



# Bharat Heavy Electricals Limited

Electronics Division

Mysore Road, Bangalore – 560 026

Phone: 26998206 / 26998407 / 26998464

## NOTICE INVITING TENDER

### Part – 1 Techno-Commercial Bid (Page no. 1 to 19)

1. Tender reference	BHEL/EDN/516/CS-03/2011 Dt. 07.09.2011
2. Name of the Work	Chauffeur service for BHEL Company/Leased vehicles on Job Contract basis at Bangalore
3. Duration of Contract	One year
4. Estimated cost	Rs.12.50 Lakhs
5. Earnest Money Deposit	Rs.40000/=
6. Last date and time for the receipt of completed tender	Before 14.30 Hours on 30.09.2011
7. Date and time for tender opening	At 14.45 Hours on 30.09.2011
8. Place of submission of completed Tender	To be dropped in the FS&T TENDER BOX kept in the Reception Area at BHEL, Electronics Division, Mysore Road, Bangalore – 560 026

This tender document contains ...20... Pages which includes General Instructions to the bidders, Scope of work and Terms & Conditions, Essential criteria for evaluation of techno-commercial bids, Price bid etc. as follows.

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Issued to:

Note: The tenderer shall return the duly filled in Tender Documents after affixing signature on all pages.

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**Name of the work: Chauffeur service for BHEL Company/ Leased vehicles on Job Contract basis at Bangalore.**

**I. GENERAL INSTRUCTIONS FOR THE BIDDERS:**

1. BHEL – Electronics Division, Mysore road, Bangalore – 560 026, is in the process of finalizing the Job Contract for Chauffeur service for Company/leased vehicles.
2. The bidders are required to go through instructions carefully and complete all the formalities as required. In the event of furnishing false information/incomplete information, the offer(s) shall be rejected. In case bidders require any clarification, they may contact Transport dept of BHEL-EDN before submitting their bids.
3. **The bidders are required to submit the offer only in two separate parts (i) Techno-commercial Bid and (ii) Price Bid. Each bid is to be kept in separate envelope, which should be properly sealed. Tender ref: and date of opening shall be written on the envelope.**

**Both envelopes have to be put together in large envelope and sealed. Tender ref: and date of opening shall be written on the envelope.**

4. Information in respect of Techno-commercial bid and Price Bid are to be submitted in the prescribed Proforma as per Annexure-1 and Part-2 (Price Bid) respectively.
5. Bidders shall fill in all the required particulars in the blank spaces provided for this purpose in the tender document and also sign each and every page of the tender document before submitting the tender. All the entries in the Techno-commercial bid & Price bid should be clearly written in ink or typed and corrections if any are to be duly authenticated by the bidder.
6. **Techno-commercial bid should accompany the demand draft for Earnest Money Deposit (Rs.40,000/=) along with other relevant supporting documents.**
7. **The bidders are required to submit / drop duly filled in tender document before 14.30 Hours on 30.09.2011 in the FS&T tender box kept in Reception Area of BHEL – Electronics Division, Mysore road, Bangalore – 560 026.**
8. The techno-commercial bid shall be **opened on 30.09.2011 at 14.45** Hours at Reception area / Finance department of BHEL – Electronics Division, Mysore road, Bangalore – 560 026 in the presence bidders who choose to be present.
9. The bidders or their representatives may attend the tender opening on the above mentioned date, time & place. No separate intimation will be given to the bidders for techno-commercial bid opening.
10. The sealed Price Bids of only those offers which are technically acceptable shall be opened later. The bidders qualifying in techno-commercial bid will be intimated separately for participating in Price Bid opening.

