

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ. PEROORKADA. P.O.,
तिरुवनन्तपुरम - ६९५००५ THIRUVANANTHAPURAM-695 005
PHONE NO: 0471-2435013 / 2435325
EMAIL: materialspft@lifecarehll.com / materialsnt@gmail.com
GST No.32AAACH5598K2Z9

TENDER No : HLL/PUR/Mini Trucks/ 2019-2022

DATED: 25/04/2019

TENDER FORM

SUB: - **PROVIDING VEHICLES/MINITRUCK FOR TRANSPORTATION OF MATERIALS.**

Sealed Tenders are invited in prescribed format for supply of the following vehicles on monthly rental basis for a period of three years from June 2019 as detailed below for local transportation / collection of goods & materials from & to HLL facilities at the following locations or within Trivandrum District.

1. Peroorkada Factory, Trivandrum-5 (1 vehicle)
2. HLL Unit, Balaramapuram. (1 vehicle)
3. Any other locations as specified by HLL.

Vehicle requirement / Timing:

Sl. No.	Category of Vehicle	No. of vehicle	GVW	Timing	Km
1	Tata Ace /Ashok Leyland/Mahindra/ similar type of vehicle (4 WHEELER)	2 Nos	Minimum 1450	9.00 am to 6.00 pm	1800Km / Month

The tender documents can be collected from the office of the undersigned between 10.00 A.M. to 5.00 P.M. on all office working days up to 09/05/2019 (3.00 P.M.) on payment of Rs.560/-, inclusive of Sales Tax, towards cost of Tender Form by DD in favor of HLL Lifecare Limited payable at Thiruvananthapuram.

Bidders registered under MSE (micro and small) upon submission of copy of their Udyog Adhar along with Tender will get exemption from Tender fees and EMD.

The tender documents can also 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.560/- drawn in favour of HLL Lifecare Ltd., payable at Trivandrum towards the cost of tender documents, along with the Bid. The Tenders not accompanied by the DD for Rs. 560/- will be summarily rejected.

The last date of issue of Tender documents : 09.05.2019, 2.00 PM
The Last date of receipt of Tenders : 09.05.2019, 3.00 PM
Date of opening of Tenders : 09.05.2019, 3.30 PM

Sr. Manager (Purchase)

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TERMS AND CONDITIONS

1. The Contractor should be the owner of the vehicle – Tata Ace/Ashok Leyland /Mahindra/ similar type of 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.
2. The Contractor has the sole responsibilities for providing Tarpaulin and ropes of good quality necessary to cover and tie the goods/materials of the company whenever transported in his vehicle safely to take to the destinations is his sole responsibility.
3. The vehicles offered should be registered within 8 years prior to the date of Tender publication.
4. The Calculation of Kilometers will be for running the vehicles to transport the goods/materials to various units of the Company in the Thiruvananthapuram District. It will be taken as Kilometer reading while starting from Peroorkada Factory and back. The total kilometer will be arrived at only after verifying the details in trip sheet irrespective of reading shown by the odometer of the vehicle.
5. Contractor should maintain daily Log Book indicating Kilometers run and hours.
6. It is agreed to by the Contractor that the Company shall make statutory deductions from the amount payable to him as per the provisions of law.
7. The Contractor should ensure that if the vehicle provided is found not operational or with any mechanical trouble or otherwise or lack of driver etc. the Contractor shall provide to the Company another vehicle of good operational condition and shall make good the loss or damage or difficulty, if any, experienced by the Company on this account, and the quantum of loss or damage shall be fixed at the discretion of the Company and the same shall be adjusted in the monthly payment to the Contractor.
8. If for any reason, which is attributable to the Contractor, the Company is put to any loss, damage or inconvenience or difficulty, the vehicle Contractor shall indemnify the Company and the Company will have the Absolute right to decide the quantum of loss or damage or to compute the loss / damage in terms of money and the Company shall have the right to recover the loss, damages etc. as stated above from the EMD / Security Deposit or any other amount payable to the vehicle Contractor under this contract or from his assets both movable or immovable.

