

Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**INVITATION OF BID**  
**FOR**  
**HIRING PASSENGER CAR ON CONTRACT BASIS**  
**Tender No: HLL/CHO/HR/VEHICLES-2/2026 dated:21.01.2026**



**HLL LIFECARE LIMITED**  
(A GOVT.OF INDIA ENTERPRISE)  
**Corporate & Registered Office,**  
**HLL Bhavan, Poojappura P.O.,**  
**THIRUVANANTHAPURAM-695 012**  
**Phone No: 0471 2354949, 2354219, 2356352,**  
**E mail: hrcho@lifecarehll.com**  
**CIN: U25193KL1966GOI002621**  
**Website: www.lifecarehll.com**

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## **NOTICE INVITING BID**

### **Sub: - Hiring Passenger Car on Contract basis**

E - bid under open **TWO BID** system (Technical and Price) are invited from Registered Companies / Travel Agencies for providing the following vehicles **registered on or after 01.01.2022 (The vehicle should not have covered more than 50,000 kms)** on contract for a period of **THREE YEARS** at our **Corporate & Registered Office, Poojappura P O, Thiruvananthapuram - 695012**:

Vehicle Class	Category of Vehicle	No. of Vehicles
SEDAN 5-seater (A/c)	MARUTI SUZUKI DZIRE/ HONDA AMAZE or equivalent – PETROL / DIESEL/ CNG	5
MPV 7-seater (A/c)	MARUTI SUZUKI ERTIGA/ MARUTI SUZUKI XL6 / TOYOTA RUMION / RENAULT TRIBER or equivalent – PETROL / DIESEL/ CNG	6

Bid Date, Date of Pre Bid Meeting, Last Date of Submission and Date of opening the Technical Bid (Prequalification) are as given below.

- Bid Date : 21-01-2026
- Date of Pre-Bid Meeting : 27-01-2026, 03.00 PM  
Venue : HLL Corporate Office, Poojappura, Trivandrum
- Date of Closing the Bid : Please refer GeM portal (**GEM: Bid Number: GEM/2026/B/7135429**)

1. A Pre-Bid Meeting is scheduled on the date as mentioned above to clarify the queries of the prospective bidders. If any changes in the Scope of the Contract and Terms & Conditions evolved during the Pre-Bid Meeting, it will be published in the GeM Portal as an Amendment/Addendum.
2. The bidder shall furnish, as part of this bid, Earnest Money Deposit (EMD) for an amount of Rs.10,000/-. The EMD is required to protect the purchaser against the risk of bidder's conduct, which would warrant the forfeiture of bid security. The EMD shall be in the form of RTGS/NEFT transfer or a Bank Guarantee from Scheduled Banks.

HLL Bank A/c details as follows:

Name of Bank : State Bank of India  
A/c number : 10183256222  
IFSC Code : SBIN0004350  
SWIFT Code : SBININBB564  
Branch name : Commercial Branch, Thycaud, Thiruvananthapuram.

3. The EMD of the unsuccessful bidder will be discharged/returned as promptly as possible as but not later than 30 days after the expiry of the period of the bid validity.

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4. SSI/MSE units interested in availing exemption from payment of Bid Security should submit a valid copy of their registration certificate issued by the concerned Udyam. If the bidder is a MSE, it shall declare in the bid document the Udyam Memorandum Number issued to it under the MSME Act, 2006. If an MSE bidder does not furnish the UAM Number along with bid documents, such MSE unit will not be eligible for the benefits available under Public Procurement Policy for MSEs Order 2012. But the Party must provide Performance Security/Security Deposit if Bid is awarded to them.
5. SSI/MSE units must submit a Bid Security Declaration Form to avail Bid Security exception. The offer shall be in Indian Rupees. No Foreign exchange will be made available by the purchaser. The supplier shall quote as per price schedule for all the items given in the schedule of requirement.
6. The Rates quoted by the Bidder shall be rounded to two decimal places. The decimal places in excess of two will be discarded during evaluation.
7. The Technical Bids will be evaluated based on the eligibility criteria and responsiveness to the bid requirements. The Price Bids of bidders who fulfill the Technical bid requirements only will be opened for further evaluation. HLL Lifecare Limited reserves the right to reject any or all the offers/bids without assigning any reason.
8. In the event of the date specified for bid receipt and opening being declared as a closed holiday for HLL's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
9. HLL may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case all rights and obligations of the HLL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. HLL will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. The company reserves the right to change the qualifying criteria at their discretion and to cancel the bid or reject any of the bids without assigning any reason thereof.
10. Vendors who do not meet the Minimum Eligibility Criteria will be disqualified and their Price bids will not be opened.
11. Any changes regarding the extension of bid time etc. shall be communicated through GEM Portal only.
12. **Vice President (HR), HLL Lifecare Limited, Corporate & Registered Office, Poojappura** reserves right to cancel this bid at any point of time without assigning any reason.