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**II. SCOPE OF WORK AND TERMS & CONDITIONS:**

**Company / Leased Vehicles (Specification of the job to be awarded):**

1. The contractor shall ensure that chauffeurs engaged by him have valid driving licenses to run the following BHEL owned / leased vehicles.
  - a) Maruti SX4-VXi Car
  - b) Maruti-SWIFT-DZIRE-Vxi Car
  - c) TATA Indigo car
  - d) Mahindra Scorpio vehicle
  - e) Ambassador Car
2. The normal operation of vehicles (Three vehicles) is for 8 hours per day and for one vehicle 8 hours operation two times per day, any time between 6.00 AM and 10.00 PM on all working days of BHEL. However, if required, the contractor shall ensure that the chauffeur engaged by him continue beyond normal duty hours for which charges applicable beyond normal duty (extra hour charges) hours would be paid.
3. During holidays and Sundays, if chauffeur service is required, prior information would be given to the Contractor or chauffeur engaged by him and on receiving such information it shall be ensured that chauffeur service is provided on such days for which additional charges would be paid. The additional charges per day for holidays and Sundays would be arrived at by dividing monthly rate per vehicle by 26.
4. The contractor is informed that chauffeur engaged by him have to do duty for outstation trips with short notice also and separate all inclusive bata will be paid for the same.
5. The vehicles will be available at the designated place near to BHEL Transport dept. The contractor shall ensure that chauffeur engaged by him run the vehicles as per the instructions as and when issued by BHEL Transport dept. The vehicles should be used only for the intended purpose as instructed by Transport department of BHEL and shall not be misused.
6. The contractor shall instruct chauffeurs engaged by him that whenever the vehicles are used in the factory premises, the speed limit of 10/15 KM/hr should be strictly followed.
7. The contractor shall ensure that chauffeur engaged by him take utmost care of the vehicle, and shall maintain the vehicles in proper condition by cleaning, checking of tyre pressure, fuel level, engine oil level, radiator coolant, brake fluid, head lights, indicators, horn, reverse horn, battery etc., on regular basis.
8. The contractor shall ensure that the chauffeur engaged by him shall handle the vehicles including the accessories installed in it like stereo, spare wheel etc., responsibly throughout the contract period.

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9. The contractor shall ensure that chauffeur engaged by him follow all the traffic rules and comply with the provisions of Motor vehicle Act, 1988. Any penalty for traffic violation imposed by the traffic police will be to the Contractor's account and BHEL will not reimburse the same under any circumstances.
10. The contractor shall ensure that chauffeur engaged by him attends the duty in neat and tidy uniform and shoes. He should be instructed to follow all safety norms like wearing seat belt, etc., while on duty. The reporting point for chauffeurs engaged by the contractor shall be BHEL-EDN-Transport dept.
11. The contractor or chauffeur engaged by him shall maintain records in trip sheet/log book provided for the vehicle on day to day basis and make available the same for verification by BHEL whenever so required.

**III. Minimum Qualification Requirements of the Contractor:**

1. The contractors should have a valid registration certificate of Establishment issued under Shops and Commercial Establishment Act-1961 / Co-Operative Societies Act / The Indian Partnership Act-1932 / The Company's Act. The contractor should have regular Office at Bangalore and have to produce documentary evidence to this effect. The office shall have telephone and E-Mail facilities.
2. The contractor should obtain Labor License within 30 days on award of Contract.
3. The contractor should obtain their own ESI & PF code numbers within 15 days of award of contract but before the actual commencement of the contracted work.
4. The contractor should have PAN and Service tax number.
5. The average annual financial turnover of the contractor during the last three years ending 31<sup>st</sup> March of the previous financial year should be at least 30% of the estimated value indicated in the NIT.
6. The contractor shall have experience of successfully completed similar works during last 7 years as per the details hereunder. (Similar work means providing chauffeur service / any labor contract). Copy of completion certificate to be enclosed as proof.
  - i) Three similar completed works costing not less than the amount equal to 40% of the estimated value mentioned in NIT or
  - ii) Two similar completed works costing not less than the amount equal to 50% of the estimated value mentioned in NIT or
  - iii) One similar completed works costing not less than the amount equal to 80% of the estimated value mentioned in NIT.
7. Solvency certificate for Rupees Two Lakhs shall be enclosed.



