



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

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(भारत सरकार का उपक्रम)

बाँयलर ऑग्निलरीज प्लांट,

इन्दिरा गाँधी 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 (Tamil Nadu)

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TENDER DOCUMENT

Tender Notice No	BAP-ERN-NTECL-Vallur-UFPP-Taxi-C- 307
Name of work	Hiring of ONE Number of Diesel A/CTaxi (Tata-Indica OR Figo-Aspire OR Swift-Desire or better model vehicle) for BHEL / Ranipet staff, as per the attached terms and condition, at NTECL-Vallur-UFPP Project site, Ponneri, Chennai
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	26-May-2018 at 14.30 Hrs.
Date of Technical bid Opening	26-May-2018 at 14.30 Hrs.
(Please obtain updated information from the BHEL website about the latest applicable dates & other changes if any in the tender contents)	
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 26-May-2018 by 15-00 Hrs. Else 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:	SDGM / Erection Services Department BHARAT HEAVY ELECTRICALS LIMITED RANIPET , VELLORE DISTRICT TAMIL NADU- 632 406.
Venue of the Tender Opening	Office of SDGM/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.	



अप्रतिपत्त

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PROCEDURE FOR SUBMISSION OF SEALED TENDERS

- A. The bidders must submit their offer in two parts in separate sealed covers prominently super scribed as PART-I TECHNICAL BID and PART-II PRICE BID and indicating on each of the covers the following details.
- TENDER SPECIFICATION NUMBER
 - NAME OF WORK and
 - DUE DATE AND TIME FOR SUBMISSION
- B. PART-I (TECHNICAL BID) COVER-I :
- Excepting Rate Schedule, all other schedules, data sheets, formats. Drawings and other details called for in the NIT / specification shall be enclosed in Part-I "Technical Bid".
 - Supporting documents / annexure etc. as required in line with Qualifying Requirement shall be enclosed. The documents shall be indexed properly.
- C. PART-II (PRICE BID) COVER-II :
- All indications of price shall be given in this PART-II "Price Bid" only. Discounts, if any shall be indicated only in the price bid.
- D. These two Covers - I & II (PART-I AND PART-II) shall together be enclosed in a **third envelope (COVER-III)** this SEALED COVER shall be super scribed and submitted to THE Dy. GENERAL MANAGER, ERECTION SERVICES DEPARTMENT, BAP., BHEL, Ranipet at the address given in "Special Instructions to Bidders" on or before the due date.
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**OFFER OF CONTRACTOR
(FORMAT-to be typed in your letter-head)**

Ref :

Date :

To

The Sr.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 A/CTaxi (Tata-Indica OR Figo-Aspire OR Swift-Desire or above model) for BHEL / Ranipet Staff at NTECL-Vallur-UFPP Project site, Ponneri, Chennai

Ref : Tender specification No. **BAP-ERN-NTECL-Vallur-UFPP-Taxi-C- 307**

I/We hereby offer to carry out the work of Taxi operation for BHEL/ Ranipet staff at **NTECL-Vallur-UFPP Project site, Ponneri, Chennai** at Tamilnadu 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 **NTECL-Vallur-UFPP Project site, Ponneri, Chennai** and agree to abide by the same. I / We have quoted our best rates in the attached rate schedule. The rate quoted are valid for 6 Months from date of tender opening.

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
6. GST Registration certificate

SIGNATURE OF THE CONTRACTOR

Place:
Date :

ADDRESS :



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इन्दिरा गाँधी इंडस्ट्रियल कॉम्प्लेक्स,
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(A Government of India Undertaking)
BOILER AUXILIARIES PLANT,
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RANIPET- 632 406 (Tamil Nadu)

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RATE SCHEDULE

Tender Specification: **BAP-ERN-NTECL-Vallur-UFPP-Taxi-C- 307**

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NAME OF WORK:

Hiring of ONE Number of **Diesel A/C Taxi** (**Tata-Indica OR Figo-Aspire OR Swift-Desire or better model vehicle**) for BHEL / Ranipet staff, as per the attached terms and condition, at **NTECL-Vallur-UFPP Project site, Ponneri, Chennai**

(The taxi operation shall be for a period of about 12 months from end of May-2018 for trips to and from site of work and within **Chennai** area).The scope of work includes Picking-up and Drop of Officials from nearest Railway stations. 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		
				Total Value	
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/Ltr.
- Beyond normal working hours of 12hrs, Over Time (OT) shall be paid at Rs 60/- (sixty only) per hour.

