

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**

PH:+91 484 2413999

INVITATION FOR BIDS

(PRICE BID)

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

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

1. Tenderer should have minimum 5 vehicles of the description mentioned given below

- Dzire,
- Innova
- Any other SUV's).

The vehicle should be new and registered after January 2016. 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 bidder should be registered with Central Excise Department with vehicle hire service.

3. The rate should be quoted in the enclosed Performa.

4. The schedule of the bid is given below.

- a) Last date and time for receipt of bids: 2:00 PM on 07.08.2021
- b) Time and date of opening of bids: 3.00 PM on 07.08.2021

5. All bids must be accompanied by a bid security as specified in the bid document.

6. A complete set of bid documents can be had from the office (below Address) of the during office hours on any working day.

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

7. The Tender Documents can also be downloaded from our Website www.lifecarehll.com as mentioned above should be furnished along with Technical Bid.

8. Re-word-processed formats or tenderer's own formats for the technical bid/ price bid will disqualify the tender. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign and seal the form at each page and at the end, in token of acceptance of all the terms and conditions of the tender.

9. Tender Bids received without the cost of Tender Documents shall be summarily rejected.
10. The fee for Tender document is Rs. 525/- (inclusive of all taxes) DD in favour of HLL Lifecare Limited payable at Cochin.
11. The bid documents will be available up to 3 PM on the previous working day of the opening of the bids.
12. As per Notification No- F.9/4/2020-PPD, Govt Of India, Ministry of Finance, Dept. of Expenditure dt 12.11.2020, EMD is exempted for all tenders issued till 31.12.2021. Vendors registered under 'Micro & Small Enterprises Act' (MSE) are exempted from submission of EMD as per the rules.
13. On award of contract, Security Deposit (SD) Rs.24000/- in cash or Bank guarantee of equivalent amount is to be submitted. OR SD will be recovered from the bills. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable.
14. Security deposit should be valid until successful completion of the contract and acceptance of the service by the Purchaser and will be released within one month after the successful completion of the contract tenure.
15. Failure of the successful Bidder to accept the notification of award or submission of security deposit within the time frame shall constitute sufficient grounds for the annulment of the award; in which even HLL may make the award to the next lowest evaluated bidder or call for new bids.
16. The successful bidder shall provide the vehicle along with driver and keep the vehicle in good running condition. Further, the successful bidder will be solely responsible for supply of oil, fuel and payment of tax, insurance, non-pollution certificate, service charges and other statutory and non-statutory requirements.
17. 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 successful bidder shall make alternative necessary arrangements to provide substitute vehicle.

18. 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.
19. 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.
20. 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.
21. 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.
22. The meter indicating the kilometre should be accurate and in working condition as per the regulation of the Regional Transport Authorities concerned. The kilometre 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.
23. A Log book/sheet will be kept in Vehicles under the custody of the driver for verification with Company records in this regard.
24. The driver shall fill in the Trip Sheet forms made available from the Security Gate.
25. The contract will normally be for a period of two years. The contractor shall provide the vehicles based on the requirement of the company.
26. 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.
27. 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.

28. The vehicles hired shall be provided by the contractor 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.
29. The payment will be on a monthly basis within 15 days, after the verification of the received invoices.
30. 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.
31. The vehicles shall be provided for all the days including holidays.
32. Bids will be opened in the presence of Bidders representatives who choose to attend on the specified date and time at the address given above.
33. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the date for submission of bids and opening of bids will be the following working day at the appointed times.
34. The price bid should be valid for two years from the date of opening.
35. In the event of any dispute on this tender or contract the same shall be referred to the Senior Manager (Procurement), HLL Lifecare Limited, Kakkanad Factory, Cochin, or any other officer nominated by him for this purpose. The decision of Senior Manager (Procurement) on the matter shall be final and binding on all the tenderers/ contractors.
36. 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 on the matter shall be final and binding on all tenderers.
37. The tender in sealed cover, duly super scribed as "Tender Docs - Light Motor Vehicle - Contract Basis 2021-23" should be addressed and reach the Senior Manager (Procurement), HLL Lifecare Limited, CSEZ, Kakkanad, Cochin- 682037. 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.

TENDER FORM

Tender No.: HLL/KFC/PROC./LMV/2021-23 DATED 26.07.2021

A. Name of bidder/Firm/Company:

1. Postal Address:

2. Telephone No.:

FAX:

E-Mail:

B. Rate to be quoted:

| Vehicle | Rate (Rs.) | | | |
|---|------------|--------------------------------|------------|-------------------|
| | * Per Km | Daily Rate (Min 80 kms/8 hrs.) | Extra hrs. | Overnight Charges |
| Dzire/ Aspire/ Etios | | | | |
| Toyota Innova AC | | | | |
| Honda City AC | | | | |
| Traveller 12 seat | | | | |
| Traveller 17 seat | | | | |
| Traveller 26 seat | | | | |
| Maruthi Ciaz | | | | |
| Toyota Crysta | | | | |
| Bus 40 seat | | | | |
| Audi A-6 | | | | |
| Benz GLS (SUV) | | | | |
| Coroll Altis | | | | |
| Other conditions, if any, the Tender wants to make: | | | | |

* Note: For short trips less than 8 hours, Per Kilometer rate will be applicable

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