

एचएलएल लाइफकेयर लिमिटेड /HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) / (A GOVT.OF INDIA ENTERPRISE)

निगमित एवं पंजीकृत कार्यालय, एचएलएल भवन, पूजप्पुरा पी.ओ.
Corporate & Registered Office, HLL Bhavan, Poojappura P.O.,
तिरुवनंतपुरम/ THIRUVANANTHAPURAM-695 012

दूरभाष सं./ Phone No: 0471 2354949, 2354219, 2356352, ई-मेल/E mail: hrcho@lifecarehll.com

सीआईएन : यु25193केएल1966जीओआई002621

CIN: U25193KL1966GOI002621

निविदा सं. : एचएलएल/सीएचओ/एचआर/वाहन/2025-26

दिनांक/Dated: 16/09/2025

Tender No: HLL/CHO/HR/VEHICLES/2025-26

Dated: 16/09/2025



INVITATION OF BID

FOR

HIRING PASSENGER CARS ON CONTRACT BASIS

Tender No: HLL/CHO/HR/VEHICLES/2025-26 dated:16/09/2025

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BID NOTICE

Sub: - Hiring Passenger Cars on Contract basis reg: -

E - bid under open **TWO BID** system (Technical and Price) are invited from Registered Firms / Companies / Agencies / Individuals for providing the following vehicles **registered on or after 01.01.2022 (The vehicle should not have covered more than 50000 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	MARUTI SUZUKI DZIRE/ HONDA AMAZE – PETROL / CNG A/C or equivalent	5
MPV 7-seater	MARUTI SUZUKI ERTIGA/ MARUTI SUZUKI XL6 / TOYOTA RUMION / RENAULT TRIBER - PETROL / CNG A/C or equivalent	6

Date of publishing of Bid documents

: 16/09/2025

The Last date of receipt of Bids

: 22/09/2025, 2.00 PM

1. The bidder shall furnish, as part of this bid, Earnest Money Deposit (EMD) for an amount of Rs.5,000/ per Vehicle. **Bid without EMD will be summarily rejected.** 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.

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2. The EMD of the unsuccessful bidder will be discharged/returned as promptly as possible but not later than 30 days after the expiry of the period of the bid validity.
3. 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.
4. SSI/MSE units must submit a Bid Security Declaration Form to avail Bid Security exception. The offer shall be firm 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.
5. 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.
6. 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.
7. 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.
8. Each page of ATC shall be signed by the authorized signatory of the Bidder uploaded in GEM portal.
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.

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10. Any changes regarding the extension of bid time etc. shall be communicated through GEM Portal only.
11. Vice President (HR & SP), 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 & SP)

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SCHEDULE- A

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

- 1) The bid is open to individuals, sole proprietorships, partnerships, registered firms, or companies, having a minimum of two (2) years' experience in providing passenger vehicle services on contract to reputed organizations. Documentary evidence such as work orders or service agreements shall be submitted as proof of experience.
- 2) All vehicles must be registered in the state of Kerala in the name of the individual / proprietor / partner / firm / company.
- 3) The vehicle should be registered **on or after 01.01.2022 and the vehicle should not have covered more than 50000 kms.**
- 4) The vehicle should be either Petrol / CNG variant with a functional A/C system.
- 5) 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.
- 6) Document of the above transactions completed successfully by the bidder shall be submitted along with the bid.
- 7) The rate should be quoted in the enclosed format.
- 8) **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.**
- 9) The successful bidder shall remit an amount of Rs.10,000/- per vehicle as Security Deposit while entering into the contract/agreement.

