

No.HLL/BGM/HR/Taxi-Car/2025-26

Date: 19.04.2025

TENDER NOTIFICATION

Sealed and competitive tenders are invited from Agencies / Individuals for providing following passenger vehicle for our official use on contract basis for a period of **TWO Years**. Vehicle should be registered on or after 01.04.2022 and should comply the conditions as per Annexure - A enclosed herewith;

Sl. No.	Category of Vehicle	No of Vehicles
1	MARUTI SUZUKI ERTIGA / MAHINDRA BOLERO	1 No. (12 Hours duty)

1. Blank Tender Forms will be issued in the office of HLL Lifecare Limited, Kanagala during office hours on all working days from **19.04.2025 to 25.04.2025**.
2. Preference will be given to L1 party. However, HLL reserves the rights to allot the contract to the other parties other than L1.
3. Tender details are also available in our website. www.lifecarehll.com

START DATE FOR SUBMISSION OF TENDER : 19.04.2025 10:00 Hrs.

LAST DATE FOR SUBMISSION OF TENDER : 25.04.2025 17:00 Hrs.

DATE OF TENDER OPENING : 26.04.2025 11.00 Hrs. or Convenient date

EMD AMOUNT : Rs.50,000/-

DY. GENERAL MANAGER (HR)

MINIMUM ELIGIBILITY CRITERIA

1. The bidder must be the owner of the vehicle.
2. The vehicle should be Yellow Board, new or registered after 01.04.2022.
3. Copy of RC book / smart card should be enclosed with the tender as proof of ownership and year of registration. However bidder for brand new vehicle should submit the said documents within two months of awarding of the contract.
4. The Bidder should have valid PAN Number
5. Minimum one year experience in providing taxis on rent to institutions

GENERAL TERMS AND CONDITIONS

1. The vehicle should have a valid taxi permit for Karnataka, Maharashtra & Goa state, for the entire period of the contract and should fulfill all the statutory requirements.
2. Conditional bids and bids not uploaded with appropriate/desired documents may be rejected outrightly and decision of HLL Lifecare Limited in this regard shall be final and binding.
3. 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 however kilometer for to and fro running to garage / fuel refilling shall be in the Contractor's account.
4. Management reserves the right to increase or decrease the total number of the vehicle, the contractor able to provide the additional vehicle with the same terms and conditions on a need basis and payment will be made proportionately to the tenders / contractors.
5. The bidder should not offer the vehicles already under contract with other HLL units or with some other organization.
6. Contractor/s who has earlier renege or breach of contract will not be considered.
7. On award of contract, Security Deposit (SD) Rs.2 Lakh in cash / Bank guarantee of the equivalent amount is to be submitted. Or SD will be recovered @5% from each bill, subject to a maximum of Rs. 2 Lakh. The SD amount will be returned without any interest by cheque only after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank is also acceptable.
8. In case the bidder withdraws after awarding of contract or commits any breach of contract the security deposit shall be forfeited.
9. HLL Lifecare Ltd. will not be liable for any accident that happened to the Vehicle and injury to the driver. The Contractor alone will be liable for any compensation on account of any event.
10. The drivers engaged by contractor for driving the vehicle shall be contractor's employee's only and not of HLL Lifecare Ltd.,
11. The Vehicle provided as above fails in its operations by mechanical trouble or otherwise lack of driver etc., the contractor shall provide to the company another vehicle of the same condition and sitting capacity without fail and shall make good of the loss or damage or difficulty experienced by the company on this account at the discretion of the company.
12. On receipt of the work order, contractor has to execute an agreement on stamp paper worth of Rs.100/-. Within 15 days from the date of work order.
13. The Driver should be well behaved and have a badge license, Mobile Set with a valid SIM.
14. Two pairs of white Uniforms each year to be provided by the Contractor to the drivers. The driver should wear a uniform as prescribed by the company. The contractor has to bear the cost of the uniform.
15. The drivers should not consume any alcohol / liquor, Gutkha, tobacco etc. while on duty. In such case, the driver /s will be terminated with immediate effect and penalty of Rs.5000 will be levied.

