



An ISO: 9001
Organization

BHARAT HEAVY ELECTRICALS LIMITED
High Pressure Boiler Plant, Tiruchirappalli- 620014
Maintenance & Services Dept. (FB)
☎: (0431) 257-5958 Fax: (0431) 257-6805
[e-mail: avinashsahoo@bhel.in](mailto:avinashsahoo@bhel.in)

ENQ No: 9221800013

dt.27.07.2018

NOTICE INVITING TENDER

Sub: **Hiring of Non-A/c T-Board Diesel Cars of Model-2015 or later for the period of TWO years at BHEL, Trichy.**

Ref: Enquiry no: 9221800013 DATED: 27/07/2018; DUE DT: 20/08/2018

Tender of the above work should be submitted in a sealed cover consisting of three inner sealed covers superscribed as 1) EMD cover, 2) Technical bid cover & 3) Price bid cover, also superscribing NAME OF THE WORK, ENQUIRY NUMBER, etc.

EMD cover shall contain requisite **EMD of ₹. 2,28,320.00/-** & Payment of EMD must be in e-

1 Collect mode only. **Tender without EMD will be summarily rejected** and the Technical bid & price bid shall not be considered.

2 The complete Technical bid and price bid along with requisite **EMD** shall reach the office of the undersigned on or before 20/08/2018 at 14.00 Hrs.

MSE suppliers can avail EMD Waiver benefits only if they submit in EMD cover along with the offer, attested copies of either EM II Certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II Certificate along with attested copy of a CA Certificate (Format Enclosed). **Tenders without EMD/MSE proof as detailed above will be summarily rejected.**

One set of unpriced bid of Contract Work Schedule duly signed by the tenderer for accepting the work content (BOQ) should be submitted along with the Technical bid for technical evaluation.

The price bid cover shall contain price bid document in prescribed format **duly filled in and signed by the tenderer in all the pages**. The tenderer has to quote most competitive rates for all the items given in the Bill of Quantities in price bid.

The Technical bid will be opened on the same day at 14.30 hrs. In case of opening day falls on holiday or happened to be declared as a holiday the receipt and opening of the tender shall automatically fall on the same timing of the next working day. You / Your authorized representative may participate in the tender opening.

Clarification if any can be obtained from the undersigned.

Thanking you,
Yours faithfully,

Contracts, Maintenance & Services Dept.
Bharat Heavy Electricals Limited, Trichy

Sign. Seal of Bidder



An ISO: 9001
Organization

BHARAT HEAVY ELECTRICALS LIMITED
High Pressure Boiler Plant, Tiruchirappalli- 620014
Maintenance & Services Dept. (FB)
☎: (0431) 257-5958 Fax: (0431) 257-6805
[e-mail: avinashsahoo@bhel.in](mailto:avinashsahoo@bhel.in)

Encl:

NIT – Notice Inviting tender (Consists of Preamble, PQC, Technical Bid & Price bid)

Tender should be addressed to:

**THE SENIOR ENGINEER,
MAINTENANCE & SERVICES / CONTRACTS,
2&4 BUILDING, BHARAT HEAVY ELECTRICALS LIMITED,
HIGH PRESSURE BOILER PLANT,
TIRUCHIRAPPALLI, TAMILNADU - 620014.**

NOTICE INVITING TENDER

1	Name of work	Hiring of Non-A/c T-Board Diesel Cars of Model-2015 or later for the period of TWO years at BHEL, Trichy.
2	Earnest Money Deposit	₹ 2,28,320.00
3	Duration of the contract	Two Years (From the date of commencement of the work)
4	Last Date for Receipt of Tender	14.00 Hrs. on 20/08/2018
5	Date of Technical Bid Opening	14.30 Hrs. on 20/08/2018
6	Date of Price Bid Opening	Will be intimated to those who are Qualified, separately.
7	Guarantee Period	Not applicable

- 1 The Tender documents can be down loaded from BHEL website (http://www.bhel.com/tender/tender_home.php) at free of cost.
- 2 Tender document contains 16 Pages (Cover Letter - 02 pages, PQC, Technical & Commercial Bid – 12 Pages, Schedule for Price Bid – 01 page, Template performance - 01 page).

