

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)  
पेरूरकडा पी.ओ. PEROORKADA. P.O,  
तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005  
PHONE NO: 0471 2437270,0471-2539329

EMAIL: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com),[materialsnft@gmail.com](mailto:materialsnft@gmail.com)

निविदा नं. एचएलएल/पीएफटी/क्रय/08/आर1/पी क्यु/ यात्री बस परिवहन सेवा

Tender No: HLEWS/PFT/PUR/PASSENGER VEHICLE TRANSPORT SERVICE

तारीख Dated : 23.10.2021

यात्री वाहन की परिवहन सेवा को प्राप्त करने के लिए निविदा  
TENDER FOR HIRING PASSENGER VEHICLE TRANSPORT SERVICE

तकनीकी वाणिज्यिक बोली  
TECHNO COMMERCIAL BID

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## निविदा सूचना

## TENDER NOTICE

विषय : ठेके के आधार पर यात्री वाहनों के लिए पर लेने के सम्बन्ध में:-

Sub: Hiring Passenger Vehicles on Contract basis reg:-

कर्मचारियों के परिवहन के लिए यात्री वाहन प्रदान करने के लिए इच्छुक एजेंसियों/व्यक्तियों से दो बोली प्रणाली (तनीपी-वाणिज्यिक बोलियां) के तहत मुहरबंद और उपरिलिखित निविदाएं/नोटेशन आमंत्रित किए जाते हैं। वाहनों को 1 नवंबर 2016 को या उसके बाद पंजीकृत किया जाएगा (विवरण नीचे दी गई हैं)। वाहन का उपयोग एचएलएल लाइफकेयर लिमिटेड, पेरूरकडा, तिरुवनन्तपुरम के पेरूरकडा फेक्टरी के कर्मचारियों के परिवहन के लिए किया जाएगा। ठेका 2 साल की अवधि के लिए होगा। इच्छुक पात्र बोलीदाता आधिकारिक वेबसाइट यानी [www.lifecarehll.com](http://www.lifecarehll.com) से निविदा दस्तावेज डाउनलोड कर सकते हैं

Sealed and super scribed tenders / quotations under two bid system (Techno – Commercial Bids) are invited from agencies/individuals interested for providing Passenger Vehicles for Transportation of staff. The Vehicles ( Details are given below) shall be registered on or after **1<sup>st</sup> November 2016**. The vehicles will be utilized for the Transportation of staff of Peroorkada Factory of HLL Lifecare Limited ,Peroorkada, Thiruvananthapuram. The contract will be for a period of 2 years.

Interested eligible bidders may download the tender documents from the official website i.e. [www.lifecarehll.com](http://www.lifecarehll.com)

### Details of Vehicle

Cat.No	Category of Vehicle	No of Vehicles
1	26 Seater Vehicle	2
2	49 Seater Vehicle	2

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The tender documents can be downloaded from our Website: [www.lifecarehll.com](http://www.lifecarehll.com). The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.525/- (inclusive of GST) drawn in favor of HLEWS, payable at Thiruvananthapuram towards the cost of tender documents, along with the Bid. The Tenders not accompanied by the DD for Rs.525/- will be summarily rejected.

निविदाओं की प्राप्ति की तिथि

The date of receipt of Tenders : 30.10.2021—3.00PM,

तकनीकी बोली खोलने की तिथि

Date of opening of Technical Bid : 30.10.2021---3.30PM

**उपाध्यक्ष (सोर्सिंग) VP(Sourcing)**

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### TECHNICAL BID

### QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA FOR PROVIDING PASSENGER VEHICLE

1	Details of vehicles offered Make: Number of Vehicles offered:	
2	Make: Number of Vehicles offered:	
3	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) Pollution Certificate.	Yes/No Yes/No Yes/No Yes/No Yes/No
4	Do you agree to provide Security deposit of 5% of the annual rate agreed per vehicle including tax on getting the contract ?	Yes/No
5	Have you enclosed a copy of PAN Card?	Yes/No
6	Have you enclosed the Tender Fee ?	Yes/No
7	Have you enclosed the duly filled up Tender Form?	Yes/No
8	Do you agree to provide drivers as per Tender document with valid licence, badge, Police Clearance Certificate from concerned Police Station & Traffic Police Station?	Yes/No
9	Do you agree to the terms and conditions given as	Yes/No

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	Annexure A	
10	Do you agree to the specific terms and conditions given as Annexure B.	Yes/No

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

**Place:**

**Date :**

**NAME & SIGNATURE AND SEAL OF THE  
BIDDER**

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**TERMS AND CONDITIONS FOR HIRING OF PASSENGER VEHICLE FOR  
STAFF TRAVEL ON CONTRACT BASIS**

