

BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)

POWER SECTOR WESTERN REGION

2x660 MW, NTPC- Talcher Thermal Power Plant



To:	Enq.No- PSWR TALCHER: VEHICLE HIRING Date : 19.12.2022 Due date : 26.12.2022 – 2.00 PM Bid opening: 26.12.2022- 2.30 PM
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REF NO-PSWR TALCHER: VEHICLE HIRING

DATE:19.12.2022

Sub: Tender enquiry for providing Air Conditioned, chauffeur driven, diesel passenger carrying four-wheeler vehicles **04 Nos (FOUR NOS) (Bolero Neo)- colour of the vehicle –White** - Having commercial registration, in brand new condition on monthly hire basis to BHEL for official use at NTPC, Talcher TPS for a period of 12 (Twelve) Months and further extended for 12 (twelve) months with mutual consent.

Note : (03 Nos (Bolero Neo)-White shall be engaged immediately within 30 days of time from the date of PO & 01 (Bolero Neo)-White Will be engaged latter on as per the intimation of BHEL, TPS, Talcher Site against this enquiry).

Dear Sir

Sealed tenders are invited by the undersigned on behalf of Bharat Heavy Electricals Limited for the subject job from you, the eligible vendor in line with Tender NIT No. 70607 Dated 19.12.2022 (Copies enclosed).

Please find enclosed the tender document as per the following details:

- Terms & Conditions – Annexure “A”
- No Deviation Certificate – Annexure “B”.
- Un price bid - Annexure “C”
- Declaration not Being Black Listed –Annexure -D
- Pre-Qualification Criteria- Annexure- “E”.
- Price Bid –Annexure -F

Following points relevant to the tender must be noted and complied with:

One set of tender documents is to be downloaded from the link mentioned below

www.bhel.com, & <https://eprocure.gov.in/epublish/app>

Bidder shall submit the tender documents to BHEL/Talcher site office duly filled and signed and stamped on each page. Additional set of tender documents if required by them, same has to be photocopied by the bidder.

- Bidder has to quote the lowest rate against each item of the schedule.

On behalf of BHEL PSWR Talcher Site

Signature of the Bidder with Seal

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- The rates quoted against each item of the work must be in figures and in words as well. Overwriting or erasures should be avoided. If, however, they exist, they must be invariably attested by the bidder (signed).
- Validity of Bids must be for at least 90 days from the date of submission of the bids.
- 'No Deviation Certificate' in Annexure-B, unpriced bid declarations Annexure -C, declaration not being black listed in annexure -D in the enclosed format duly filled in (signed) is to be submitted by the bidder with the techno commercial bid of the tender.
- Offers with deviation from the tender requirements are liable to be rejected as per discretion of BHEL.
- Issue of tender document & receipt of tender will be regulated as per NIT.
- Bidders must adhere to the Terms & Conditions stipulated in the tender and quote accordingly.
- BHEL reserves the right to accept or reject any bid without assigning any reason thereof. BHEL also reserves the right to cancel the tender wholly or partly without assigning any reason.
- All the 04 no's (FOUR) vehicle will be awarded to overall Lowest (L1) bidder. 03 nos (THREE NOS) vehicles will be engaged immediately within 30 days of time from the date of placement of PO/LOI and 01 (ONE) no will be at a later date as per the intimation issued by BHEL Site.
- Tenders must be submitted in a sealed envelope in the manner described in the NIT at BHEL site Talcher site.
- Bidders to submit copy of PAN Card details along with the Bid.
- In the event of any conflict between requirements of any clause of this specification/schedules etc. the same to be get cleared from BHEL before submission of bid. Otherwise, more stringent requirement as may be interpreted by BHEL shall prevail and shall be binding on you.
- Vehicles shall be hired for a period of 12 (twelve) Months and further extended for 12 (twelve) months with mutual consent.
- Vvehicle (s) shall be withdrawn at the discretion of BHEL without assigning reason with prior intimation of 15 day's time from either of the parties.
- TDS & other applicable Taxes shall be applicable as per prevalent rules & regulation during the hiring period.

