



Ranipet

பாரத மிகுமின் நிறுவனம்
भारत हेवी इलेक्ट्रिकल्स लिमिटेड
(भारत सरकार का उपक्रम)
बॉयलर ऑब्जिजलरीज प्लांट,
इन्दिरा गौंधी इंडस्ट्रियल कॉम्प्लेक्स,
रानीपेट - 632 406 (तमिलनाडु)

Bharat Heavy Electricals Limited
(A Government of India Undertaking)
Boiler Auxiliaries Plant
Indira Gandhi Industrial Complex,
Ranipet - 632 406 (Tamilnadu)
फोन (Phone): 04172-241171, 284973, 9442509822
eMail: plramana@bhelrpt.co.in

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TENDER DOCUMENT

Tender Notice No	BAP / ERN / RINL-VIZAG / ESP/ Taxi::C : 281
Name of work	Hiring of ONE Number of diesel Taxi (Tata Indigo/Vista, Swift Desire, Mahindra Verito or better model vehicle) for BHEL / Ranipet staff, as per the attached terms and condition, at RINL-Vizag,-AP
Type of tender	Open tender
Period of contract	12 Months
Earnest Money Deposit (EMD) Amount	EMD Waived off
Last date & Time for Receipt of the Tender	29-Jul-2017 at 14.30 Hrs.
Date of Technical bid Opening	29-Jul-2017 at 14.30 Hrs.
<i>(Please obtain updated information from the BHEL website about the latest applicable dates & other changes if any in the tender contents)</i>	
Date of Price Bid Opening	All attempts will be made to ensure evaluation of The Technical Bids immediately and Bidders whose technical bids are found acceptable will be opened on above indicated date & Time. Changes if any in the date of opening of Price Bid will be intimated separately.
Place of submission of Tender	Tender Box placed in Erection Services Department (Nearer to East-Gate) , BHEL –BAP- Ranipet – 632 406.
Address on the Sealed Tender Cover to be:	DGM / Erection Services Department BHARAT HEAVY ELECTRICALS LIMITED RANIPET , VELLORE DISTRICT TAMIL NADU– 632 406.
Venue of the Tender Opening	Office of DGM/ES Dept/BHEL/BAP/Ranipet
Note: All corrigenda, addenda, amendments, clarifications etc. to tender specification will be hosted in the web pages (www.bhel.com > Tender notifications > view corrigendum) and CPP Portal only and not in the newspapers. Bidders shall keep themselves updated with all such developments.	



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Part-I (Technical Bid)

PROCEDURE FOR SUBMISSION OF SEALED TENDERS

1. PROCEDURE FOR SUBMISSION OF SEALED TENDERS

- a. The tenderer must submit their tender in two parts in separate sealed covers prominently superscribed as PART-I TECHNICAL BID AND PART-II PRICE BID and also indicating on each of the covers the TENDER SPECIFICATION NUMBER AND DUE DATE AND TIME OF SUBMISSION as mentioned in the tender notice..
 - i. **PART-I (TECHNICAL BID) COVER-I** :Excepting rate schedule, all other documents , data sheets and details called for in the specification shall be enclosed in PART-I “TECHNICAL BID”.
 - ii. **PART-II (PRICE BID) COVER-II** : All indications of price shall be given in this PART-II “PRICE BID” only.
 - b. These TWO COVERS I & II (PART-I AND PART-II) shall together be enclosed in **A THIRD ENVELOPE (COVER-III)** along with requisite EMD (in a separately sealed envelope superscribed as “EMD-Cover”) as mentioned in the notice inviting tender and this sealed cover shall be superscribed and submitted to DGM/ERECTION SERVICES at the address given in “special instructions to tenderers” on or before the due date.
 - c. In case of submitting of **your offer by email, the following instruction** may be carried out
 - i. **PART-I (TECHNICAL BID)**: Excepting Rate Schedule, all other documents , data sheets and details called for in the specification including payment details of EMD(in the form of DD or e-payment reference copy) shall be scanned in PDF format and can be send to email ID: plramana@bhelrpt.co.in/ or rsreedar@bhelrpt.co.in.
 - ii. **PART-II (PRICE BID)** : The signed copy of duly filled price-bid copy may be scanned in PDF format and(a pass word protection may be incorporated for opening of the file) shall be submitted through email to plramana@bhelrpt.co.in or rsreedar@bhelrpt.co.in.
 - d. The Password for opening of this price bid document shall be send to us only at the time of Price-bid opening.
2. Note:.. If price bid file could not be opened due to system error/corrupt file format/incorrect password etc, the offer shall not be considered for further processing..