- 1) The tenderer must be the owner of vehicles. In case of Firm / Company, the vehicle can be owned by the Firm/Company. The vehicle should be registered on or after **1<sup>st</sup> November 2016**. Copy of the RC book to be enclosed along with the tender to prove the ownership and year of Registration. In the case RC book is not available at the time of tender opening, and then the same shall be submitted within 30 days from the tender opening date. The vehicle should be diesel variant. The vehicles provided should be roadworthy, in good condition, and should have valid registration, road permit, records of having paid road tax and insurance, to carry out the passenger transportation. The copy of RC Book, Road Tax and Insurance paid Certificate, Fitness Certificate, and Pollution Certificate duly self-attested shall be submitted along with Tender document for the offered vehicles.
- 2) If the contractor is a firm / company, GST registration shall be produced if applicable.
- 3) The rate should be quoted in the enclosed format, for 26 seater and 49 seater separately. Based on the requirement as per Annexure A needed vehicle should be provided.
- 4) An amount equivalent to 5% of the annual rate agreed per vehicle including tax is to be remitted as security deposit by the successful tenderer.
- 5) The vehicle should be cleaned on a daily basis (both inside & outside). The vehicle should be serviced once in a month & the service report should be submitted to HLEWS at HLL Lifecare Ltd, Peroorkada. The vehicle should be sanitized and fumigated in each shift.

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- 6) The rates quoted shall include all costs associated with running of vehicle including fuel. The Contractor shall solely be responsible for compliance of statutory and non-statutory requirements involved in providing the vehicle on monthly rental.
- 7) In case of any accident the contractor will be solely liable and HLEWS will not have any liability for the damages or compensation.
- 8) The contractor 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 contractor shall make alternative arrangements to provide substitute vehicle of the same category failing which the amount born by the company to arrange a vehicle, will be recovered from the bill of the contractor.
- 9) The bidder should not offer vehicles which are already under contract with other units of HLL Lifecare Limited /Any unit other than HLL.
- 10) 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.
- 11) No advance will be given for the service provided by HLEWS and the payment will be made only on monthly basis on presentation of bill after statutory deductions such as Income Tax, others as applicable. The contractor should also ensure that wages not less than the minimum wages applicable is paid to the driver. Certificate to this effect shall be submitted by the contractor along with the monthly bill. PF & ESI coverage as applicable shall be the responsibility of the contractor.
- 12) Failure to provide vehicles continuously for a period of seven days will be treated as breach of contract and the Security deposit will be forfeited.
- 13) The meter indicating the kilometer should be accurate and in working condition as

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per the regulation of the Regional Transport Authorities concerned. 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) Log book will be kept in Vehicle under the custody of the driver for recording the distances of journeys performed and will be verified by HLEWS/Security gate.
- 15) The driver shall fill in the Trip Sheet forms made available from the Security Gate.
- 16) The contract will be for a period of TWO years.
- 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 One Hundred Only). The draft Agreement available with HLEWS of **HLL Lifecare Ltd , Peroorkada** shall be fully understood by the tenderers before filling the tender.
- 18) The tenderer should ensure that the drivers engaged are regular. The character and antecedent of the driver shall be verified and certified by the appropriate authority. The drivers of the vehicle should have good vision, should be well behaved and should hold valid driving license. In case the company decides to change the driver, the contractor should provide substitute immediately. The drivers engaged shall be of the age of 50 years or below. The contractor shall take Necessary Insurance coverage for the drivers engaged by him. The contractor should ensure that the drivers engaged by him are double vaccinated against covid.
- 19) The allotted vehicle and the driver supplied for the contract once and approved by HLEWS shall not be changed without prior approval during the period of the contract until otherwise instructed by HLEWS.



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20) The vehicles shall be provided for all the days including Sundays, and holidays, if required.

The vehicle has to run as per the requirement of HLEWS.

21) In the event of any dispute upto the tender finalization the same shall be referred to The Secretary, HLEWS, Peroorkada Factory, Thiruvananthapuram. The decision of The Secretary, HLEWS, Peroorkada Factory will be final and binding on all the Tenderers / Contractors. Similarly, in the case of any dispute further to placement of orders and order execution, the same shall be referred to Chief Security Officer / in-charge of HLL Lifecare Limited, Poojappura . The decision of Chief Security Officer / in charge will be final and binding on all the Tenderers / Contractors.

22) The company has the right to terminate the contract in case the performance of the contractor is not satisfactory, by any point of view, upon serving a '3 months' notice.

23) The rate finalized against the tender shall remain firm and valid for a period of **Two** 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.

24) There shall be no employer employee relation between HLEWS and the driver. The whole supervision and control of driver shall be with the contractor. They shall be employees of the owner of the vehicle (Contractor) only, not with HLEWS.

25) All the drivers supplied by the contractor shall have valid license and badge.

26) All the drivers supplied by the contractor should produce police clearance certificate from concerned police station and traffic police station.

27) Company reserve the right to award work order for one vehicle or two vehicle of each type on need basis.

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28) Diesel rate increase /consumption Norm :

a) Rate of the diesel at Thiruvananthapuram on the tender opening date will be considered as base rate for rate revision (R1), where as R2 is the revised rate.

b) Amount for rate revision(A) :

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

c) The running KM per liter of diesel will be computed for various categories of vehicles as under:-

Cat. no	Type of Vehicle(based on seating capacity)	Running KM per liter of diesel
1	26 Seater	
2	49 Seater	

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.

29) The company reserves the right to cancel the tender or to award the contract to one or more fully or partially at its discretion.