**Vice President (HR)**

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## **SCHEDULE-A**

### **PRE-QUALIFICATION CONDITIONS - (MINIMUM ELIGIBILITY CRITERIA)**

1. The Bidder should have a minimum of Five (5) years' experience in providing passenger vehicle services on contract to reputed organizations, of which atleast One (1) contract shall be with a Govt/ Govt organization / State or Central PSU having provided minimum two (2) vehicles for a period of atleast 2 years. Documentary evidence such as Work Orders or service agreements shall be submitted as proof of experience. In the case of Govt. Orders, Performance Certificate issued by the Officer-In-Charge shall be attached with the tender. Current list of major clients (along with address and contact number) shall also be attached with the bid.
2. The vehicles offered should be registered on or after 01.01.2022 and vehicle should not have covered more than 50,000 kms.
3. The Average Annual Turnover of the Bidder for the last 3 Years (2022-23, 2023-24 and 2024-25) shall be Rs 25 Lakhs. Documentary evidence either Income Tax Return or Statement Certified by the registered Chartered Accountant shall be submitted as proof of Average Turnover.
4. The successful bidder should mandatorily supply atleast 50% vehicles which are under the ownership of the firm / company/Travel agencies to HLL. The bidders who are capable should only submit the bid.
5. The bidder should have their Regional / Local registered office in Trivandrum city. The address & contact details including the name & valid phone number of the office in-charge should be provided along with the bid.
6. Earnest Money Deposit (EMD) of Rs 10,000/- mentioned in the Tender Document should be submitted along with the Bid. If the bidder is eligible for EMD exemption, supporting Documents should be attached.
7. Bidder should have a valid GST and PAN.
8. Bidder should be ready to submit the Security Deposit (SD) of an amount of Rs.10,000/- per vehicle as prescribed in the Tender Document.
9. The duly signed Indemnity Certificate, Acceptance & Declaration Form confirming that All Terms & Conditions, Technical Specifications, volume of supply are understood by the bidder and comply in line with HLL Tender.
10. The bidder should not have been blacklisted in past three years by any State/Central Government Organizations / Firms / Institutions. A Self-certificate (in the format of Schedule J) stating that the bidder has not been blacklisted by any institution of the Central/State Government shall be submitted with the bid.
11. The bidder should not have any Police/Civil/Crime Case in any Police Station/Court / other agencies in past three years. A Self-certificate (in the format of Schedule K) stating that the bidder has not any Police/Civil/Crime Case in any Police Station/Court/other agencies in past three years.

