	BHARAT HEAVY ELECTRICALS LIMITED INDUSTRY SECTOR BHEL LODHI ROAD, NEW DELHI – 110003.	PH: 011-41793500 FAX: 011-24366345 e-mail: ashish.singh@bhel.in
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Bharat Heavy Electricals Limited
भारत हेवी इलेक्ट्रिकल्स लिमिटेड



Industry Sector
उद्योग क्षेत्र


BHEL, INDUSTRY SECTOR, INTEGRATED OFFICE COMPLEX
LODHI ROAD, NEW DELHI - 110 003

**Open Tender Enquiry for Hiring of Commercial Taxies on Daily basis for local and
outstation journeys & Monthly basis at BHEL Lodhi Road, New Delhi**
NIT No.- ID/HRM/A041/ Taxi/ENQ/2026-28
Date: 19.05.2026

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Sub: Tender for rate contract for hiring of taxis on monthly basis / as and when required basis

Dear Sir,

Bharat Heavy Electricals Limited, Lodhi Road, New Delhi, invites bids from taxi operators for empaneling three bidders on rate contract basis for a period of two years for hiring of commercial taxis (Swift Dzire / Amaze / Etios / Xcent / Innova Crysta/Hycross, Honda City / Maruti Ciaz / Verna) for senior executives, official guests or other specific requirement for local / outstation journeys and on monthly basis for as and when required basis.

The tender will be a two part bid i.e Part-I: Techno-commercial bid to ensure soundness of the bidder and Part-II: Price Bid to achieve most competitive offer from the qualified bidders after techno-commercial evaluation.

You are requested to submit your most competitive offer for the rate contract on GePNIC portal as per the requirement and terms & conditions of the tender, cited later in this tender enquiry.


Last date of submission	:	29.05.2026 at 1500 Hours
Opening of Tender	:	29.05.2026 at 1530 Hours
Tender Cost	:	Nil
Earnest Money Deposit	:	Rs. 1,00,000.00
Tender Submission	:	On e-Procurement (GePNIC/ CPP) Portal

BHEL reserves the right to accept or reject the bid or cancel or withdraw the invitation of tender without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action by BHEL.

In case of any clarification, the bidder can contact the undersigned over telephone no. 011-41793500/ 011-41793424 or at email ashish.singh@bhel.in

For and on behalf of
Bharat Heavy Electricals Limited

Yours sincerely,
(Ashish Kumar Singh)
Sr. Manager (Admin.)

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Instructions to bidders

1. Bidders must go through tender documents carefully before submitting the bid.
 - Annexure I - Details of Business.
 - Annexure II - Acceptance Letter/No Deviation Certificate.
 - Annexure III - Declaration.
 - Annexure IV - Technical/Financial details
 - Annexure V- Bidders details
 - Annexure VI- Certificate for Make in India.
 - Annexure VII- Details of commercial vehicles owned.
 - Annexure VIII- Vehicle Duty Slip
 - Annexure IX- Log Sheet
 - Annexure X- Check List
 - Annexure-XI- Bank Account Details of BHEL, Lodhi Road.
 - Annexure XII – Certificate by Chartered Accountant on letter head (for MSME bidders).
2. EMD of Rs.1,00,000/- (Rupees One Lakh Only) to be submitted through NEFT in favour of BHEL, Lodhi Road. The bank account details of BHEL for NEFT are enclosed as Annexure XI. The bidder is required to enclose a copy of the acknowledgement of NEFT payment along with their bids. Bids without EMD will not be accepted and shall not be considered for further evaluation.


No interest shall be payable on EMD amount.

The EMD shall be forfeited in case of:

- i. After opening the tender, the bidder revokes his bid within the validity period or increases his earlier quoted rates.
 - ii. The successful bidder does not commence the work within the period as per LOI / contract. In case the LOI / contract is silent in this regard then within 15 days after the award of contract.
3. EMD of unsuccessful bidders shall be returned within 15 days from the date of acceptance of work by the successful bidders or the cancellation of tender.
 4. MSEs shall be exempted from payment of earnest money deposit (EMD) at the time of tender submission.
 5. MSE Suppliers can avail the intended benefits only if they submit attested copies of either Udyam or EM-II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) along with attested copy of a CA certificate (format enclosed as Annexure-XII) or valid NSIC certificate along with the offer. Date to be reckoned for determining the deemed validity will be the last date of bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if the above required documents are not submitted along with offer.