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**IV EVALUATION CRITERIA FOR PRICE BID:**

Technically qualified bidders will be considered for placement of order on the basis of overall L1 value which is arrived as follows. However BHEL reserves the right to negotiate with the L1 vendor.

- a) Value for running of vehicles/annum = Monthly rate per vehicle (Sl.No.1 in price bid) x 5 x 12 months.
- b) Value for extra hours/annum = Rate per extra hour (Sl.No.2 in price bid) x 125 hours x 12 months.
- c) Sunday/Holiday works = Rate per day x 11 days x 12 months (Rate/day = monthly rate/26)
- d) Value for outstation trips/annum = Rate per day (Sl.No.3 in price bid) x 4 days x 12 months

Overall value = (a + b + c + d)

**V CONTRACTUAL AND LEGAL OBLIGATIONS OF THE CONTRACTOR:**

**A. CONTRACTUAL:**

**Towards selection, control and supervision of employees:**

1. **Contractor shall decide employees to be deployed** for execution of the work awarded to him and he or his authorized representative will solely entitled to instruct such employees about the manner of carrying out the work as per the prescribed specifications in the NIT/Work Order.
2. Contractor **shall supervise the work** allotted to him and to be carried out by his employees.
3. Contractor to ensure that the employee deployed in the premises of BHEL **are physically and mentally fit and do not have any criminal record**. Such employees should **possess requisite skill, proficiency, qualification, experience etc.**
4. Contractor to **maintain appropriate records of his employees** deployed to carry out the job.
5. Contractor should **issue appropriate appointment** letter to his employees.
6. Contractor to **provide Employment card/Identity card** with photograph duly verified and attested by the Contractor to his employees. Contractor to **indicate the name** of the proprietary/partnership firm/Company, **place of work, contract ref., and duration of validity in the card.**



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7. Contractor will be **responsible for the good conduct of his employees**. In case of any misconduct/misbehavior by the employee, the contractor will replace such employee immediately.
8. Contractor will ensure that the **job is executed through his employees** on his rolls and under no circumstances the contractor will deploy any casual employee to carry out the job **nor shall sub-contract the job without prior written permission from BHEL**.
9. Contractor **will keep watch on his employees and will be liable for any pilferage / loss to BHEL** due to acts of omission and commission by his employees. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the employees deployed by the contractor shall lie exclusively with him.
10. The contractor shall be **responsible for enforcing all safety regulations as applicable**.
11. The contractor shall **provide 2 (two) sets of uniform, One pair shoes and Two pairs of socks**. The uniform shall be kept in neat, tidy and wearable condition. The chauffeurs should be provided with mobile phone for communication. The mobile phone facility and charges shall be provided by the contractor.
12. In the event of termination of contract for any reason whatsoever, the **contractor shall withdraw his employees** from the establishment of BHEL. In case, contractor decided to terminate services of his employee, **he should settle all terminal dues including retrenchment compensation**.

**B) Towards Statutory Liability:**

1. All statutory requirements under Minimum Wages Act-1948, Payment of Wages Act-1936, Workmen Compensation Act-1923, EPF & MP Act-1952, ESI Act-1948, The Contract Labour (R&A) Act-1970, Payment of Bonus Act-1965, Income Tax Act, Service Tax Act and all other applicable Acts shall be complied with by the contractor.
2. Contractor shall comply with all relevant statutory requirements, rules, regulations and notifications issued from time to time by the concerned authorities in relation to employment of his employees.
3. Contractor shall ensure payment of statutory prescribed minimum wages applicable from time to time in the presence of authorized representative of BHEL and maintain proper records of their timely disbursement. However, the contractor is free to pay more than the minimum wages. Contractor shall also issue Wage Slips to his employees as prescribed under law. All the records relating to payment of wages to employees by him shall be preserved for a period of at least 3 years by the contractor and should be made available even after the contract is over, for any verification by the statutory authorities / BHEL authorities / Vigilance.