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**Part-I (Technical Bid)
OFFER OF CONTRACTOR
(FORMAT-to be typed in your letter-head)**

Ref :

Date :

To

The Deputy General Manager / Erection Services,
Bharat Heavy Electricals Limited
Boiler Auxiliaries Plant
Indira Gandhi Industrial Complex
RANIPET –632 406 (TAMIL NADU)

Sir,

Sub: Hiring of ONE Number of diesel Taxi (**Tata Indigo/Vista, Swift Desire, Mahindra Verito or better model vehicle**) for BHEL / Ranipet staff, at RINL-Vizag,-AP

Ref : Tender specification No. BAP / ERN / RINL-VIZAG / ESP/ Taxi / OT / TR-281 DT : 12-Jul-2017

I/We hereby offer to carry out the work of Taxi operation for BHEL/ Ranipet staff at RINL-Vizag project site at Andrapradesh as per terms and conditions of above referred Tender Specification issued by M/s. Bharat Heavy Electricals Limited, Boiler Auxiliaries Plant, Ranipet.

I/ we have carefully perused all the terms and condition of contract for hiring of taxi at RINL-Vizag site and agree to abide by the same. I / We have quoted our best rates in the attached rate schedule.

Photocopies of the following documents will be furnished along with this offer in response to our FIRM tender

1. Registration Certificate
2. Taxi tourist permit
3. Comprehensive Insurance
4. The authorization Bond countersigned by a Notary (if applicable)
5. PAN Card

SIGNATURE OF THE CONTRACTOR

Place:
Date :

ADDRESS :



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Part-I (Technical Bid)
Unpriced RATE SCHEDULE

Tender Specification: BAP / ERN / RINL-VIZAG / ESP/ Taxi / OT / TR-281 DT : 12-Jul-2017

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NAME OF WORK: Hiring of ONE Number of diesel Taxi (**Tata Indigo/Vista, Swift Desire, Mahindra Verito or better model vehicle**) for BHEL / Ranipet staff, as per the attached terms and condition, at RINL-VIZAG, AP.

(The taxi operation shall be for a period of about 12 months, for trips to and from site of work and within Vishakhapatnam area).The scope of work includes Picking-up and Drop of Officials from nearest Railway stations like Vishakhapatnam. The quantity of overtime hrs. given in the rate schedule is indicative only and will vary as per site requirement. Payment of overtime shall only be for the actual hrs. utilized.

SL. No.	Description of Work	Quantity	Unit	Rate Per Month Rs.	Amount Rs.
01	Monthly Charges for Hiring of diesel taxi with driver for 12 Hrs. duty per day including Sundays & holidays	12	Month		
M	GST @_____%				
N	Central Tax @_____%				
O	State Tax @_____%				
P	Integrated Tax @_____%				
Q	Union territory Tax @_____%				
	TOTAL inclusive of GST				
TOTAL AMOUNT IN WORDS :					

The cost of diesel and engine oil will be reimbursed by BHEL on the basis of the following calculation.

- Diesel Charges will be reimbursed @ 12 KM/Ltr
- Oil charges shall be reimbursed @ 500 KM/ liter.
- Over time charges @ Rs. 50 /hr shall be paid extra for operating the taxi beyond 12 hours a day.
- Fill-up the %-age of above taxes , which are payable extra, if any.

Note : Photocopies of the following documents are to be submitted along with the offer.

- Registration Certificate
- Taxi tourist permit
- Comprehensive Insurance
- The authorization Bond countersigned by a Notary (if applicable)
- PAN Card
- Documents as called for in **Annexure on :Terms and Condition w.r.t GST** (under Page 7)

SIGNATURE OF THE CONTRACTOR

Note: **Do not fill the rate hear in this unpriced bid.** You are required to fill the rate only in the part-II (Price Bid) and submit the same in separate envelope.



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Part-I (Technical Bid) Tender Specification for Hiring of Taxi at RINL-Vizag

The contract for hired diesel taxi will be valid for a period of 24 months tentatively from July-2017 and extended further if required.