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- The rate should be quoted as per enclosed price Bid & Declaration should be given in Un-price bid .
- BHEL's standard terms and conditions is enclosed.
- LAST DATE OF SUBMISSION OF OFFER IS **26.12.2022 HOURS OF 2.00 PM.**
- **Earnest Money Deposit (EMD):** NIL
- **Security Deposit:** NIL

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Scope of Work:

Tender enquiry for providing Air Conditioned, chauffeur driven, diesel passenger carrying four-wheeler vehicles **04 No's (FOUR NOS)** (Bolero Neo)-White having commercial registration, in brand new condition on monthly hire basis to BHEL for official use at NTPC, Talcher TPS for a period of 12 (Twelve) Months and further extended for 12 (twelve) months with mutual consent.

Note :03 Nos (Bolero Neo)-White shall be engaged immediately within 30 days of time from the date of PO & 01 (Bolero Neo)-White Will be engaged latter on as per the intimation of BHEL, TPS, Talcher Site against this enquiry).

Sealed offers are invited by the undersigned from the interested parties for the subject purpose as per the terms and conditions detailed in the tender enquiry to be downloaded from below link.

Link:- www.bhel.com, & <https://eprocure.gov.in/epublish/app>

Following points relevant to the tender may please be noted and complied with:

Scope includes:

- a) Providing Air Conditioned, chauffeur driven, diesel passenger carrying four-wheeler vehicles **04 nos (FOUR NOS) (Bolero Neo)- White** having commercial registration, in brand new condition on monthly hire basis to BHEL for official use at NTPC, Talcher TPS for a period of 12 (Twelve) Months and further extended for 12 (twelve) months with mutual consent.
- b) Four nos (Bolero Neo)- White colour vehicles are intended to be hired by BHEL against this enquiry. Bidders will have to engage the vehicles within 30 days from the date of placing Purchase order /award of Work by BHEL.

Meanwhile an alternate equivalent vehicle not older than 2020 model must be engaged by the agency. If the bidder fails to engage a brand-new vehicle within the stipulated time period of 30 days, then a grace period of 15 days shall be granted. After 45 days, if the bidder fails to provide a brand-new vehicle, then BHEL reserves the right to cancel the contract without giving any further intimation. **Interested parties may engage vehicle owned by them or from any owner subject to power of attorney on stamp paper in the name of the bidder.**

Refer attached Annexure-A for further details of requirement and terms & conditions. Servicing and maintenance of the vehicle for trouble free service is in the scope of supplier.

- Last date of submission of offer: **26.12.2022 Hrs on 2.00 PM.**
- Cost of tender document: Nil
- The offers shall be submitted in a sealed envelope as under:

The sealed bids shall be submitted as per below.

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- . 1st Envelope -Techno commercial bid
- . 2nd Envelope - Price bid

- . 3rd Envelope - Both Techno Commercial bid and price bid and should be super scribed as Tender for hiring of Vehicles – NIT number 70607, Due date of Opening 26.12.2022 at 14:30 hrs.

The bid can be submitted to the office through post or Courier or by person. The bids submitted by person should drop at the tender boxes kept in the admin building of the project site mentioned below.

BHEL SITE OFFICE

2x 660 MW STG-III, TALCHER THERMAL POWER STATION

DIST: ANGUL, ODISHA- 759101.

GSTN No 21AAACB4146P1ZR,

All bids sent through post or courier should be addressed to the below mentioned addressee

Project Director

BHEL SITE OFFICE

2x 660 MW STG-III, TALCHER THERMAL POWER STATION

DIST: ANGUL, ODISHA- 759101.

GSTN No 21AAACB4146P1ZR

If any clarification in respect of the tender terms and conditions may be addressed to the below mentioned officers through mail or telephone. The contact details are mentioned below.

