

HLL/KFC/PROC./LMV/2021-23

DATED 26.07.2021

**HLL LIFECARE LIMITED
PLOT NO.16-A/1 CSEZ,
KAKKANAD P O ERNAKULAM -682037,
KERALA, INDIA**

PHONE: +91 484 2413999

**INVITATION FOR BIDS
(TECHNICAL BID)**

**LIGHT MOTOR VEHICLES ON CONTRACT BASIS
AT
HLL LIFECARE LIMITED,
KAKKANAD
COCHIN**

TENDER NOTICE

Sealed competitive quotations are invited under open two bid system (Technical and Price) for providing Light Motor Vehicles at HLL Lifecare Limited, Kakkanad Factory, Kochi as per details given below::

Sl.No.	Name of the Item	Tender No. & Date	Last Date & Time of Submission of Tender	Date & Time of Opening of Tender
1	Supply of Light Motor Vehicle viz., (Dzire, Innova & any other SUV's) for HLL Lifecare Limited, Kakkanad Factory for a period of two years -2021-23	HLL/KFC/PROC./LMV/2021-22 DATED 26.07.2021	07.08.2021 2.00 pm	07.08.2021 3.00 PM

The tender documents are available in Company's website www.lifecarehll.com also. Those who down load the Tender Documents from the website shall ensure that the Tender contains DD for Rs. 525/- 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. 525/- will be summarily rejected.

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 (PROUREMENT)
HLL LIFECARE LIMITED-COCHIN

**TERMS AND CONDITIONS FOR PROVIDING LIGHT MOTOR VEHICLES FOR
OFFICIAL USE ON CONTRACT BASIS**

1. The tenderer should be the owner of minimum 5 vehicles of Sl. No. 1, Page 2.
2. The Bidder should have a Registered Office with 24 Hrs. booking facility via Telephone, Mobile and Email.
3. Bidder should have executed contracts with minimum 3 (Three) reputed organisations and /or bodies similar to HLL in the last 2 years and the proof should be produced along with the Technical Bid.
4. Self-attested photocopies of the RC Books of vehicles offered for service by the bidder are to be enclosed along with the Technical Bid to prove the ownership and Registration year etc. Originals should be produced for verification.
5. The vehicle should be new and registered after January 2016.
6. Power of Attorney or Letter of Authority in case an authorized representative has signed the tender.
7. Enclose the duly signed acceptance form conforming that all terms & conditions of the Tender and certificate on period of validity for two years (sheet enclosed).
8. The Contractor should enclose self-attested photocopies of valid papers for all vehicles in connection with tax payment, insurance, non-pollution certificate and other statutory and non-statutory requirements. Originals should be produced for verification.
9. Bidders shall submit their bids in two parts (TECHNICAL BID and PRICE BID) as under:
 - 9.1 Both the bids shall be submitted in sealed covers separately. 'Tender Nos.' as well as "Technical Bid" and 'Price Bid' shall be super scribed on the respective covers in order to clearly identify between the 2 Bids. The two separately marked Bids enclosed in a single sealed cover with the respective tender mentioned thereon complete in all respect, addressed to the:

Senior Manager (P&S)
HLL Lifecare Limited
Plot No. 16-A/1, CSEZ, Kakkanad P O,
Ernakulam-37,
Kerala, India, Phone +91 484 2413999

10. The bid tender should reach us on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay if any, in the delivery of the bidding document or non-receipt of the same.
11. It may be noted that when the main cover is opened on the date and time scheduled for bid opening, only the TECHNICAL BIDS will be opened and read out in public.
12. Bidders whose technical bids are found strictly responsive will be informed of the date and time of opening of their price bids. Price bids of others will be returned to them unopened.
14. Even though the bidder meet the above qualifying criteria, they are subject to be disqualified if they have:
 - 14.1 Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

Note: -HLL does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

APPLICATION FOR PREQUALIFICATION

Name of Work: Light Motor Vehicles on Contract Basis

A. Name of bidder/Firm/Company:

1. Postal Address:

2. Telephone No.:

FAX:

E-Mail:

3. Year of commencement of Contract/Year of establishment of firm/Company:

B. In the case of Firm

1. Whether proprietary or partnership firm:

2. Name of Managing Partner:

3. Name of other partners:

Note: Attested copy of partnership deed to be enclosed

C. In the case of Company

1. Whether Private Limited or Public Limited Company:
2. Name of Managing Director:
3. Names of other Directors:

Note: Attested copy of Company Registration deed to be enclosed.

D. Enclose 2 Contract Copies from the client certified that the similar nature of contract. The Client list shall be enclosed.

Note: Details to be furnished in Annexure I

E. Enclose Contract Copies of the existing clients certified that the similar nature of contract. The Client list shall be enclosed.

Note: Details to be furnished in Annexure II

F. Has the bidder/ Firm/Company ever been black listed by the Govt /or the registering authority.

- i) If so, give the period and details.

G. Details of organization:

1. Drivers
2. Administrator/Manager
3. Receptionist:
4. Technicians:
5. 24X7 Contact No:
6. Mobile No:
7. Email ID
8. Other Non-Technical Management

(Details to be furnished in Annexure III)

H. Vehicle Details with Technical Specification:

(Details to be furnished in Annexure IV)

I. Terms & Conditions (Details to be furnished in Annexure V)

J. Acceptance Form (Details to be furnished in Annexure VI)

K. CERTIFICATE (To be furnished in Annexure VII)

I/We hereby certify that the details given in the application form and Annexure I to Annexure VI are correct to the best of my/our knowledge. I /We have no objection in contacting any of our clients for reference.

