

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

Tender No: HLL/KFC/PUR/LIGHT MOTOR VEHICLES/2025-27

Dated: 04.03.2025

**TENDER FOR HIRING LIGHT MOTOR VEHICLES (CARS) 24x7 ON
CONTRACT BASIS**

**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
Email: materials@hll.com

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TENDER NOTICE

Sub: HIRING LIGHT MOTOR VEHICLES (CARS) 24x7 ON CONTRACT BASIS: -

Sealed and super scribed tenders / quotations under **two bid** system (Techno – Commercial Bids) are invited from agencies/individuals/ interested parties for providing Passenger Vehicles (Sedan Type A/C vehicle Swift Dzire/ Ford Aspire / Honda Amaze / Toyota Etios/ Hyundai Aura / Tigor/ Nexon/Mahindra XUV or any other similar vehicle) having valid All Kerala Taxi Permit (Cars) for official use. The Vehicles shall be registered on or after 1st January 2018. The vehicles (cars) will be utilized at our HLL Lifecare Limited –Kakkand Factory (24 x7). Ernakulam The contract will be for a period of two years.

Colour of vehicles: White.

Intending eligible bidders may download the tender documents from the official website i.e. www.lifecarehll.com. **The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.590/- drawn in favor of HLL Life care Ltd, payable at Ernakulam towards the cost of tender documents, along with the Bid. The Tenders not accompanied by the DD for Rs.590/- will be summarily rejected.**

Being a CSEZ unit we are exempted from all types of taxes and levies. Necessary documents shall be produced in favour of exemption certificate which is to be issued by Central Excise Dept. Govt. of India.

Last date & time of submission of Tender	: 25.03.2025, 3 PM
Technical Bid Opening date	: 25.03.2025, 3.30 PM
Tender fee	: Rs.590/-
EMD	: Rs. 12,000/-
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.590/- or copy of Udyog Aadhar will be summarily rejected. The terms and conditions, format for quoting rates etc., are given in the tender document.

DEPUTY GENERAL MANAGER (PURCHASE)

Kakkanad Factory, Cochin
Plot No.16-A/1 CSEZ, Kakkanad P. O. Ernakulam – 682 037,
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CONTENTS OF BIDDING DOCUMENTS

TECHNICAL BID FORM

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How to send the Bid:

Both the Bids i.e. Technical Bid & Price Bid shall be submitted in sealed covers separately. Technical Bid & Price Bid shall be superscripted on the respective covers in order to clearly identify between the Two Bids. The two separately marked Bids enclosed in single sealed cover with **Tender No: HLL/KFC/PUR/LIGHT MOTOR VEHICLES/2025-27** Complete in all respect addressed to The Deputy General Manager (Purchase), HLL LIFECARE LTD (A Government of India Enterprise), Plot No.16-A/1, Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin – 682 037. materialskfc@lifecarehll.com, Te-0484 2414202 & 0484 2414212 should reach us on or before the due date and time mentioned in the Tender document.:

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SCHEDULE – A

MINIMUM ELIGIBILITY CRITERIA

- 1) The tenderer must be the owner of vehicles. In case of Firm / Company, the vehicle can be owned by the Firm/Company.
- 2) The vehicle should be registered on or after 1st January 2018. Copy of the RC book to be enclosed along with the tender to prove the ownership and year of Registration.
- 3) The vehicle should be **either diesel variant or electric vehicle category with functional A/C system**
- 4) The vehicles provided should be roadworthy, in good condition, and should have valid registration, road permit, records of having paid road tax and insurance, to carry out the passenger transportation.
- 5) The copy of RC Book, Road Tax and Insurance paid Certificate, Fitness Certificate, All Kerala Taxi Permit and Pollution Certificate duly self-attested shall be submitted along with Tender document for the offered vehicles.
- 6) SSI/MSE units interested in availing exemption from payment of tender fees submit a valid copy of their Udyog Aadhar registration certificate.
- 7) HLL will not provide provision for charging of electric vehicle .