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4. Contractor should obtain their own ESI & PF code numbers within 15 days of award of contract but before the actual commencement of the work under EPF & MP Act, 1952 and ESI Act, 1948 and shall cover his employee under the said codes.
5. Contractor shall obtain PF Account Number for each of his employees and ensure payment of PF, EDLI, pension dues under EPF & MP Act, 1952 to RPFC.
6. Contractor shall obtain ESI membership number for each of his employees and ensure payment of ESI contribution under ESI Act, 1948.
7. Contractor shall produce proof of deductions as well as remittances of PF, EDLI, Pension, ESI contribution, administrative charges etc., wherever applicable and shall maintain proper records.
8. Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.
9. The contractor shall be solely responsible for nonpayment/delayed payment of wages, contributions under EPF & MP Act, ESI Act etc.
10. In case the contractor fails to make payment of wages to his employees or remittance of contribution to the concerned authorities, the security deposit/other dues/running bills under the contract can be utilized by BHEL to discharge the liability of the contractor.
11. The contractor should obtain labor license within 30 days on award of work.
12. Contractor shall indemnify BHEL against all claims by statutory authorities and laws under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
13. The liability for any compensation on account of injury sustained by an employee of the contractor will be exclusively that of the contractor.
14. Contractor to obtain insurance cover for his employees at his own cost. BHEL shall not be responsible for any loss, damage, pilferage of his property and/or his employees.
15. Payment of bonus under the payment of Bonus Act will be the sole responsibility of the contractor.
16. Over and above the daily wage rate, payment shall be made for leave with wages.
17. Contractor shall observe provisions of the Karnataka Shops and Commercial Establishment Act, 1961 in respect of working hours, holidays, rest intervals, leave and over time to his employees.
18. Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period and to ensure disbursement of wages in the presence of the representative of contract operating division.

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**VI GENERAL TERMS & CONDITIONS:**

1. BHEL shall have the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representative. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.
2. The contractor shall maintain regular contact with the designated employee(s) of BHEL and will interact on matters relating to the work, if awarded.
3. In case the contractor does not carry out the Contractual/Statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within three days time failing which, BHEL reserves the right to terminate the contract. In such an event, no compensation will be payable for the contractor.
4. The decision of BHEL regarding interpretation of any of terms and conditions set forth in this agreement shall be final and binding on the contractor.
5. Notwithstanding anything contained in this NIT, the contract may be terminated by BHEL without assigning any reason thereof by giving a notice of 30 days to the contractor.
6. The minimum wages (Highly skilled) and other allowances payable to the chauffeurs shall not be less than the indicative rates given below, which is subject to upward changes. If there is any increase in minimum wages the same shall be paid to the chauffeurs and the rates quoted by the contractor shall be inclusive of increase in minimum wages.

Sl. No.	Description	Rate in Rs.
1	Highly skilled chauffeur	Central Minimum Wages of Highly Skilled category
2	Travelling allowance	Rs.20/= per day
3	Attendance bonus	Rs.10/= per day
4	Lunch allowance	Rs. 30/= per day
5	Washing allowance	Rs.75/= per month

The monthly rates quoted shall be inclusive of Wages (Highly skilled) which are subject to upward changes, statutory bonus @ 8.33%, ESI & PF contributions, Attendance bonus, Transport allowance, washing allowance, lunch allowance, uniforms, shoes, mobile charges, soap etc and excluding service tax. **The rates quoted shall be firm till the completion of contract period.**

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**VII MEASUREMENT OF THE JOB & PAYMENTS THEREOF:**

1. The transport staff of the unit (BHEL) will periodically inspect the services being provided by the contractor and if deficiencies are observed the same will be communicated to the contractor and the contractor shall rectify the same immediately to the satisfaction of the designated officer.
2. The method of measuring the job carried out by the contractor is on daily / monthly basis. Payment towards work satisfactorily executed will be made to the contractor at the following rates.