16. The drivers and vehicles should be covered by valid insurance and the payment of compensation in case of an accident or otherwise shall be the responsibility of the contractor.
17. The contractor, with whom the contract is finalized, should be able to provide the vehicle from the date confirmed by HLL.
18. The vehicle should be in a good condition with respect of Engine, Colour, Suspension, upholstery, Car Tyres and wiring etc.
19. The rates quoted shall include the wages to the drivers, cost of oil, fuel, taxes, insurance, service charge and all payments to be made as per law in this regard. The contractor shall solely responsible for compliance with statutory levies.
20. No advance payment will be given for the service provided by the contractor and the payment will be released on monthly basis on submission of bills after deducting required statutory deductions etc.
21. If required the drivers need to continue the duty beyond 12 Hrs. of scheduled duty. In such a case, the contractor needs to pay the extra allowance as agreed by HLL.
22. If the services of the contractor are not found satisfactory, HLL Lifecare reserves the right to cancel the contract after giving 30 days' notice.
23. In case the contractor fails to provide the vehicle / driver on any day, the same will attract a penalty of Rs.1000/- per day and additional expenses incurred by the company for an engaging vehicle from other sources will be recovered from the contractor's Bill / Security deposit.
24. Failure to supply the vehicles continuously for seven days shall be treated, as a breach of contract and the security deposit will be forfeited.
25. The vehicles shall be provided for all the days including Sundays and holidays.
26. In the event of any dispute, the same shall be referred to the Unit Chief, HLL Kanagala. The decision of the Unit Chief shall be binding on all Tenderers / Contractors.
27. The Rate finalized against the tender shall remain firm during the contract period and no revision / escalation will be considered except increase / decrease in fuel (HSD) cost. Rate revision (increase / decrease) on account of the change in fuel price will be based on the formulae given below.

FUEL RATE INCREASE / CONSUMPTION NORMS.

- a. Rate of the HSD on the tender opening date at Kanagala will be considered as a base rate for rate revision
- b. Formulae for Rate revision

$$\frac{\text{Rate Revision Per Liter X Total No. of Kms Vehicles Utilized}}{\text{Vehicle Mileage (Avg.) Per Liter}}$$

The running Kms per liter of fuel will be computed as under

- | | |
|---------------------|-----------|
| I) Maruti Ertiga | - 20 Kms |
| II) Mahindra Bolero | - 17 Kms. |

Rate revision (Increase / Decrease) on account of change in fuel price by Rs. 2/- Per liter or more will be the basis for rate revision as per the above formulae.

28. The Company reserves the right to cancel the Tender OR to award the contract to one or more contractors, fully or partially at its discretion.

29. Duly superscribed Tenders should be submitted on Or before the due date & time to the office of The GM (O) & Unit Chief, HLL Lifecare Ltd. Kanagala – 591225. Tenders received after Due date & time shall be summarily rejected.

DY. GENERAL MANAGER (HR)

GENERAL INSTRUCTIONS TO TENDERER

1. This tender is published at HLL Lifecare Limited Website and in CPPP Portal.
2. All Corrigendum/extension regarding this tender shall be uploaded on these websites
3. Quotations shall be accepted only through offline mode. Late tenders will not be accepted.
4. Bidders are advised to visit <https://lifecarehll.com> website regularly to keep themselves updated, for any changes/modifications/any corrigendum in the Tender Enquiry Document.
5. As per the guidelines of GFR Rule, 153 (iii), The Central Government may, by notification, provide for mandatory procurement of any goods or services from any category of bidders, or provide for preference to bidders on the grounds of promotion of locally manufactured goods or locally provided services.
6. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. Address for communication and place of opening of bids: Senior Manager (HR), HLL Lifecare Limited, Kanagala – 591 225, Tahasil Hukkeri, District Belagavi, State Karnataka, India Ph:08333-279244, 279209 E-mail: veerendra@lifecarehll.com
7. The Price bids shall be opened at HLL Lifecare Limited, Kanagala – 591 225 in the presence of the Bidders /their authorized representatives who wish to attend at the above address. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at same time and place.
8. More details can be had from the above Office during working hours. The Tender Inviting Authority shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Tenderer during the above tender process.
9. **Tender submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document at HLL Lifecare Limited, Kanagala – 591 225, Belagavi Dist. Failure to submit the documents as required will attract disqualification.
10. EMD shall be paid separately, thru RTGS/NEFT /BANK GURANTEE transfer in the following HLL A/c details:

Name of Bank: State Bank of India
A/c number: 11130285123
IFSC Code: SBIN0000888
Branch name: Ashok Nagar, Nipani