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SCHEDULE- B

TERMS AND CONDITIONS FOR HIRING LIGHT MOTOR VEHICLES (CARS) FOR OFFICIAL USE ON CONTRACT BASIS

1. The tenderer must be the owner of vehicles. In case of Firm / Company, the vehicle can be owned by the Firm/Company. The vehicle should be registered on or after 1st January 2018. Copy of the RC book to be enclosed along with the tender to prove the ownership and year of Registration. The vehicle should be diesel /electric vehicle variant with functional A/C system. The vehicles provided should be road worthy, in good condition, and should have valid registration, road permit, records of having paid road tax and insurance, to carry out the passenger transportation. The copy of RC Book, Road Tax and Insurance paid Certificate, Fitness Certificate, All Kerala Taxi Permit and Pollution Certificate duly self-attested shall be submitted along with Tender document for the offered vehicles.
2. If the contractor is a firm / company, GST registration shall be produced if applicable.
3. The validity of the submitted tender will be 180 days.
4. An amount equivalent to 3 % of the annual rate agreed per vehicle excluding tax for one year subjected to maximum amount of Rs 18,000/- is to be remitted as security deposit by the successful tenderer and shall be furnished by way of a bank guarantee / DD /TT/ RTGS. 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.
5. The vehicle should be available for 24 hr for official use. The vehicles shall be provided for all the days including Sundays & holidays. In the 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 his monthly hire charges/ from his security deposit.
6. The vehicle should be cleaned on a daily basis (both inside & outside). The vehicle should be serviced once in a month & the service report should be submitted in HR department at HLL Lifecare Ltd, Kakkanad factory. The vehicle should be taken out for service only on holidays. A total of 2200 kilometers shall be used in a month without any extra cost with a locking period of Six months.
7. The party has to provide additional vehicles requested by HLL and the rate for the same shall be quoted in price bid FORM-2

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8. Additional vehicles hired shall be provided by the contractor within 30 minutes to 1 hour after receiving the intimation from HLL. HLL Life Care Ltd reserves the right to increase or decrease the number of vehicles to be hired.
9. Regular availability of fuel in the vehicles should be ensured by the contractor at all times.
10. The rate should be quoted in the enclosed format. The rates quoted shall include wages to the driver, cost of oil, fuel, taxes, insurance, and service charges. The Contractor shall solely be responsible for compliance of statutory and non-statutory requirements involved in providing the vehicle on monthly rental.
11. In case of any accident, the contractor will be solely liable and HLL Life care Limited will not have any liability for the damages or compensation.
12. The contractor shall bear the cost of all the maintenance work of the vehicle provided. 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 the amount born by the company to arrange a vehicle, shall be recovered from the bill of the contractor.
13. The bidder should not offer vehicles which are already under contract with other organizations/ Companies.
14. 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.
15. 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, others taxes as applicable. The contractor should also ensure that wages not less than the minimum wages applicable is paid to the driver. Certificate to this effect shall be submitted by the contractor along with the monthly bill. PF & ESI coverage as applicable shall be the responsibility of the contractor.
16. The charges for additional Kilometers, if any, will be settled on half yearly basis as the following calculation.

Additional Kilometer = Total Kilometer run in 6 months – (2200 x 6)
Additional payment = Addition Kilometer X Rate/additional Km

17. Failure to provide vehicles or drivers or failure to arrange fuel on any day will be treated as breach of contract and appropriate penal action including forfeiture of security deposit will be effected.

