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भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

(A Government of India Undertaking)

ELECTRONICS DIVISION

P.B. No. 2606, Mysore Road, Bangalore - 560 026

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(EPABX.NO.)

Ref: EDN: 515:TO:01-VO4

Date: 21.02.2011

M/s.

Dear Sir,

Sub : Contract for utilising ONE 32 seater BUS on hire basis – Submission of Quotation reg.

BHEL-Electronics Division intends to enter into an annual contract for utilising ONE BUS of 32 Seater capacity, on hire basis on a lab of 135 Kilometres & 18 Hours Slab for a period of TWO YEARS with effect from 1st April 2011. The salient points are furnished in the table below followed by complete scope of work and general terms and conditions:

Contract Work	Providing a 32 Seater Bus on hire basis	
Contract Period	Two Years with effect from 1st April 2011	
Volume of Business	Anticipated volume of business will be around Rs.10.00 Lakhs [Rupees ten lakhs only] per annum.	
Tender Document	Particulars of [TD] Tender Document	Quotation is invited in two parts [Document contains Bid in Two Parts] First Part - Techno-commercial Bid Second Part - Price Bid
	Issue of T D at EDN	Issued From 21.02.2011 to 11.03.2011 on any working day [from Monday to Friday between 1.00- 3.00PM] on Payment of Tender document fee of Rs. 200.00 by Cash or DD.
	Availability of T D at Website	www.bheledn.com, www.bhel.com and www.tenders.gov.in If downloaded from Website, Tender Document fee of Rs.200.00 should be furnished by a separate DD
	EMD Amount	NO EMD amount to be furnished
	Last Date	Monday, the 14th March 2011 Upto 3.00PM
	Submission of TD	Two parts in 2 separate sealed covers put in to another sealed cover to be deposited/ dropped in Tender Box marked as "HRM Dept" kept in Reception Hall of BHEL-EDN, Mysore Road, Bangalore-26 [Near Chord Road Signal]
Security Deposit	Successful Bidder will have to furnish Security Deposit as per Annexure-SD	
Special Instructions	All Annexures should be in the pro-forma downloaded or issued by BHEL EDN only. This is essential from the point of providing complete information/Details as required by BHEL for proper and clear comparison of bids.	

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SCOPE OF WORK AND GENERAL TERMS & CONDITIONS

1. The scope of work involves commuting CISF Personnel safely from their Quarters [Kengeri satellite Town and BHEL Township, Vijayanagar] to BHEL-EDN Factory at Mysore Road & from factory to the Quarters **apart from all other assigned trips on need basis** from time to time like dropping children to School/bringing them back etc. on daily basis. IF there is any clarification on present pattern of vehicle usage you may please free to contact us which may help you in submission of proper and competitive quotation.
2. The vehicle [32 Seater Bus-2010/2011 model preferred] is required to report at our designated place of first pick-up point at 5.00 AM and will be at our service till 10.00PM.
3. The rate quoted should include the charges towards fuel, wages, permit, insurance, taxes (excluding Service Tax) and maintenance of vehicle, statutory payments etc and the rate shall be subjected to price variation clause on increase/decrease of fuel prices [as per annexure-PB, during the contract period.
4. **It may please be noted that, the general utility of vehicle on Sundays [52 days/year] & holidays [12/year] will be at minimal & reduced Kilometers on all School holidays [75 days per year approximately]. This may be taken into consideration while quoting the best competitive rate for the contract.**
5. The vehicle should be at our disposal in the premises of BHEL-EDN during the specified hours [As per slab] when the same is not plying for any assigned trips/works.
6. The Company reserves the right to use the vehicle at its discretion. Trip sheet should be maintained by properly recording time, kilometres on daily basis and obtain the signature from the authorised person.
7. The trip sheets should be furnished for inspection whenever called-for and the same should be enclosed to the monthly Bill for claiming the payment wherever required.
8. Bill for payment, may be submitted once in a month along with the trip sheets [wherever necessary] which will be settled in about 15 days period.
9. The vehicle once reported at our premises for our disposal, the same will be released only **against arrival of the suitable alternate** [32 Seater Bus in good plying (running) condition] vehicle at our premises, irrespective of the reasons.
10. The valid records/documents like RC Book, Vehicle permit, Insurance, Driving License's of Drivers, Emission certificate etc., should be produced whenever required by us for verification. Vehicle should be in good running condition [preferred 2010/2011 model] & all statutory requirements of RTO, etc., should be complied with.
11. The Company reserves the right to terminate the contract if the performance is not satisfactory.
12. The DD towards the tender document fee of Rs. 200.00 [Rupees two hundred only] should be enclosed with **Annexure-TB**.
13. Bidder shall be responsible for covering their services against all statutory regulations including provisions under Motor vehicle Act, comprehensive accident insurance etc. BHEL shall not be responsible for any consequences arising on account of any violation of any statutory provisions, rules/regulations by the Bidder.
14. In case of any breakdown of running vehicle, alternate arrangement should be made within half-an-hour to fulfill the contractual terms.
15. The estimated volume of business will be around Rs 10.00 Lakhs (Rupees ten lakhs only) per annum.
16. The names of your staff/representatives along with their contact numbers have to be furnished who have to be contacted, during exigencies or for necessary clarification.