11. Document of the above transactions completed successfully by the tenderer, shall be attached along with the quotation. EMD is exempted for Micro and Small enterprises as per guidelines issued by Government time to time subject to submission Bid Security Declaration (form attached). Bid / quotation without EMD will not be entertained and rejected out rightly.
12. Experience condition will be exempted as per GFR guidelines to the bidders possessing Micro / Small enterprise registration.
13. Note: Any transaction charges levied while using any of the above modes of payment has to be borne by the tenderer. The tenderer's bid will be considered only if payment is effective on the date and time of bid opening.
14. HLL Lifecare Limited does not bind them to accept the lowest or any bid or to give any reasons for their decisions which shall be final and binding on the bidders.
15. HLL Lifecare Limited reserves the right of accepting the whole or any part of the tender and bidder shall be bound to perform the same at quoted rates.
16. In case, it is found during the evaluation or at any time before signing of the contract or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the applicant has made material misrepresentation or has given any materially incorrect or false information, appropriate legal/penal etc., action shall be taken by HLL Lifecare Limited including but not limited to forfeiture of EMD, Security Deposit, black listing etc., as deemed fit by HLL Lifecare Limited.
17. Conditional bids and bids not submitted with appropriate/desired documents will be rejected out rightly and decision of HLL Lifecare Limited in this regard shall be final and binding.
18. HLL Lifecare Limited Ltd. reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the HLL Lifecare Limited's decision shall be final in this regard.
19. If the bidder back out from the commitment the Security Deposit will be forfeited followed by Blacklisting. The bidders should be ready to attend negotiation meeting at their own cost at Kanagala OR at the place as fixed by the Company.

20. General Instruction to the Tenderer

21. Section 101 (Exemption of occupier or Manager from liability) of chapter X under the Factories Act 1948 (All LXIII of 1948) (23rd September 1948) is applicable

22. Taxes and duties are to be borne by the contractor only.
23. Contractor will comply with all the statutory norms including hours of work and Holidays / Rest etc.
24. HLL Lifecare Ltd. has no obligation with regard to statutory and other welfare measures for the workmen employed by the contractor for the said contract.
25. In the event of unsatisfactory services rendered by the contractor, the contract may be cancelled by the HLL by giving one month's notice. In case the contractor is having any difficulty to continue the contract he /she should give a two-month notice in writing to HLL for short closing the contract. In case the contract is short closed, HLL may forfeit the Security deposit / levy penalty as decided by the HLL authority.
26. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in neither HLL nor the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of HLL. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at HLL.
27. The total HLL Campus is 'NO SMOKING ZONE'. Smoking, chewing tobacco / pan masala, consuming liquor etc. is strictly prohibited inside the premises. Violation of the same shall attract a penalty up to Rs.5000/- for each instance. Such penalty shall be recovered from the contractor's Bills.
28. The contractor shall take applicable insurance or cover all the workmen under the provisions of ESI as the case may be.
29. On award of contract, Security Deposit (SD) of 5% of work order value in cash OR Bank guarantee of equivalent amount is to be submitted. OR SD will be recovered @5% from each bill. The SD amount will be returned without any interest after satisfactory completion of the Contract. Bank Guarantee of Nationalized Bank only is acceptable.
30. Payment will be released on monthly basis on submission of proper bills attaching the documents specified by the Company. Following documents are required to be submitted along with bills for payment:
- i) Proper printed original invoice in duplicate mentioning name and address of the bidder, registration number, Pan Number, GSTIN Number, HSN Code, bank details etc.
 - ii) The invoice should accompany with proper certification from concerned Head of the Department certifying the quantity etc.
 - iii) Invoice should be submitted on 1st day of every month
31. In case of any damages caused to HLL property by contractor/his/her men while executing the job, the cost of the same shall be recovered from the contractor.

