



Bharat Heavy Electricals Limited, Jhansi
COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18



TENDER DOCUMENT

For Tender Enquiry No. : **CPR/ TAXI/VIP/17-18**
For

“Contract for Hiring of Three Nos. Brand New “A.C Maruti Suzuki Swift Dzire Tour (Diesel)” Without driver & fuel for four years.”

Name: Dinesh Parte
Designation: Sr. Manager (CPR/CSR)
Email: dkparte@bhel.in
PH: 0510-2412619
Or
Name: Pankaj Kumar
Designation: Sr. Engineer (CPR)
Email: kumar_pankaj@bhel.in
PH: 0510-2412224

Tender Due Date: 29 /12/17 at 13:15 Hrs
Tender Opening Date: 29 /12/17 at 14:00 Hrs

Communication & Public Relations
Bharat Heavy Electricals Limited,

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi
COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

PO: BHEL, Jhansi 284120

CONTENT

Sl No.	Description	Annexure	Page No.
1.	Covering Letter		1
2.	Contents		2
3.	Notice for Inviting Tender	A	3
4.	Scope of works & works specification	B	4
4.	Important Instruction to Bidder	C	5-6
5.	General Terms & Conditions of the contract	D	7-8
6.	Pre-Qualifying Requirement	E	9
7.	Tender Evaluation Criteria	F	10
8.	Proforma for submitting Technical bid	G	11
9.	Proforma for Blank Price Bid	H	12
10.	Price Bid	I	13
11.	Self-Certificate Cum Affidavit	J	14

.....
I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi
COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure "A"

NOTICE FOR INVITING TENDER

S. No.	Name of Work	Description
1	Scope of Work	Providing "Three Nos. Brand New "A.C Maruti Suzuki Swift Dzire Tour (Diesel)" Without driver & fuel" Diesel Operated Taxi A.C without Driver & fuel, with well maintenance , White seat covers, Taxi Permit, all legal clearances from RTO, Insurance cos. Etc. for transporting of personnel relating to BHEL.
2	Tender Evaluation Criteria	As per Annexure "F"
3	Duration of Contract	FOUR YEARS from the date of award. Extendable for one more year on mutual consent.
4	Last date of receipt of the Tender	29.12.2017 on 13.00 Hours
5	Date of opening of Techno - Commercial Bid.	29.12.2017 on 14.00 Hours.
6	Address for submitting the tender	Tender Box at CISF office Administrative Building gate BHEL, Jhansi-284120
7	Earnest Money Deposit	10,000/- (Ten Thousand Rupees Only)
8	From where the tender can be obtained	The Tender document can be collected from the office of SR. MGR (CPR), Administrative Building, First Floor, BHEL Jhansi or can be downloaded from web site www.bheljhs.co.in or www.bhel.com
9	Cost of Tender	NIL
10	Security Deposit	2% of contract value (excluding GST) for details ref. clause 10 of annexure " D "
11	Validity of Offer	90 Days from tender opening date.

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi

COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure-“B”

SCOPE OF WORK & WORKS SPECIFICATIONS

- 1) Contract for hiring of Three nos. Brand New “ A.C Maruti Suzuki Swift DZire Tour (Diesel) ” without driver & fuel, Diesel Operated with white seat cover having valid taxi permit shall be applicable.
- 2) All legal compliances of RTO, Insurance and other regulatory authorities shall be taken care of by the contractor.
- 3) All types of maintenance of taxi’s shall be taken care of by the contractor.
- 4) Bidder can quote only all three nos. of taxies.
- 5) Duration of contract will be four years from the date of award. Extendable for one more year on mutual consent.
- 6) Bidder must Place all taxi’s /start works within four weeks of LOA/LOI.
- 7) Brand new meaning is taxi Registration dated 13.12.2017 or later.