ISSUING OFFICER

Sign. Seal of Bidder



An ISO: 9001
Organization

BHARAT HEAVY ELECTRICALS LIMITED
High Pressure Boiler Plant, Tiruchirappalli- 620014
Maintenance & Services Dept. (FB)
☎: (0431) 257-5958 Fax: (0431) 257-6805
e-mail: avinashsahoo@bhel.in

ENQ No: 9221800013

dt.27.07.2018

PART –I (TECHNICAL BID)		
SECTION - I: PRE QUALIFICATION CRITERIA		
THE BIDDER HAS TO MEET THE FOLLOWING REQUIREMENTS TO GET QUALIFIED FOR SUBMITTING TENDER FOR THE OPERATION OF NON A/C T-BOARD DIESEL CARS OF MODEL 2015 OR LATER ON HIRE BASIS FOR THE PERIOD OF TWO YEARS.		
SL.No.	REQUIREMENTS	BIDDERS RESPONSE [Please (√)Tick wherever required]
1	The bidder should have executed/executing atleast one contract (Hiring of cars) for State/Central Govt. or under takings or any private firms in the last four years (as on tender date). Necessary work order copies has to be submitted along with the offer as proof for the above requirement. Performance certificate as per the attached FORMAT: BHEL: TPT: NAC:2018 has to be furnished.	Work Order copy: Enclosed / Not Enclosed Perf Certi : Enclosed / Not Enclosed
2	The bidder should have minimum 3 Nos (Three) of T - Board car (Any Model and year of registration) in the name of firm or in the name of partners before 90 days as on tender date to participate in the tender. Necessary copies of RC Book, Insurance certificate, permit of car, Incase of Partnership, copy of registered partnership deed registered before 90 days as on tender date should be submitted along with the offer as proof. Originals will be verified.	Copy of RC book, Insurance: Enclosed / Not Enclosed Copy of Partnership regn. & Partnership Deed: Enclosed / Not Enclosed
3	BHEL reserves the right to verify the information provided by the bidder. In case the information provided by the bidder is found to be false/incorrect, the offer shall be rejected.	Accepted / Not Accepted
4	Services offered by the bidder must meet the requirements of contract as detailed in the Tender specification PART-1 SECTION-II.	Accepted / Not Accepted
5	BHEL reserves the right to verify the Present functioning address of the Travel agency.	Accepted / Not Accepted
6	Financial Status:	
	Copies of the income tax return for any two consecutive years of the last THREE Assessment years (AY 2015-16, 2016 -17, 2017-18) to be provided.	Enclosed / Not Enclosed AY - 20____ - ____ AY - 20____ - ____

COMPANY PROFILE		
SL.No.	PARTICULARS	BIDDERS RESPONSE [Please (√)Tick wherever required]
1	Name of Service provider/Cabs/Travels Agency	
2	Status of the Service provider/Cabs/Travels agency	1.Proprietary
		2.Partnership
3	Full address of the Service provider/Cabs/Travels agency	
4	Name of the Proprietor/Partner (in case of Partnership, registered deed copy should be submitted)	Name:_____
5	Registration No . and date (copy should be enclosed)	Enclosed / Not Enclosed Regn. No: _____ Dated: _____
6	Telephone Land line No. / Mobile No./ e-mail id of the firm	
7	PAN Card No(copy should be enclosed)	() Registered and Enclosed PAN No. - _____ () Not Registered
8	GSTN (copy should be enclosed, if applicable)	() Registered and Enclosed GST No: _____ SAC Code: _____ () Not Registered
9	Self declaration whether banned in any Unit/Office of BHEL.	Yes / No If Yes, Mention Unit name. _____