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6. The offer shall be submitted as per the instructions of tender document. Tenderer should note specifically that all the pages of tender document, shall be submitted by them (after signing/ stamping on each page) as a part of their offer. In case of any clarification, bidder may contact this office.
7. The tenderer should accept all terms & conditions of the tender unconditionally. Tenders with deviations from terms and conditions shall be rejected.
8. In case any typing error/other clerical errors is noticed by the tenderer, in the tender documents, the same must be pointed out and got clarified before submission of offer, or else, BHEL's interpretation shall prevail and shall be binding on the tenderer.
9. No overwriting / correction in tender documents by tenderer shall be allowed.
10. Price bid shall be submitted as follows:
 - a. **Segment Rates for A, B, C, D & E shall be quoted in column M of BOQ and GST percentage rates shall be quoted in column N of BOQ. Sample of BOQ (price bid format) is attached after Annexures.**
11. The Service Provider should have garage located within the Road distance of BHEL, Lodhi Road, New Delhi **within 12 KMs.**
12. It will be responsibility of the bidders to ensure timely submission of their complete tender bids.
13. Validity of offer shall be **80 days** from the date of opening of tender.
14. BHEL reserves the right to accept or reject the bid or cancel or withdraw the invitation of tender without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action by BHEL.
15. **Reverse Auction shall not be conducted for this tender.**
16. Tender evaluation shall be carried out on the basis of documents required and terms & conditions specified in tender documents
17. **Pre-bid Meeting**
 A Pre-bid meeting is scheduled on **23.05.2026 at 1100 Hrs at BHEL Lodhi Road Office, New Delhi.** Any intended bidder may attend the pre-bid meeting for any clarification about the Tender's Terms and Conditions. Contact Person: Mr. Ashish Kumar Singh, Sr. Manager-Admin. PH: 011-41793-500/ 011-41793424.

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Pre-Qualifying Requirements (PQR):


1. The bidder has to submit copies of their PAN card and GST Registration certificate.
2. The annual average turnover (TO) of the bidder during last three financial years ending 31.03.2025 should be at least Rs. 48.30 Lakhs. Bidder needs to submit copies of audited balance sheets and Profit and Loss Account Statements of last three financial years i.e. FY 2022-23, 2023-24 and 2024-25.
3. In case of non-availability of audited balance sheets, bidder needs to submit the CA certificate certifying the Turnover last three financial years i.e. FY 2022-23, 2023-24 and 2024-25.
 In case of non-availability of turnover/balance sheet pertaining to any Financial Year of last three Year, Average Annual Turnover shall be calculated by dividing the Turnover of remaining years by Three. For an example, if the TO of FY 2022-23, 2023-24 are Rs. 10 Lakhs and Rs. 8 Lakhs respectively, then the average TO of the last 3 financial years will be considered Rs. 6 Lakhs.
4. The bidder has to submit experience of having successfully completed similar Job/ services during last 7 years ending on 31.03.2026 should be either of the following:
 - a. Three similar completed jobs / services with value not less than Rs. 32.20 Lakhs each.
 - Or
 - b. Two similar completed jobs / services with value not less than Rs. 40.25 Lakhs each.
 - Or
 - c. One similar completed job / service with value not less than Rs. 64.40 Lakhs.

“Similar Job / services” refers to “Providing taxi services”.
 “Completed similar job/services refers to completed work orders only”
5. The bidder should own at least 08 nos. of commercial vehicles with year of first registration of 2024 or later at least one vehicle from each Segment as per Annexure VII.
6. Service Provider should have garage located within the road distance of 12 KM from BHEL, Lodhi Road, New Delhi.

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Scope of work


1. The service provider shall provide AC commercial taxi vehicles of first registration of 2024 or later as per the categorization mentioned in Annexure VII.
The vehicles shall be provided at our office premises at BHEL Lodhi Road, New Delhi or at any other place intimated to the Service Provider for travel within or outside Delhi/ NCR as and when required and on monthly basis.
2. BHEL expects that the service provider shall have all types of vehicles as per the details in Annexure VII in ready/working condition for providing services.
3. **The anticipated business volume during the contract period of two years towards hiring of vehicles shall be approx. Rs. 161 Lakhs (Exclusive of GST) in respect of BHEL Industry Sector, IO & ROD units at Lodhi Road, New Delhi.**
4. The above figure (**Rs. 161 Lakhs**) is indicative for tender purposes only and does not guarantee the business volumes for the contract period of two years. This may increase or decrease depending upon actual requirements.
5. The Service Provider shall provide drivers holding **valid driving license** and adequate knowledge of reading, writing and spoken English / Hindi. The drivers should have knowledge of different routes and should be able to carry out minor repair work in vehicles, if required. The reporting time, place, address etc. should be strictly followed by the Service Provider.
6. **Uniform:** Drivers should be neatly dressed in the taxi driver uniform along with shoes.
7. **Conduct:** The drivers deputed for duty should be polite, well behaved and must possess positive attitude in discharging their duty. Chewing of tobacco, smoking and drinking while on duty will not be tolerated and will be treated as misconduct and any liability arising due to this will be borne by the Service Provider.
8. The vehicle provided by the Service Provider must be in excellent condition and must have proper and complete documents. The vehicles should comply strictly with the provision of pollution control in line with the directions of Supreme Court from time to time and should also comply with statutory regulations issued by respective State Transport Authorities / Central Govt. BHEL shall in no way be responsible for any liability arising due to non-compliance of statutory requirements / regulations w.r.t. the vehicle as well as the driver.
9. The Service Provider must ensure that the driver of the vehicle sent for duty is provided with a mobile phone.
10. In case of non-availability of requisitioned vehicle, it will be the responsibility of the Service Provider to provide equivalent or higher segment vehicle (model not older than 2024 at the same rates).
11. The Service Provider shall maintain a duty slip / log sheet (for vehicles deployed, on monthly basis / as and when required basis) as per Performa enclosed (refer Annexure VIII & IX). The driver should get the log sheet / duty slip signed by the user at the end of each journey which would indicate the details such

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as starting and the closing meter reading, point of start / end of the journey, places visited, date and time of reporting / release of vehicle etc.

25 hard copies and a soft copy of Duty slip along with the letter of award of contract and log book will be provided by BHEL. However further duplication of those duty slips will be the responsibility of the Service Provider.

12. Before replacing either the monthly vehicle or driver, prior permission for the same may be obtained from BHEL.
13. Generally, a prior notice of two hours will be given to the Service Providers for providing / arranging the vehicle.
14. At times, when the hiring of the vehicle is for top management official of BHEL / VIP customer, BHEL reserves the right to inspect the vehicle prior to confirming the booking.
15. **Charges on the principle of "Garage-to-garage" basis as per actual distance will be permissible in respect of the journeys starting from places, other than BHEL Lodhi Road, New Delhi.**
However, for journeys starting from and up to BHEL Lodhi Road, garage-to-garage KMs for each side would be restricted to maximum of 8 KMs or the actual distance between BHEL, Lodhi Road and the garage of the Service Provider, whichever is lower.
***In future, if BHEL Lodhi Office is relocated to Sector 16 A, Noida, the garage-to-garage KMs for each side would be restricted to maximum of 15 KMs or the actual distance between BHEL, Sector 16 A Noida and the garage of the Service Provider, whichever is lower.**
16. In respect of hiring of vehicle on as and when required basis, the computation of duty hours shall be from the time of reporting and the time of its release, duly signed by the user. This requirement is mandatory for processing the bill for payment. However, in respect of hiring of vehicle on monthly basis duty hours shall be calculated on garage to garage basis.
17. Vendor shall ensure at all times, proper hygiene, cleanliness and periodic maintenance of vehicle.
18. Vendor's driver will be responsible to obey traffic rules and BHEL in no way will own any responsibility in this regard.
19. An up-to-date First Aid Kit should always be available in the vehicle for use in case of requirement. With regard to safety, vendor shall ensure that a suitable Fire Extinguisher shall remain in vehicle for any emergency.
20. It should be the sole responsibility of Vendor to ensure that the vehicle is/are always and exclusively driven by a person appropriately qualified and licensed under the Motor Vehicle Act.
21. Vendor shall ensure that the vehicle should always have sufficient fuel in tank for running of during the day. Refuelling trip shall not be permitted during the duty unless agreed by BHEL.
22. The vendor shall maintain all necessary records of the drivers deployed for the work in proper format with necessary proof. The records shall be maintained with relevant details of domicile, education, residential address, mobile no., recent passport photograph, police verification certificate etc.
23. Vendor shall ensure that the driver has sufficient money enabling him to pay for fuel, parking, toll tax & other sundry expenses.

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Special Conditions of contract

1. Rate & price variation:

In case of award of contract, the hiring charges shall remain firm for a **period of two years i.e. the ENTIRE PERIOD OF CONTRACT** except price variation due to increase / decrease in the price of fuel (normal diesel as available at Petrol Pumps in Delhi) which shall be calculated based on variation in the price of diesel as per formula given below. BHEL would allow price variation due to increase / decrease in diesel rates (60% component) as per below mentioned formula:

$$\% \text{ Increase / decrease in hiring charges} = \frac{[\text{Revised rate of diesel - base rate of diesel on the last date of original tender submission}] \times 0.60 \times 100}{\text{Base rate of diesel on the last date of original tender submission}}$$

The revision of price of hiring of taxis shall be made effective from 1st day of the month subsequent to the month in which fuel prices have been revised by Govt.

Note: The price of diesel per litre as on last date of original tender submission will be considered as base price for PVC.

2. Validity of offers:

The offers submitted by the parties shall be valid for 80 days from the date of opening of Part-I bid. Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder(s) without assigning any reason.

3. Validity of contract:

The contract will be valid for a period of two years. The same may however be extended further for a period of three months/part thereof with mutual agreement, in writing, on the same Rates, Terms and Conditions etc.


4. Quantity Variation:

The quantity of business volume mentioned in the tender is indicative only and may vary as per actual requirement.

The total contract price on account of quantity variation can vary from +/- 30% of the cumulative awarded value. Further, there shall be no compensation for any reduction in the overall contract price.

5. Termination of contract:

If at any time the Service Provider defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which

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shall have accrued or shall accrue thereafter to BHEL, terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.

BHEL also reserves the right to terminate the contract at any point of time without assigning any reason thereof.

6. Recovery from Contractor:

Whenever under the contract, any sum of money shall be recoverable from or payable by the contractor, the same may be deducted from any sum then due or which at any time thereafter may become due to the contractor under the contract or under any other contract with BHEL or from his security deposit, or the contractor shall pay the claim on demand without any terms & conditions.

7. Security deposit:

Security deposit (SD) amount of Rs. 1,00,000.00 shall be deposited by the successful bidders through NEFT either within seven days from the date of award of work or before start of contract whichever is earlier. SD can also be recovered at the rate of 10% from the running bills. However, in such case at least 50% of the SD shall be deposited within specified time and balance 50% may be recovered from the running bills.

If the successful bidder requests BHEL in writing to adjust EMD amount towards SD then EMD shall be retained as SD. SD, without interest, shall be refunded after successful completion of contract period.

8. Business distribution:


BHEL intends to distribute **the work load to 03 Service Providers / agencies with larger share to the lowest bidder, i.e. the L1 bidder will be apportioned 40% of the business volume and the remaining 60% would be shared equally (i.e. 30% of the total business) by L2 and L3 bidders at L1 rates.** However, if any of the L2 or L3 bidders or both do not accept the work as per evaluation criteria then the lowest rates shall be counteroffered to L4 bidder and so on unless the work is awarded to three successful bidders.

In the event of acceptance of L1 rate by only one qualified bidder (other than L1 bidder), distribution of work shall be done amongst two qualified bidders in the ratio of 50:50.

BHEL may allocate the total work (100%) to L1 bidder if no other bidder gives acceptance to work on L1 rate.

This shall further be subject to availability of the required vehicles, reliability of services, and dependability of the Service Provider in providing the required services.

The vehicles sent to our office on our requisition shall have all relevant documents like Registration Certificate / Driving License / Insurance / Road Tax Receipt / Border Tax / Non-Polluting vehicle certificate/Fitness Certificate etc. The vehicle should be licensed and shall conform to all Govt. Rules including pollution norms and any other regulation being in force from time to time.

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9. Evaluation criteria:

- a. The techno-commercial bids submitted by all the bidders will be evaluated first. After techno-commercial evaluation, only the price bids of the qualified bidders will be opened on GePNIC Portal.
- b. Bidders are requested to read the “Notes” provided in Price Bid very carefully before filling up the price bid format. Offer containing incomplete price bid shall be rejected and will not be considered for further evaluation.
- c. Lowest bidder shall be identified on the basis of quoted value i.e. the sum of all 5 values of column BB of BOQ (Price Bid Format).
- d. For identification of overall L1, L2, L3 bidders, the evaluation will be done on the basis of the following formula:

$$\text{Quoted Value formula} = [0.43*\{(A*a) + (B*b) + (C*c)\} + 0.57*\{(D*d) + (E*e)\}]/f]^*$$

First **0.43** indicates that 43% of the expenditure shall be incurred for taxis hired on “**as and when required**” basis.

Among the taxis hired on **as and when required** basis

- i. **a = 0.59** indicates that 59% of the total taxis shall be middle segment taxis like Swift Dzire, Etios etc.
- ii. **b = 0.31** indicates that 31% of the total taxis shall be deluxe segment taxis like Ciaz, Honda City, Verna etc.
- iii. **c = 0.10** indicates that 10% of the total taxis shall be 6-8 seater taxis like Innova Crysta, etc.

Second **0.57** indicates that remaining 57% of the expenditure shall be incurred for taxis hired on monthly basis. Among the taxis hired on monthly basis

- i. **d = 0.75** indicates that 75% of the total taxis shall be middle segment taxis like Swift Dzire, Etios etc.
 - ii. **e = 0.25** indicates that 25% of the total taxis shall be deluxe segment taxis like Ciaz, Honda City, Verna etc.
- f = 26** = Nos. of days in each month.

The value of status will be considered up to three decimal places to arrive at distinct statuses of all bidders.

- e. The above formula is derived to rank the bidders on overall basis.
- f. **The Successful bidders (overall L1, L2 & L3) may be required to match the lowest rate quoted for every segment (A, B, C, D & E) among the rates quoted by L1, L2 and L3.** After finalization of L1, L2 and L3 bidders, the work shall be awarded in the proportion as mentioned in Sl. No. 8 of Special Conditions of Contract.

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However, if any of the L2 or L3 bidders or both do not accept the work as per above criteria then the lowest rates shall be counteroffered to L4 bidder and so on unless the work is awarded to three successful bidders.

In the event of more than one L1 bidder, all L1 Bidders will be given opportunity to offer discount on Quoted rates. In case of tie even after offered discount, L1 bidder will be decided by lottery.

General Conditions of contract

1. Arbitration:

- a) In case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by BHEL .

The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be DELHI.


The cost of arbitration shall be borne as per the award of the Arbitrator.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable: -

In the event of any dispute or difference relating to the interpretation and application and execution of the Contract, such dispute or difference shall be resolved amicably by mutual discussions. In case of disputes not resolved by mutual discussions, these shall be referred by either parties for resolution of CPSES Disputes (AMRCD) as mentioned for in Department of Public Enterprises (DPE) Office Memorandum Ref. No. F. No. 4 (1)/2013-DPE(GM)/FTS- 1835 dated 22.05.2018 dated 22.05.2018 as amended.

- 2. Laws governing the contract:** The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract.

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3. **Jurisdiction of court:** Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

4. BREACH OF CONTRACT, REMEDIES AND TERMINATION:

Definition of Breach of Contract


- a. Contractor/ supplier's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor/ supplier including unexecuted portion of work/ supply does not appear to be executable within balance available period (#) considering its performance of execution.
- b. Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.
- c. Non-completion of work/ Non-supply by the Contractor/ supplier within scheduled completion/ delivery period as per Contract or as extended from time to time, for the reasons attributable to the contractor/ supplier.
- d. Termination of Contract on account of any other reason (s) attributable to Contractor/ Supplier. If at any time the service provider defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the tender terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.
- e. Assignment, transfer, subletting of Contract without BHEL's written permission resulting in termination of Contract or part thereof by BHEL. The Contractor is solely responsible to BHEL for the work awarded to him.
- f. Non-compliance to any contractual condition or any other default attributable to Contractor/ Supplier.

Recovery in case of Breach of Contract

In case of breach of contract, 10% of the contract value shall be recovered from the contractor. The recovery shall be made from Security Deposit (if any)/ Retention Money (if any)/ available bills in the unit pacing P.O. In case 10% amount is not recovered from these instruments the balance amount shall be recovered from the bills available in any of the BHEL unit(s)/Division(s).

Further, levy of liquidated damages, debarment, termination, de-scoping, short-closure etc., shall be applied as per provisions of contract

5. Micro and Small Enterprises (MSE):

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Any bidder falling under MSE category, shall furnish the following details and submit documentary evidence/Government certificate etc. in support of the same along with their techno-commercial offer.

Type of MSE	SC/ST Owned	Others
Micro		
Small		

Note: If bidder does not furnish the above, offer shall be processed construing that the bidder is not falling under MSE category.

- a. MSE Suppliers can avail the intended benefits only if they submit attested copies of either Udyam or EM-II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) along with attested copy of a CA certificate (format enclosed as Annexure-XII) or valid NSIC certificate along with the offer. Date to be reckoned for determining the deemed validity will be the last date of bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if the above required documents are not submitted along with offer.
- b. MSEs shall be exempted from payment of earnest money deposit (EMD) at the time of tender submission. However, there is no exemption of security deposit.
- c. Participating MSE quoting price within price band of L1+15% shall be considered for award of 30% of business volume if the MSE accepts L1 price in a situation where L1 price is from someone other than MSE. In case of more than one such MSE, MSE with lowest price shall be given the first option to match the L1 price. However, MSEs owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be given the preference for matching the L1 price irrespective of their standing in comparative statement of MSE bidder within price band of L1+15%.

6. **Startups:**


Norms for Startup in public procurement shall be relaxed in line with OM no. F.20-2/2014-PPD (pt.) dated 27.07.2017 and OM no. F.20/2/2014-PPD (pt.) dated 20.09.2016 issued by Ministry of Finance, Department of Expenditure along with DIPP D. O. No. 12(11)/2017-SI dated 22.06.2017.

7. **Make In India (MII):**

For complying the conditions of MII, bidder to refer Annexure – VI.

8. BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life / permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.
 - a. Victim: Any person who suffers permanent disablement or dies in an accident as defined below.
 - b. Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing/ operation and works incidental thereto at BHEL factories/ offices and precincts thereof, project execution, erection and

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commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works/ during working at BHEL units/ offices/ townships and premises/ project sites.

- c. Compensation in respect of each of the victims:
- i. In the event of death or **permanent disability** resulting from **loss of both limbs**: Rs. 10,00,000/- (Rupees Ten Lakhs)
 - ii. In the event of **other permanent disability**: Rs. 7,00,000/- (Rupees Seven Lakhs)


Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to Section 2 (l) of the Employee's Compensation Act, 1923.

9. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and BHEL, on its discretion, may scrap the tender or disqualify the bidder from the tender.

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Payment Terms

1. In case of award of the work, the payment will be made within 45 days for MSEs, 60 days for Medium Enterprises and 90 days for Non-MSE after receipt of the computerized/manual bill in duplicate and verification by user and certification by Officer-In-Charge. No advance money will be paid under any circumstances. In addition, no interest shall be paid for delay in payment processing.
The bills in duplicate along with duty slips duly signed by the user of the vehicle or his representative should be sent to BHEL for payment. It should be ensured that there is no overwriting in the duty slip. Duty slip without signature of the user at the specified places shall not be accepted for payment.
2. The maintenance cost, charges of fuel, road tax, challans, salary of the driver, the overtime of driver etc. are the responsibility of the Service Provider and will be borne by the Service Provider. BHEL will, however, reimburse State levies / taxes for outstation journeys (for single entry only) at actual on submission of receipts in original along with the bill.
3. Parking charges, Toll tax and GST, as applicable from time to time shall be extra and borne as per actual by BHEL on submission of original receipt along with the bill. Taxi contractors can also get the state taxes for local journeys reimbursed by BHEL but only on producing original tax receipts.
4. **Insurance:** The vehicle provided must be fully and comprehensively insured (latest copy of insurance cover to be enclosed.)
5. **Regulation of Payments:** **Table 1 (BOQ) & Table 2 (Criteria for Other Charges)**
 - a. For journeys up to 40 KMs within 4 hours: The payment to be made will be calculated as per the rates finalized for Sl. No.2 of Table 2 (**Criteria for Other Charges**).
 - b. For journeys up to 40 KMs and duration between 4 hours to 8 hours: The payment for the journeys will be calculated as per the rates finalized for Sl. No. 2 of Table 2 and payment for extra hours will be made as per Sl. No. 5b of Table 2. If the total amount calculated exceeds the rate finalized for Sl. No. 2 of Table 1 then the payment to be made will be restricted to rates finalized for Sl. No. 1 of Table 2.
 - c. For journeys with duration up to 4 hours and distance up to 80 KMs: The payment for the journeys will be calculated as per the rates finalized for Sl. No. 2 of Table 2 and payment for extra KMs will be made as per Sl. No. 3 of Table 2 of the Price Bid. If the total amount calculated exceeds the rate finalized for Sl. No. 1 of Table 2 then the payment to be made will be restricted to rates finalized for Sl. No. 1 of Table 2.
 - d. For journeys with duration between 4 hours to 8 hours and distance between 40 KMs to 80 KMs: The payment for the journeys will be calculated as per the rates finalized for Sl. No. 2 of Table 2 and payment for extra hours and extra distance will be calculated as per Sl. No. 3 and 5a of Table 2 of the Price Bid. If the total amount calculated exceeds the rate finalized for Sl. No. 1 of Table 2 then the payment to be made will be restricted to rates finalized for Sl. No. 1 of Table 2.
 - e. For journeys with distance equal to or more than 80 KMs or duration equal to or more than 8 hours: The payment to be made for first 80 KMs / 8 hours will be calculated as per the rates

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finalized for Sl. No. 1 of Table 2 of the Price Bid. The amount payable for extra KMs and extra hours will be calculated as per Sl. No 3 and 5a of Table 2 of the Price Bid.


- f. Payment for outstation journeys: For outstation journeys payment will be restricted to actual KM traveled with minimum of 200 KMs per day. The per KM rate & night halt charges for payment of outstation journeys will be regularized as per the rate in Sl. No. 4 and 6 of Table 2 of the Price Bid.
 - g. Night halt charges will be made for outstation journeys only. Ghaziabad, Noida, Gurgaon, Faridabad and other contiguous towns will not be considered as “outstations”. Hence no night charge will be payable for the above stated places.
 - h. For monthly vehicle traveling less than or equal to 2000 KMs: The payment for such journeys shall be regulated as per Sl. No. 1 of Table 2 of the Price Bid.
 - i. For monthly vehicle traveling more than 2000 KMs but less than or equal to 2500 KMs: The payment for first 2000 KMs shall be regulated as per Sl. No. 1 of Table 2 of the Price Bid and the payment for extra KMs shall be calculated as per Sl. No. 4 of Table 2 of the Price Bid. However, if the total exceeds the rate in Sl. No. 2 of Table 2 of the Price Bid then the total payment shall be restricted to the rate in Sl. No. 2 of Table 2 of the Price Bid.
 - j. For monthly vehicle traveling more than 2500 KMs but less than or equal to 3000 KMs: The payment for first 2500 KMs shall be regulated as per Sl. No. 2 of Table 2 of the Price Bid and the payment for extra KMs shall be calculated as per Sl. No. 4 of Table 2 of the Price Bid. However, if the total exceeds the rate in Sl. No. 3 of Table 2 of the Price Bid then the total payment shall be restricted to the rate in Sl. No. 3 of Table 2 of the Price Bid.
 - k. For monthly vehicle traveling more than 3000 KMs: The payment for first 3000 KMs shall be regulated as per Sl. No. 3 of Table 2 of the Price Bid and the payment for extra KMs shall be calculated as per Sl. No. 4 of Table 2 of the Price Bid.
 - l. For payment of extra Hours: Payment for extra hours (after 10 hours of duty per day), if any, shall be calculated as per Sl. No. 5 of the Table 2 of the Price Bid.
6. Service Provider shall be solely responsible for payment of wages / salaries and allowances to his personnel that might become applicable under any act or order of Govt. from time to time during the validity of the contract. BHEL shall have no liability whatsoever on this account (i.e. Statutory compliance with regard to vehicle and also the driver deployed including the wages, allowances, and extra hours charges etc.).
 7. BHEL reserves the right to reject any or all offers without assigning any reason whatsoever.
 8. **Tax deduction at source**: Tax shall be deducted at source from the running bills as per applicable Income Tax & GST and other statutory requirements.

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9. **Tax and Duties**


- i. Service provider shall submit GST compliant Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within prescribed time limit (as per Terms of Payment) in the name of respective BHEL Unit/ Office/ Region.
- ii. If BHEL is liable to discharge tax liability under the Reverse Charge Mechanism, the service provider shall provide all necessary documents within 10 days from date of completion of service to enable BHEL to meet the GST liability. Any implications arising from a delay shall be the responsibility of the service provider and will be charged to the service provider's account.
- iii. The service provider has to submit their GST registration certificate along with a declaration regarding applicability of GST Reverse Charge (if applicable) to respective BHEL along with the bid.
- iv. Any statutory changes as and when made applicable by the Government shall become applicable against documentary evidence.
- v. Payment to the service provider will be subjected to TDS as per rules in force from time to time. The Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act and GST as applicable, as amended from time to time and a certificate to this effect shall be provided to the service provider by
BHEL.

Service Provider shall issue GST compliant invoice for entire fare under his GSTIN.

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Penalty clause:

1. **Penalty in case of driver not wearing uniform:** In such a case, a penalty of Rs. 50.00 per day will be imposed on the Service Provider and the same shall be deducted from the bill.
2. **Penalty in case of non-availability of monthly vehicle:** In case of non-availability of the vehicle, the charges on pro-rata basis + Rs. 200.00 per day shall be deducted from monthly bill.
3. **Penalty in case of non-reporting of required vehicle on time:** An amount of Rs. 100/Hour shall be deducted from the bill for the period of delay.
4. **Penalty in case of AC of Vehicle Not Working:** An amount of Rs. 200/- per day shall be deducted from the bill if the AC of vehicle is not working/not effective.
5. Generally, a prior notice of two hours will be given to the Service Providers for providing / arranging the vehicle. Repeated refusals by the party will be viewed seriously and appropriate action (i.e. imposing a fine of Rs. 500/- on every 3rd refusal in a month) will be taken against such defaulting party. BHEL's decision in this regard shall be final.


