above address in the presence of the Bidders/their authorized representatives who wish to attend at the above address.
 3. Tender by email will not be accepted.
 4. 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.
 5. The Unit Chief of HLL Kakkanad Factory, CSEZ, Ernakulam, 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.
 6. HLL reserves the right to get clarifications/documents from bidders as and when required
 7. SSI/MSE units interested in availing exemption from payment of Tender fee/EMD should submit a valid copy of their Udyog Adahar registration certificate
 8. Both bids shall be submitted in sealed covers separately. Tender No shall be super scribed on the respective covers. The two separately marked bids (Technical Bid & Price

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bid), should be submitted in a single sealed cover superscribing “TENDER FOR PROVIDING VEHICLES ON CONTRACT BASIS FOR LOCAL TRANSPORTATION OF MATERIALS” complete in all respects.

9. The last date of receipt of Bid and Date of opening of bid is as per tender notice.
10. In the event of the date mentioned above being declared subsequently as holiday for the Purchaser’s Office, the due date for submission and opening of bids will be following working day at the same time.
11. The Tenderer who does not meet the Minimum Eligibility Criteria - Technical bid shall be considered as DISQUALIFIED in the tender. Their Price Bid shall be returned unopened.
12. The Price Bid of those Tenderers who qualify in the Technical Bid only will be opened.
13. The tenders shall be complete in all respects. Incomplete tenders are likely to be rejected.
14. Bids received after the deadline for submission shall not be considered.
15. The Bidder is expected to examine all instructions, forms, terms and conditions given in the Bidding documents. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the bidders risk and may result in rejection of the bid.
16. Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of orders shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award has been announced in favour of the successful bidder
17. Any effort by a Bidder to influence the Purchaser during processing of bids, evaluation, bid comparison or award decisions shall be treated as Corrupt & Fraudulent Practices and may result in the rejection of the Bidders' bid
18. To assist in the examination, evaluation, and comparison of bids, the Tender Inviting Authority may ask the bidder for required clarification on the information submitted with the bid. The request for clarification and the response shall be in writing or by

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e-mail, but no change in the price or substance of the Bid shall be sought, offered, or permitted.

19. The Tender Inviting Authority reserves the right to negotiate with the lowest evaluated responsive bidder.
20. . HLL will award the order to the Bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
21. In the eventuality of failure on the part of the lowest successful bidder to produce the original documents, or submit the security deposit, or acceptance of order within the specified time limit, the Bidder shall be debarred in future from participating in HLL tenders for three years and will be recommended for blacklisting by the competent authority. In such cases, the service will be availed from other responsive bidders at the risk and cost of nonresponsive L1 bidder
22. The Bidder, whose Bid has been accepted, shall be notified of order by HLL prior to expiration of the Bid validity period by e-mail



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SCHEDULE A

TECHNICAL BID FORMS

Vehicle Requirement

SN	PARTICULARS
1	HLL Kakkanad - HLL Peroorkada (Two Way - Any side)
2	HLL Kakkanad - HLL Peroorkada (One Way- Any side)
3	HLL Kakkanad – HLL Balaramapuram Depot (Two Way- Any side)
4	HLL Kakkanad – HLL Balaramapuram Depot (One Way – Any Side)
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8.	HLL Kakkanad – Airport Kochi (One Way – Any side)
9.	HLL Kakkanad – AFT, Trivandrum (One Way – Any side)
10.	HLL Kakkanad –Any other location based on demand per KM ((Minimum rate) , One way –Anyside
11	HLL Kakkanad –Any other location based on demand per KM ((Minimum rate) , Two way- Any side



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SCHEDULE B

MINIMUM ELIGIBILITY CRITERIA

- 1) The bidder shall be the owner of the vehicle. Proof of the same shall be provided
- 2) Valid fitness certificate of the vehicle, issued by RTO
- 3) Copy of RC Book and vehicle insurance
- 4) Records of having paid Road Tax and Insurance to carry out transportation of Goods and Materials as mentioned. Goods carriage permit.
- 5) Pollution Certificate duly attested
- 6) GST Registration Certificate
- 7) Proof of Registration within 10 years (15 Years for Truck)