PART – I (TECHNICAL BID)				
SECTION - II : CONTRACT TECHNICAL REQUIREMENTS				
SPECIFICATION CUM COMPLIANCE CERTIFICATE FOR OPERATION OF DIESEL NON A/C T-BOARD DIESEL CARS OF MODEL 2015 OR LATER ON HIRE BASIS FOR THE PERIOD OF TWO YEARS.				
S.NO	REQUIREMENTS	BIDDER'S RESPONSE		
1.1	a) This contract envisages providing 32 Nos. of RTO Permit Non A/C T-Board Diesel cars on hire basis for a period of two years to meet the transport needs of BHEL, Trichy. b) However the quantity may increase or decrease by 20% based on day to day requirement.			
1.2	The contractor has to supply RTO Permit Non A/C T-Board Diesel cars manufactured in the year 2015 or later. The Make & Model of all the supplied cars should be the same.			
1.3	The colour of the vehicle provided should be in the variants of WHITE / SILVER only.			
1.4	For operational convenience, the Work Order will be splitted between the technically and commercially qualified bidders in the following ratio.			
	NO. OF VENDORS ACCEPTING L1 RATES	V1 (L1)	V2	V3
	3 VENDORS	50%	30%	20%
	2 VENDORS	60%	40%	NIL
	1 VENDOR	100%	NIL	NIL
1.5	For operational convenience, the work order shall be split into maximum 3 vendors who are technically and commercially qualified. Final L1 rate will be counter offered to L2 and if L2 vendor does not accept the final rate, then this will be offered to L3 and so on and so forth except H1. In rate ranking ascending order, the accepted vendors are V2 and V3. If 2 vendors accepted the counter offered L1 rate, then 50% of work order quantity will be given to L1, 30% of work order quantity will be given to V2 and 20% of work order quantity will be given to V3. The vendors should have/acquire Minimum number of cars (Model 2015 or later) - (L1)- 4 out of 16 Nos, (V2)-3 out of 10 Nos & (V3)- 2 out of 6 Nos in the name of the firm or owner or partners respectively. The documents shall be submitted at the earliest after award of contract. Payments shall be processed only after receipt of the above document and acceptance.			
	(Or)			
	For operational convenience, the work order shall be split into maximum 2 vendors who are technically and commercially qualified. Final L1 rate will be counter offered to L3 and if L3 vendor does not accept the final rate, then this will be offered to L4 and so on. In rate ranking ascending order, the accepted vendor is V2. If only one vendor accepted the counter offered L1 rate, 60% of work order quantity will be given to V1 and 40% of work order quantity will be given to V3. The vendor should have/acquire Minimum number of cars (Model 2015 or later) - (L1)- 5 out of 19 Nos and (V2)-3 out of 13 Nos. in the name of the firm or owner or partners respectively. The documents shall be submitted at the earliest after award of contract. Payments shall be processed only after receipt of the above document and acceptance.			
	(Or)			
	If no other vendors accept the counter offered final L1 rate, then L1 vendor will be given 100 % work order. In case, if L1 vendor is given 100% work order, then the vendor should have/acquire Minimum number of cars (Model 2015 or later) - 8 out of 32 Nos in the name of the firm or owner or partners. The documents shall be submitted at the earliest after award of contract. Payments shall be processed only after receipt of the above document and acceptance.			
1.6	In above three cases, if there is a short supply of cars in the ordered quantity by particular vendor, then BHEL reserves right to hire the short supplied quantity of cars from the other vendors, in the ordering of price ranking (ascending order).			
1.7	The number of non AC cars requirements may vary to a maximum of 20% of the ordered quantity occasionally.			
1.8	After completion of the contract period (Two years) , if required BHEL may extend operation of the above contract for a further period of 3 months on the existing terms and conditions.			
1.9	The above Non A/C Cars will be utilized by BHEL for partial/full day operation, local, out-station including other states and ghat road section without any restriction.			
1.10	Full day total operating hours of the vehicle will be from minimum 10 hours to maximum 12 hours per day during the contract period of two years. a) Vehicle will be used on all working days b) For sundays & holidays, based on need, required vehicles will be booked with prior intimation.			
1.11	Fuel price for the plain road will be paid as per the average diesel price (Diesel market price shall be reckoned at Thiruverumbur) of the following period a) 1st to 15th of the calendar month b) 16th to till the end of the calendar month during which the vehicle is operated.			