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi

COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure-“C”

IMPORTANT INSTRUCTIONS TO BIDDER

1. The bidders shall closely peruse all the clauses of the tender documents and all annexure enclosed / referred in Tender Documents before quoting. If the bidder has any doubt about the meaning of any portion of the tender conditions, find discrepancies or omissions in the provisions, or require clarification on any of the technical aspect, scope of work etc. he shall at once contact the authority inviting the tender for clarification before the submission of the tender.
2. Non-compliance with any of the tender conditions set forth thereon and incomplete, conditional or ambiguous offers are liable to reject the tender.
3. Before submitting the bid, the bidders are advised to be well acquainted with the actual working and familiar with all other prevalent conditions, facilities available, nature of work / duties etc. No claim shall be entertained later, on the ground of lack of knowledge.
4. All entries in the tender documents should be in one color ink. Corrections, over writing, cuttings if any should be countersigned by the contractor with date. All the columns in the tender form should be filled without leaving blank in any clause in any page of the tender and all the pages must be duly signed & stamped by the bidder before submission. The contract can be extended further on mutually agreed terms and conditions.
5. The price / rate should be quoted in figure as well as in words. Price quoted in words shall be final and binding on all the parties.
6. Corrections in the bid should normally be avoided. However, when these become essential, bidder shall score out the incorrect information and put the correct information duly endorsing each correction with his signatures
7. **Procedure for Submission of Bid :** Above tender is “Two Part Bid” System (Technical / Commercial Bid & Price - bid). The tender is to be submitted in two parts.
 - a. **Part I- Techno Commercial Bid + Blank Price Bid**
 - b. **Part II- Price Bid**

Part I:- The Techno-Commercial bid and its enclosures must be submitted in one sealed envelope super scribed as “**Tender No. CPR/TAXI/VIP/17-18 TECHNO-COMMERCIAL BID**” with due dt.

I/ We agree with above
Acceptance of bidder: Seal & Sign

Page 5/14



Bharat Heavy Electricals Limited, Jhansi

COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

EMD / deposit receipt for EMD amount Blank Price Bid and copies of all the relevant documents for qualifying requirement of the tender, must be enclosed with Part I.

Annexure "C"

Part II: The second envelope duly sealed should contain the **price bid** (Duly filled, signed and stamped in prescribed format as per annexure "I") only. This envelope should be super scribed as "**Tender No. CPR/TAXI/VIP/17-18 PRICE BID With due dt.**" The price bid envelope should contain the rates in figure and words only. Any other enclosures, which the bidder wishes to submit, must be enclosed with the Technical bid only.

8. Both the techno commercial bid and price bid sealed envelope must be again enclosed in a single envelope duly sealed and super scribed as "**Tender Enquiry No. CPR/TAXI/VIP/17-18**" The same should be dropped in the tender box kept in the office of CISF at Administrative Building gate, BHEL, Khailar, Jhansi, on or before the specified date and time.
9. Offer not in line with the above procedure or quoted in any other format is liable to be rejected.
10. **Opening of Bid:** The Techno Commercial bid shall be opened on specified date in presence of representatives of bidders who want to participate.
11. After evaluation of the Technical Bid, the price bids of only techno-commercially accepted bidders will be opened. The date of opening of price bid will be informed only to those bidders whose technical bid has been accepted for witnessing the Price Bid opening.

The bidder is required to submit an Earnest Money Deposit (EMD) of an amount of **Rs. 10,000/-** specified in tender notice (NIT), through Electronic Fund Transfer credited in BHEL account (before tender opening)

BHEL account details: Bank Name:- SBI; A/c No. :- 10670828866 ; IFSCCode:- SBIN0003807 A/c Holder Name:- BHARAT HEAVY ELECTRICALS LIMITED

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi

COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure "D"

GENERAL TERMS & CONDITIONS OF CONTRACT

1. BHEL shall not entertain any claims arising out of increase in rate of Road Taxes, Permit Charges, Insurance charges etc.
2. In case of breakdown of the Taxi's on any day, another Taxi's will have to be provided immediately. In case of failure to provide another Taxi's, a penalty @ Rs.1000/- per day will be imposed and at the same time cost of hiring the alternate Taxi's will be charged to the contractor's account. This will be allowed only for maximum 15 days in a year, after which management reserves the right to terminate the contract.
3. In case a road accident occurs it shall be the total responsibility of the contractor to deal with the Police authorities, affected parties, staff deployed, courts etc. BHEL shall not be responsible for any such incidences.
4. BHEL reserves the right to accept or reject any or all offers without assigning any reason.
5. BHEL reserves the right to cancel the contract at any point of time by giving one month's notice without assigning any reason. No additional charges shall be payable in such an event.
6. The offers given by contractors should be kept valid for minimum 120 days' time from tender opening date to finalize the contract.