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- 10) 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.
- 11) 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) along with driver having valid license and badge, if any, good vision and good character.
- 12) 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.
- 13) Regular availability of fuel in the vehicles should be always ensured by the successful bidder.
- 14) 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.
- 15) In case of any accident the bidder will be solely liable and HLL will not have any liability for damage or compensation.
- 16) 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.
- 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 |

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- 18) The bidder should not offer vehicles which are already under contract with other units of HLL.
- 19) 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.
- 20) Monthly payments will be made subject to submission of the preceding month's rental bills on or before 5th working day of every month. The payments will be released within 7 days of bill submission.
- 21) 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. The supplier/bidder should also ensure that wages not less than the minimum wages applicable are paid to the driver. Certificate to this effect shall be submitted by the bidder along with the monthly bill. PF & ESI coverage as applicable shall be the responsibility of the bidder.
- 22) The charges for additional Kilometers, if any, will be paid every month at the rates finalized.
- 23) Failure to supply vehicles continuously for a period of seven days will be treated as breach of contract and the Security Deposit will be forfeited. Under such circumstances, HLL reserves the right to make alternate arrangements to hire vehicles/enter contract with alternate vendors to cover the shortage of vehicles and the successful bidder shall agree to the same.
- 24) 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 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.
- 25) 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.

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- 26) The driver shall fill in the trip sheet forms made available from the Security Gate.
- 27) 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.
- 28) 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
- 29) 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.
- 30) 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.
- 31) 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.
- 32) 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.
- 33) The normal working hours, weekly days and Minimum Distance in Kilometers will be as detailed below:

Both Sedan & MPV vehicles are required to run as per need / requirement by the company from time to time, 7 days a week from 08:00 AM to 08:00 PM or as and when required by the company. The bidder must quote the rate for both Sedan & MPV type vehicles based on a minimum running kilometers of 1200 kilometers in a month.

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- 34) 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.
- 35) 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.
- 36) The Supplier / bidder should have their regional / local office in Trivandrum city. The address & contact details including the name & valid phone number of the office in-charge should be provided to the Company. In the case of individuals/proprietorship, their residence address will be taken as the official address.
- 37) HLL reserves the right to opt for the type of fuel for the hired vehicle.
- 38) The age limit for drivers with respect to this bid shall be between 25 to 65 years
- 39) In the event of any dispute the same shall be referred to the Vice President (HR & SP), HLL Lifecare Limited, Corporate & Registered Office, Poojappura, Thiruvananthapuram 695012. The decision of Vice President (HR & SP) in the matter shall be final and binding on all the suppliers / bidders.
- 40) The company reserves the right to terminate the contract in case of any default or violation of contract terms by serving a 1 month notice to the successful bidder.
- 41) 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 / CNG (by Rupees one or more)

Current Rate of Petrol / 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 %)

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

- 42) 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.
- 43) 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.
- 44) The bid in sealed covers, duly superscribed as **“Bid for Hiring of Passenger Cars”** should be submitted to the **Vice President (HR & SP), HLL Lifecare Limited, Corporate & Registered Office, Poojappura, Thiruvananthapuram – 695 012, Ph: No: (0471) 2354949, 2354219, 2356352.** The last date of receipt of sealed tender is **22/09/2025, 2.00 PM.**
- 45) 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.
- 46) 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 & SP)

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Dated: 16/09/2025

SCHEDULE B

GENERAL INFORMATION

1. Tender No. : HLL/CHO/HR/VEHICLES/2025-26

2. Name and Address of Bidder :

GST No. (if any) :
PAN No :
Aadhar No :
Contact Phone No.- Office :

Resi. :

Mobile :

3. Details of EMD paid :

4. Bank account details :

a) Name & Address of your Banker(s) :
b) Account No :
c) IFS Code Any other details :

5. Are you a MSME vendor? :

If yes, please mention,

a) Your social category (SC/ST/OBC) :
b) Whether you are a women Entrepreneur:
c) Udyam No :

All the information provided herein is true and correct.

Place:

Date:

NAME & SIGNATURE OF THE BIDDER

एचएलएल लाइफकेयर लिमिटेड /HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) / (A GOVT.OF INDIA ENTERPRISE)

निगमित एवं पंजीकृत कार्यालय, एचएलएल भवन, पूजपुरा पी.ओ.
Corporate & Registered Office, HLL Bhavan, Poojappura P.O.,
तिरुवनंतपुरम/ THIRUVANANTHAPURAM-695 012

दूरभाष सं./ Phone No: 0471 2354949, 2354219, 2356352, ई-मेल/E mail: hrcho@lifecarehll.com

