

# **TENDER DOCUMENT**

**PROVIDING AC MULTI UTILITY VEHICLE ON  
CONTRACT BAISIS**

**AT**

**HLL LIFECARE LTD,**  
Plot No.16, A/1, CSEZ, Kakkanad, Kochi, Kerala 682037

**Tender No. : HLL/KFC/VEHICLE/CONTRACT/2020-21**  
**DATE : 05/11/2020**

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)  
Plot No.16, A/1, CSEZ, Kakkanad, Kochi, Kerala 682037

**Tender No : HLL/KFC/VEHICLE/CONTRACT/2020-21**  
**Date : 05/11/2020**

**TENDER NOTICE**

**Sub:- Multi Utility Vehicles(A/C) on Contract basis-Reg: \_**

Sealed competitive quotations are invited from Agencies/Individuals for providing Multi Utility Vehicle four wheelers (Compact Sedan/Compact LMV (Swift Desire-Maruti, Tata Indigo, Tata Zest, Xcent-Hyundai, AmazeHonda, Etios Toyota, Ecosport-Ford or any other similar vehicles)to HLL LifecareLimited,Cochin for the next one year as per requirement. The vehicles should be registered after **January 2015** and in the name of the tenderer. The tender form and terms and conditions can be obtained from the HLL CochinFactory on production of DD for Rs.500/- drawn in favour of HLL Lifecare Limited payable at Cochin.

The tender documents are available in Company's website [www.lifecarehll.com](http://www.lifecarehll.com) also. Those who down load the Tender Documents from the website shall ensure that the Tender contains DD for Rs. 500/- drawn in favour of HLL Lifecare Limited payable at Cochin towards cost of Tender form. The Tenders not accompanied by the DD or receipt for Rs. 500/- will be summarily rejected.

The date of issue of Tender documents	:	05/11/2020, 10 AM
The last date of issue of Tender documents	:	12/11/2020, 1 PM
The Last date of receipt of Tenders	:	12/11/2020, 2 PM
Date of opening of Tenders	:	12/11/2020, 3 PM

HLL reserves the right to change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.

SM (PURCHASE)  
HLL LIFECARE LIMITED-Cochin

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES FOR  
OFFICIAL USE ON CONTRACT BASIS**

1. The tenderer must be the owner of vehicles. The vehicle should be new and registered after **January 2015** Copies of the RC book are to be enclosed along with the Tender to prove the ownership and Registration year etc. The tender without such copies shall be summarily rejected.
2. The rate should be quoted in the enclosed Performa.
3. An EMD of Rs.5,000/- (Rupees five thousand only) should be submitted along with the Bid. The EMD shall be in the form of Demand Draft from a nationalized bank drawn in favour of HLL Lifecare Limited, payable at Cochin. Tender without EMD will be summarily rejected. EMD remitted will be forfeited if the successful tenderer withdraw from the tender after opening the Tender or fails to carry out the work, after work is awarded.
4. An amount of Rs.10,000/- is to be remitted as security deposit by the successful tenderer. The EMD of successful bidder will be converted to Security deposit and the will be required to remit only the balance amount within seven days of finalization of tender.
5. The Contractor shall provide the vehicle along with driver and keep the vehicle in good running condition. Supply of oil, fuel and payment of tax, insurance, non pollution certificate, service charges and other statutory and non-statutory requirements shall be the sole responsibility of the contractor.
6. The rates quoted shall include wages to the driver, cost of the fuel, maintenance charges, service tax and other charges if any for providing the vehicle in good running condition. In case of any accident or maintenance of the vehicle provided by the contractor, the same shall be attended by the contractor at own cost and responsibility and shall attend the same without any liability to HLL Lifecare Limited. In case, the vehicle entrusted cannot be made available due to breakdown, Inspection etc., the contractor shall make alternative necessary arrangements to provide substitute vehicle.
7. 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.
8. No advance will be made for the service provided by the contractor and the payment will be made only on monthly basis on presentation of bill after deducting statutory recoveries. The contractor should also ensure that minimum wages is paid to the driver and a certificate to this effect shall be rendered by the contractor along with the monthly bill.

9. The charges for additional Kilometers, if any, will be paid every month at the rate agreed upon for similar vehicles.

10. If the services of the contractor are not satisfactory, HLL Lifecare Limited reserves the right to cancel the contract. Any loss or difficulty or inconvenience to the company with regard to this contract due to the lapse from the contractor, the loss or inconvenience shall be the risk of the Contractor and the amount shall be deducted from the Security Deposit.