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**SCHEDULE-B**

**QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA**

SI No	Qualification Criteria	Status
1	Do you have a minimum of Five (5) years' experience in providing passenger vehicle services on contract to reputed organizations of which atleast One (1) contract shall be with a Govt./ Govt. organization / State or Central PSU for a period of atleast 2 years? If Yes, Have you submitted documentary evidence (including list of major clients) such as work orders or service agreements as proof of experience?	Yes/No Yes/No
2	Do you have Average Annual Turnover of Rs 25 Lakhs for the last 3 Years (2022-23, 2023-24 and 2024-25)? If Yes, Have you submitted documentary evidence either Income Tax Return or Statement Certified by the registered Chartered Accountant as proof of Average Turnover?	Yes/No Yes/No
3	Do you have the capability to supply atleast 50% vehicles under the ownership of the proprietor / partner / firm / company to HLL?	Yes/No
3.a	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) PUC Certificate. f) All Kerala Taxi Permit.	a) Yes/No b) Yes/No c) Yes/No d) Yes/No e) Yes/No f) Yes/No
4	Do you have their own Regional / Local registered office in Trivandrum city? If Yes, have you provided the address & contact details including the name & valid phone number of the office in-charge along with the bid/	Yes/No Yes/No
5	Have you paid the Earnest Money Deposit (EMD) of Rs 10,000/- mentioned in the Tender Document? If Yes, Have you enclosed proof of remittance for Rs.10,000/- per vehicle towards EMD? If EMD is exempted, Have you submitted Bid Security Form along with the Bid?	Yes/No Yes/No Yes/No
6	Do you have a valid GST and PAN? If Yes, Have attached copy of these documents along with the bid?	Yes/No Yes/No
7	Are you ready to submit Security Deposit as Rs 10,000/- per vehicle?	Yes/No
8	Have you submitted duly signed <b>Indemnity Certificate (schedule G), Acceptance &amp; Declaration Form (schedule H)</b> confirming that All Terms & Conditions, Technical Specifications, Volume of supply are understood and comply in line with HLL Tender?	Yes/No
9	Have you submitted Bid declaration form (schedule I)	Yes/No
10	Have you ever been blacklisted in past three years by any State/Central Government Organizations / Firms / Institutions? If No, have you attached A Self-certificate (in the format of Schedule J) stating that you have NOT BEEN BLACKLISTED by any institution of the Central/State Government shall be submitted with the bid.	Yes/No Yes/No
11	Any Police/Litigation/Legal/Civil/Crime Case in any Police Station/Court is pending against you in past three years. If No, have you attached A Self-Declaration (in the format of Schedule K) stating that NO Police/Litigation/Legal/Civil/ Crime Case in any Police Station/Court is pending against you in past three years.	Yes/No Yes/No

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**SCHEDULE-C**

**GENERAL INFORMATION OF THE BIDDER**

Sl No	Description	Status
<b>1</b>	<b>Name &amp; Address of the Bidder</b>	
a.	Telephone No.	
b.	E-mail Address	
c.	Name of contact person	
d.	Constitution of the firm/company/travel agencies – Please specify.	
e.	Specify whether SSI / MSE unit	
f.	If Yes, please specify the social status of the entrepreneur (General/ SC&ST/ Women/ PH)	
g.	GST NO	
h.	PAN No	
i.	HSN Code of the Item	
<b>2.</b>	<b>Bank Details</b>	
a.	Name	
b.	Branch & Address of your Banker	
c.	Account No.	
d.	Swift Code / IFSC Code	
<b>3.</b>	<b>Details of your Business Execution Details</b>	
a.	How many years have you been in the similar business?	
b.	How many numbers of orders received during the last FIVE YEARS?	
<b>4.</b>	<b>What is your Annual Average Turnover for the last 3 Years?</b>	
<b>5.</b>	<b>Do you have ISO 9001 certification, If yes, please give the details.</b>	

All the information provided herein is true and correct.

Place:

Date:

NAME & SIGNATURE OF THE BIDDER

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**SCHEDULE- D**

**TERMS AND CONDITIONS FOR HIRING PASSENGER CARS FOR OFFICIAL  
USE ON CONTRACT BASIS**

**1. BIDDING DOCUMENT**

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of their bid without any further reference to the bidder.

Any delay in receipt of the bid will be at the bidder's risk. HLL Lifecare Limited reserves the right to reject any or all the bids without assigning any reason.