SL. No.	Description	
1	Chauffeur service (8 hours) for Company/leased vehicles:	Rate per month
2	Chauffeur service beyond 8 hours (extra hour charges) for Company/leased vehicle. Extra hour will be calculated after a gap of half an hour after 8 hours. Extra hour charges are applicable for outstation trips also.	Rate per hour
3	Charges for Outstation trips (inclusive of food, accommodation, halt etc.).	Rate per day

3. Payment will be made monthly (based on work carried out by contractor) after verification of bills within a month from the date of submission of invoice for payment along with ESI & PF paid challan copies. Appropriate amount of TDS would be deducted as per Income Tax Act 1961.
4. Any additional wages / bonus over and above the prescribed minimum wages, if directed by the company (BHEL), shall be payable by the contractor along with applicable statutory dues, which will be reimbursed by the Company.
5. The number of vehicles required to be operated at present is as follows:
  - a) Three vehicles – 8 hours operation/day and extra hours on need basis.
  - b) One vehicle – 8 hours operation/day – 2 times (1<sup>st</sup> & 2<sup>nd</sup> shift) and extra hours on need basis as given below.
    - In case the operation of vehicle starts before close of 1<sup>st</sup> shift (before 2.0 PM) and continues in 2<sup>nd</sup> shift after 2.00 PM extra hours will be calculated and paid though 2<sup>nd</sup> shift chauffeur would have reported at 2.00 PM.
    - In case 2<sup>nd</sup> shift operation of vehicle extends beyond 10.00 PM extra hours would be calculated and paid.
  - c) On Sundays/Holidays 8 hour operation + extra hours on need basis.

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6. Number of vehicles (Company/Leased vehicles) required to be run may vary (increase/decrease) depending upon the requirement. The contractor shall provide chauffeur services accordingly. The chauffeur service charges per day for additional requirement (Sundays/Holidays) would be arrived at by dividing monthly rate by 26. Same formula would be applied for deductions also, if service is not provided on any day.
7. Normally one vehicle will be run by a chauffeur. In case if one chauffeur has to run more than one vehicle in a day then it is treated as single vehicle operation and extra hour charges will be paid beyond 8 hours after a gap of half an hour.
8. In case, if chauffeur service is required beyond 8 hours for company vehicles extra hour charges will be paid for which rate to be quoted in price bid. Extra hour will be calculated after a gap of half an hour after 8 hours.
9. In case of outstation duty all inclusive bata (inclusive of food, accommodation, halt etc.) per day will be paid for which rate shall be quoted in the price bid. Extra hour charges will be paid for outstation trips also as per Sl. No.2 in the above table. Extra hours would be calculated based on the actual number of hours the vehicle is run.
10. Log sheet to be maintained for the work carried out daily/monthly shall be certified by the contractor's representative and BHEL official.

**VIII DURATION OF THE CONTRACT:**

The contract period is one year from the date of commencement. However the contract period may be extended on mutual consent.

**IX. ARBITRATION & GOVERNING LAW:**

All disputes arising in connection with the contract shall be settled by mutual consultation. If no settlement is reached so, the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the head of BHEL-EDN, Bangalore. The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be Bangalore in India. The award to be given by the arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Bangalore courts.

**X INDEMNITY BOND:**

An Indemnity Bond shall be executed by the contractor if the work is awarded to him as per the proforma enclosed with the NIT.



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**XI Earnest Money Deposit:**

Every tender must be accompanied by deposit receipt for the amount mentioned as **Earnest Money Deposit**. This Earnest Money will be refunded to the unsuccessful tenderers after finalisation of the award of work. In the case of successful tenderer, the Earnest Money will be retained as part of the Security Deposit for satisfactory completion of the work. Tenders without Earnest Money Deposit receipts are liable to be rejected. No interest will be paid on the Earnest Money Deposits.