7. BILLS PAYMENT, ATTENDANCE AND PAYMENT OF WAGES

- i. The contractor shall submit monthly bill.
 - ii. The contractor shall submit bills to the Incharge Transport Pool department on or before 8th of each month.
 - iii. The contractor's bills should be accompanied with the following.
 - a) Copy of log Book entries / Statement of work done by the Contractor
 - b) Copy of Challan of GST
 - iv. The executing department shall pass the bills of the contractor after checking all the documents.
 - v. Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount if any and TDS will make payment to the contractor. Normal processing time of bills is 45 days from the receipt of bill in BHEL.
8. The bidders are required to quote the discount in figures & words as well. There should be no cutting or over-writing in the price bid. Please ensure while filling the price bid. There shall not be any additional comment on the price bid.

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi

COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

9. GST shall be payable extra as applicable.
10. **Security Deposit (SD):** Security deposit shall be 2% of contract value as per Works Policy 2016 Para-8.1.1 will be collected from the successful bidder **before start of the work** in the form of either EFT or Bank Guarantee. The directives given in BHEL Works Policy 2016 shall be fully followed. The S.D will be refunded to the contractor after satisfactory completion of the work and on production of no dues certificate.
11. Successful bidder will pay the Stamp Duty on Security Deposit as per government Rules
12. **ARBITRATION :** All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996(Latest applicable) and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be Jhansi in India.
13. **JURISDICTION:** Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi court only.
14. **SUSPENSION :** BHEL reserve the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of suspension and the reasons thereof. The contractor shall there upon suspend performance of such obligation until ordered in writing to resume such performance by the same authority that ordered for suspension.
15. The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/- Non-Judicial Stamp Paper.
16. In case of non-satisfactory performance of the contract, BHEL shall have a right to cancel the contract & forfeiting the security deposit.
17. BHEL reserves the right to accept or reject any or all offers without assigning any reason (s). The dispute arising out of or in relation of this agreement shall be referred to arbitrator who may be a serving / retired Sr. Officer or any other person of repute whose award shall be binding on both the parties to the agreement. In case any of the parties decides to obtain relief from the court, the dispute arising out this agreement shall be subject to Jhansi jurisdiction.
18. The documentary evidence for Registration of (R.C) & valid insurance copy of Taxi's shall be produced before execution of the contract.
19. The **validity of the contract** shall be Four years from date of LOI/Contract.

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi
COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure “E”

PRE- QUALIFYING REQUIREMENT

The bidders are required to provide information about the following and enclose copies of required documents for **“Contract for Hiring of Three Nos. Brand New “A.C Maruti Suzuki Swift Dzire Tour (Diesel)” Without driver & fuel for four years.”**

Sl. No.	Requirement	DETAILS (To be filled in by the Contractor)
1.	A.C Maruti Suzuki Swift DZire Tour (Diesel) Brand New(i.e R.T.O Registration dated 13/12/2017 or later) Note : Vehicle registration should be in the name of Individual/firm or agreement based	

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi

COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure-“F”

TENDER EVALUATION CRITERIA

The Evaluation of the tender will be carried out as follows:

1. The bidders meeting all conditions as given in qualifying requirement shall be evaluated and assess the performance.
2. The bidder quoting the Lowest Price will be considered for ordering subject to price reasonability and techno commercial suitability.
3. The contract shall be awarded on L-1 basis (i.e. the lowest)
4. In case more than one bidder are L-1, then L-1 bidder will be selected by the draw of Lots.

I/ We agree with above
Acceptance of bidder: Seal & Sign

Page 10/14



Bharat Heavy Electricals Limited, Jhansi
COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure "G"

PROFORMA FOR SUBMITTING TECHNICAL BID FOR
"Contract for Hiring of Three Nos. Brand New "A.C Maruti Suzuki swift Dzire Tour
(Diesel)" Without driver & fuel for four years."

1. Name of the firm : _____
2. Name of the Proprietor / Partners / Directors. : _____
3. Address and Contact Numbers : _____
4. PAN/TAN Number :
5. GST No. : _____
6. Earnest Money Deposit : 10,000/-
7. Any other relevant information :-----
8. Tender Cost : NIL
9. Validity of offer : 90 days from the date of tender Opening.
10. Blank Price bid : Enclosed/Not Enclosed
11. Acceptance of Reverse Auction Yes/ No

I / We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.