**2. BASIC REQUIREMENTS OF THE VEHICLES**

- a. Offered vehicles shall be registered on or after 01.01.2022 and vehicle should not have covered more than 50,000 KMs.
- b. Sedan 5 Seater (A/c) vehicle shall be MARUTI SUZUKI DZIRE/ HONDA AMAZE or equivalent and MPV 7 Seater (A/c) vehicles shall be MARUTI SUZUKI ERTIGA/ MARUTI SUZUKI XL6 / TOYOTA RUMION / RENAULT TRIBER or equivalent. Fuel of the vehicles shall be PETROL / DIESEL / CNG.
- c. The bidder should not offer vehicles which are already under contract with other units of HLL or any other institutions.
- d. Normally HLL will accept the vehicles with the type of fuels for the hired vehicle as provided by the successful bidder. However, HLL reserves the right to opt for the type of fuel.
- e. The total quantity indicated herein are based on the current requirement and in case less or more number of vehicles are required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.

**3. WORKING HRS & RUNNING KILOMETER LIMIT**

The Normal Working Hours, Weekly Days and Running Kilometers/Month Limit for both Sedan & MPV vehicles shall be as detailed below.

- Normal Working Hours: From 08:00 AM to 08:00 PM or as and when required by the company
- Weekly Days: 7 days a week
- Running Kilometers/Month: Minimum running Kilometers of 1,200 KMs in a month

The bidder must quote the rate for both Sedan & MPV type vehicles based on the abovementioned requirements.

**4. EXPERIENCE OF THE BIDDER**

Bidder shall submit the list of contracts executed in the last 5 Years along with the bidder. List of major clients shall also be attached with the bid. In the case of Govt. Orders, Performance Certificate issued by the Officer-In-Charge shall be attached with the bid as Pre-Qualification Criteria.



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## **5. BID VALIDITY**

The validity of both Technical Bid and Price bid shall be valid for 90 days. However, HLL reserves the right to limit/extend the validity period without assigning any reason.

## **6. TECHNICAL BID & PRICE BID EVALUATION**

- a. This section is in addition to and mandatory over the existing clause(s) as per GeM. A duly constituted Technical Evaluation Committee (TEC) will evaluate the received technical bids against the Minimum Eligibility Criteria as mentioned in Section- B of this document and supporting documentary proofs. During evaluation of bids, HLL may, at its discretion, ask the bidder for a clarification of its bid through GeM portal. The request for clarification and the response shall be through GeM portal and no change in prices of the bid shall be sought, offered or permitted.
- b. Only those bidders which meet all the Minimum Eligibility Criteria as provided in Section - A in this document shall be considered for the opening of Price Bid.
- c. The rates for both Sedan (5 Seater) and MPV (7 Seater) shall be quoted in the GeM Portal Format.
- d. The rates quoted shall include Wages for the Driver, Cost of Fuel, Taxes, Insurance, and Service Charges. The bidder shall solely be responsible for compliance of statutory and non-statutory requirements involved in providing the vehicle on monthly rental.
- e. The charges for additional Kilometers, if any, will be paid every month at the rates finalized.
- f. The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether all items of the corresponding Technical Proposals have been quoted). The bidders, who confirm all the commercial conditions and submitted the required documents as per the tender are considered as commercially acceptable.
- g. HLL will compare the new quoted rates, especially L1 Rate with existing and prevailing market rates. Abnormal variations in the rates will be considered as erroneous quote and will be disqualified.
- h. The financial proposal quoted with partial quantity will be summarily rejected.

## **7. SUCCESSFUL BIDDER**

Bidder quoting the Lowest Price and conforming to all the conditions in the Minimum Eligibility Criteria will be considered as the successful bidder.

## **8. AWARD OF CONTRACT**

HLL will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

## **9. ACCEPTANCE OF ORDER**

The successful successful bidder shall give acceptance of the order placed, by sending duly signed copy of the Purchase Order within 3 days from the date of order, failing which, the Purchaser shall have right to cancel the order.



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#### **10. SIGNING OF CONTRACT**

On awarding the contract, the successful bidder shall execute an agreement with HLL Lifecare Limited to the effect in a stamp paper equivalent to Rs.200/- (Rupees Two Hundred Only). The draft Agreement available with HR Department shall be fully understood by the bidders before filling the bid document.