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9. The vehicle Contractor shall provide the driver for the vehicle and shall also provide cleaner if required and the driver shall be with valid driving license and badge, good vision and free from any disease and the cleaner as the case may be, shall be an employee of the Contractor and that there shall be no employer-employee relationship between the driver/cleaner and the Company. It is further laid down that the Contractor shall be responsible and liable for all dues and benefits including wages, EPF & ESI contribution payable to his employees.
10. 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, Valid Fitness Certificate, Valid Goods carriage permit and Pollution Certificate duly attested by a Gazetted officer 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.
11. The vehicle should be provided with open body.
12. 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 case of any loss or damage to the goods in transit, the cost of the material along with penalty equal to 3 times the cost will be recovered from the contractor, from the amount payable to him/her or from security deposit made by him/her to the Company.
13. The Bidder is expected to examine all instructions, forms, terms and conditions given in the Bidding documents. Failure to furnish all information and documents 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.
14. The Contractor should have GST Registration (if applicable) and produce copy of the Registration Certificate to the Company before commencement of the Work.
15. The breakup of the rate should be furnished in the price bid. Income tax as applicable will be deducted.
16. In the event of vehicle being detained overnight at locations other than PFT in loaded condition, halting charge of Rs.100/- per day will be paid.
17. The Contractor shall submit bills for payment on monthly basis and the bills will be paid within 10 days of receipt of the bills.

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18. Tender forms duly completed should be submitted along with **EMD** of Rs 5000/- by way of DD favoring HLL Lifecare Limited, Peroorkada, Trivandrum as detailed below:.
19. Tender received without EMD is likely to be rejected.
20. The tenders shall be complete in all respects. Incomplete tenders are likely to be rejected
21. **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. The rate for the vehicles should be quoted on Monthly basis considering the distance indicated in the tender.
21. The vehicles are expected to run the minimum fixed kilometer per month. In case of under-utilization in a particular month, the shortfall in running kilometers will be carried forward to the following month and adjusted against excess utilization during the quarter.
22. In case of additional utilization, (KM's) run over and above the fixed minimum monthly kilometers, payment for the additional kilometers will be made at the end of each quarter after adjusting shortfall in utilization during the period.
23. In case of failure to place vehicle on any working day, pro-rata rent along with penalty @15% of per day rent will be recovered. Pro rata rent will be calculated by dividing the agreed monthly rate divided by the number of days of the month.
24. Normally the vehicles are not required on Sundays and Public holidays. If the vehicles are used on Sundays & public holidays an additional amount of Rs. 500/- per day over and above the monthly rate will be paid.
25. The company retains the right to have a panel of transporters and allocate loads to the transporter in the panel as per requirement.
26. Tender forms can be collected from the **Purchase Department**, HLL Lifecare Limited, Peroorkada, Trivandrum-5 between 10.00 am and 3.00 pm from 25/04/2019. The documents can also be downloaded from our website (www.lifecarehll.com).
27. The Contractor shall deposit **Rs.6,000/-** as Security Deposit. The EMD of the successful bidder will be adjusted against Security Deposit and the bidders are

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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. The draft of the agreement to be signed is available with the HR Department of the Peroorkada Factory and the contractor can refer and understand it before submitting bid for the tender.

28. **Forfeiture of Security Deposit:** The security deposit shall be forfeited, in the event of failure on the part of contractor to place the vehicles regularly as per requirement / make available the required number of vehicles 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.