11. 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 providing vehicles from other sources will be deducted from the contractor from his monthly hire charges payable to him by the company from his security deposit. The penalty amount to be deducted will be the actual amount incurred towards hiring alternative vehicle.

12. In case of non-provision of vehicle continuously for a period of more than two days, it shall be treated as breach of contract.

13. 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 counted at the factory premises and kilometer for to and fro running to garage shall be fixed at the meeting of negotiation.

14. A Log book will be kept in Vehicle under the custody of the driver for verification with Company records in this regard.

15. The driver shall fill in the Trip Sheet forms made available from the Security Gate.

**16. The contract will normally be for a period of one year and liable to be extended for one more year.** The contractor shall provide the vehicles based on the requirement of the company.

17. On awarding the contract, the contractor 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 tenderers before filling the tender.

18. The drivers of the vehicle and the vehicle shall satisfy all statutory requirements applicable from time to time. Any laxity in the behaviour of the driver shall be treated as breach of contract resulting in cancellation of contract. The driver should wear uniform prescribed by the Company and shall be well behaved.

19. The additional vehicles hired shall be provided by the contractor within 15 to 30 mint after receiving the intimation. HLL Lifecare Limited reserves the right to increase or decrease the number of vehicles to be hired.

20 The rate for a month is for running of full days in a particular month. In case the utilization of the vehicles are lesser than the number of days in the particular month, the charges will be paid as **prorata basis** depending on the utilization days.

21. The vehicles shall be provided for all the days including Sundays and holidays. Alternative Sundays may be given off at the discretion of the company. One day will be off preferably on second Saturday for servicing the vehicle.

22. In the event of any dispute on this tender or contract the same shall be referred to the Unit Chief (KFC). The decision of Unit Chief in the matter shall be final and binding on all the tenderers/ contractors.

23. The rate finalized against the tender shall remain firm and valid till the completion of term of this contract 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 Diesel (by Rupees one or more)

Current Rate of Diesel = 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 of Diesel for this tender will be the retail rate as on opening date of the tender (the retail rate of Diesel at Cochin)

24. The company management has the right to cancel this tender or to award the contract to one party or to more than one party fully or partially at its discretion. The decision of Unit Chief (KFC) on the matter shall be final and binding on all tenderers.

25. The tender in sealed covers, duly super-scribed as “Tender for hiring Vehicles” should be addressed and reach the SM(Purchase), Kakkanad Factory, Cochin, Plot No.16-A/1 CSEZ, Kakkanad P. O. Ernakulam – 682 037, Kerala, India. Ph: +91 484 2413999. Any kind of delay in receipt of tenderers will be at the tenderers risk and responsibility. HLL Lifecare Limited reserves the right to reject any or all the tenders without assigning any reason. The last date of receipt of sealed tender is on **12.11.2020** at **2 PM** and the same will be opened on **12.11.2020** at **3 PM**.

Senior Manager (Purchase)

**HLL LIFECARE LIMITED**  
(A Government of India Enterprise)

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

**TENDER FORM**

1. **Tender No.:** HLL/KFC/VEHICLE/CONTRACT/2020-21 dated: 05/11/20

2. **Name and Address of Tenderer :**

**Contact Phone No.- Office :**

**Resi. :**

**Mobile :**

3. **Details of EMD paid :**

4. **Details of Vehicle owned by the tenderer.**

SI.No	Type of vehicle	Reg. No.	Year. Of Regn.
1	Swift Desire		
2	Maruti, Tata Indigo		
3	Tata Zest		
4	Xcent-Hyundai		
5	Etios Toyota,		
6	AmazeHonda,		
7	Other similar type vehicle		

5. Rate to be Quoted :

(a) Swift Desire

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(b) Maruti, Tata Indigo

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(c)Tata Zest

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(d)Etios Toyota,

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(e) Amaze Honda,

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

(f) Other similar type vehicle

<b>AC VEHICLES</b>			
Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM if vehicle is provided for 12 hrs.	Rs.	Rs.	
Monthly rate for 2500 KM if vehicle is provided for 24 hrs. (With 2 drivers)	Rs.	Rs.	

6.

Other conditions, if any, the Tender wants to make :	
--	--

**DECLARATION BY TENDERER**

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**