#### **11. COMMENCEMENT OF CONTRACT**

- a. Successful bidder shall commence the contract within 15 days from the date of issue of Work Order.
- b. Minimum 50% of the Vehicles provided against this contract shall be in the ownership of the Successful Bidder. Remaining 50% of the vehicles, as the case may be, shall be arranged on Attachment Basis and in such cases, declarations from the Original Owners of the vehicles shall be submitted along with the agreement.

#### **12. SECURITY DEPOSIT**

The successful bidder shall remit an amount of Rs.10,000/- per vehicle as Security Deposit while entering into the contract/agreement.

The Earnest Money of successful bidder/s will be converted to Security Deposit and they will be required to remit only the balance amount within seven days of finalization of bid. EMD remitted will be forfeited if the successful bidder withdraws after opening the bid.

#### **13. PERIOD OF CONTRACT**

The contract will be for a period of THREE years. On successful completion of 3 years, the contract can be further extended for 2 more years upon mutual consent of both parties under the same terms and conditions.

Even though the period of contract is for 3 years, the initial work order issued shall be for a period of 3 months and only after the successful completion of the same, further work orders will be issued.

#### **14. PAYMENT**

- a. Bidder shall submit Monthly Bills for Passenger Cars on Contract basis on or before 5th working day of every month for the respective previous month.
- b. Proof / Certificate of having paid the wages of the driver for the respective month shall be submitted by the bidder along with the Monthly Bill.
- c. The payments will be released within 7 days of bill submission after verification of Bills with Trip Sheet and wages paid to the drivers in the respective month.
- d. No advances will be made regarding the service provided by the supplier/bidder and the payment will be made only on monthly basis on the presentation of bill after statutory deductions such as GST / Income Tax.
- e. The supplier/bidder should also ensure that wages, PF & ESI and other statutory requirements as applicable for the drivers are being met by the successful bidder.
- f. The charges for additional Kilometers, if any, will be paid every month at the rates finalized.
- g. Monthly payment to the successful bidder shall be released through RTGS/ECS/NEFT. Charges for the transfer of amount if any will be on account of the successful bidder. The successful bidder shall provide all the details like Name of the Bank, Account No., Address of

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the Bank, Branch Code, IFSC Code of the bank, Type of the Account, Contact No. for account related queries etc.

- h. No payment shall be made for any extra movement such as to and fro from garage for servicing or any other used by driver etc.

#### **15. PAYMENT TO THE DRIVERS**

Payment to the drivers deputed for the contract of HLL shall be release before 5th of every month. Proof / Certificate of having paid the wages of the driver for the respective month shall be submitted by the successful bidder along with the Monthly Bill. If the bidder fail to release the salary of the drivers in the preceding month of billing month, HLL will release the salary payment to the drivers directly and the same amount will be deducted from the monthly bills of the successful bidder. In such cases, salary of the drivers will be calculated based on the prevailing Minimum Wages of the government.

If the successful bidder fails to release the salaries of the drivers in two consecutive months, it will attract the termination of the contract.

#### **16. TERMINATION BY DEFAULT**

HLL may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, **terminate the Contract** in whole or part under the following conditions;

- a. If the bidder fails to supply vehicles for a period of two consecutive days
- b. If the successful bidder fails to release the salaries of the drivers in two consecutive months
- c. If the bidder fails to perform any other obligation(s) under the contract.

In the event of such termination of contract, HLL will be entitled to invoke SECURITY DEPOSIT provided by the Bidder.

#### **17. INDEMNITY CLAUSE**

The bidder shall indemnify and hold harmless the Purchaser from and against all claims, liability, loss damage or expense, including counsel fees arising from or by reason of any actual or claimed trade mark, patent or copy right infringement or any litigation based thereon with respect to any part of the items covered by the Contract, and such obligations shall survive acceptance of payment for the items

#### **18. INTERNAL DISPUTE SETTLEMENTS**

In the event of any dispute the same shall be referred to the Vice President (HR), HLL Lifecare Limited, Corporate & Registered Office, Poojappura, Thiruvananthapuram 695012. The decision of Vice President (HR) in the matter shall be final and binding.