The Earnest Money Deposit may be furnished in any of the following forms:

- (a) Cash (as permissible under Income Tax Act),
- (b) Demand Draft

Unless the Contractor, whose tender is accepted, acknowledges the receipt of Work Order and sends acceptance letter within fifteen days (15 days) of the date of the order directing him to do so, the amount of Earnest Money already deposited by him may be forfeited and acceptance of his tender withdrawn.

**XII SECURITY DEPOSIT:**

1. The successful tenderer shall deposit the Security deposit. The rate of Security deposit will be as below.

Upto Rs. 10 Lakhs	10 %
Above Rs. 10 Lakhs upto Rs. 50 Lakhs	Rs. 1 Lakh + 7.5% of the amount exceeding Rs. 10 Lakhs
Above Rs. 50 Lakhs	Rs. 4 Lakhs + 5 % of the amount exceeding Rs. 50 Lakhs

The Security Deposit should be deposited before start of the work by the contractor.

1.2 Security deposit may be furnished in any one of the following forms

- i) Cash (as permissible under the Income Tax Act)
- ii) Pay Order, Demand Draft in favour of BHEL
- iii) Local Cheques of scheduled banks, subject to realization.
- iv) 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)
- v) Bank Guarantee from scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- vi) 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.

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- vii) Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of Security Deposit should be deposited before start of the work and the balance 50% may be recovered from the running bills.
- viii) EMD of the successful tenderer shall be converted and adjusted against the security deposit.
- ix) The Security deposit shall not carry any interest.

**NOTE:** Acceptance of Security Deposit against Sl. No. (iv) and (vi) above will subject to hypothecation or endorsement on the document 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.



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**Annexure-1**

Name of the work: Chauffeur service for BHEL Company / Leased vehicles on Job Contract basis at Bangalore.

**Essential Criteria for Evaluation of Techno-commercial Bids.**

Sl. No.	Description	Contractor's Acceptance (Yes/No) / Remarks.
1	a) Demand draft towards EMD (Rs.40,000/=) to be submitted with Technical Bid b) Acceptance of Security deposit clause	
2	The contractors should have a valid registration certificate of Establishment issued under Shops and Commercial Establishment Act-1961 / Co-Operative Societies Act / The Indian Partnership Act-1932 / The Company's Act. The contractor should have regular office at Bangalore and have to produce documentary evidence to this effect. The office shall have telephone & E-Mail facilities.	
3	Whether the contractor has Labour license. If yes give details and enclose copy of license. If not they should obtain labour license within 30 days on award of contract.	
4	Whether the contractor have their own ESI & PF code numbers. If yes please indicate ESI & PF code numbers along with certificates. If not they should obtain their own ESI & PF code numbers within 15 days of award of contract but before the actual commencement of the contracted work.	
5	The contractor should have PAN number. Please indicate your PAN number	
6	The contractor should have Service Tax Registration number. Please indicate your Service tax registration number.	
7	The average annual financial turnover of the contractor during the last three years ending 31 <sup>st</sup> March of the previous financial year, should be at least 30% of the estimated value indicated in the NIT (Documentary proof to be enclosed)	
8	The contractor shall have experience of successfully completed similar works during the last 7 years as per details hereunder. (Similar work means providing chauffeur service / any labour contract). Copy of completion certificate to be enclosed. a) Three similar completed works costing not less than the amount equal to 40% of the estimated value mentioned in NIT or  b) Two similar completed works costing not less than the amount equal to 50% of the estimated value mentioned in NIT or  c) One similar completed works costing not less than the amount equal to 80% of the estimated value mentioned in NIT.	