30) Any delay in receipt of tender will be at the tenderer's risk. HLEWS reserves the right to reject any or all the tenders without assigning any reason.

31) Tender by fax/e-mail will not be accepted.

32) HLEWS 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.

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33) This tender is a Two bid system. Price bids in the prescribed form duly completed in all respects shall be submitted in sealed cover super scribing-“Price bid for HIRING OF PASSENGER VEHICLE. Technical bid documents (All documents mentioned in the Questionnaire and others as mentioned in tender except the price bid format) completed in all respects (including Tender fee ) should be submitted in sealed cover super scribing- “Technical bid for HIRING OF PASSENGER VEHICLE”. The above two sealed covers should be put together in another big cover/envelope which should be sealed. This big cover / envelope shall be super scribed as “HLEWS /PFT/PUR/PASSENGER VEHICLE” with name of the tender “TENDER FOR HIRING OF PASSENGER VEHICLE ON CONTRACT BASIS” addressed to **the VP(Sourcing)**, PURCHASE SECTION, HLL LIFECARE LIMITED , PEROORKADA FACTORY, THIRUVANANTHAPURAM – 695005.

34) SSI/MSE units interested in availing exemption from payment of tender fee should submit a valid copy of their Udyog Aadhar registration certificate issued by the concerned DIC or NSIC along with technical bid. But the Party has to provide Security deposit if Tender is awarded to them.

35) 20% of annual procurement value will be sourced from Micro and Small Enterprises (MSE), out of which 4% is earmarked for procurement from MSE's owned by SC or ST entrepreneurs. In the event of failure of SC or ST entrepreneurs to participate in tender or meet tender Requirements / conditions regarding price the same will be sourced from other MSE enterprises.

36) Please ensure that no sensitive data pertaining to Price is enclosed in Technical bid cover.

**VP(Sourcing)**

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**ANNEXURE A-(TERMS&CONDITIONS)**

The time schedule given below should be strictly followed

<b>VEHICLE TRIP DETAILS</b>					
FROM	TO	NO. OF PASSENGERS	FROM	TO	NO. OF PASSENGERS
PEROORKADA FACTORY	EAST FORT		EAST FORT	PEROORKADA FACTORY	
			5.45 A.M	6.00 AM	25 TO 30 NOS
6.00 AM	6.15 AM	10	8.30 AM	9.00 AM	45
12.30 AM	1.00 PM	NIL	1.30 PM	2.00 PM	14
2.15 PM	2.30 PM	35	2.45 PM	3.00 PM	NIL
5.15 PM	5.30 PM	70(Max)	9.30 PM	10.00 PM	10
10.00 PM	10.15 PM	5			

Place :

Date :

Signature & seal of bidder

एचएलएल लाइफकेयर लिमिटेड HLL LIFECARE LIMITED  
(भारत सरकार का उद्यम) (A GOVT.OF INDIA ENTERPRISE)  
पेरूरकडा पी.ओ. PEROORKADA. P.O,  
तिरुवनन्तपुरम -695 005 THIRUVANANTHAPURAM-695 005  
PHONE NO: 0471 2437270,0471-2539329

EMAIL: [materialspft@lifecarehll.com](mailto:materialspft@lifecarehll.com),[materialsntf@gmail.com](mailto:materialsntf@gmail.com)

निविदा नं. एचएलएल/पीएफटी/क्रय/08/आर1/पी क्यु/ यात्री बस परिवहन सेवा

Tender No: HLEWS/PFT/PUR/PASSENGER VEHICLE TRANSPORT SERVICE

तारीख Dated : 23.10.2021

**ANNEXURE B-(SPECIFIC TERMS AND CONDITIONS)**

1. The card given to employees should be marked for the employees travelling for each trip. For those employees travelling without card, amount should be collected by issuing the tickets given by HLEWS and the collected amount should be deposited at HLEWS counter on daily basis.
2. The vehicle should not be older than 5 years. Based on the travelling members number capacity of the vehicle can be altered. As per Annexure A suitably seated vehicle for that particular trip need only be provided.
3. The service provider should submit the bill of previous month before 5<sup>th</sup> of every month.
4. For any clarifications please contact THE SECRETARY, HLEWS.

Place :

Date :

Signature & seal of bidder

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### TENDER FORM

Sl. No	Particulars	Documents to be given
1	Tender No.	
2	Name and Address of Tenderer	
3	Contact Details: Office Phone Mobile phone e-mail address	
4	Details of EMD paid	
5	PAN No	
6	GST registration	

Details of Vehicle owned by the tenderer. Documents to be given.

Sl. No	Type of vehicle(based on the seating capacity)	Reg. No.	Vehicle Make & Model	Year of Regn.	Insurance valid up to	Taxi service license valid up to
1	26 Seater vehicle					
2	49 Seater vehicle					

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### PRICE BID

Rate to be quoted (in Rs):

	26 Seater	49 Seater
(a) Monthly rate		
(b) GST		
Total monthly rental charge (a) + (b)		

### DECLARATION BY TENDERER

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

Place:

Date:

Signature and seal of bidder