#### **19. CANCELLATION OF TENDER & VEHICLES**

- a. The tender is liable to be suspended or cancelled at any time and at any stage at the discretion of the company without assigning any reason.
- b. HLL also reserves right to accept or reject any particular bid found to be forged or incorrect at any time and at any stage at the discretion of the company without assigning any reason.
- c. HLL also reserves right to cancel any particular vehicle provided by the successful bidder without assigning any particular reason and in such cases successful bidder is bound to provide alternate vehicles, meeting the tender requirement.

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- d. The company reserves the right to cancel the bid or to award the bid to one or more bidders fully or partially at its discretion.
- e. HLL Lifecare Limited reserves the right to reject any or all the bids without assigning any reason.

## **20. RESOLUTION OF DISPUTES**

HLL jointly with the bidder will try to resolve the disputes. If the dispute couldn't be resolved even after taking all the efforts taken by the company, this will be taken to the judiciary. The jurisdiction of any disputes, suits and proceedings arising out of this Tender shall be only in the court of Thiruvananthapuram.

**Vice President (HR)**

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**SCHEDULE- E**

**SPECIAL CONDITIONS FOR HIRING PASSENGER CARS FOR OFFICIAL USE**

**ON CONTRACT BASIS**

- 1) All the vehicles provided to HLL must be registered in the state of Kerala.
- 2) The vehicle should be registered **on or after 01.01.2022 and the vehicle should not have covered more than 50,000 KMs.**
- 3) The vehicle should be either Petrol / Diesel/ CNG variant with a functional A/C system.
- 4) The vehicles provided should be roadworthy, in good mechanical condition, with valid Registration, Road Permit, Road Tax & Insurance, to carry out the passenger transportation and should be made available for inspection during the bid process if required. The copy of RC Book, Road Tax receipt, Insurance, Fitness Certificate, All Kerala Taxi Permit & Pollution Under Control Certificate duly self-attested shall be submitted along with bid document for the offered vehicles.
- 5) The bidder shall provide the same vehicle offered (as per bid specification only) at the time of bid submission (ensure to continue to provide the same vehicle offered in bid document– RC details attached in the bid document).
- 6) The vehicle should be parked in HLL premises when not in use during out of office hrs including holidays. The vehicle shall be kept at the disposal of HLL Lifecare Limited, Corporate & Registered Office, Poojappura for 24 Hrs.
- 7) The vehicles shall be provided for all the days including Sundays & holidays. Alternate Sundays may be given off at the discretion of the company. One day will be OFF, preferably on Second Saturday for servicing the vehicle.
- 8) Name boards as per RTO/KMVD rules i.e. “On contract with HLL Lifecare Limited, Government of India” to be displayed 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. No other stickering or branding shall be allowed on the hired vehicles.
- 9) Regular availability of fuel in the vehicles should be always ensured by the successful bidder.
- 10) The vehicle should be cleaned daily (both inside & outside). The vehicle should be serviced once in a month & the service report should be submitted to the HR department at HLL Lifecare Ltd, Corporate Office. The vehicle should be taken out for service only on holidays.
- 11) In case of any accident the bidder will be solely liable and HLL will not have any liability for damage or compensation.
- 12) The bidder 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 bidder shall make alternative arrangements to provide substitute vehicle of the same category at his expense, (ensure to continue to provide the vehicle having same period of Year of Registration, Make, Model etc, bid document – RC details attached in the bid document) roadworthy, in good condition, and should have valid Registration, Road Permit, Road Tax and Insurance, to carry out the passenger transportation failing which the amount borne by the company to arrange a vehicle, will be recovered from the bill of the bidder.
- 13) The odometer indicating the kilometer should be accurate and in working condition as per the regulations of the RTA concerned. The kilometer reading will be recorded at the CHO premises

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ie. kilometer at the time of going out of CHO and at time of returning to CHO. 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.