S.NO	REQUIREMENTS	BIDDER'S RESPONSE
1.12	Detention charges will be paid only when the vehicle is used beyond 12 hrs in a day operation and the payment will be made on Pro rata basis as per the rate schedule S.No. 4. Fractional hours will be rounded off (i.e Less than half an hour will be ignored and more than half an hour will be rounded off to one hour).	
1.13	a) If the trip exceeds 300 kms, it will be treated as outstation trip, for which day rent and detention charges are not applicable. Night halts & permit charges (if applicable) will be paid as mentioned in rate schedule. b) If the outstation trip is less than 300 kms, the outstation km charges are NOT applicable. Whereas, the day rent, detention charges (if any), Night halts & permit charges (if applicable) will be paid as mentioned in rate schedule.	
1.14	For night stay between 22.00 hrs to 06.00 hrs during outstation trips, night halt charges will be paid as per the rate schedule S.No. 7. Rental charges will not be allowed for the above duration.	
1.15	Permit charges including applicable taxes (if any) will be allowed as per the rate schedule S.No. 8.	
1.16	In exceptional cases when the car is engaged for short duration which is less than 10 hours, the rent will be paid on pro rata basis with fuel charges for actual kms covered as per the rate schedule S.No. 5.	
1.17	GHAT ROAD RATE: Rate per km as per rate schedule S.No. 6 for the distance travelled on ghat roads in case of travelling in hill stations.	
1.18	Rate quoted by the contractor will be firm throughout the contract period.	
1.19	The successful vendors should submit the list of vehicles with a copy of RC books, valid permit and insurance along with original for verification before commencement of work. Any change of cars in the list shall be informed in advance and obtain approval from BHEL.	
1.20	For outstation trips driver should be provided with enough money for all expenses such as boarding & lodging, fuel, toll and parking charges etc., as applicable.	
1.21	The actual car parking charges, toll charges and permit charges including applicable taxes (if any) incurred during operation will be reimbursed by production of the original receipt without any corrections or over writings with signature and name seal of the user.	
1.22	The vendor should ensure that the drivers are available at the vehicle all the time during operation.	
1.23	The condition of the vehicle like engine functioning, suspension, door, brakes, tyres, head lights & indicators, horn, safety belt etc., should be good, failing which the vehicle will be removed from operation till the defects are set right and in such case the vendor should provide good alternate vehicle immediately.	
1.24	The vendor should arrange to attend any complaint in the vehicle notified by BHEL immediately with in a short period of notice and an alternative vehicle of same model & year of registration has to be provided to BHEL till completion of the complaint.	
1.25	The starting and closing of km readings will be accounted at BHEL Transport section or vehicle reporting department section only and it will be certified by the Pooling section-in-charge of BHEL transport or reporting section incharge as applicable.	
2	<u>REQUIREMENTS OF VEHICLE</u> The vendor should fulfil the following requirements in respect of the vehicle during the execution of the contract.	
2.1	The engine cylinder displacement capacity of the vehicle should be 1100 CC or above.	
2.2	The vendor should specify the Make and Model of the cars with its catalogue.	
2.3	The cars should be provided with the following upholstery and accessories inside a) Complete set of seat covers in white colour cloth b) Audio system with player and FM radio facility c) Full floor mat with foot mat d) Jockey and hand tools e) Spare fuses f) Black sticker in front lights	
2.4	The vehicle should always to be kept very clean both internally and externally .	
2.5	Seat cover should be washed and changed periodically to ensure the cleanliness.	
2.6	Periodical service of the vehicle in respect of the engine, wheel alignment & balancing, etc., as recommended by the vehicle manufacturer to be done without fail.	
2.7	All tyres including stepney in the car should be in good condition at the time of reporting.	

S.NO	REQUIREMENTS	BIDDER'S RESPONSE
2.8	Sun control film pasted on the window glasses should not be dark and should be as per the Tamilnadu Government norms, so that inner side of the car must be visible for the security personnel without lowering the window glass.	
2.9	Playing audio player or radios in the cars is strictly prohibited within the factory premises.	
3	DRIVER The vendor should fulfill the following requirements in respect of the driver during the execution of the contract.	
3.1	Tender document contains 13 Pages (PQC, Technical & Commercial Bid – 12 Pages, Schedule for Price Bid – 01 page).	
3.2	Driver should possess valid driving LMV license with badge.	
3.3	Driver should wear neat uniform (Black Pant and white Shirt), shoes/ formal chappels during the duty hours.	
3.4	Driver should not wear casual dress.	
3.5	Driver should have mobile hand set in good working condition.	
3.6	Driver should not be drunken while on duty and should not smoke inside the car.	
3.7	Driver should adhere to the instructions given by Section-in-charge of BHEL transport.	
3.8	Driver should first allow the passenger to get inside the car and then only driver should enter the car.	
3.9	Driver should open and close the doors for all the passengers/customers while getting into or alighting the car.	
3.10	If there is a hand luggage brought by Officials, driver has to come forward and place the luggage in the car.	
3.11	Driver should adhere to the BHEL road safety rules and regulations inside the factory and township premises	
3.12	Driver should strictly follow the motor vehicle rules while driving.	
3.13	Driver should wear safety belt while driving as per the govt rules.	
3.14	Driver should not demand money for any expenses from the user.	
3.15	Driver should be ready to show the PLACARD near the entrance in Airport, Railway station, Bus stands and Pickup points etc., while receiving the company guest.	
3.16	Drivers should be sincere and maintain good discipline while on duty and should meet out the travel requirements of BHEL officials satisfactorily without any complaint. Any indiscipline/ misbehaviour / complaint is notified on the driver while on duty, will warrant change of driver.	
4	OPERATION	
4.1	The vehicle should report at BHEL Transport pooling section / designated point at requested time, regularly to make entry and to get instructions.	
4.2	Trip sheet for cars engaged will be supplied by BHEL. It is the responsibility of the car drivers to get all the columns for each and every movement filled and get the entries signed by the user with staff number.	
4.3	In case of loss of original trip sheet BHEL reserves the right not to entertain the claim.	
4.4	The car drivers should keep the relevant documents (driving License, Badge No., road tax token, registration certificate, insurance cover note, fitness certificate of the vehicle, emission certificate if required, permit etc.) with the car and produce as and when required by BHEL. In case of original document is not available immediately, copy of the same must be kept.	
4.5	Cars should report to BHEL in full readiness and serve for the entire day's operation in all respects.	
4.6	Car should operate only with the "ON CONTRACT WITH BHEL" name board supplied by BHEL during the time of operation.	
4.7	Any mishap (i.e. fire, accident, etc.,) occurring en-route is the complete responsibility of the vendor. He is also responsible for the safe, comfortable and timely transportation of the passengers.	
4.8	Cars should report to BHEL with diesel sufficient for the operation of the entire day. After reporting to transport, movement of cars to fuel station outside BHEL for filling diesel is not permitted.	
4.9	The vendor should not attempt to carryout any kind of repairs pertaining to their vehicles inside the factory premises except for tyre changes during punctures. Incase of breakdown the vehicles has to be taken out of the factory and brought back after satisfactory completion of the complaint.	