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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 office premises i.e, kilometer at the time of going out of office and at time of returning to office. 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.
19. The drivers of the vehicle and the vehicle shall satisfy all statutory requirements applicable from time to time. Any laxity in the behavior shall be treated as breach of contract resulting in cancelation of contract. The driver should wear uniform prescribed by the company and shall be well behaved.
20. Log book will be kept in Vehicle under the custody of the driver for recording the distances of journeys performed and will be verified on daily basis for settlement of monthly bill.
21. The driver shall fill in the Trip Sheet forms made available from the Security Gate.
22. The contract will be for a period of two years; Initial work order shall be issued for One year and shall be extended to one more year if the performance is satisfactory.
23. The tenderer should ensure that the drivers engaged are regular. The character and antecedent of the driver shall be verified and certified by the appropriate authority. The drivers of the vehicle should have good vision, should be well behaved and should hold valid driving license. The drivers engaged by the contractor shall wear uniform while on duty as per relevant provisions of the Motor Vehicles Act, Kerala. In case the company decides to change the driver, the contractor should provide substitute immediately. The drivers engaged shall be of the age of 50 years or below. The contractor shall take necessary Insurance coverage for the drivers engaged by him.
24. The allotted vehicle and the driver supplied for the contract once and approved by the company shall not be changed without prior approval during the period of the contract until otherwise instructed by the company.
25. Outstation Bata.

In case of vehicle leaves **Ernakulam district** and vehicle is halting outside Ernakulam during night time, an additional amount of Rs 250.00 per day will be paid as an allowance to the driver.
In situations, where the vehicle leaves Ernakulam district and return back without overnight stay, with minimum 100 Km (To and Fro) an additional amount of Rs.150/- per day will be paid as allowance to the driver.
26. In the event of any dispute upto the tender finalization the same shall be referred to Deputy General Manager (Purchase) – Kakkanad Factory, Ernakulam. The decision of Deputy General Manager (Purchase) –Kakkand Factory will be final and binding on all the Tenderers / Contractors.

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27. The company has the right to terminate the contract in case the performance of the contractor is not satisfactory. The party can withdraw from the contract by serving 3 months advance notice
28. The rate finalized against the tender shall remain firm and valid for a period of two 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
29. There shall be no employer employee relation between HLL Lifecare Limited and the driver. The whole supervision and control of driver shall be with the contractor. They shall be employees of the owner of the vehicle (Contractor) only, not with HLL.
30. The vehicle shall be of white color.
31. The vehicles shall have All Kerala Taxi permit.
32. Name boards as per RTO/KMVD rules such as "On contract with HLL Lifecare Limited, Government of India" to be displayed on front and rear i.e. above the front and rear number plates of all vehicles provided during the contract period. The specifications of the same will be intimated once contract is awarded. Vehicles without the name board shall not be permitted for duty under any circumstances.
33. All the drivers supplied by the contractor shall have valid license and badge.
34. All the drivers supplied by the contractor should produce police clearance certificate from concerned police station and traffic police station.
35. **Diesel rate increase /consumption Norm :**
 - a. Rate of the diesel at Ernakulam on the tender opening date will be considered as base rate for rate revision (R1), where as R2 is the revised rate.
 - b. Rate of the diesel at Ernakulam on the tender opening date will be considered as base rate for rate revision (R1), where as R2 is the revised rate.

Amount for rate revision (A) :

Rate change per litre (R2-R1) X Total No of KM run
Running KM per litre

- c. The running KM per liter of diesel will be taken as 15KM for calculating the rate revision
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 upon request from the party

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36 The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.

37 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. 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.

38 Tender by fax/e-mail will not be accepted.

39 This tender is a two bid system. Price bids in the prescribed form duly completed in all respects shall be submitted in sealed cover super scribing- **"Price bid for " Light Motor Vehicles (Cars) 24x7 on Contract Basis"** Technical bid documents (All documents mentioned in the Questionnaire and others as mentioned tender except The price bid format) completed in all respects (including Tender fee)

Should be submitted in sealed cover super scribing- **"Technical bid for Light Motor Vehicles (Cars) 24x7 on Contract Basis "** The above two sealed covers should be put together in another big cover/envelope which should be sealed

This big cover / envelope shall be super scribed as **"HLL/KFC/PUR/LIGHT MOTOR VEHICLES/2025-27"** with name of the tender **"TENDER FOR HIRING OF LIGHT MOTOR VEHICLES (CARS) 24x7 ON CONTRACT BASIS"** addressed to the DEPT. GENERAL MANAGER (PURCHASE) -, HLL LIFECARE LIMITED, KAKKANAD FACTORY, ERNAKULAM-682037

40 SSI/MSE units interested in availing exemption from payment of tender fee should submit a valid copy of their Udyog Aadhar registration certificate along with technical bid. But the Party has to provide Security deposit if Tender is awarded to them.