1. **Pre-Qualification Criteria to participate in this tender**
 - a. The Vehicle shall be fairly NEW and registered after 2014
 - b. The contractor must have Registration Certificate on his own name or he / she should be empowered to operate the offered vehicle through a bond. The authorization Bond must be countersigned by a Notary.
 - c. THE COMPREHENSIVE INSURANCE POLICY: This insurance shall be in such a form to protect the CONTRACTOR against all claims for injuries, disability, disease and death to members of public including BHEL clients men and damage to the property of others arising from the use of motor vehicles during on or off the 'Site' operations, irrespective of the ownership of such vehicles
2. The vehicle should be deployed within 07 days from the date of this work order
3. The normal hours of taxi operation will be from 7.30 A.M to 7.30 PM. The vehicle should report to the first party's (BHEL's) garage at 7.30 AM and will be utilized by the first party up to 7.30 PM daily. However, the reporting time of the vehicle may vary according to the requirement of the first party at site. Any delay in the reporting will attract a Liquidated damages/penalty of 5% of daily average charge per hour for the day.
4. If the vehicle is required beyond normal working hours, the same should not be refused and such overtime services, overtime charges @Rs.50/- per hour shall be paid.
5. The vehicle should be made available by the contractor to the first party on all working days of BHEL Site Office. The contractor should also make available the taxi on closed and weekly holidays, if required by the first party. But, there will be no extra payment for providing taxi on such holidays, except for mileage and over time charges, if any.
6. Proper logbook as required by the first party shall be maintained by the contractor's driver and the same shall be submitted daily.
7. During the contract period, if the contractor is unable to provide any vehicle on any particular day(s) or for a continuous period, an alternative vehicle shall be arranged by BHEL and the difference in cost will be recovered from the contractor.
8. BREAK IN TAXI OPERATION: There may be break(s) in taxi operation as per site requirement. When the taxi is not required by BHEL for a continuous period of 05 (Five) or more days, prior intimation will be given for stoppage of taxi operation and NO PAYMENT will be made for that period. Break of 05 or more continuous days shall be inclusive of intervening Sundays and holidays, where applicable.
9. As per requirement BHEL reserves the right to use the vehicle for Local trips and also Outstation Trips without any extra cost implication to BHEL.
10. DEDUCTION FOR BREAK(S) IN TAXI OPERATION : When the taxi is not utilized by BHEL for a continuous period of 05 or more days, hire charges for the total period of non-utilization will be deducted proportionate to the quoted/accepted monthly hire charges. A month means a calendar month. When taxi is not utilized/required by BHEL for a continuous period of up to 04 days, no deduction will be made in the monthly hire charges.
11. The vehicle offered shall be **Tata Indigo/Vista, Swift Desire, Mahindra Verito or better model vehicle** and shall be fairly new and in good condition. The Photostat copies of the Registration Certificate and other permits shall be submitted along with the offer.
12. The tourist taxi provided should have a valid permit and be in good condition to the satisfaction of the first party. The contractor shall maintain the vehicle always in good running condition and BHEL reserves the right to terminate the contract in case of continued negligence of maintenance by the contractor.
13. The driver should follow and obey all Traffic Rules. Any penalties imposed for violation of Traffic Rules shall be borne by the contractor.
14. The vehicle is required on all days including Sundays and Holidays and beyond normal working hours as per BHEL requirement. However, one day in a month shall be given as Holiday for the vehicle maintenance, at the discretion of BHEL's Site-Incharge at RINL-Vizag.
15. The contractor is responsible for obtaining necessary permit, comprehensive insurance policy, employing good drivers possessing valid license etc., and shall comply with all the statutory requirements that may be necessary in this respect. BHEL will not be responsible for any consequences arising out of any violation of rules or acts or accidents.

SIGNATURE OF THE CONTRACTOR



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Part-I (Technical Bid)

Tender Specification for Hiring of Taxi at RINL-Vizag (Contd.)