SIGNATURE OF BIDDER

With Official Seal

Place:

Date:

ANNEXURE - I

DETAILS OF WORK ORDER FOR SIMILAR CONTRACT DURING LAST 2 YEARS				
Sl. No.	Name of Client with full address, telephone numbers and nature of work	Contract Details.	Total Value of works completed	Period of Completion with dates (in months)
1				
2				

NOTE:

PARTICULARS OF CONTRACTS FOR GIVING VEHICLES ON HIRE EXECUTED WITH TWO ORGANISATIONS / BODIES SIMILAR TO HLL DURING THE LAST 2 YEARS

**SIGNATURE OF BIDDER
With Official Seal**

ANNEXURE - II

TOTAL NUMBER OF ONGOING CONTRACT IN HAND FOR SUCH WORKS			
Sl. No.	Name of Client with full address, telephone numbers and nature of work	Work Order details such as period, completion time, etc.	Value of Works

**SIGNATURE OF BIDDER
With Official Seal**

ANNEXURE III

Details of Organization

Drivers

Sl No.	Name	Driving License No	License Valid Till	Mobile No

Management/Administrator/Manager/Receptionist/Technical/Non-Technical

Sl No.	Name	Designation	Email	Tel.	Mobile No

24X7 Contact Details for Booking

Telephone	
Telephone	
Mobile	
Mobile	
Fax	
Email	
Others	

**SIGNATURE OF BIDDER
With Official Seal**

ANNEXURE V

Terms & Conditions

Bidder should submit self-attested photocopies with bidder's Office Seal of tax payments, insurance payments, non-pollution certificates and RC Books of all their vehicles at the time of Technical Bid Opening.

Bidder should submit self-attested photocopies with bidder's Office Seal on Service Tax Registration, PAN Card and other statutory and non-statutory requirements. The tenderer should be registered with Central Excise Department for providing vehicle hire service.

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 bidder, the same shall be attended by the bidder 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 for any other reason whatsoever, the bidder shall make alternative necessary arrangements to provide substitute vehicle.

The bidder should also ensure that minimum wages is paid to the driver provided to HLL Lifecare Ltd. and a certificate to this effect shall be rendered by the bidder along with the monthly bill.

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.

If the services of the successful bidder 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 successful bidder, the loss or inconvenience shall be the risk of the Successful bidder and the amount shall be deducted from the Security Deposit.

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 successful bidder from his monthly hire charges payable to him by the company.

ANNEXURE-V contd.

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 for starting and closing and no mileage will be allowed for any lunch or tea break of drivers.

A Log book/Sheet will be kept in Vehicles under the custody of the driver for verification with Company records in this regard. The driver shall fill in the Trip Sheet forms made available from the Security Gate of HLL Lifecare Ltd.

The contract will normally be for a period of two years. The successful bidder shall provide the vehicles based on the requirement of the company.

On awarding the contract, the successful bidder shall execute an agreement with HLL Lifecare Limited in the format prescribed by HLL on stamp paper of Rs.200/- (Rupees Two Hundred only). The draft Agreement available with HR Department shall be examined and fully understood by the bidders before filling the tender.

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.

The vehicles hired shall be provided by the successful bidder within 15 to 30 minutes after receiving the intimation. HLL Lifecare Limited reserves the right to increase or decrease the number of vehicles to be hired.

The payment will be on a monthly basis within 15 days, after the verification of the received invoices.

The vehicles shall be provided for all the days including holidays.

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

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 the Factory Unit Chief – HLL KFC on the matter shall be final and binding on all tenderers.

Preference to Make in India

Preference shall be given to local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a local supplier, should be as per relevant notification / order issued by the nodal ministry as available on the website of Department of Promotion of Industries and Internal Trade (DPIIT). If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted.

Verification of Local Content:

a) The supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self certification that the items offered meets the local content requirement for supplier, as the case may be. They shall also give the details of the locations (s) at which the local value addition is made.

b) In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 and subsequent amendment dated 16.09.2020 and any other amendments which may be made from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products.

Rule 144 (xi) of the GFR regarding restrictions on procurement from a bidder of a which mandates the bidder from a country sharing land border with India

Regarding restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**SIGNATURE OF BIDDER
With Official Seal**

ANNEXURE VI
ACCEPTANCE FORM

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

From

To

Senior Manager (Procurement)
HLL Lifecare Limited
Kakkanad Factory, CSEZ
Kakkanad P.O, Ernakulam - 682037,
Kerala, India

Dear Sir,

I / We hereby offer to provide vehicles based on the requests receiving from the Company or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open for TWO YEARS from the date of bid opening prescribed by the Purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications/requirements quoted in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

The following pages have been added to and form part of this bid.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

ANNEXURE VII

CERTIFICATE

I / we hereby certify that the information given with this bidding document is correct. If, at any stage, it is found to be incorrect, I / we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

SIGNATURE (S) OF BIDDER WITH SEAL

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

CHECK LIST FOR TECHNICAL BID

SI No.	Item	Yes/No	Remarks
1	Application of Prequalification duly filled, signed and sealed by the tenderer		
2	Enclosed Details of minimum three similar Orders Executed in last 3 years including certificate of performance from your customers – Annexure I		
3	Enclosed Details of ongoing Orders under execution – Annexure II		
4	Enclosed Details of Organization – Annexure III		
5	Vehicle Details with Technical Specification – Annexure IV		
6	Terms & Conditions – Annexure V		
7	Enclosed signed and sealed Acceptance Form – Annexure VI		
8	Enclosed Certificate signed and sealed – Annexure VII		

SIGNATURE OF THE BIDDER WITH SEAL