- 14) Logbook will be kept in the 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.
- 15) The driver shall fill in the trip sheet forms made available from the Security Gate.
- 16) The bidder shall solely be responsible for compliance of statutory and non-statutory requirements involved in providing the vehicle on monthly rental.
- 17) In case of failure in providing the vehicle for any reason, deduction will be made from the bidders monthly bills, as penalty, in following manner.
  - a) Failure to provide the vehicle per day : Amount Rs.2500/vehicle
  - b) Failure to provide the vehicle for half day : Amount Rs.1250/vehicle
- 18) 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.
- 19) The vehicle should be able to undertake long trips both inside and outside the state at short notice, i.e. on telephonic information for which contact telephone numbers (both land line No. and mobile No. of both the bidder and the driver) are to be clearly indicated in the bid form.
- 20) Successful bidder shall provide driver with mobile a valid mobile number having both incoming & outgoing facilities at his own cost for the communication purpose.
- 21) Successful bidder shall also provide list of drivers with their active mobile number, address proof, proof of age, copy of valid License, Badge, copy of the bank pass book and police clearance certificate before the commencement of contract.
- 22) The age limit for drivers with respect to this bid shall be between 25 to 65 years. HLL reserve the right to accept or reject any driver supplied by the successful bidder without assigning any reason thereof.
- 23) The drivers of the vehicle should be well-behaved and hold a valid driving license. In case the company decides to change the driver, the bidder should provide substitute immediately.
- 24) The drivers must also observe all the etiquette, protocol while performing the duty. The driver must carry a photo identify card provided by the Successful bidder/service provider and preferably in uniform.
- 25) HLL will not provide accommodation facility for the drivers.
- 26) If a driver is found under the influence of alcohol or substance abuse while on duty, the bidder shall immediately disengage the driver from duty on intimation to the Company authorities. A suitable replacement shall be immediately provided in such cases.
- 27) The vehicle must be run as per the requirement of the company. In case of halting outside Thiruvananthapuram district an additional amount of Rs 400.00 per day will be paid as an allowance to the driver.
- 28) In the event of any dispute the same shall be referred to the Vice President (HR), HLL Lifecare Limited, Corporate & Registered Office, Poojappura, Thiruvananthapuram 695012. The decision of Vice President (HR) in the matter shall be final and binding on all the suppliers / bidders.

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- 29) The company reserves the right to terminate the contract in case of any default or violation of contract terms by serving notice to the successful bidder at their office address/ email.
- 30) The rate finalized against the bid shall remain firm and valid 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.

The Formula to arrive at the revised rate whenever there is an increase/decrease in the rate of Petrol / Diesel / CNG (by Rupees one or more)

Current Rate of Petrol / Diesel / CNG = A

Increased / Decreased rate = B

Difference = B – A

% of Increase / Decrease rate =  $\frac{B - A}{A} \times 100 = X$

Rate increase / Decrease from current rate of 60 % of X = Y %

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

The reference rate for Petrol / Diesel/ CNG rates for this tender will be the retail rate as on opening date of the tender (the retail rate of Petrol / Diesel / CNG rates at Thiruvananthapuram)

- 31) The company reserves the right to cancel the bid or to award the bid to one or more bidders fully or partially at its discretion.
- 32) Any delay in receipt of the bid will be at the bidder's risk. HLL Lifecare Limited reserves the right to reject any or all the bids without assigning any reason.

**Vice President (HR)**

Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**SCHEDULE- F**

**DETAILS OF THE VEHICLES BEING OFFERED FOR HIRING**

SI No	Make & Model of Vehicle Offered	Regn. No & Year of Manufacturing	Total Running KMS	Status of Vehicle (Own/ Attached)
I	<b>SEDAN – 5-Seater (A/c)</b> <b>(MARUTI SUZUKI DZIRE / HONDA AMAZE or equivalent)</b>			
1				
2				
3				
4				
5				
II	<b>MPV- 7-seater (A/c)</b> <b>MARUTI SUZUKI ERTIGA/ MARUTI SUZUKI XL6 / TOYOTA RUMION / RENAULT TRIBER or equivalent</b>			
1				
2				
3				
4				
5				
6				

All the information provided herein is true and correct.