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SCHEDULE C

TERMS AND CONDITIONS

1. The Contractor should be the owner of the 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. The vehicle should be provided with a covered body. **(Any cover provided using tarpaulin/cloth/similar materials shall not be allowed).**
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 vehicles offered should be registered within 10 years (maximum) and Trucks 15 Years, prior to the date of Tender publication and should be provided with a covered body in the case of TRUCK.
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 the event of damage or loss of goods during the transportation or storage process, the contractor will be responsible for the cost of recovery. Damages may include, but are not limited to, breakage, loss, theft, or any other form of damage that may occur during the transportation or storage process during the period of transit. In any such loss or damage to the goods, the cost incurred by company(HLL) 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. In case of any accident or loss or damage that happens either to the vehicle or to the driver or any persons shall be taken care of by the contractor. The contractor alone will be liable for compensation if any to be paid and the company shall not have any liability in this regard



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6. The Contractor should have GST Registration (if applicable) and shall produce a copy of the Registration Certificate to the Company before commencement of the Work.
7. The breakup of the rate should be furnished in the price bid. Income tax as applicable will be deducted.
8. The Contractor shall submit bills for payment on monthly basis and the bills will be paid within 30 days of receipt of the bills.
10. Tender forms duly completed should be submitted along with EMD by way of DD favoring HLL Lifecare Limited, Kakkanad Factory, Ernakulam as detailed below:

EMD amount: Rs.1,00,000/-
(EMD & Tender fee DDs to be put in the envelop along with Technical Bid only)
11. Tender received without EMD & Tender Fee shall be rejected.(Those bidders exempted from EMD shall submit copy of Udyog Aadhar/MSME Certificate)
12. 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.
13. 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.
14. 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).
15. In case of any accident or loss or damage that happens either to the vehicle or to the driver or any persons shall be taken care of by the contractor. The contractor alone will

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be liable for compensation if any to be paid and the company shall not have any liability in this regard.

16. The rate for the vehicles should be quoted considering the distance indicated for each category of vehicle.
17. In case of failure to place vehicle on any working day, HLL shall arrange another vehicle and the expense incurred will be deducted from the transporter. If any such cases repeated frequently, HLL has the right to cancel the contract.
18. The company retains the right to have a panel of transporters and allocate loads to the transporter in the panel as per requirement.
19. HLL reserves the right to examine and accept / reject any documents after the tender opening without assigning any reason.
20. The successful bidder shall deposit **Rs.1,50,000/-** (Rupees One Lakh Eighty Thousand only) towards Security Deposit. 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 with HLL on stamp paper of Rs.200/-(to be produced by the contractor) based on which only payment will be released.
21. Forfeiture of Security Deposit: The security deposit shall be forfeited, in the event of failure on the part of contractor to place vehicle regularly as per requirement / make available the required number of vehicle 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.
22. The rate quoted should be firm for a period of one year 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:

Current rate of Diesel = A
Increased /Decreased rate= B
Difference = B-A

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% of Increase/Decrease rate = (B-A)/A x 100= X

60% of X = Y

Increase/Decrease in Rate = Existing Rate* (1+Y %)

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.

SCHEDULE E

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA LOCAL TRANSPORTATION

1.	(a) Do you have required number of own Vehicles?	Yes/No
	(b) If yes, have you attached the details of the Vehicles as required in Schedule B?	Yes/No
2.	Do you agree to provide Security Deposit as per tender within 15 days of award of contract?	Yes/No.
3.	Have you attached the Declaration (as in SCHEDULE -H) along with this Bid?	Yes/No
4.	Have you enclosed DD towards EMD along with Technical Bid? If No, Copy of MSME certificate/Udyog Adhar shall be submitted showing that you belong to MSE	Yes/No
5.	Do you hold PAN CARD and have enclosed copy?	Yes/No
6.	Do you have GST and have enclosed copy	Yes/No