Contact Person: 1. Mr Manoj Kumar/Dy Officer/HR (Mob: 8926181622)

Manoj.verma@bhel.in

2. Mr V. Rajesh Kumar/Engr/MM & PUR (M: 9483512005)

Vrajesh@bhel.in

3. Manoj Kumar Mall, Manager/HR(M)-8968368888)



ANNEXURE-A

Terms and Conditions

01. Monthly hire charges of vehicle should be quoted by bidder **on the Price bid Format both in figure and Words**. Any overwriting in prices mentioned figure is not allowed. In case illegible price mentioned in figures, the price mentioned in words shall be taken in to consideration.
02. Daily normal duty hours will be for 12 hours i.e 8.00 AM to 8.00PM starting from reporting place and time.
03. Over time shall be payable per hour basis beyond normal duty of 12 hours per day @ Rs.70/- per extra hour. Part of the hour will be paid on pro-rata rate per minute basis i.e. Rs. (70/60) x extra minutes.
04. Fuel charges, shall be reimbursed @ ONE (01) litre of diesel for every **10KM** running of Bolero Neo Vehicles with AC along with the monthly bill at the prevailing market rate of diesel of PSUs viz. IOCL, BPCL, HPCL etc.
05. Lubricant charges will be paid @ One Litre for every 500 KM run. For fraction of 500 KM, payment shall be pro-rated.
06. Monthly hired vehicle can be called for duty any time, so the vehicle cannot be engaged for any purpose other than BHEL.
07. Driver must report on duty in neat and clean uniform, free from intoxication and Contiguous diseases with proper ID cards. Any change in driver shall be intimated by the vendor to the contract executing officer in charge for record and other compliances.
08. Driver must have a valid license and equipped with Mobile connectivity all the time round the clock.
09. The Vehicle must have neat & Clean Towels for seat and back.
10. In case of exigency, vehicle may be required to be parked at locations decided by BHEL Officials without any additional charges.
11. The vehicle should report for duty in good condition, with Proper pressure in tyres, good condition of tyres and with adequate quantity of fuel.
12. In case, BHEL makes any payment towards repair/fuel charges, the same will be recovered from your bills with 30% overhead.
13. All taxes, insurance charges, local police allegations/law and order (if any) will be complied with/borne by owner. Making of all Gate passes

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14. (Temporary/permanent/ Sunday / holiday / Night pass) for entering inside the plant area is owner's responsibility, as per applicability.
15. Compliance of all statutory laws, legal obligations, as per Motor Vehicle Act, in vogue shall be responsibility of the owner.
16. Vehicle will be given One Day paid off for maintenance every month.
17. No compensation shall be payable on account of accident, idling due to reasons / conditions beyond the control of BHEL.
18. Self certified copies of all valid documents such as Owner's book/valid registration certificate, Valid tax token, Comprehensive valid Insurance certificate, Driving License of the driver, fitness certificate & Pollution under control certificate, and other documents as required by customer /statutory authorities regarding vehicle have to be submitted on placement of order. Originals shall be produced for verification purposes.
19. Tenderer will not be allowed to assign or transfer the contract to third party.
20. Payment will be made through RTGS/NEFT only once in a month **within 30 days** from submission of bill with all required documents as per prescribed format of BHEL. Bills should be accompanied with completed & signed log sheets signed by BHEL officials/representatives. BHEL reserve the right to terminate the services of vehicle contract anytime with a notice period of 15 days in writing during the contract period, if the service of vehicle/vehicles / driver / owner is found un-satisfactory.
21. It will be owner's sole responsibility to bear all the liabilities whatsoever on account of any loss or damage to any person or property in case the vehicle provided to BHEL meets an accident during duty hours during the contract period.
22. Mileage meter (Km indicator meter) must be maintained in proper working and sealed condition. BHEL reserves the right to terminate the contract at any point of time without any notice, if the Km indicator of the vehicle is found tampered with at any point of time.
23. The Monthly rental charge offered shall remain firm throughout the contract period and BHEL shall not entertain any compensation/escalation whatsoever during the tenure of the contract. By considering all the factors, the vendor should quote the price in the tender.

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24. Toll tax / Parking fee are reimbursable on production of receipt of payment submitted with monthly Bill.
25. Driver shall have to maintain log book as provided by BHEL for recording of running distance in KM as per reading of the vehicle milometer for each day / trip and should ensure getting signature of the user. Reprinted logbooks shall be provided by BHEL & all the trips performed by the vehicle shall require to be maintained in logbook by the Driver with the signature of the user. The original copies of the logbook shall be submitted by the vendor to BHEL along with the bills
26. Acceptance of vehicle shall be the discretion of BHEL and in the event of dispute of any nature, decision of BHEL shall be final and binding on the bidder.
27. Quotations should be submitted in BHEL/Talcher site office on or before the due date. Any postal/courier delay shall not be entertained.
28. Offered rates shall be valid for entire contract period of 12 (Twelve) Months and further extended for 12 (twelve) months with mutual consent.
29. Contract will be made for a period of 12 (twelve) Months from the date of award of work and further extended for 12 (twelve) months with mutual consent.
30. Vehicle should be deployed for duty within 30 days of time from the date placement of LOI /PO.