Signature with Name
& Office Seal

Note: Technical Commercial bid and Price Bid should be submitted in separate sealed envelopes. In case the bids are found in one signal bid then the "bids" are liable to be rejected

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi
COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure "H"

BLANK PRICE BID

NAME OF WORK : "Contract for Hiring of Three Nos. Brand New "A.C Maruti Suzuki Swift Dzire Tour (Diesel)" Without driver & fuel for four years."

Item	Description	Period / Year	UNIT rate	Quoted rates in Rs. (to be filled in by the bidder) in figures & words
1	Providing " Three Nos. Brand New "A.C Maruti Suzuki Swift Dzire Tour (Diesel)" Without driver & fuel " Diesel Operated Taxi A.C without Driver & fuel, with White seat covers, Taxi Permit, all legal clearances from RTO, Insurance cos. Etc. for transporting of personnel relating to BHEL.	4 years (i.e. 48 Months)	Monthly charges Per Taxi	XXXXXXXXXX
<ul style="list-style-type: none">- Uniform monthly charges shall be applicable for the total contract period.- The L-1 shall be decided on the quoted monthly charges.- Price bid to be submitted without any comments/extra terms & conditions. Conditional price bid shall be liable for rejection.				

NOTE :

GST shall be paid extra as applicable.
Rates shall be upto 2 Places of decimal.

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi
COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure "I"

PRICE BID

NAME OF WORK : "Contract for Hiring of Three Nos. Brand New "A.C Maruti Suzuki Swift Dzire Tour (Diesel)" Without driver & fuel for four years."

Item	Description	Period / Year	UNIT rate	Quoted rates in Rs. (to be filled in by the bidder) in figures & words
1	Providing " Three Nos. Brand New "A.C Maruti Suzuki Swift Dzire Tour (Diesel)" Without driver & fuel " Diesel Operated Taxi A.C without Driver & fuel, with White seat covers, Taxi Permit, all legal clearances from RTO, Insurance cos. Etc. for transporting of personnel relating to BHEL.	4 years (i.e. 48 Months)	Monthly charges Per Taxi	
<ul style="list-style-type: none">- Uniform monthly charges shall be applicable for the total contract period.- The L-1 shall be decided on the quoted monthly charges.- Price bid to be submitted without any comments/extra terms & conditions. Conditional price bid shall be liable for rejection.				

NOTE :

- GST shall be paid extra as applicable.
- Rates shall be upto 2 Places of decimal.

I/ We agree with above
Acceptance of bidder: Seal & Sign



Bharat Heavy Electricals Limited, Jhansi
COMMUNICATION & PUBLIC RELATION

Tender Enquiry No : CPR/TAXI/VIP/17-18

Annexure "J"

AFFIDAVIT

(On Rs.10/- Non Judicial Stamp paper.)

I / We M/s.....proprietorship / Pvt. Ltd. / partnerships firm represented by Shri.....s/o.....aged aboutresident ofdo here by solemnly affirm and state as follows:

1. That the firm stated hereinabove holds all statutory requirements such as under :-
 - A. PAN/TAN number in the name of the firm.
 - B. Income Tax Return for the last three years (Desirable).
 - C. GST number.
2. That the deponent declares that no criminal trial/prosecution for any offence involving fraud dishonesty and moral turpitude is pending against the deponent in any court of law. Further no penalty/guilty/conviction was awarded against the deponent by any court of law/statutory authority in India.
3. That the deponent hereby declare that neither myself & my firm was declared as insolvent by any court of law nor any insolvency proceedings pending in any court of law.
4. That the deponent declares that the firm referred herein above never been blacklisted/banned/delisted on the date of tender by any establishment of any PSU / State Govt. / Govt. of India.
5. Declaration that he is not Blacklisted / under hold from BHEL Jhansi OR banned by any unit / region / office of BHEL.

Deponent

VERIFICATION

The facts stated herein above are true and correct to the best of my knowledge and nothing has been concealed. Verified on/...../2017 at Jhansi (U.P.).

I/ We agree with above
Acceptance of bidder: Seal & Sign