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9	Solvency certificate for Rs.2.0 Lakhs shall be enclosed.	
10	Nature of Firm / Concern (Proprietor/Partnership/Pvt. Limited/Public Ltd.) Note: In case of partnership concern, please enclose photo copies of the partnership deed	
11	Names, address and phone nos. of Partners/Proprietors/Directors	
12	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	
13	Whether bidder is having any relative working in BHEL (if yes, provide name, staff no., designation and department.)	
14	Whether the bidder has quoted rates in the Price bid for all the items.	
15	The payment will be made monthly after verification of bills within a month from the date of submission of invoice for payment with necessary ESI & PF paid challan copies, attendance sheet, wage register shall be submitted along with the bill. Appropriate amount of TDS would be deducted as per IT Act. Applicable taxes to be quoted separately.	
16	The chauffeurs should be provided with mobile phone for communication. The mobile phone facility / charges shall be provided by the contractor.	
17	The chauffeurs shall be neat and tidy uniform and shoes during the working hours and the uniform and shoes shall be provided by the contractor	
18	The normal operation of vehicles (Four vehicles) is for 8 hours per day any time between 6.00 AM and 10.00 PM on all working days of BHEL. On any day 4 vehicles have to be operated as instructed by transport staff. During holidays and Sundays, if chauffeur service is required, prior information would be given and on the basis of which chauffeur service has to be provided for which additional charges would be paid. The additional per day charges for holiday and Sundays would be arrived at by dividing monthly rate per vehicle by 26. The same rate is applicable for deduction if service is not provided on any day.	
19	Number of vehicles required to be run may vary depending upon the requirement. The contractor shall provide additional chauffeur services if required. The chauffeur service charges per day for this additional requirement would be arrived at by dividing monthly rate per vehicle by 26.	

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20	In case the chauffeur services are required beyond 8 hours / day (for Company/leased vehicles) extra hour charges would be paid. The additional per hour charges shall be quoted in the price bid.	
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**All above information should be supported by relevant documents as applicable.**

**21. Declaration:-** I / We \_\_\_\_\_ have gone through the terms and conditions of this tender No. \_\_\_\_\_ and undertake to accept the same in totality and agree to provide chauffeur service if the contract is awarded to us.

Signature with seal

Place:

Date:

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Electronics Division  
Mysore Road, Bangalore – 560 026

**ACCEPTANCE OF TERMS & CONDITIONS BY THE CONTRACTOR**

1. I / we have understood clearly the areas, scope and nature of works and terms and conditions and shall scrupulously abide by the same.
2. As a registered contractor, I / we have understood clearly of our sole responsibility to faithfully comply with all the, requirements, Labour Laws including the Factories Act/, Minimum Wages Act /, Contract Labour (Regulation & Abolition) Act/, Workmen Compensation Act/, ESI Act/, PF Act/, Payment of Bonus Act/, Sales tax and Taxation Acts and others as applicable from time to time and M/s. BHEL-EDN or its officers shall not in any way be held responsible for any failure or violation on our part.
3. I / we have understood clearly of our sole responsibility to disburse the wages due payable to the personnel engaged by me/us under the contract promptly in due time and rated irrespective of whether M/s. BHEL-EDN has settled our bills or not. It is also clearly understood by us that we should ensure that the wages paid are in no case less than the minimum wages prescribed and in force at the relevant period.
4. I / we agree to maintain all types of registers applicable under the prevailing labour laws and produce them for verification as and when called by the officers of BHEL-EDN/Inspecting authorities.

Date:

Bangalore:

SIGNATURE OF THE CONTRACTOR

Name:

Address:

CONTRACTOR

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ISSUING OFFICER



**Bharat Heavy Electricals Limited**  
Electronics Division  
Mysore Road, Bangalore – 560 026

**INDEMNITY BOND (on Rs. 100/= stamp paper)**

This deed of Indemnity made on this day of ----- 2011 by Sri. -----  
-----hereinafter referred to as “**Executant**” represented by Sri. -----S/o Sri.  
----- aged -----years and R/o ----- now working as ----  
-----, which expression unless repugnant to the context here of shall mean and  
include HIS successor, assignees and administrator.

**IN FAVOUR OF**

M/s. Bharat Heavy Electricals Limited, a company registered under the companies Act, 1956 and having its registered office at BHEL House, Siri Fort, New Delhi – 110049 and its unit M/s. BHEL – EDN PB No. 2026, Mysore Road, Bangalore – 560 026, hereinafter referred to as “**Company**” which expression unless repugnant to the context hereof shall mean and include its successor, assignees and administrator. [Represented by Addl. GM/FS].