S.NO	REQUIREMENTS	BIDDER'S RESPONSE
5	GENERAL TERMS AND CONDITIONS	
5.1	The vendor should not sub-let any portion of the contract.	
5.2	The vendor shall at his own expense reinstate, make good to the satisfaction of the BHEL Management and pay compensation for any injury to any person, loss or damage caused to any property within BHEL complex/adjourning highway/Roadway.	
5.3	Any addition or deletion or changes in the partnership deed should be informed to BHEL well in advance.	
5.4	Subject as aforesaid the provisions of the Motor Vehicles Act or any Statutory modifications or amendments or re-enactment thereof and the rules made there under from time to time have to be followed by the Transport Contractors.	
5.5	The vendor should ensure that there should not be any advertisement on the car.	
5.6	The cars allotted for BHEL use will be checked by BHEL security personnel as and when required.	
5.7	Cars provided to BHEL on hire will be inspected by BHEL in respect of 1) Appearance of the vehicle 2) Running condition of the vehicle 3) Upholstery 4) Physical fitness of the driver and then accepted for use.	
5.8	BHEL reserve its right to refuse to engage any vehicle even after arrival at the factory, if the driver and the vehicle do not conform to any of the regulation of MV act.	
5.9	BHEL shall have the right to cancel the contract at any time, if the provisions of the contract has not been adhered without prejudice to recover excess expenditure incurred by BHEL from security deposit, running bills due for payment and any other provisions available for recovery as per the terms and conditions of the contract.	
5.10	BHEL shall have the right to short close the contract at anytime due to their administrative reasons by giving one month notice in advance.	
6	PENALTY Penalty for non supply of vehicles will be levied as under:	
6.1	A token penalty of ₹. 1000/- per vehicle per day for short supply and in addition the expenditure incurred by BHEL on the account of engaging an alternate vehicle due to the failure of the vendor will be recovered from their running bills. (e.g) -Penalty per vehicle per day. = Rs. 1000 + Rs X (expenditure incurred by BHEL for engaging an alternate vehicle) Penalty will be recovered from their running bill = Rs. (1000 + X).	
6.2	a) In case of break-down of a car while on operation, the car should be replaced by an alternate vehicle of similar type within one hour from the time of breakdown. Bills should be prepared combining the total kms and total hrs. of both the cars (i.e.. break down car and substitute car). No detention charges will be paid for breakdown hours. The log/trip sheet shall mention about the break-downs. b) In case of non-replacement of vehicle in time, BHEL may arrange alternatives on its own and recover the expenses from the vendor. The tripsheet of the breakdown vehicle will be treated as cancelled and hence NO payment will be made for the breakdown vehicle.	
6.3	Any amount recoverable from the vendor towards the loss/damage will be adjusted from the outstanding payments due from BHEL or from the security deposit.	
7	PAYMENT TERMS	
7.1	Hiring charges shall be paid once in 15 days on production of necessary invoices/bills duly certified by the Executive In-charge.	
7.2	No advance may be paid for operational expenses as well as for capital expenditure towards purchase of vehicles.	
7.3	Applicable taxes are payable extra by BHEL at prevailing rates and corresponding TDS will be made as per Government norms.	
7.4	EMD:	
7.4.1	EMD of ₹ 2,28,320.00/- is to be submitted & Payment of EMD must be in e-Collect mode only. Tender without EMD/MSE proof will be summarily rejected and the Technical bid & price bid shall not be considered. The EMD will be converted as Security Deposit, if the contract is awarded to the contractor. For unsuccessful bidders EMD amount will be refunded.	

S.NO	REQUIREMENTS	BIDDER'S RESPONSE
7.4.2	BHEL will not be responsible for any delay/loss either in obtaining or in submission of the tender documents in time. The bidders are requested in their own interest to ensure that the completed tender documents reach the undersigned well in time, in a sealed cover superscripting Tender No.	