ABSENCE ON DUTY:

Substitute vehicle/Vehicles will be provided in case of absence of engaged vehicle/vehicles from duty with / without permission. In case of failure on the part of contractor to do so, other vehicle/vehicles may be hired from other agencies and extra expenditure. The Cost of the hiring on account of Risk purchase shall be recovered from the vendor's bill.

The loss arising out of accident, theft etc. while on duty shall entirely be borne by the owner of the vehicle. BHEL shall not be responsible towards such losses as well as towards loss of life or injury to your and any other personnel.

OBLIGATION TOWARDS DRIVER AND MAINTENANCE:

All obligations towards the employment of driver/drivers with valid driving license, salaries, accommodations etc will be on vehicle owner's account. All maintenance/servicing will be done by the owner. The payment of the drover and bearing, tearing, Insurance, Pollution certificate, road taxes, fitness certificate & permit shall not be linked with the payment of BHEL.

PARKING OF VEHICLE:

Parking will be allowed 5 km each way from the place of reporting of duty and place of release from duty (**parking of vehicles shall be decided by Mutual consent of BHEL, TPS Site**)

On behalf of BHEL PSWR Talcher Site

Signature of the Bidder with Seal

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In case vehicle does not report for duty as per the time intimated to the driver and reports for duty after 3 hours (three hours) but within 06 (six) hours from the scheduled reporting time, 50% of the charges for the day will be deducted from the owner's bill.

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ANNEXURE-B

NO DEVIATION CERTIFICATE

It is certified that we have gone through all terms and conditions mentioned in the enquiry (Terms and conditions) and offer our unqualified acceptance of the same. It is also confirmed that the price has been quoted in the Price Bid received with this enquiry. Any deviation found subsequently at any time during execution of order shall be treated null and void.

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**ANNEXURE-C****UN -PRICE -BID**

Sub: Providing Air Conditioned, chauffeur driven, diesel passenger carrying four-wheeler vehicles **04 Nos (FOUR NOS)** (Bolero Neo)-white having commercial registration, in brand new condition on monthly hire basis to BHEL for official use at NTPC, Talcher TPS for a period of 12 (Twelve) Months and further extended for 12 (twelve) months with mutual consent.

Total 04 Nos of Vehicles – (Bolero Neo)-White (**Three Nos** (Bolero Neo)-White shall be engaged immediately within 30 days of time from the date of PO & 01 (Bolero Neo)-White Will be engaged latter on as per the intimation of BHEL, TPS, Talcher Site against this enquiry.

Description of vehicle	No. of vehicles required (A)	MONTHLY HIRING CHARGE IN RS per vehicle		Total amount for 12 months (C= A x B)
		In Fig. (B)	In Words	
MAHINDRA BOLERO NEO-White	04 nos	Quoted/not Quoted	Quoted/not Quoted	Quoted/not Quoted
GST on (C) @%		Quoted/not Quoted	Quoted/not Quoted	Quoted/not Quoted

Other conditions of BHEL:

- 1. Time Required for Deployment: Within 30 days of time from the date of LOI or Work Order.**
- 2. Applicable Overtime beyond Duty Hours i.e. 12 hours (8.00 AM to 8.00 PM), Over Time for driver: Rs.70/- per hour.**
- 3. Admissibility of lubricant:** 1 litre after every 500km of vehicle run. Lubricant cost shall be provided by BHEL @ Rs.500/- (Rupees five Hundred only) and the same shall be claimed by the vendor in the monthly bill after every 500 km run.
- 4. Parking/Garage mileage:** At actual limited to 5km from place of reporting on duty and place of release from duty.
- 5. Fuel Admissibility:** 10 km/lit of diesel with AC.
- 6. Outstation charges:** Rs 400/-.Outstation means vehicle engaged for performing duty beyond 50 kms /Out of the District.
- 7. Night Halt charges:** Rs 300/- (i.e. performing duty beyond midnight i.e. (12 - o clock night)
- 8. Toll tax / Parking fee:** Reimbursable on production of receipt of payment in original.
- 9. Taxes shall be dealt as per prevalent norms during the hiring period.**
Other terms and conditions stipulated in this enquiry shall be applicable

On behalf of BHEL PSWR Talcher Site

Signature of the Bidder with Seal



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Annexure -D

Declaration not being black Listed

I hereby declare that I am not being black listed/banned by any of the BHEL unit nor by other PSU's /govt organisations /other Organisation.