17. Failure to make alternate [32 seater bus only] arrangements will result on levying of Penalty as under:

- a. If the vehicle is not reported [Breakdown while reaching the first point] at first Pick-Up Point and reaches the factory as required, the penalty is 50% of the daily rate.
- b. If the vehicle is not available at our disposal for half-a-day and less i.e. half of the specified slab hours and less [tolerance of 15 minutes] the penalty is 75% of daily rate.
- c. If the above failure [half-a-day] occurs more than once in a calendar month then the penalty will be 25% of the daily rate in addition to the above penalty, for the second and subsequent failures.
- d. If the vehicle is not available at our disposal for a full day [more than half a day-slab hours] the penalty is 125% of the daily rate. if the above failure [full day] occurs more than once in a calendar month then penalty will be 50% of the daily rate in addition to the above penalty for the second and subsequent failures.
- e. If the vehicle is not available after doing part of work during first or second half & no alternate arrangement is made within half-an-hour [30 minutes] then the penalty will be as per annexure "B & C".
- f. The vehicle at EDN premises without Driver will attract the above said penalty [B to E].

18. **Essential Criteria for qualifying in the techno commercial bid:**

- A. The bidder should be registered as per rules under relevant law for this activity. (Copy of registration certificate to be enclosed) with an established office having Phone & Fax Nos.
- B. The bidder should have service tax registration certificate (Copy to be enclosed).
- C. Average annual financial turnover during the last three years ending 31st March of the previous financial year, should be at least 3.00 Lakhs..
- D. Experience of having successfully completed/executed contract/s of providing vehicles on hire basis during last 7 years ending 31st December 2010 with either of the following:
 - a. Three completed works costing not less than the amount equal to 4.00 lakhs
 - OR**
 - b. Two completed works costing not less than 5.00 lakhs
 - OR**
 - c. One completed work costing not less than 8.00 lakhs
- E. Copy of completion certificate indicating the value of work or copy of work order or PO indicating value of work alongwith satisfactory service certificate, from such of those organisations who are/have utilising/utilised the vehicles on hire basis, should be enclosed.

It may please be noted that all information should be clearly filled-in, if any column is left blank then the bid will be rejected summarily. If the bidder wishes to provide additional

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information then, the same can be given as enclosures only [Any information, wherever the bidder feels important and necessary in the context of the contract], apart from those required under tender document.

The offer should be submitted in **2 parts** as mentioned below **in separate sealed envelopes** to be put into a **SINGLE SEALED COVER** Super scribed as Enquiry No:**515:TO:01-VO4 DUE DATE 14.03.2011** addressed to the undersigned containing:

1. Techno-commercial Bid as per **Annexure–TB [FIRST PART]** Super scribed as “**Techno-Commercial Bid** for Enquiry No:**EDN:515:TO:01-VO4 DUE DATE 14.03.2011**
2. Price Bid as per **Annexure–PB [SECOND PART]**, superscribed as “**Price Bid** for Enquiry No:**EDN:515:TO:01-V04 DUE DATE: 14.03.2011**

The above sealed cover [**containing tender document**] has to be dropped in the HRM TENDER BOX kept in the Reception Hall of the BHEL, Electronics Division, Mysore Road, Bangalore – 560 026 on or before 3.00 PM on Monday, the 14th March 2011.