SECTION – III
BID/OFFER FORMAT

The Bidders to note the following:

Sl. No.	REQUIREMENTS	Bidder's Response
1	The Bidder shall submit the offer in TWO PARTS in two separate sealed covers	
	1. COVER- 1 -- E.M.D shall be submitted in a separate cover and superscripting the cover 'EMD'. (The Tender without EMD/MSE proof is liable for rejection.)	
	2. COVER- 2 -- Technical and Commercial (Part-I)	
	3. COVER- 3 -- Price Bid (Part-II) (Covers should be superscripting Tender No.)	
2	All the above 3 covers put into a large single cover and superscripting Tender Notice No:	
3	The Part-I Technical and commercial bid alone will be opened on the Tender opening date	
4	Part-II Price Bid of technically suitable bidders alone will be opened after giving prior intimation.	
5	IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER:-	
a	Should a bidder find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. (No extension of time shall be given for submission of the tender on any account).	
b	Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original ARE LIABLE TO BE REJECTED	
c	All entries in the tender documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the bidders concerned.	
d	Rates should be quoted as per the Work / Rate schedule. Rates quoted in any other form will not be accepted and will be rejected.	
e	Unit rates should be quoted in figures as well as in words for all the items shown in the attached schedule. Wherever there is a difference in the two, the rates in words will be taken as final.	
f	The tender must be signed separately and legibly by Partner /Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the tender.	
g	If a bidder deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the BHEL RESERVES THE RIGHT TO REJECT SUCH TENDER AT ANY STAGE.	
h	Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.	
i	Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing will be liable for rejection.	
j	If a bidder withdraws his offer after opening of the tender (Part-I) the Earnest Money Deposited by him shall be forfeited.	
k	Should a bidder's or a Contractor's or in the case of a firm or company of contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.	
l	The bidder should sign and stamped in all pages of documents.	
m	Submission of tenders by hard copy only.	
n	The service provider should cover PF & ESI for all the drivers engaging for duty as per extant govt. rules.	

S.NO	REQUIREMENTS	BIDDER'S RESPONSE
SECTION - IV		
GENERAL TERMS & CONDITIONS OF CONTRACT : --		
(1) a	The "contractor" means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.	
b	The Officer-In charge means, the Officer deputed by the EXECUTIVE/BHEL-TRICHY., to supervise the work or part of the work.	
c	Approved and "Directed" means, the approval or direction of EXECUTIVE/BHEL-TRICHY, or person deputed by him for the particular purposes.	
d	BHARAT HEAVY ELECTRICALS LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other Administrative Officer of the said Company including EXECUTIVE/BHEL-TRICHY authorised to invite tenders and enter into contract for works on behalf of the Company.	
e	The "Contract sum" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.	
f	A "week" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.	
g	A "day" means, the day of 24 hours (TWENTY FOUR) irrespective of the number of hours worked or not worked in that day.	
h	A "working day" means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a Holiday, and consists of the number of hours of labour as commonly recognised by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.	
2	HEADING TO THE CONTRACT CONDITIONS :- The heading to these conditions shall not affect the interpretations thereof.	
3	DEVIATIONS:- The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of SM/PLNG/M&S ,. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.	
4	GST and Income Tax levied by the Central Government authorities should be borne by the contractor. The GST will be reimbursed by BHEL as per Government Norms against the payment of the same.	
5	PLANT AND EQUIPMENT:- The Contractor shall at his own expense, supply all tools plant and equipment (Herein after referred to as T&P) required for the execution of the contract.	
6	Tender document contains 16 Pages (PQC, Technical & Commercial Bid – 13 Pages, Schedule for Price Bid – 01 page).	
7	SUB-CONTRACT :- The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL .	
8	COMPLIANCE TO REGULATIONS AND BY-LAWS :- The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof	
9	SECURITY DEPOSIT: --	
a)	The Security Deposit shall be collected before start of the Work. Security Deposit shall be furnished by the successful vendor to the total contract value before starting the work. The total amount of Security Deposit will be 5% of the contract value may be accepted in the following forms:	
b)	Payment of SD must be in e-Collect mode.	
c)	Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)	