Place

NAME & SIGNATURE OF THE BIDDER

Date



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SCHEDULE F

GENERAL INFORMATION OF THE VENDOR

1. Name and address of the Tenderer :
2. (a) Type of Firm :Partnership/ Proprietary/Pvt.Ltd/Public Ltd.
(b) PAN Card no. of the Tenderer :
(c) GST Number of the Tenderer :
3. (a) No.of vehicles under your ownership :..... Nos
(Attach a statement of details of vehicles/
Ownership. Copy of RC to be enclosed) :
b) No. of vehicles attached with you. : Nos.
(Attach a statement of details of vehicles/
Ownership. Copy of RC to be enclosed)
4. Have you undertaken similar works for
Public Sector Undertakings/ Leading
Private Companies during the last 3 years : Yes/No
(If Yes, furnish details :-

SN	Name and address of the customer	Value of Business done during the previous years
1		
2		

Copies of the Contracts/Work Orders to be enclosed



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5. Name & Address of your Banker,
A/C no.& IFC Code :

6. The credit Limit provided to you by your
Bank. (Copy of Certificate from the Bank
duly attested to be enclosed) :

7. Have you had Litigation/Arbitration in any
Commercial contract during last
three years? if YES give details : YES / NO

N.B.:- The statements specified in Sl. No. 3, 4, 5 above must be signed & sealed stating that the details furnished are true/correct.

Place:
Date:

Name and Signature of the Tenderer
(with Office Seal)



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SCHEDULE – G

QUESTIONNAIRE FOR VENDOR DEVELOPMENT

NAME OF PRODUCT/SERVICE:

1. Name & Address of the Manufacturer / Service Provider :
 - (a) Telephone No. :
 - (b) E-mail Address :
 - (c) Name of contact person
And Contact number :
 - (e) (i) Whether proprietary/partnership/
Limited company. :
(ii) Furnish Name/'s, address, phone nos.
of Proprietor/ Managing partner/
M.D / Director's : (Attach separate sheet)
 - (f) Specify whether SSI / MSE unit :
If yes, specify if your unit is owned by SC/ST
entrepreneur
- 2) Details of tax registration: - :
 - a) GST No.
- 3) Name & Address of your Banker(s)

A/c no.
IFSC Code.



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4) Annual Turnover :

5) Have you been assessed previously by HLL Yes/No :

6) List of customers

a) Government Dept. / PSU's :

b) Private Sector

Place:

Date :

NAME AND SIGNATURE OF THE VENDOR
(Office Seal)



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SCHEDULE – H

DECLARATION

I/We confirm having read and understood all the Local transportation requirements, terms and conditions of the above tender (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.

SIGNATURE:

NAME & ADDRESS OF TRANSPORTER (Seal of the Transporter)

Place:

Date:



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SCHEDULE – I

PRICE BID FOR PROVIDING VEHICLES ON CONTRACT BASIS FOR TRANSPORTATION OF MATERIALS

- Name & Address of the Tenderer :
Email :
Phone : Res: Mob.:
PAN No :
GST registration No. :
- Details of EMD paid :
- Details of Vehicle owned by the tenderer.

Sl. No	Type of vehicle	Name of Owner	Capacity	Reg. No.	Yr. of Regn.	Insurance valid up to	Fitness Certificate valid up to
1							
2							
3							
4							
5							

Place:
Date:

Signature

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SCHEDULE – I

RATE SCHEDULE - SUPPLY OF VEHICLES FOR LOCAL TRANSPORTATION OF MATERIALS

SN	PARTICULARS	Rate / in INR				
		14 FT	17/18 FT	20 FT	ACE/ Similar Type vehicle	Dosth/ Similar Type vehicle
1	HLL Kakkanad - HLL Peroorkada (Two Way- Any side)					
2	HLL Kakkanad - HLL Peroorkada (One Way- Any side)					
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6.	HLL Kakkanad – HLL Irapuram (One Way – Any side)					
7.	HLL Kakkanad – Kalamassery Godown (One Way – Any side)					
8.	HLL Kakkanad – Airport Kochi (One Way – Any side)					
9.	HLL Kakkanad – AFT, Trivandrum (One Way – Any side)					
10.	HLL Kakkanad –Any other location based on demand per KM ((Minimum rate) , One way –Any side					
11	HLL Kakkanad –Any other location based on demand per KM ((Minimum rate) , Two way-- Any side					



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The rate quoted should be firm for a period of one year 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.

Date:

Signature of Tenderer
(Name & address with Seal)