16. BHEL will assist the contractor in getting the gate pass. It is the contractor's responsibility to arrange gate pass for the vehicle and driver for entering site, namely RINL-Vizag
17. The contractor should appraise himself of the safety regulation and other conditions to be complied with at the site of operation before quoting. Adherence to safety requirements of BHEL's customer shall be ensured.
18. SUBMISSION OF OFFER : This Terms & conditions in original, duly signed in all the pages, should be submitted to BHEL along with your offer as a token of acceptance of the conditions. Your are requested to quote in the Rate schedule for this enquiry attached herewith. Your offer should be submitted in a sealed cover to the below address.

To
The Office of the DGM/Erection Service,
Bharat Heavy Electricals Limited,
Boiler Auxiliaries Plant, Ranipet – 632 406.
Tamil Nadu

Phone No.:04172 - 284973,

19. TAXES & DUTIES : The quoted rates shall be inclusive of all taxes and duties leviable by any Local body / State Government / Central Government authorities except GST.
20. GST : **Please refer to the Annexure on the terms and conditions w.r.t. applying of GST.** Quoted rate shall be exclusive of GST. The GST shall be reimbursed at actuals against GST subject to Reverse charge provisions of GST rules and proof of remittance of GST tax, which shall be submitted along with subsequent invoice. As on date the GST payable by BHEL is 5%. Provided that credit of input tax changed on Goods & Services used in supplying, the services has not been taken. For this, the contractor has to endorse in his invoice copy. The GST invoice shall be as per relevant GST rules and regulations.
21. If the proof of remittance of GST is not submitted, BHEL will deduct the GST amount paid to the contractor and further no GST will be paid.
22. EARNEST MONEY DEPOSIT (EMD) : Not Applicable
23. SECURITY DEPOSIT (SD): The total security deposit (SD) is Rs. 5% of the contract value SD required to be submitted against work-orders to be finalized against Firm tenders from our side later. The entire security deposit amount will be refunded on satisfactory completion of the work, including extension, if any.
24. PAYMENT TERMS : The contractor shall raise Service Invoices on monthly basis and certified by the Engineer In-Charge of BHEL. Payment will be made once in a month only through E-payment (through NEFT/RTGS) after deducting the bank commission charges. To make e-payment the contractor shall submit and acceptance letter in the enclosed format (ANNEXURE). Payment will be made within a period of 30 days from the date of submission of bills along with all the enclosures as called for by BHEL. A month means a calendar month. TDS will be deducted at the applicable rates
25. No advance payment for any purpose will be made for Taxi operation.
26. The rates quoted for running charges shall be reckoned only from the first party's garage irrespective of the contractor's shed. The contractor will be solely responsible for any misuse of the vehicle during off hours and its consequences.
27. The cost of Diesel and Engine oil will be reimbursed by BHEL on actual cost at the indicated KM's running of the taxi per liter of diesel and KM's running of the taxi per liter of engine oil.
28. The contractor has to maintain the vehicle in good condition at all times and ensure punctuality in operation. In case BHEL is not satisfied with the performance of taxi operation, the contract will be terminated on 01 (one) month notice..
29. The terms and conditions shall be duly signed in all the pages as a token of acceptance of the conditions and submitted along with the offer.

SIGNATURE OF THE CONTRACTOR



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Part-I (Technical Bid) Annexure on : Terms and Condition w.r.t GST