Place:

Date:

NAME & SIGNATURE OF THE BIDDER



Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**SCHEDULE- G**

**INDEMINITY CLAUSE**

If the supplier/bidder fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the purchase order, the supplier/bidder 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 equipment at agreed quantity and rate with in the time specified in the purchase order. The company will initiate legal action if the supplier/bidder fails to execute the purchase order as per the schedule in the purchase order for the actual loss suffered. Responsiveness of the bid shall be at the discretion of HLL. The supplier/bidder shall have no right to change the conditions stipulated in the Purchase Order. Bid pronounced Non-Responsive by HLL shall be summarily rejected. The decision of HLL will be final and no correspondence of this shall be entertained. We have read and understood the above conditions and agree to abide by the same.

Place:

Name and Signature of the Bidder

Date:

(With Office Seal)

Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**SCHEDULE - H**

**DECLARATION**

I / We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above bid (both expressed and implied) in full and that we agree to abide by all without any deviation.

Seal of the Bidder

Signature  
Name and Address of the Bidder

Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**SCHEDULE- I**

**Bid Security Declaration Form (For MSE bidders)**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To

I/ We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of THREE years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the bid, my/our bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed :

Designation :

Name :

(Duly authorized to sign the bid for an on behalf of .....)

...

Date:

*Corporate Seal*

Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**SCHEDULE- J**

**DECLARATION OF NON-BLACK LISTING**

Date \_\_\_\_\_

Reference : HLL/CHO/HR/VEHICLES-2/2026 dated 21.01.2026

Subject : Declaration of non-blacklisting –reg

Sir,

In response to tender under reference, I/we hereby declare that presently our firm is having unblemished service record.

I/we further declare that our firm is not blacklisted /debarred and not declared ineligible for any reason (including corrupt & fraudulent practices) by any central /state govt. department, Public Sector Undertakings, Autonomous Bodies, academic institutions and commercial organizations in past five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any action that may be taken, my/our performance security and due, if any may be forfeited in full and the work order of the contract may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**SCHEDULE- K**

**DECLARATION ON NO POLICE/CIVIL/CRIME CASE**

Date \_\_\_\_\_

Reference : HLL/CHO/HR/VEHICLES-2/2026 dated 21.01.2026

Sir,

In response to tender under reference, I/we hereby declare that presently our firm is having unblemished service record.

I/we further declare that our firm is not having any Police/Civil/Crime Case in any Police Station/Court/other agencies in past three years with any central /state govt. department, Public Sector Undertakings, Autonomous Bodies, academic institutions and commercial organizations in past five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any action that may be taken, my/our performance security and due, if any may be forfeited in full and the work order of the contract may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**SCHEDULE - L**

**PRICE BID**

**As per BoQ, to be uploaded in GEM portal**

**The bidders shall NOT QUOTE ANY PRICE along with TECHNICAL BID.**

**REMARKS: -**

- Bidder quoting the Lowest Price and conforming to all the conditions in the minimum eligibility criteria will be considered as the successful bidder in the respective fuel category.
- Rate for Extra KMs and Bata will not be considered for Rate Comparison.
- Rate will be valid for 90 days from the date of Price Bid Opening.
- Specify Petrol / Diesel/ CNG rates in Thiruvananthapuram Dist.

Place:

Date:

Signature:

**Name and Address of the Bidder**

Tender No: HLL/CHO/HR/VEHICLES-2/2026

Dated: 21.01.2026

**SCHEDULE - M**

**RATE FOR MISCELLANEOUS TRIP (ON CALL BASIS)**

**As per BoQ, to be uploaded in GEM portal**

**The bidders shall NOT QUOTE ANY PRICE along with TECHNICAL BID.**

**Excel (BoQ) to be Uploaded as Finance Document in GeM portal**

Place:

Signature:

Date:

**Name and Address of the Bidder**