The tender as per annexures should be in bold and legible letters. Corrections if any should be endorsed. All the columns of all annexures should be **filled** or written as “**NA - Not Applicable**” wherever they are not relevant or information not available.

The Tender Box will be opened on Monday, **the 14th March 2011 at 3.00PM**. The interested bidders representatives can be present while opening Tender Box **only to know the number of offers** received [**acceptability will not be confirmed**]. **Communication regarding the opening of PRICE BID** will be sent to such of those bidders **whose techno-commercial bids are accepted**. No correspondence will be entertained in this regard unless **we seek clarification**, if any.

The Management reserves the right to accept or reject any offer without assigning any reason whatsoever and its decision is final in this regard.

Thanking you,

Yours faithfully,
For & on behalf of
Bharat Heavy Electricals Limited

[K Parthiban]
Dy. General Manager/HR

Annexure-TB

Quotation For contract of providing a 32 Seater Bus on hire basis to BHEL-EDN

Ref:EDN:515:TO:01-V04

Date :21.02.2011

SI No	PARTICULARS OF INFORMATION	
1	Name and addresses of the registered office with Phone and Fax Nos:	
2	Year of Establishment & Reg No. (Copy of registration to be furnished)	
3	Nature of Organisation [Like Public Sector Co., Public Limited Co., Private Limited Co., Partnership firm, Proprietary Concern, Etc.].	
4	Name/s of Managing/Executive Director or Directors as applicable or Partners or Proprietor with Telephone and Mobile.	
5	Name of the contact person with address, Phone & Mobile Nos.	
6	No of years of experience in the field of Transport service (proof to be furnished)	
7	Turnover in Rupees [IT proof or annual report to be furnished]	
	2007-08 :	Lakhs
	2008-09 :	Lakhs
	2009-10 :	Lakhs
8	Service Tax registration No Copy to be furnished	
9	Total manpower employed in the firm [Driver and Staff]	
10	Address of Depot\Garage	
11	Vehicle Particulars	
	A .Registered in the Name of Bidder	Annexure-DV Annexure-AV [Copies of agreement enclosed]
	B. For attached Vehicles: Engaged from other Co-transporters	
13	Liability in case of Occurrence of any accident while performing the contract	
14	TD DD [Rs.200/-] No, Date, Bank Name & Branch	
15	Enclosed copies of the following	
	1. Registration Certificate	2. Annual Report/P&L A/c of 2007-08, 08-09 & 09-10
	3. Tax registration certificate	4. List of drivers with copies of Licences
	5. List of branch offices with addresses	6. List of clients

The above information is true and correct to the best of my knowledge and I will take full responsibility for ensuring the smooth and trouble free efficient service by adhering to all terms & conditions laid down in the tender Document.

Date :
Place:

Signature of the Authorised person with Seal

Annexure-PBQuotation For contract of providing a 32 Seater Bus on hire basis to BHEL-EDN

Rate of fuel [Normal Diesel – IOC/HP/BP/IBP] per Litre is Rs. = As on / /2011
and considered for the rates arrived below:

Slab of 135 Kilometres & 18 Hours								Rate per extra Km beyond 3600 Kms per month		Rate per extra Hour beyond 18 hours per day		Applicable service tax percentage
Fuel Rate/Km		Hourly Rate		Total per day		Grand Total per month [365 days]		Rs	Ps	Rs	Ps	
Rs	Ps	Rs	Ps	Rs	Ps	Rs	Ps	Rs	Ps	Rs	Ps	

Note:

1. Price Variation: The net rate of fuel price indicated on the date of submitting this Bid. If there is any increase or decrease in fuel net rate [inclusive of all taxes] by Re. 1.00 [One rupee only] or more the same will be taken into account **for the slab kilometers [135] without affecting the [changing] the hourly rate.** The revised rate will be effective from the following calendar month on **monthly basis and** the revised rate is also applicable in case of any extra Kilometres utilised **however, there will not be any change in the hourly rate.**

Method of calculation will be as under [for Example]:

Calculation on the day of Bidding				Calculation on increase in fuel rate by Rs.5.00/litre			
Fuel rate per Km	Rs. 8.50	x135.00 Km	Rs. 1148.00	Fuel rate per Km	Rs. 9.50	x135.00 Kms	Rs.1283.00
Hourly charges	Rs.27.00	x 18.00 Hrs	Rs. 486.00	Hourly charges	Rs.27.00	x18.00 Hrs	Rs. 486.00
Total for of slab of 135 Kms & 18 hours	Rs. 1634.00			Total for 135 Kms & 18 hours	Rs.1769.00		

Plus applicable Government Service Tax

Revised rate from following calendar month

- Vehicle will be utilized on all 365/366 days and extra rate will be applicable beyond the slab Kms/month
- Charges will be claimed for 30/31 days or 28/29 days per month as applicable.