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Registration & GST Rate

1. Bidder should indicate GSTIN No. (Copy of GST registration to be enclosed) and PAN No. (copy of PAN to be enclosed).
2. Tender will be considered/ accepted, if & only if the vendor has a valid GST Registration No.
3. Central Tax/ State Tax/ Integrated Tax/ Union Territory tax to be quoted as extra in %.
4. Bidders to ensure correct applicability of Central Tax/ State Tax/ Integrated Tax/ Union Territory tax based on the Inter / Intra state movement Supply of goods and provision services or both.
5. **Invoicing & Payment** The Tax Invoice for supply of Goods & Services should be raised as per the provision of GST Act & Rules and must compulsorily mention the following :-
 - a. BHEL-RANIPET GSTIN: 33AAACB4146P2ZL or GSTIN of BHEL Nodal Agency 37AAACB4146P7Z8
 - b. HSN Code or Service Accounting Code for supply of goods or services.
 - c. Name & address of supplier
 - d. GSTIN of Supplier
 - e. Consecutive Serial No. & date of issue
 - f. Description of goods or services
 - g. Total value of supply
 - h. Taxable value of supply
 - i. Tax Rate – Central Tax & State Tax or Integrated Tax, Cess
 - j. Amount of Tax charged
 - k. Place of supply
 - l. Address of delivery if different from place of supply
 - m. Signature of authorized signatory
6. **Reimbursement of GST** to the vendor is contingent upon complying with the following condition by the service provider:-
 - i. Uploading the onward GST Return (**GSTR-1**) in GSTN Network portal within the statutory time period.
 - ii. Discharging the GST tax liability to the Government.
 - iii. Submission of Tax Invoice to BHEL.
 - iv. Submission of proof of payment of GST to BHEL.
 - v. Availment of Input Tax Credit by BHEL.
7. **Input Tax Credit:** In case GST credit is delayed/ denied to BHEL, due to non/delayed receipt of goods and/or services and/or tax invoice or expiry of timeline prescribed in GST Law for availing such ITC, or any other reason not attributable to BHEL, GST amount shall be recoverable from Vendor along with interest & penalty levied/ leviable.
8. In case vendor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST law, GST amount paid by BHEL towards such ITC reversal as per GST law shall be recoverable from vendor/contractor along with interest & penalty levied/ leviable on BHEL.
9. In case of discrepancy in the data uploaded by supplier in the GSTN portal or in case of any incomplete work/service, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note (details to be uploaded in GSTN portal).
10. For any such delay in availing of tax credit for reasons attributable to vendor (as mentioned above), interest as per the GST Act & Rules, along with penalty, if any will be deducted for the delayed period i.e. from the month of receipt till the month tax credit is availed, from the running bills.
11. **Penalty for Non-compliance of GST Act** Penalty amount so determined along with GST if applicable thereon shall be recovered from the contractor.
12. **Other Provison:** The agency should quote the applicable taxes and duties in the technical bid (part-I) as well as in price bid (part-II).
13. Any reduction in rate of Tax on any supply of goods or services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices
14. All the terms & conditions of the contract with respect to Taxes & Duties are subject to the new taxation laws introduced from time to time (e.g., GST). The terms & conditions will be modified in accordance with the provisions of new laws (e.g., GST).
15. The Prices quoted above must be inclusive of all taxes and duties and exclusive of GST, which will be payable extra as per applicable rules and subject to Submission of documentary evidence.

SIGNATURE OF THE CONTRACTOR



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Part-II (PRICE BID)
RATE SCHEDULE

Tender Specification: BAP / ERN / RINL-VIZAG / ESP/ Taxi / OT / TR-281 DT : 12-Jul-2017

NAME OF WORK: Hiring of ONE Number of diesel Taxi (**Tata Indigo/Vista, Swift Desire, Mahindra Verito or better model vehicle**) for BHEL / Ranipet staff, as per the attached terms and condition, at RINL-VIZAG, AP.

(The taxi operation shall be for a period of about 12 months, for trips to and from site of work and within Vishakhapatnam area).The scope of work includes Picking-up and Drop of Officials from nearest Railway stations like Vishakhapatnam. The quantity of overtime hrs. given in the rate schedule is indicative only and will vary as per site requirement. Payment of overtime shall only be for the actual hrs. utilized.

SL. No.	Description of Work	Quantity	Unit	Rate Per Month Rs.	Amount Rs.
01	Monthly Charges for Hiring of diesel taxi with driver for 12 Hrs. duty per day including Sundays & holidays	12	Month		
M	GST @_____%				
N	Central Tax @_____%				
O	State Tax @_____%				
P	Integrated Tax @_____%				
Q	Union territory Tax @_____%				
	TOTAL inclusive of GST				
TOTAL AMOUNT IN WORDS :					

The cost of diesel and engine oil will be reimbursed by BHEL on the basis of the following calculation.

- Diesel Charges will be reimbursed @ 12 KM/Ltr
- Oil charges shall be reimbursed @ 500 KM/ liter.
- Over time charges @ Rs. 50 /hr shall be paid extra for operating the taxi beyond 12 hours a day.
- GST as per government guidelines is payable extra

Note : Photocopies of the following documents are to be submitted along with the offer.

- Registration Certificate
- Taxi tourist permit
- Comprehensive Insurance
- The authorization Bond countersigned by a Notary (if applicable)
- PAN Card

SIGNATURE OF THE CONTRACTOR