

एचएलएल लाइफ़केयर लिमिटेड HLL Lifecare Limited
पेरूरकडा फैक्टरी Peroorkada Factory
तिरुवनन्तपुरम Thiruvananthapuram – 5

Tender No: HLL/PFT/PUR/VEHICLE/2015-16

Dated:08/06/2015

TENDER NOTICE

Sub:- Passenger cars on Contract basis Req:-

Sealed competitive quotations are invited from Agencies/Individuals for providing the following passenger cars registered after on or after 01st January 2015 on contract for a period of Five years at our Peroorkada Factory:-

Sl. No.	Category of Vehicle	No. of Vehicles
1	NISSAN TERRANO/ RENAULT LODGY/ RENAULT DUSTER – DIESEL A/C	1
2.	TATA BOLT / TATA ZEST / FORD ECOSPORT - DIESEL A/C	1

The tender documents can be had from the office of the undersigned between 10.00 A.M. to 2.00 P.M. on all office working days upto 15/06/2015 (2.00 P.M.) on payment of Rs.312/-, inclusive of Sales Tax, towards cost of Tender Form by DD in favour of HLL Lifecare Limited payable at Thiruvananthapuram.

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.312/- 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.312/- will be summarily rejected.

The last date of issue of Tender documents : 15.06.2015, 2.00 PM
The Last date of receipt of Tenders : 15.06.2015, 3.00 PM
Date of opening of Tenders : 15.06.2015, 3.30 PM

Any subsequent changes/amendments will be published only in our website.

Senior Manager (Purchase)

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**TERMS AND CONDITIONS FOR HIRING OF PASSENGER CARS FOR
OFFICIAL USE 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 January 2015. 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, then the same shall be submitted within 30 days from the tender opening date.
- 2) An EMD of Rs.5,000/- (Rupees five thousand only) per vehicle by way of Demand Draft favouring HLL Lifecare Limited, Trivandrum payable Thiruvananthapuram should accompany the tender. Tender without EMD will be summarily rejected.
- 3) The rate should be quoted in the enclosed format.
- 4) An amount of Rs.10,000/- is to be remitted as security deposit by the successful tenderer.
- 5) 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 tender. EMD remitted will be forfeited if the successful tenderer withdraws after opening the tender.
- 6) The Contractor shall provide the vehicle along with driver having valid license and badge, if any, good vision and good character. The vehicle provided should be in good running condition.
- 7) The rates quoted shall include wages to the driver, cost of oil, fuel, taxes, insurance, and service charges. The Contractor shall solely be responsible for compliance of statutory and non-statutory requirements involved in providing the vehicle on monthly rental.
- 8) In case of any accident the contractor will be solely liable and HLL will not have any liability for the damages or compensation.
- 9) 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.

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- 10) The bidder should not offer vehicles which are already under contract with other units of HLL.
- 11) 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.
- 12) No advance will be given for the service provided by the contractor and the payment will be made only on monthly basis on presentation of bill after statutory deductions such as Income Tax. 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.
- 13) The charges for additional Kilometers, if any, will be paid every month at the rates finalized.
- 14) 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.
- 15) 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 recorded at the factory premises ie. kilometer at the time of going out of factory and at time of returning to factory.

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- 16) Log book will be kept in 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.
- 17) The driver shall fill in the Trip Sheet forms made available from the Security Gate.
- 18) The contract will be for a period of **FIVE** years.
- 19) On awarding the contract, the contractor shall execute an agreement with HLL Lifecare Limited to the effect in a stamp paper equivalent to Rs.100/- (Rupees One Hundred Only). The draft Agreement available with HR Department shall be fully understood by the tenderers before filling the tender.
- 20) The drivers of the vehicle should be well behaved and hold valid driving license. In case the company decides to change the driver, the contractor should provide substitute immediately.
- 21) 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.
- 22) The normal working hours will be from 8.00AM to 8.00P.M. However the vehicle has to run as per the requirement of the company. In case of halting outside thiruvananthapuram district an additional amount of Rs 250.00 per day will be paid as an allowance to the driver.
- 23) In the event of any dispute the same shall be referred to the Unit Chief, Peroorkada Factory, Thiruvananthapuram. The decision of Unit Chief in the matter shall be final and binding on all the tenderers/ contractors.
- 24) 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.
- 25) The rate finalized against the tender shall remain firm and valid for a period of **FIVE** 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.

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Diesel rate increase /consumption Norm :

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

(b) Formulae for rate revision :

$$\frac{\text{Rate variation per liter X Total No of KM run}}{\text{Running KM per liter}}$$

The running KM per liter of diesel / petrol will be computed for various category of vehicles as under:-

a. NISSAN TERRANO/ RENAULT LODGY/ RENAULT DUSTER/ TATA ZEST/ TATA BOLT / FORD ECOSPORT - 15 KM

Rate increase / decrease on account of change in fuel price will be allowed based on the above working.

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

27) The tender in sealed covers, duly superscribed as "Tender for hiring of passenger cars" should be submitted to the Joint General Manager (Purchase & Sales), HLL Lifecare Limited, Peroorkada Factory, Thiruvananthapuram- 695005. The last date of receipt of sealed tender is 15.06.2015, 3.00 PM and the same will be opened on 15.06.2015, 3.30 PM.

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

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TENDER FORM

1. Tender No. : HLL/PFT/PUR/VEHICLE/2015-16

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 .

Sl.No	Type of vehicle	Reg. No.	Yr. of Regn.
1	NISSAN TERRANO/ RENAULT LODGY/ RENAULT DUSTER		
2.	TATA BOLT / TATA ZEST/ FORD ECOSPORT		

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RATE SCHEDULE

5. Rate to be quoted :

(a) NISSAN TERRANO/ RENAULT LODGY/RENAULT DUSTER - DIESEL A/C

Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM for vehicle provided for 12 hrs. (08.00 a.m to 08.00 pm)	Rs.	Rs.	

(b) TATA BOLT /TATA ZEST/ FORD ECOSPORT - DIESEL A/C

Details	Rate per month	Rate for additional KM	Out station Bata
Monthly rate for 2200 KM for vehicle provided for 12 hrs. (08.00 a.m to 08.00 pm)	Rs.	Rs.	

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 of the Tenderer

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