S.NO	REQUIREMENTS	BIDDER'S RESPONSE
d)	Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL	
e)	Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)	
f)	Security Deposit shall 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 remitted before the starting of the work and the balance 50% will be recovered from the running bills.	
g)	EMD of the successful tenderer shall be converted and adjusted against the Security Deposit. The security deposit shall not carry any interest.	
h)	Security Deposit shall not be refunded except in accordance with the terms of Security Bond or Agreement. BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.	
i)	All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced	
j)	REFUND OF SECURITY DEPOSIT:- The Security Deposit mentioned above may be refunded to the Contractor after termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE".	
10	CONTRACTOR'S SUPERVISION:- The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the EXECUTIVE/BHEL-TRICHY to act in his stead. Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself. The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the EXECUTIVE/BHEL-TRICHY, or the OFFICER-INCHARGE, to receive instructions.	
a)	The EXECUTIVE/BHEL-TRICHY, shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.	
11	The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose	
12	DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN :- The Contractor shall at his own expense reinstate and make good to the satisfaction of the EXECUTIVE/BHEL-TRICHY., and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the contract and further the contractor shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise	
13	LAWS GOVERNING THE CONTRACT:- The contract shall be governed by the Indian Laws for time being in force.	
14	CANCELLATION OF CONTRACT FOR CORRUPT ACTS:- BHEL , whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extend as provided in the case of cancellation for default.	

S.NO	REQUIREMENTS	BIDDER'S RESPONSE
	If the Contractor shall :-	
(a)	Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service, (OR)	
b	Enter in to a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL. (OR)	
c	Obtain a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.	
15	CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT :-	
	BHEL, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases: If the Contractor:-	
a	being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors (OR)	
b	being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager, (OR)	
c	Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL.	
d	Whenever BHEL exercise the authority to cancel the contract under this conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by EXECUTIVE/BHEL-TRICHY which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by EXECUTIVE/BHEL-TRICHY., or the same shall be recovered from the Contractor by other means	
e	In case the BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the EXECUTIVE/BHEL-TRICHY., whose decision shall be final and conclusive.	
16	CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACATOR'S DEFAULT:	
a	If the Contractor makes default in carrying out the work as directed and continues in that state after a reasonable notice from EXECUTIVE/BHEL-TRICHY, or his authorized representative :	
b	fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued thereunder ;	
c	BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by EXECUTIVE/BHEL-TRICHY., which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the money due to the Contractor under this contract the Contractor shall either pay the excess amount ordered by EXECUTIVE/BHEL-TRICHY or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the EXECUTIVE/BHEL-TRICHY, whose decision shall be final and conclusive.	

S.NO	REQUIREMENTS	BIDDER'S RESPONSE
17	TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-	
	Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated BHEL shall have the option of terminating the contract without compensation to the Contractor.	
18	SPECIAL POWER TO TERMINATION:- If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the EXECUTIVE/BHEL-TRICHY., shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.	
19	SUBMISSION OF BILLS BY CONTRACTOR:- No advance payment will be made. The Contractor at the end of each month shall submit a bill in triplicate detailing the work done during the month supported by the requisitions issued from time to time.	
20	RECOVERY FROM CONTRACTOR:- Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.	
21	POST TECHNICAL AUDIT OF WORK AND BILLS:- BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. However no such recovery shall be enforced after three years of passing the final bill.	
22	ARBITRATION: - All disputes between the parties to the contract, arising out-of or relating to the contract, other than those for which the decision of the EXECUTIVE/BHEL-TRICHY, or Accepting Officer or any other person is by the contract expressed to be final and conclusive shall after written notice by either party to the contract to the other party be referred to the sole Arbitration of GENERAL MANAGER or other Officers of BHEL appointed as Arbitrator, by the GENERAL MANAGER of BHEL in his sole discretion.	
	Unless the parties otherwise agree, such reference shall not take place until after the completion, alleged completion or abandonment of the work of the determination of the contract.	
	The venue of Arbitration shall be such a place or places as may be fixed by the Arbitrator in his sole discretion. The award of the Arbitrator shall be final, conclusive and binding on both parties to the contract.	
23	SIGNING OF CONTRACT:- Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.	
24	EMD by the Tenderer will be forfeited as per Tender Documents if:	
	(i) After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.	
	ii) The tenderer does not commence the work within the period as per LOI / Contract.	
25	The bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website http://www.bhel.com and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.	
26	The contractor should remit the salary/wages for their workmen only through Bank. Monthly clearance will be given in respect of all contractors, if only the salary/ wages to the workmen has been remitted through the bank account of the contract workmen. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI challan's to Welfare Section every month.	
27	MSE suppliers can avail EMD Waiver benefits only if they submit along with the offer, attested copies of either EM II Certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II Certificate along with attested copy of a CA Certificate (Format Enclosed). Tenders without EMD/MSE proof as detailed above will be summarily rejected.	