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
- GST Registration certificate

SIGNATURE OF THE CONTRACTOR



अपूर्वमेव

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Tender Specification for Hiring of Taxi at NTECL-Vallur-chennai

The contract for hired diesel taxi will be valid for a period of 12 months tentatively from end of May-2018 and extended further if required.

1. The Vehicle shall be fairly NEW and registered after 2015
2. The vehicle supplied shall have good appearance and riding comforts. The inner and outer condition of the vehicle should be good and clean and up to the satisfaction of the using staff. The Vehicle should be cleaned regularly and be brought for daily use.
3. The vehicle should be deployed within 07 days from the date of this work order
4. 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. BHEL reserves the right to change the normal working hours. Contractor to ensure that the vehicle reports on time and at the place as instructed by BHEL.
5. If the vehicle is required beyond normal working hours, the same should not be refused and such overtime services, overtime charges @Rs.60/- per hour shall be paid.
6. 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.
7. Proper logbook as required by the first party shall be maintained by the contractor's driver and the same shall be submitted daily. Logging of distance travelled: Logging of kilometers travelled by vehicle shall commence from the first reporting point. Closing of trip shall be as decided by the vehicle user. Garage to garage distance shall be considered for a maximum of 10 Kms each way, or actual distance whichever is lower.
8. Trip Sheets: Trip sheet books will be supplied by BHEL free of cost. Contractor shall maintain the daily trip sheet and get it filled and signed by the BHEL Staff / user after each trip. Actual distances per trip sheets and garage to garage distance (in KM) certified by BHEL shall be considered for payment. The completed trip sheets are to be enclosed along with monthly bills, for processing the payment.
9. Reimbursement: Contractor has to pay fees/charges towards Entrance/parking/ Toll etc and submit originals along with monthly bills for claiming reimbursement. BHEL will reimburse cost of fuel (diesel) and Engine oil as per RATE SCHEDULE FORMAT and as per the trip sheet duly certified by BHEL.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. The vehicle offered shall be **Tata-Indica OR Figo-Aspire OR Swift-Desire or better model diesel A/C car** 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.

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16. 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.
17. The driver should follow and obey all Traffic Rules. Any penalties imposed for violation of Traffic Rules shall be borne by the contractor.
18. 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 NTECL-UFPP project
19. 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.
20. **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.
21. 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 NTECL-UFPP
22. 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.
23. **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 SDGM/Erection Service,
Bharat Heavy Electricals Limited,
Boiler Auxiliaries Plant, Ranipet – 632 406.
Tamil Nadu**

**Phone No.:04172 - 284973,
E-mail:plramana@bhel.in**

24. **TAXES AND DUTIES :** The quoted and accepted rates are inclusive of all taxes and duties if any, leviable by any local body/State Government/Central Government authorities, except GST.
25. **GST:** The applicable GST shall be payable extra. The contractor have to register with the GSTIN in the state of Tamilnadu 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. 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
26. Bills will be processed for payment against submission of proof of payment of GST
27. **EARNEST MONEY DEPOSIT (EMD) :** Not Applicable
28. **SECURITY DEPOSIT (SD):** The total security deposit (SD) is Rs. 10,000.00 (Rupees Ten Thousands only). 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.
29. **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
30. No advance payment for any purpose will be made for Taxi operation.
31. 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.
32. 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.
33. 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..
34. 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