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ANNEXURE-E

PRE-QUALIFICATION REQUIREMENT

NO.: BHE: PSWR: TPS: TALCHERHR: TAXI TEDER :2022-23: TENDER: PQR VETTING

TENDER NAME: TAXI TENDER- 2022-23

Vehicle Model – BRAND New-Bolero – Neo –White

Number of vehicles – 04 nos

PREQUALIFICATION CRITERIA:

- 1.The Bidder must be a registered Tour & Taxi Operator / Travel Agency with office at Talcher or Surrounding area within 20 kms radius from Talcher. Copy of registration certificate shall be enclosed.
- 2.The Bidder must have provided satisfactory taxi services to Govt. organisations or Public Sector undertakings (PSUs) or reputed Private Organisations with at least 03 or more vehicles during last three years as on latest date of offer submission. Work order of last three years must be enclosed along with satisfactory service certificate from the organisation. Credentials submitted by the bidder against “PRE-QUALIFYING CRITERIAS” shall be verified for its authenticity. In case, any credential (s) is/are found unauthentic, offer of the bidder is liable to the rejection.
3. PAN No – Bidder Should have PAN card.
4. GST No- The bidder should have GST number and if GST number not available shall be obtained within one moth of time from the placement of PO /LOI. In case no applicability of GST, one undertaking should be given for the same highlighting the reasons for so.

PAYMENT TERMS

- a. Bills shall be submitted for payment on monthly basis within 30 days after end of month.
- b. Vehicle owner will maintain logbook and will get each journey signed from the concerned official. Copy of the logbook will be submitted along with monthly bill. Starting & closing journey will be reckoned from the garage notified in the offer.
- c. Income Tax (TDS) shall be deducted at source from the running bill as per applicable Income Tax Rules and other statutory requirement from time to time.
- d. In case of award of the work, the payment will be made on monthly basis within 30 days through NEFT /RTGS only after receipt of the complete bill in duplicate

On behalf of BHEL PSWR Talcher Site

Signature of the Bidder with Seal

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and will be verified by Officer-in Charge for satisfactory completion of the work. Bill will be processed only when the log book is properly filled, meter starting and Ending, purpose of journey is clearly mentioned, driver signature, user signature is made otherwise the bill cannot be processed. No advance payment will be paid under any circumstances. (NEFT format shall be enclosed along with the bill). For payment purpose NEFT format duly verified by concerned bank official & cancelled cheque may be submitted along with the first bill.

- e. The BHEL shall not be responsible for any other payments either towards running expenses, penalties/fines, repairs or salaries and wages of driver, local/outstation boarding & lodging of driver etc. and also the whole responsibility rests with contractor in case of accident or any other matter.

Liquidated Damages Penalties:

- The party has to deploy the required vehicles within 01 month of time from the date of award of work.
- The vehicles provided by the contractor shall be maintained in excellent running condition during the period of contract and the vehicle provided should be thoroughly washed and cleaned. The vehicle shall be used for local/outstation journeys by BHEL officials/Guests depending upon the requirement.
- Air-conditioning system (Cooling/heating) should remain in operation as per requirement of travelling officials. No extra charges will be paid for it (As per Applicable)
- Vehicle must be registered with concerned RTO shall be supplied to BHEL, TPS, Talcher Site and copies of proof of Registration certificate, road tax paid, insurances, Permit shall be submitted. Any further dues on such vehicles shall be liability of the contractor. At the time of deployment of vehicle, the vendor should submit the above copies along with the details of the driver to be deployed along with his valid driving license.
- Copies of Renewal of insurance, road taxes, pollution certificate of Vehicles has to be submitted to the contracting department within 07 days of time from the date of expiry of the above. Failing to submit the renewal copies of insurance, road taxes of any vehicle, that vehicle will be discontinued form the deployment and an amount of Rs.500/- (Rupees Five Hundred Only) will be imposed as fine per day per vehicle. Alternative arrangement will be made by BHEL on Risk purchase clause and the same shall be recovered from the contractor's bill.
- In case of on-route break down, the vehicle shall be replaced by suitable vehicle immediately. In case the alternate vehicle is not provided, BHEL is free to engage another vehicle to complete the remaining journey at the risk purchase clause and the same shall be recovered from the contractor's bill.
- In case of non-availability /non-providing the vehicle on any day, alternative vehicle of the same type should be provided or it shall be hired by BHEL on Risk purchase clause and the same shall be recovered from the contractor's bill.