Mileage considered and the Fuel rate:

Mileage taken into account is **5.00 Km/ Litre** of fuel for the purpose of calculation in above example Rate of Fuel is considered as **Rs.42.20/Litre** [Nett rate] and increased rate as **Rs.47.20/ Litre** of fuel **Conversion of factor will be Re. 0.20 for every Rupee increase or decrease in fuel.**

2. Pick-up, dropping and other trips will as per BHEL requirement. 32 seater bus will be made available at first pick-up point 30 minutes before the commencement of the trip at designated first pick-up point.
3. Payment should be made within fifteen days from the date of submission of Bill with trip sheets etc. as per BHEL extant Policy the payment can be made and to facilitate the present payment policy of EFT mode, required information with Bank certification EFT form is furnished herewith.
4. Deductions if any, towards the penalty amount, statutory deduction etc., under the terms of contract can be deducted from the respective monthly Bill apart from any dues recoverable.
5. Service Tax rate is as per extant rules & regulations under the relevant law.
6. The rate quoted is valid for 120 days except for price variation as mentioned above for consideration of this Bid.

Signature of the Authorised person with Seal

Date :

Place :

Annexure -SDSECURITY DEPOSIT**1. Security Deposit should be collected from the successful tender. The rate of Security Deposit will be as bellow:**

- Up to Rs.10 lakhs: 10%
- Above Rs.10 lakhs up to Rs.50 lakhs : 1.00 lakh + 7.5% of the amount exceeding Rs.10.00 lakhs.
- Above Rs.50 lakhs: Rs.4 lakhs + 5% of the amount exceeding Rs.50 lakhs.

The Security Deposit should be collected before start of the work from the contractor.

2. Security Deposit may be furnished in any one of the following forms:

- a). Cash (as permissible under the income Tax Act)
- b). Pay Order, Demand Draft in favour of BHEL
- c). Local cheques of scheduled banks, subject to realization.
- d). Securities available from post offices such as national savings certificates, kisan vikas Patras etc. (certificates should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- e). Bank guarantee from scheduled banks/public financial institutions as defined in the companies act. The Bank Guarantee format should have the approval of BHEL.
- f). Fixed deposit receipt issued by scheduled banks/ public financial institutions as defined in the companies act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- g). Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the work and the balance 50% may be recovered from the running bills.
(**Note:** In case of small value contracts not exceeding Rs.10 lakhs and all SAS jobs, work can be started before Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit)
- h). EMD of the successful tenderer can be converted and adjusted against the Security Deposit.
- i). The Security Deposit shall not carry any interest.
(**Note:** Acceptance of Security Deposit against Sl. No. (iv) and (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).

Security Deposit shall not be refunded to the contractor except in accordance with terms of the contract.

Annexure-AV [Details of 32 Seater Bus]

[Engaged by the Bidder belonging to other transport service providers - attached Vehicles]

	Name of the Co-Transport Service Providers	Vehicle No	Year of Mfg.	RC Book No.	Tax Paid Receipt No.	Permit No.	Insurance		Last FC don on
							Type	Policy No	

Signature of the authorized person with seal

Place:

Date :

- Encl :
1. Photocopy of RC book of each vehicle engaged through co-transport service providers
 2. Photocopy of Insurance policy, Tax paid Receipt & permit issued by RTO
 3. Photocopy of Agreements with co-transport service providers

Annexure-DV [Details of 32 Seater Bus]

[Registered in the name of Bidder]

SI No	Name in which the vehicle is registered	Vehicle No	Year of Mfg.	RC Book No.	Tax Paid Receipt No.	Permit No.	Insurance		Last FC don on
							Type	Policy No	

Signature of the authorized person with seal

Place:

Date :

- Encl :
1. Photocopy of RC book of each vehicle engaged through co-transport service providers
 2. Photocopy of Insurance policy, Tax paid Receipt & permit issued by RTO
 3. Photocopy of Agreements with co-transport service providers