सीआईएन : यु25193केएल1966जीओआई002621

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SCHEDULE C

QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

1	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
2	Have you enclosed proof of remittance for Rs.5,000/- per vehicle towards EMD	Yes/No
4	Have you enclosed a copy of PAN & AADHAR Card?	Yes/No
5	Have you attached Bid Security declaration form if you are MSME/SSI Bidder	Yes/No

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Sr. No.	Class of Vehicle (SEDAN – 5-Seater)	Type of Vehicle (MARUTI SUZUKI DZIRE / HONDA AMAZE – PETROL / CNG A/C or equivalent)	Regn No & Year	Total KMS run/ Not applicable for newly registered vehicles
1				
2				
3				
4				
5				
Sr. No.	Class of Vehicle (MPV- 7-seater)	Type of Vehicle (MARUTI SUZUKI ERTIGA/ MARUTI SUZUKI XL6 / TOYOTA RUMION / RENAULT TRIBER / - PETROL / CNG A/C or equivalent)	Regn No & Year	Total KMS run/ Not applicable for newly registered vehicles
1				
2				
3				
4				
5				
6				

All the information provided herein is true and correct.

Place:

Date:

NAME & SIGNATURE OF THE BIDDER

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SCHEDULE- D

INDEMNITY 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 within 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:

Date:

Name and Signature of the Bidder
(With Office Seal)

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SCHEDULE - E

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

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Dated: 16/09/2025

SCHEDULE- F

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

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SCHEDULE - G

PRICE BID

(A) Vehicle Class: SEDAN TYPE – MARUTI SUZUKI DZIRE/ HONDA AMAZE – PETROL / CNG A/C or equivalent

(B) Vehicle Class: MULTI PURPOSE VEHICLE- 7-seater (MPV)- MARUTI SUZUKI ERTIGA/ MARUTI SUZUKI XL6 / TOYOTA RUMION / RENAULT TRIBER - PETROL / CNG A/C or equivalent

Details	Specify Quoted Vehicle Make / Model	Fuel type	Base rate per month for Sedan (in Rs) excluding GST	GST	Total	Base rate per month for MPV (in Rs) excluding GST	GST	Total	Rate for additional KM (in Rs)	Bata (in Rs)
Monthly Rate for 1200 KM for vehicle provided for 12 Hrs (8 AM To 8 PM) 7 Days in a Week		PETROL								

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Details	Specify Quoted Vehicle Make / Model	Fuel type	Base rate per month for Sedan (in Rs) excluding GST	GST	Total	Base rate per month for MPV (in Rs) excluding GST	GST	Total	Rate for additional KM (in Rs)	Bata (in Rs)
Monthly Rate for 1200 KM for vehicle provided for 12 Hrs (8 AM To 8 PM) 7 Days in a Week		CNG								

- 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.

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RATE FOR MISCELLANEOUS TRIP

Class of vehicle	Model	Base Rate for running upto 4 hrs / 40 kms	GST	Total	Rate for extra kms / hour	Base Rate for running upto 8 hrs / 80 kms	GST	Total	Rate for extra kms / hour	Bata
5 - Seater SEDAN	MARUTI SUZUKI DZIRE / HONDA AMAZE - PETROL / CNG A/C or equivalent)									

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7 Seater MPV	- MARUTI SUZUKI ERTIGA / MARUTI SUZUKI XL6 / TOYOTA RUMION / RENAULT TRIBER – PETROL / CNG A/C or equivalent									
7 / 8 Seater (MPV)	- INNOVA CRYSTA Diesel / Petrol									

- **Specify GST (%)**
- Specify Petrol / CNG rates in Thiruvananthapuram Dist (as on 01.09.2025): Rs:..... / per litre
- **Note: Rate quoted should be Base rate excluding applicable GST.**
- Out Station Bata is for the journey Beyond Thiruvananthapuram District Limit
- HLL reserves the right to opt for the type of fuel for the hired vehicle

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DECLARATION BY BIDDER

I / we agree to provide the vehicle as per the terms and conditions mentioned and at the rate quoted above.

Place:

Signature:

Date:

Name and Address of the Bidder