Sub: Supply of chauffeurs services for BHEL Company/Leased vehicles

NIT Ref: BHEL/EDN/516/CS-03/2011 Dt: 07.09.2011

Ref: WO dt: -----

**WHERE AS**

1. The company has placed an order on the executants, to supply chauffeurs to run BHEL vehicles as per specification as contained in the NIT dt: .....
2. The executant has vide his letter of acceptance dt : ....., has agreed to supply chauffeurs to Company
3. The company has requested the executants to execute an indemnity bond in favour of the Company, for any loss or damage that may be caused on account of any accidental mishap or any legal proceedings against the Company, as well as for all the claims and actions including legal costs arising therefrom.

**NOW THEREFORE, THIS INDENTURE WITNESSES AS UNDER:**

4. That the executant hereby represents and warrants as below:
5. That the executant hereby declares that he will indemnify and hold the Company harmless with respect to any mishap i.e accident, fire or any such incident enroute, which is due to the negligence / fault of the chauffeurs engaged by him, is the complete responsibility of the contractor. The contractor will attend the formalities with traffic police, RTO Authorities as well as Court Proceedings including MV Act claims. The Company will not be made party to it and will not bear any expenses in this regard. However if the Company is made a party to it by any third party the Contractor will take steps to defend the cause of the Company as well and incur necessary expenses in connection therewith.

CONTRACTOR

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ISSUING OFFICER



**Bharat Heavy Electricals Limited**  
Electronics Division  
Mysore Road, Bangalore – 560 026

6. That in pursuance of the above said the Executant hereby covenants with the Company, that, the Executant will at all times hereafter indemnify and keep indemnified, the Company and its officers against all claims, demands, actions, proceedings, losses, damages, costs, charges and expenses which may be brought or commenced against the Company or which the Company may or may have to incur or may have to suffer due to direct or indirect, actions of the Executant / or his employees in relation to the work awarded or otherwise.
7. All the documents including NIT, WO etc., shall form part and parcel of this indemnity bond.

In witness whereof, the Executant is authorized to sign this indemnity bond and has put his hands on this indemnity bond, on the date, month and year first mentioned above in the presence of the following witnesses.

EXECUTANT

[With full address, Tel. No. including Mobile No. ]

WITNESSES:

1.

2.

Place: Bangalore

Date:

CONTRACTOR

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ISSUING OFFICER



**Bharat Heavy Electricals Limited**  
Electronics Division  
Mysore Road, Bangalore – 560 026

**PART – 2 (PRICE BID) – Page-20**

**Name of the work:** Chauffeur services for BHEL Company/Leased vehicles on Job contract basis at Bangalore.

Sl. No.	Description of work	Unit	Rate in figures In Rs.	Rate in words in Rs.
1	Monthly rate for running of one Company / Leased vehicles (8 hours operation) as per the scope of work on all working days of BHEL	Monthly rate per vehicle		
2	Rate per extra hour Chauffeur service beyond 8 hours for Company / Leased vehicle. Extra hour charges will be calculated after a gap of half an hour after 8 hours.	Rate/Extra hour		
3	Rate per day for outstation trips (inclusive of food, accommodation, halt etc.)	Rate/Day		
4	Applicable Service tax in %			

**Note:**

1. Rates quoted shall be excluding service tax.
2. No column should be left blank. If any column is left blank the offer is liable to be rejected.
3. No. of vehicles to be run = 4 vehicles. (8 hrs operation/day for 3 vehicles and 8 hrs operation 2 times /day for 1 vehicle).
4. Extra hours estimated = 125 hours/month
5. Sundays/Holidays work estimated = 11 days/month
6. Outstation trips estimated = 4 days/month

CONTRACTOR

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ISSUING OFFICER