29. The rate quoted should be firm 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 by more than Rupee one, in the manner as given below:

Diesel / Petrol rate increase /decrease calculation:

a) Rate of the diesel / petrol at TVM on the tender opening date will be considered as base rate for rate revision (R1).

b) Amount for rate revision(A) :

$$\text{Rate change per litre (R1-R2) X } \frac{\text{Total No of KM run}}{\text{Running KM per litre}}$$

$$\text{Revised rate} = \text{Quoted rate} + (A) \text{ in case of hike in rate and} \\ \text{Quoted rate} - (A) \text{ in case of decrease in rate}$$

The running KM per liter of diesel / petrol will be computed as under:-
Tata Ace/Ashok Leyland/Mahindra/similar type vehicle(4 wheeler) – 20Km

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. **The request for the revision should be submitted before 30th of the 1st month of the next quarter. Request submitted after this date will be rejected.**

30. Tenders duly completed in all respects should be submitted to SM (Purchase), HLL Lifecare Ltd., Peroorkada, Trivandrum latest by 2.30 pm on 09/05/2019. The Tender will be opened at 3.30 p.m. on the same day in the presence of Tenderers.

31. Tenders submitted by fax/e-mail will not be accepted.

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- 32.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.
- 33.The Unit Chief of Peroorkada Factory, Thiruvananthapuram, 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.
- 34.HLL will have the right to cancel the contract at any point of time, after giving 3 month's notice.
35. HLL reserves the right to examine and accept / reject any documents after the tender opening without assigning any reason.
36. 25% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSEs owned by SC or ST entrepreneurs and 3% is earmarked for procurement from MSEs owned by Women entrepreneurs. In the event of failure of SC or ST or Women entrepreneurs to participate in tender or meet tender requirements/conditions regarding price the same will be sourced from other MSE enterprises

Sr. MANAGER (PURCHASE)

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SCHEDULE - E

QUESTIONNAIRE TO BE FILLED
MINITRUCK

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 "Terms and conditions" in the Tender document?	Yes/No
2	Do you agree to provide Security Deposit for an amount of Rs.6000/- for each vehicle within 15 days of award of contract?	Yes/No
4	Have you attached the Declaration (as in SCHEDULE -H) along with this Bid?	Yes/No
5	Have you enclosed DD for Rs.5,000/- per vehicle towards EMD along with Technical Bid? If No,Copy of MSME certificate/Udyog Adhar shall be submitted)	Yes/No
7	Do you hold PAN Card and have enclosed the copy?	Yes/No
8	Do you hold GST and have enclosed the copy?	Yes/No

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

Place
Date

NAME & SIGNATURE OF THE BIDDER

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SCHEDULE – H

DECLARATION

I/We confirm having read and understood all the vehicle 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 BIDDER

(Seal of the Bidder)

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PRICE BID

**SUPPLY OF VEHICLES /MINITRUCK FOR TRANSPORTATION OF GOODS
AND MATERIALS FOR HLL PFT AND BALARAMAPURAM**

1. Name & Address of the Tenderer:

e-mail:

Phone: Res:

Mob.:

PAN No:

Service tax registration No.

GST Registration No.

2. Details of EMD paid :

3. Details of Vehicle owned by the tenderer.

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

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**HLL LIFECARE LTD
(A GOVERNMENT OF INDIA ENTERPRISE)
PEROORKADA, THIRUVANANTHAPURAM – 5**

PRICE BID

**RATE SCHEDULE - SUPPLY OF MINI TRUCK/TATA ACE/ ASHOK
LEYLAND/MAHINDRA/ SIMILAR TYPE OF VEHICLE**

**TATA ACE/ ASHOK LEYLAND/MAHINDRA/ _or similar type of vehicle
(MINITRUCK) for transportation of goods & material for HLL PFT and
Balaramapuram Unit (from 9 am to 6.00 pm).**

Distance to be covered: 1800 km / month.

MAKE OR TYPE OF THE VEHICLE		
Sl.No	DESCRIPTION	Amount (Rs.)
2	Monthly rental charge for 1800km/month	
3	Tax	
4	Total monthly rental charge	
5	Rate per km for extra distance (km) covered in excess of 1800 km	

The rate quoted should be firm for a period of three years 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.

Signature of Tenderer:

Date: