



Bharat Heavy Electricals Limited


Centralised Stamping Unit & Fabrication Plant, Jagdishpur

TENDER DETAILS

TENDER NO. & DATE	TE/TAXI/C-38 DATED 22/08/2013
UNIT	CSU&FP, JAGDISHPUR
ADDRESS	BHARAT HEAVY ELECTRICALS LIMITED CSU&FP, JAGDISHPUR INDUSTRIAL AREA, DISTRICT SULTANPUR – 227817, UTTAR PRADESH
TELEPHONE NO.	05361-270251
FAX NO.	05361-270057
TENDER TITLE	HIRING OF TATA INDIGO/AC (1 NO.) & TATA INDICA/NON AC (1 NO.) TAXI PERMIT CAR ON CONTRACT BASIS FOR A PERIOD OF TWO YEAR AND OTHER VEHICLES FOR CONTINGENCY REQUIREMENT
EMD VALUE	RS.15,000/- (RUPEES FIFTEEN THOUSAND ONLY FOR 1 VEHICLE) OR RS. 30,000/- (RUPEES THIRTY THOUSAND ONLY FOR 2 VEHICLES). EMD IS NOT APPLICABLE FOR VEHICLES FOR CONTINGENCY REQUIREMENT.
SECURITY DEPOSIT	RS.30,000/- (RUPEES THIRTY THOUSAND ONLY FOR 1 VEHICLE) OR RS. 60,000/- (RUPEES SIXTY THOUSAND ONLY FOR 2 VEHICLES). SECURITY DEPOSIT IS NOT APPLICABLE FOR VEHICLES FOR CONTINGENCY REQUIREMENT.
TYPE OF BID	TWO PART BID (PART-1: TECHNO CUM COMMERCIAL BID & PART-2: PRICE BID)
TENDER DOCUMENT COST	RS. 500/- (RS. FIVE HUNDRED ONLY)
DATE OF ISSUE OF NOTIFICATION	22/08/2013
DATE OF CLOSER OF SALE OF TENDER DOCUMENTS	Upto 12/09/2013 (2:00 PM)
DATE OF SUBMISSION OF COMPLETED DOCUMENTS	Upto 12/09/2013 (2:30 PM)
DATE OF OPENING OF TECHNO COMMERCIAL BID	12/09/2013 (3:00 PM)

The tender documents can be taken from the Office of AGM/MM on any working day from 22/08/2013 to 12/09/2013 upto 2:00 PM by paying Rs. 500/- in form of DD (The tender document cost).

TECHNO-COMMERCIAL BID & PRICE BID IS REQUIRED TO BE KEPT IN SEPARATE ENVELOPS. SUPER SCRIBE THESE ENVELOPES AS TECHNO-COMMERCIAL BID OR PRICE BID & "TENDER ENQUIRY NO., DATE & DUE DATE OF OPENING"


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GENERAL TERMS & CONDITIONS FOR TAXI HIRING CONTRACT

A. Qualifying Criteria

1. Vendors with previous experience of deployment of vehicle for atleast 1 year can only apply.
2. Vehicle shall be in the name of the company/proprietor.
3. Driver should have commercial License.
4. Vendor should have landline telephone for communication and should provide office address for correspondence.

B. Vehicle

1. Period of hire of vehicle shall be two years from date of Work Order/LOI by BHEL. The contract can be extended by mutual consent for further period of one year.
2. EMD: Rs.15,000/- (Rupees Fifteen Thousand Only) per vehicle will be deposited by the contractor towards earnest money deposit. The successful bidder's earnest money will be converted towards the security deposit and the unsuccessful bidder's EMD will be refunded within 60 days' time from the date of execution of the contract with the successful bidders.
3. Security deposit: Rs.30,000/- (Rupees Thirty Thousand Only) per vehicle has to be deposited before the execution of the contract. However the successful bidder's EMD will be converted towards security deposit and only remaining Rs. 15,000/- per vehicle has to be deposited by successful bidder.
4. Security deposit shall be returned along with final bill of the contractor during closure of Hire period.
5. The bids to be submitted on printed letter head of your company only with seal and signature of on each page.
6. The vehicle 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 should be brand new. Vendor has to engage the vehicle within 30 days of LOI/Work Order.
7. The vehicle shall be used for local/outstation journeys by BHEL officials/Guests depending upon the requirement.
8. Air-conditioning system (Cooling/heating) of Tata Indigo should remain in operation as per requirement of travelling officials. No extra charges will be paid for it. Tata-Indica shall be non-AC.
9. In no case a vehicle that is not registered, shall be supplied to BHEL, Jagdishpur and taxes, insurances, road taxes etc. due on such vehicles shall be liability of the contractor.
10. In case of break down, the vehicle has to be replaced by suitable alternate vehicle immediately (in less than 2 hrs.). In case the alternate vehicle is not provided, BHEL is free to engage another vehicle to complete the remaining journey at the cost of the contractor. In addition a penalty of Rs.500/- will be imposed on each such occasion. If the number of break down exceeds three in a month, the penalty of Rs.1000/- per break down per vehicle will be charged from the fourth break down.
11. In case of non-availability /non-providing the vehicle on any day, alternative vehicle shall be hired by BHEL at the cost of the contractor. A penalty of Rs.500/- Per taxi per such occasion shall be imposed.
12. The monthly running of the vehicle should be 3000 kilometers approximately. This is only indicative and the vehicle would require to run more or less than this figure as per requirement without any limit. The speedometer of the vehicle will be signed by the user. No vehicle without working Speedo meter shall be acceptable. The extra charge for running more than 3000 kilometers is mentioned in the Price bid.
13. Fuel cost @ Rs. 16 KM/Ltr. will be deducted from monthly bill of contractor in case vehicle run less than 3000 kilometers per month.



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C. Documents:

1. The vehicle must have proper and complete documents in compliance to Motor Vehicle Act. The liability under relevant sections of motor vehicle act 1968 and IPC causing death or permanent disability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.
2. The vehicle should have comprehensive insurance coverage including for the driver.
3. The contractor has to ensure that the vehicle fulfills all the norms prescribed by the Central Government / State Transport Authorities in regards to Pollution, Road Tax etc. from time to time and any liability on account of above will have to be borne by contractor.
4. Submit copy of PAN Number.

D. Timings:

1. **FOR TATA INDIGO (eCS VX CR4 BS4):**
 - a. The Vehicle shall normally be deployed for 12 hours and should be parked inside the factory premises as space provided by BHEL .The driver has to report for duty at 7:00 AM.
2. **FOR TATA INDICA (EV2 LX):**
 - a. The Vehicle shall normally be deployed for 24 hours and should be parked inside the factory premises as space provided by BHEL .Two driver has to report for duty at 7:00 AM and 7:00 PM respectively. No Over time and Night charges shall be applicable.

Sr. No.	Norms/Other Charges	For Tata Indigo (AC)	For Tata Indica (non- AC)
1.	Working Hours	12 hrs. (07.00 hrs. to 19.00 hrs.)	24 hrs. in two shift two driver basis (Shift 1: 07.00 hrs, Shift 2: 19.00 hrs.)
2.	Retention/Over Time Charges	Rs.20 per hour beyond 12 hrs., in steps of one hour and fractional hours will be ignored	NOT APPLICABLE
3.	Night Halt Charges	Rs. 100 per night (in this case, retention charges shall not applicable)	NOT APPLICABLE
4.	Toll Charges	At actuals against submission of documentary proof in original	
5.	Parking Charges	At actuals against submission of documentary proof in original	

3. Price Variation (PV) Clause on account of fuel price hike or reduction shall be adjusted in the bills as per following formula:

$$PV \text{ (Rs. / KM)} = \frac{\text{Revised fuel rate/ Ltr.} - \text{Rate of fuel in Aug'13/Ltr.}}{16}$$

Vehicle Mileage considered in 16KM/Ltr.

4. The Contractor shall ensure the running of Taxi on the stipulated timings given by the Company and also in compliance to any further direction given by the officials of the Company or officials travelling by the taxi.



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5. In case non providing or delays in reporting more than 30 minutes (as time schedule mentioned) or a part thereof a penalty of Rs.100/- will be charged beyond the stipulated reporting time.
6. The vehicle shall be release from duty for servicing and maintenance from the 2nd month of hiring on any day for ONE DAY in a month. The date shall be at the sole discretion of BHEL.

E. Driver:

1. The contractor shall provide driver, in proper uniform fully conversant with different routes to undertake journey by the shortest route.
2. The driver should always be polite, courteous and able to communicate properly.
3. The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. BHEL, Jagdishpur shall have no direct or indirect liability arising out of such negligence, rash and impetuous driving which is an offence under section -29 of IPC and any loss caused to BHEL, Jagdishpur have to be suitably compensated by contractor.
4. The driver should have sufficient cash to pay for fuel, any toll tax / parking charges / entry tax as and when required and also should be in position to pay for any minor repairs necessitated due to sudden breakdown of the vehicle on the road. In no case, money should be borrowed from the occupant of the taxi. Any payment to driver including his food and incidental shall be borne by contractor.
5. The engagement and employment of driver and payment of wages to them as per the existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws and regulations shall be deemed to be breach of this contract. The contractor or the agency has to ensure the payment of minimum wages to the driver as per the minimum wages act 1948. In no such case the driver will be paid under wages, by taking in to consideration of the minimum wages of the driver, the party can quote the price accordingly.
6. He will abide by all the rules & regulation required for drivers of commercial vehicle. He must be provided a mobile by the contractor.
7. In case of any emergency payment of money by BHEL official for purposes mentioned in Para 4 above, the same will be recovered from next bill along with 10% overhead charges.

F. Validity of Rates:

1. The quotation will remain valid for a period of 90 days from the date of opening tender.

G. Rates:

1. The quoted rates will be FIRM during the validity of the contract.
2. The Company will reimburse the toll tax / parking charges against production of original receipts and should be claimed by contractor from the Company along with the monthly bill. Without proper receipt Company is not liable to pay any toll tax / parking charges.
3. Payment for vehicle running, duty in excess of 12 hrs./day (only for Tata Indigo), running more than 3000 kilometers, night halts and duty on Sundays shall be paid extra at the rates specified in the price bid format (under fuel and extra charges).
4. Service Tax shall be paid extra (if applicable).



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H. Billing & Payment:

1. Printed bills with Sr. No. shall be submitted for payment within 30 days after use of vehicle.
2. Vehicle owner will maintain printed logbook by name 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 CSU&FP, Jagdishpur notified in the offer.
3. Income Tax shall be deducted at source from the running bill as per applicable Income Tax Rules and other statutory requirement from time to time.
4. In case of award of the work, the payment will generally be made on monthly basis within 15 days through A/c Payee Cheque / NEFT / RTGS after receipt of the complete bill in duplicate and verification within BHEL by actual user and certification by Officer-in Charge for satisfactory completion of the work. Only bill will be processed 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 processes. No advance money will be paid under any circumstances.
5. The Company shall not be responsible for any other payments either towards running expenses, 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.

I. General

1. The contractor shall ensure that no inconvenience is caused to the user of the Taxi due to non-compliance of rules and regulations pertaining to running of the vehicle under the Motor Vehicle Act and other statutory provisions.
2. In the event of breakdown of the vehicle at any time, the contractor shall arrange replacement of vehicle immediately on break down on same terms and conditions.
3. In case of non-satisfactory performance/service or poor condition of the vehicle, the management reserves the right to terminate the contract any time without giving notice and without any financial implications to Company
4. If the contractor wants to terminate the contract, he / she shall give 2 months' notice in lieu thereof; if the party fails to give notice for termination of the contract Security deposit will be forfeited.
5. If the contractor is unable to arrange the taxi/vehicle on any day or against breakdown, he shall have to pay the first party compensation by way of charges incurred by the first party by having made alternate arrangements.
6. In case of dispute of any kind and in any respect whatsoever, the decision of BHEL, Jagdishpur shall be final and binding.
7. The disputes, if any, arising out of this contract will be subject to the Jurisdictions of Hon'able Courts in District Sultanpur only.
8. Evaluation shall be done on the basis of delivered cost to BHEL for each vehicle separately.
9. **Contingency vehicle should be in good running condition, clean and hygienic as the vehicles are required for the Guests/ Senior Officials of BHEL.**
10. **BHEL has right to call the Contingency Vehicle from any number of the qualified vendors who agrees to provide the vehicle at the rates of L1 bidder.**

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PRICE BID FORMAT

Sr. No.	Description of Work	Rate
1.	Charges for Tata Indigo (AC) car per Month @ 12 Hrs. working per day for first 3000 Kms./month	Rs..... /- (Rupees only)
2.	Extra charges for running of Tata Indigo (AC) more than 3000kms. In a month in Rs./Km	Rs. /Km.
3.	Charges for Tata Indica (Non-AC) car per Month @ 24 Hrs. working per day for first 3000 Kms./month	Rs..... /- (Rupees only)
4.	Extra charges for running of Tata Indica (Non-AC) more than 3000kms. in a month in Rs./Km	Rs. /Km.

Contingency requirement of Tata Indigo (AC) and Tata Indica (non-AC):

Sr. No.	Description of Work	Rate for Tata Indigo (AC)	Rate for Tata Indica (non-AC)
1.	Hiring Charges for 12 Hrs. for 100 Kms.		
2.	Extra Charges per Km after 100 Kms.		
3.	Extra Charges per Hr. after 12 Hrs.	Rs. 20 per hour in steps of one hour and fractional hours will be ignored.	
4.	Night Halt Charges (23.00 hrs. to 06.00 hrs. next day)	Rs. 100 per night.	
5.	Parking and Toll Tax., etc. charges	At actuals against submission of documentary proof in original	

Note: BHEL reserves the right to hire the vehicle from one or more vendors at the rates of L1 vendor.

In case of non-functioning / non utilization of A/c, Rs.1/- per km shall be deducted for the non- utilization km, from the monthly bill.

Tender Cost Details: DD No. Date..... Rs. 500/-

EMD Payment Details: DD No. Date..... Rs. 15,000/- (for 1 vehicle) / Rs. 30,000/- (for 2 vehicles)




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(TO BE FILLED BY THE TENDERER ON PRINTED LETTER HEAD OF THE COMPANY)

1. Name of the Tenderer :
2. Address for Communication :
3. Telephone (Landline), Cell No. :
4. Details of experience in running Taxi :
5. Registration No. of the Tourist Taxi :
6. Make, Model of the Taxi & date of first registration :
7. Taxi permit No. and date of Issue :
8. Date of expiry of validity of the permit :
9. Name and address of the Insurance Co. :
10. Comprehensive Insurance Policy No :
11. Date of expiry of policy :
12. Name of Driver :
13. Driving license No :
14. Date of expiry of the driving license validity :
15. Cell phone No. of driver :

Vendor to fill the above information at the time of Tender submission and rest of the information can be provided within one month of deployment of the taxi.


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TECHNO COMMERCIAL BID FORM ON PRINTED LETTER HEAD OF THE COMPANY

Tender No: TE/TAXI/C-38 DATED 22/08/2013

To,

AGM (MM)
BHEL, CSU&FP,
Jagdishpur Industrial Area.
Dist. Sultanpur – 227817 (UP)

Sub: Sealed tender for Hiring of 01 No. Tata Indigo (AC) & 01 No. Tata Indica (Non AC) Cars

Sir,

With reference to tender No.....inviting quotations for hiring of above said vehicles for local and out-station journeys. We have read the terms and conditions in the bid document and accept the same. We bid for these vehicle and furnish the following documents.

1. Nature of the firm: Partnership/proprietary/Company
2. EMD: of Rs.....in the form of DD payable at SBI, IGFC Jagdishpur Industrial Area favoring Bharat Heavy Electricals Limited and payable at Jagdishpur.
3. Photocopy of RC papers of
.....
.....with models and registration number.
4. Copy of PAN
5. Service tax Registration Number (if Applicable).

*In case the bidder wants to deploy new vehicles, documents in respect of that vehicle are to be submitted within 15 days from the date of LOI. In respect of new vehicle, the party/agency/contractor may give undertaking for supply of new vehicles.

Yours Truly,

Signature with seal

Name

Address with Telephone Numbers


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