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- There is no limit of running of the vehicle on monthly basis. The odometer (distance meter) of the vehicle will be jointly signed by the owner or his authorized representatives and a person in charge, BHEL. No vehicle without working odometer shall be acceptable. Proper log book shall be maintained for each travel and has to be got signed by the guest /user travelling in the vehicle.

TAXES & DUTIES:

At the time of bid submission, the bidder shall declare whether GST is to be reimbursed by BHEL on forward charge basis to the bidder or to be discharged by BHEL under Reverse charge mechanism (RCM) directly to the Revenue department.

As the case may be, GST shall be paid extra as per GST rules and also applicable in case of any modification in GST rules. Party will be solely responsible for payment of GST as applicable, if in case of any GST due arises due to default of the party, BHEL will not responsible for any default payment on account of GST. Any changes in GST rules will be applicable on the bidder.

L1 CRITERIA:

- *L1 shall be decided on the basis of overall Lowest Quoted Value for the vehicle mentioned in the tender Document.*
- There shall be no counter-offer.

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**ANNEXURE -F****PRICE -BID**

Sub: Providing Air Conditioned, chauffeur driven, diesel passenger carrying four-wheeler vehicles **04 Nos (FOUR NOS) (Bolero Neo)-White** having commercial registration, in brand new condition on monthly hire basis to BHEL for official use at NTPC, Talcher TPS for a period of 12 (Twelve) Months and further extended for 12 (twelve) months.

04 Nos (Bolero Neo) -White are intended to be hired by BHEL against this enquiry.

Description of vehicle	No. of vehicles required (A)	MONTHLY HIRING CHARGE IN RS per vehicle		Total amount for 12 months
		In Fig. (B)	In Words	(C= A x B)
MAHINDRA BOLERO NEO-White	04 Nos			
GST @.....% on value of (C)				
Total Cost including GST in Figure				
Total Cost including GST in Words				

Other conditions of BHEL:

- 1. Time Required for Deployment: Within 30 days of of time from the date of LOI or Work Order.**
- 2. Applicable Overtime beyond Duty Hours i.e 12 hours (8.00 AM to 8.00 PM), Over Time for driver: Rs.70/- per hour.**
- 3. Admissibility of lubricant:** 1 litre after every 500km of vehicle run. Lubricant cost shall be provided by BHEL @ Rs.500/- (Rupees five Hundred only) and the same shall be claimed by the vendor in the monthly bill after every 500 km run.
- 4. Parking/Garage mileage:** At actual limited to 5km from place of reporting on duty and place of release from duty. (i.e. notified garage Area by BHEL)
- 5. Fuel Admissibility:** 10 km/lit of diesel with AC.
- 6. Outstation charges:** Rs 400/-.Outstation means vehicle engaged for performing duty beyond 50 kms /Out of the District i.e Anugul.
- 7. Night Halt charges:** Rs 300/- (i.e. performing duty beyond midnight i.e. 12 o clock night)
- 8. Toll tax / Parking fee:** Reimbursable on production of receipt of payment.
9. Taxes shall be dealt as per prevalent norms during the hiring period.
10. Other terms and conditions stipulated in this enquiry shall be applicable.
11. The bidder shall declare whether GST is to be reimbursed by BHEL on forward charge basis to the bidder or to be discharged by BHEL under Reverse charge mechanism (RCM) directly to the Revenue department.

On behalf of BHEL PSWR Talcher Site

Signature of the Bidder with Seal