41 The bidder shall ensure that no sensitive data pertaining to Price is enclosed in Technical bid cover.

42 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 arranging vehicles from other sources will be deducted from the Contractor from the monthly hire charges payable to him by the company or from his security deposit. If the service of the contractor is not satisfactory, HLL Lifecare Limited, reserve the right to cancel the contract all loss, or difficulties or the inconvenience caused to the company with regards to the lapse from the contractor shall be at the risk of the contractor and equivalent amount shall be deducted from the security deposit/monthly bill

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Late Reporting : up to one Hour Rs. 200/-
: up to Two hour Rs. 400/-
: up to three Hours Rs. 600/-
: up to four hours Rs 800/-

Non Reporting : Rs.2000/-per day

Poor maintenance of vehicle : Rs.2000/- per month

Improper Maintenance of Logbook: Rs.100/- each instance

Fine for late reporting cases would be dealt on case to case basis by the designated officer of HLL Lifecare Limited.

43. The case of non-provision of vehicle for a period more than two days shall be treated as breach of the contract. In such cases the contract will be terminated security deposit shall be forfeited

44 Indemnity Clause :If the Supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as mentioned and agreed to in the Purchase Order the Supplier shall and will indemnify the Company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the Company by reason of non-delivery of goods at agreed quantity and rate within the time specified in the Work Order. The Company will initiate legal action if the Supplier fails to execute the Work Order as per the schedule in the Order for the actual loss suffered or 5% of the total order value whichever is higher along with costs.

45 HLL Lifecare Limited shall fix the criteria for responsiveness of a Bid based on critical factors in the Tender Document. Bids pronounced non-responsive by HLL shall be summarily rejected.

46. The technical bid shall be opened on 25.03.2025, 3.30 pm and the bidders who like to attend the bid opening shall report Purchase Department at 03 :30 pm. The price bid of those bidders who qualifies in the technical evaluation shall only be considered for further processing. All applicants who qualified based on technical Bid shall be informed and to attend the price bid opening on prescribed date and time. The price bid shall be open in the presence of representatives of technically qualified bidders

47 Suppression of facts will disqualify the Bidder.

48 The rate for month is for running full days in a particular month. In case utilization of the vehicle is lesser than the number of days in the particular month, the charges will be paid as prorate basis depending on the utilization days. If the factory does no operate for a particular period the same shall be intimated to the contractor and payment will be based on the specified period for which the vehicle has been provided.

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49 Technical Bid & Price Bid forms shall be submitted in Separate Covers.

Both the Bids i.e. Technical Bid & Price Bid shall be submitted in sealed covers separately. Technical Bid & Price Bid shall be superscripted on the respective covers in order to clearly identify between the Two Bids.

The two separately marked Bids enclosed in single sealed cover with **Tender No: HLL/KFC/PUR/LIGHT MOTOR VEHICLES/2025-27** Complete in all respect addressed to The DEPUTY GENERAL MANAGER (PURCHASE), HLL LIFECARE LTD (A Government of India Enterprise), Plot No 16-A/1, Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin – 37, Should reach us on or before the due date and time mentioned in the Tender document.

DEPUTY GENERAL MANAGER (PURCHASE)

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SCHEDULE -C
QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA
FOR PROVIDING PASSENGER VEHICLES (CARS)

1	Details of vehicles offered Make:	
2	Have you enclosed self-attested copy of the following for each offered vehicles a) R C book b) Road Tax paid Certificate c) Insurance paid Certificate d) Fitness Certificate e) Pollution Certificate. f) All Kerala Taxi Permit.	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
3	Do you agree to provide Security deposit of 3% of the annual rate agreed per vehicle excluding tax subjected to maximum amount of Rs 18,000/- ?	Yes/No
4	Have you enclosed a copy of PAN Card?	Yes/No
5	Have you enclosed the Tender Fee?	Yes/No
6	Do you agree to provide vehicles having White Color?	Yes/No
7	Have you enclosed the duly filled up & signed Tender Form?	Yes/No
8	Do you agree to provide drivers as per Tender document with valid licence, badge, Police Clearance Certificate from concerned Police Station & Traffic Police Station?	Yes/No

All the information's provided herein are true and correct.