32. All the disputes between the bidder and its labours / employees shall be resolved by the contractor directly without making HLL as a party. Any loss / stoppage of work due to any reason by the labours / employees appointed by the bidder shall attract penalty to the bidder. HLL also reserves the right to recover from the contractor, all the direct / indirect loss incurred to HLL due to stoppage of work by the labours / employees.
33. The Contractor has to ensure that all precautions are taken for safety of his employees and equipment.
34. Work is to be carried out strictly as per the schedule and any change in the mode of work if desired by us is to be implemented and the contractor shall supervise the work.
35. Wage Slip indicating the PF deductions & employee individual PF number should be issued. Contractor shall disburse the wages to his employees deployed by him for the concerned contract work on or before 7th day of subsequent month following, irrespective of whether HLL Lifecare Limited has settled any of contractor's bills or not before that date.
36. Contractor shall disburse the payment to his deployed employees through e-payment mode i.e. through bank only. Non-compliance to this condition shall attract a penalty of Rs.5000.00 per month
37. Contractor to ensure that the employees deployed in the premises of HLL are physically and mentally fit and do not have any criminal record. Such employees should possess requisite skill, proficiency, qualification and experience etc. acceptable to concerned department.
38. The contractor shall arrange for the Medical checkup of his/her employees and produce the fitness certificate from the authorized hospital/Doctor before reporting for the work.
39. It is the contractors' responsibility for the safety aspects of his/her employees deployed for the work. The safety and quality policy of the Company shall be complied by the contractor
40. HLL Lifecare Ltd. reserves the right to cancel the contract at any time during the contract period without paying any compensation and the decision of the HLL Lifecare Ltd. with regard to termination of contractual provision will be final. In the event of contractor abandoning the work OR HLL revoking the contract, HLL reserves the right to get incomplete work completed at contractor's RISK and COST. HLL shall have a right to terminate the contract at any time without assigning any reason thereof.
41. Contractor shall indemnify HLL against all claims by statutory authorities and losses under various labour laws, statutes OR any civil or criminal law in connection with the employees employed by him/her.

LEGAL COMPLIANCE

1. The contractor shall make good all damage/loss which may be caused by any act or default of the contractor, his/her agents or servants or workers to any property of the Institute HLL reserves the option to make good the damage or loss by charging the contractor with the expenses.
2. Dispute if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by HLL at Hukkeri Court as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed there under.
3. Any Arbitrator appointed shall not have the jurisdictions to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts or amounts payable to either party. No dispute arising of the execution, implementation or termination of the present contract, as also any other dispute with respect to the present contract be entertained by any court and shall be subject matter of Arbitration under the Indian Arbitration and Conciliation Act, 1996 and rules framed there under.
4. All legal disputes shall be subject to jurisdiction of Hukkeri court (Belagavi Dist. Karnataka) only.
5. The contractor shall submit duly signed undertaking enclosed with the tender document.
6. Unless otherwise stipulated in the Tender Notification, conditional offers, alternative offers, multiple bids by a tenderer shall not be considered.
7. Bids are liable to be rejected as nonresponsive if a Tenderer fails to provide and/or comply with the required information, instructions etc., incorporated in the Tender Document or gives evasive information/ reply against any such stipulations
8. Furnishes wrong and / or misleading data, statement (s) etc. In such a situation, besides rejection of the bid as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the Tender Document for violation of the Code of Integrity.
9. This Organisation is ISO Certified under ISO 14001:2015 and ISO 45001:2018 standards. On award of the contract the Service Provider is require to follow the guidelines scrupulously of above standards in day to day activities.

UNDERTAKING
(To be attached with Price Bid Form)

I, Shri/Smt. _____ R/o

_____ hereby solemnly agree to abide by the Terms and Conditions and the rates enumerated above. Any break of the Clause/Clauses will render my contract null and void. I have understood completely about this tender document and the terms and conditions therein.

Dated

Signature of the Contractor

Witness No. 1

(Name and full address)

Witness No. 2

(Name and full address)

I accept the above condition
(Full signature of the Tenderer with seal of the Agency)

HLL Lifecare Limited, Kanagala – 591 225

PRICE – BID FORMAT

Ref: Tender Notification No. HLL/BGM/HR/Taxi-Car/2025-2026, Date: 19.04.2025

We are submitting herewith our/my quotation against above tender notification.

1. Name :
2. Full address :
for Communication.
3. Phone/Mobile No. :
4. Experience :
5. No. Of Vehicles : Presently owned :
Proposed Vehicle :

6.

Sl. No.	Type of vehicle	Reg. No.	Year of Registration
1	MARUTI SUZUKI ERTIGA / MAHINDRA BOLERO		

7. Rate schedule (Contract Period 2 Years)

Sl. No.	Details	Quoted Rates (Maruti Suzuki Ertiga)	Quoted Rates (Mahindra Bolero)
1	Monthly Rate for Providing vehicle for 12 Hrs. & for 2000 Kms per month with 1 Driver (including all statutory payments)		
2	Rate per Kms for extra Distance (Kms) over & above 2000 Kms. (Inclusive of all)		
3	Extra allowance per hour for Drivers Beyond 12 Hrs. (13 to 15 Hrs) i.e. Beyond 1 Hour and up to 3 Hrs. than normal duty Hrs.		
4	Out Station Bhatta for Drivers (for night halt) per night		

** Applicable GST will be paid by the company as per RCM.*

We are agreeable for the terms and conditions of the referred tender notification and agree to provide vehicle as above.

Place :

Date :