COMMERCIAL TERMS AND CONDITIONS FOR M&S MECHANICAL CONTRACTS

- 1) 100% payment will be made after completion of entire work pro-rata basis on submission of invoice in triplicate duly certified by Area In-charge.
- 2) Attendance register should be maintained.
- 3) Payment of EMD must be in e-Collect mode only, while making such payment, Enquiry number may be mentioned in Remark column. Offers without EMD shall be liable for rejection.
Procedure to remit money to BHEL Trichy's Account:
Login to : <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=574693>
 - a) Select State Bank Collect available on the top (pre login page)
 - b) Accept the terms and conditions and click "PROCEED"
 - c) Select State "TAMILNADU "and Institution type "INDUSTRY "
 - d) Select "BHEL TRICHY" under "INDUSTRY".
 - e) In the next page, select APPROPRIATE category, fill details correctly & click "SUBMIT".
 - f) If all details entered are correctly populated, click "CONFIRM "to proceed.
 - g) Make payment as per your convenience. (Options available are payment of fees through SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches).
 - h) SAVE & Keep the copy of receipt for future reference.
- 4) Security Deposit shall be furnished by the successful vendor to the total contract value before starting the work. The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. SD will be forfeited in case of any failure in execution of the contract or due to any shortcomings observed in the documentation furnished earlier for getting qualified or in case the Contractor is banned.
- 5) An additional payment as per circular ref. BHEL: HR: W: EW, dt.08.04.2014 is to be paid to the contract workmen as below, over and above the minimum wages prescribed by the government of Tamil Nadu:
Unskilled - Rs.3200/-
Semiskilled - Rs.3700/-
Skilled - Rs.4100/-
- 6) Bonus @ 8.33 % to workmen to be paid.
- 7) Rate should be quoted as per price bid format.
- 8) Taxes if have to be mentioned separately in the offer.
- 9) The rate that is offered should be comprehensive and no separate charges will be made towards expenses like travel, boarding and lodging.
- 10) The contractor should quote the validity of the offer (Minimum 90 days).
- 11) If two or more vendors offer the same rate, negotiation will be conducted separately for New Price Bid.
- 12) The contractor should remit the salary/wages for their workmen only through Bank. Monthly clearance will be given in respect of all contractors, if only the salary/ wages to the workmen has been remitted through the bank account of the contract workmen. The relevant Bank statement/proof for Bank payment should be produced along with PF and ESI challans to Welfare Section every month, then only bills will be processed for payment.

Certificate by Chartered Accountant on Letter Head

This is to certify that M/s. _____ (hereinafter referred to as 'company') having its registered office at _____ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part II)) _____ dt. _____, Category:(Micro/Small).(Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year _____ as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5, 2006):

₹ _____ Lacs

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act 2006):

₹ _____ Lacs

(Strike off whichever is not applicable)

The above investment of ₹ _____ Lacs is within permissible limit of ₹ _____ Lacs for _____ Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date: (Signature) Name:

Membership number:

Part- II (PRICE BID)			
RATE SCHEDULE			
S.No.	DESCRIPTION OF WORK	UNIT	Rate in Figures & Words
1	Rate for full day operation of Non A/C T-Board Diesel cars for minimum 10 hours to maximum 12 hours per day.	Fixed rate Per Day	Vendor to quote
2	Fuel Charges per km (Plain road) (Average of Diesel market price as per Part I S.No 1.11 shall be reckoned at Thiruverumbur)	₹. Per km	Average of Diesel market price as per Part I S.No 1.11 / 20 kms
3	Fuel Charges per km for Outstation trips	₹. Per km	2 x Fuel charges for actual kms as per S.No.2
4	Detention charges, if any beyond 12 hours per day operation. Fraction hours will be rounded off.	₹. Per Hour	1/12th of S.No.1
5	Partial day operation on hour basis	₹. Per Hour	Pro rata of S.No.1 + Fuel charges for actual kms as per S.No.2
6	Fuel charges for GHAT road per km (Rate per km for the distance travelled on ghat roads in case of crossing hill stations. The actual distance of the ghat section shall be certified by BHEL)	₹. Per km	1.25 x Fuel Charges per km for Outstation trips as per S.No 3
7	Night halt charges	₹. Per Night	200
8	Permit charges	₹. Per Trip	Actuals
Note: i) Increase / decrease of diesel cost will be paid / recovered on reckoning 20 kms per litre (for Plain road) ii) Bidder should quote the rate for Day rent operation (Rate schedule S.No: 1) only.			

BHEL: TPT: NAC:2018



PERFORMANCE CERTIFICATE

1. Name of the Travel Agency	
2. Address & Contact details	
2. Work order reference	
3. Make & Model of the vehicle supplied/supplying	
4. Period of operation	
5. Performance/ Service of the vendor (Tick the suitable)	Satisfactory Not Satisfactory
6. Any Other remarks	
Date:	Signature & Seal of the Authority Issuing the Performance Certificate (Customer)