Place:
Date:

NAME & SIGNATURE OF THE BIDDER

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SCHEDULE -D

QUESTIONNAIRE - GENERAL INFORMATION OF VENDOR

<u>Sl.No</u>	Particulars	Documents to be given
1	Tender No.	
2	Name and Address of Tenderer	
3	Contact Details: Office Phone Mobile phone e-mail address	
4	PAN No	
5	GST registration	
6	MSME status (Yes/No)	

Details of Vehicle owned by the tenderer. Documents to be given.

Sl. No	Type of vehicle	Reg. No.	Vehicle Make & Model	Year of Regn.	Insurance valid up to	Taxi service license valid up to
1						
2						
3						
4						

All the information's provided herein are true and correct.

Place:

NAME & SIGNATURE OF THE BIDDER

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SCHEDULE – E

DECLARATION

We confirm having read and understood all the Passenger Vehicle requirements, (Schedule A), instructions, forms, terms and conditions (schedule B) and other requirements of the tender – Tender No: **HLL/KFC/PUR/LIGHT MOTOR VEHICLES/2025-27** Dated 04.03.2025 (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.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form, for due performance of the contract.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. We confirm that we fully agree to the terms and conditions specified in above mentioned TENDER document, including amendment/ corrigendum if any

Place:

Date:

SIGNATURE

NAME & ADDRESS OF BIDDER
(Seal of the Bidder)

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SCHEDULE – G

PRICE BID FORM-1 (VEHICLE FOR 24 Hrs)

TYPE OF VEHICLE(Diesel/ Electric)	Monthly Charges for 2200 km (24hrs)
Swift Dzire/Ford Aspire/ Toyota Etios/Hyundai Aura/Honda Amaze/Tigor/ Nexon/Mahindra XUV	
Rate for additional KM	

* Please mark the tick against the vehicle offered

***The rate should be quoted without GST**

DECLARATION BY BIDDER/TENDERER

I / we agree to provide the vehicle as per the terms and conditions mentioned and at the rate quoted above. We confirm having read and understood the work requirements, instructions, forms, terms and conditions and all relevant information regarding the Tender No: **HLL/KFC/PUR/LIGHT MOTOR VEHICLES/2025-27** **Dated: 04.03.2025** and agree to abide by all without any deviation from what are stated above and contained therein in the Tender Notification.

Place:

Date:

SIGNATURE

NAME & ADDRESS OF BIDDER
(Seal of the Bidder)

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SCHEDULE H
PRICE BID FORM -2 (ADDITIONAL VEHICLE)

TYPE OF VEHICLE(Diesel/ Electric)	4hrs/100 km (Rate in Rs)	08hrs/200 km
Swift Dzire/Ford Aspire/ Toyota Etios/Hyundai Aura/Honda Amaze		
Ford figo/Rits/Tata indica		
Innova		
Rate for additional hours		
Rate for additional KM		

The rate should be quoted without GST

DECLARATION BY BIDDER/TENDERER

I / we agree to provide the vehicle as per the terms and conditions mentioned and at the rate quoted above. We confirm having read and understood the work requirements, instructions, forms, terms and conditions and all relevant information regarding the Tender No: **HLL/KFC/PUR/LIGHT MOTOR VEHICLES/2025-27**
Dated: 04.03.2025 and agree to abide by all without any deviation from what are stated above and contained therein in the Tender Notification.

Place:

Date:

SIGNATURE

NAME & ADDRESS OF BIDDER
(Seal of the Bidder)