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Annexure I

Details of Business

The Service Provider shall furnish the following information along with Part-1 bid for Rate Contract for hiring of commercially Registered Taxis.

1	Name of the Firm/Company	
2	Address for communication:	
3	Registered Office, if any :	
4	Location of Garage (s) :	
	Telephone No. (Office) (Res) (Garage) (Mobile) (Fax)	
5	Name of proprietor / partner /Director	
6	Name of Banker(s)	
7	Date / year of commencement of Business	
8	Whether registered with any Govt. Institution / Undertaking / large corporates of repute. If so, furnish particulars with supporting documents	
9	ITR acknowledgement for AY 2022-23,2023-24 and 2024-25	
10	Last 3 years audited balance sheet along with Profit & Loss Statement /CA Certificate of the Company/ firm	
11	Experience Certificates with Govt. / Public Sector Undertaking / large Corporate of repute.	
12	GST - Registration No.	
13	PAN Card No.	
14	Any other information	

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Annexure II


Acceptance Letter / No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Signature

With name, Designation & seal of the firm

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Annexure III


Declaration

I/ We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm/ partner or the company.

Signature

With name, Designation & seal of the firm

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Annexure IV

Technical / Financial Details

TURNOVER (F.Y.)	2022-23	2023-24	2024-25
Rupees (in Lakhs)			


Work Experience fulfilling PQR Criteria (As per work orders and work completion certificate submitted in Part-I Bid)

EXPERIENCE	No. of Work	Value	Customer's Name	Work Order completion Date
1.				
2.				
3.				

PAN Card No. / Name on PAN Card	
GST No. / Taxable Services	

Income Tax Return Acknowledgement (A.Y.) Submitted	2022-23	2023-24	2024-25
	Yes / No	Yes / No	Yes / No
Earnest Money Deposit Details	NEFT Ref. No.	Date	Amount in lakhs

(Signature & seal of the Service Provider)


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Annexure V

Bidder's Details

Name of the Service Provider /Party/ Firm	
Name of Authorized Representative	
Phone Nos.	
Mobile Nos.	
Fax No.	
E-Mail Address	
Web Site Address (If Any)	

(Signature & seal of the Service Provider)

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Annexure-VI

Certificate of Make in India (MII)

For this Procurement/service, Government of India Public Procurement (Preference to Make in India), Order 2017 with its amendments and subsequent Orders issued by the respective nodal ministries shall be applicable.

As per the Provisions of this order, please submit a self-certification complying with the conditions mentioned below on the company letterhead duly signed & stamped by the competent authority.

I, hereby declare on behalf of M/s. that we are participating in this Tender Enquiry floated by BHEL, Lodhi Road, New Delhi, India and shall comply with following:

1. Public Procurement (Preference to Make in India), Order 2017 *with its amendments* and subsequent Orders issued by the respective nodal ministries shall be applicable even if issued after issue of this NIT but before finalization of contract/PO/WO against this NIT.

2. As per the Provisions of this order, only “Class-I Local Suppliers”/ “Class-II Local Suppliers” are eligible to bid for the tender.

(a) A supplier will be treated as “Class-I Local Suppliers”, if the “materials” / “services” quoted by the bidder having local content equal to or more than 50%.

(b) A supplier will be treated as “Class-II Local Suppliers”, if the “materials” / “services” quoted by the bidder having local content more than 20% but less than 50%.

(c) ‘Local Content’ means the amount of value added in India, which shall be total value of item quoted (excluding net domestic indirect taxes) minus the value of imported content in the “materials” / “services” (including all custom duties) as a proportion of the total value, in percent.

3. I hereby declare that our firm qualifies as “Class-I Local Suppliers” / “Class-II Local Suppliers” for providing the requisite “materials” / “services” in this tender enquiry.

(i). The Local Content in the “materials” / “services” quoted under this Tender Enquiry is Percent


(ii). Details of location(s) in India where this “materials” / “services” shall be provided, is/are as follows:

(a)

(b)

(.....)
For M/s.
(Seal & Sign)

Note: As per GOI order No: P-45021/2/2017-PP (BE-II) dt. 04.06.20, in case procurement is more than Rs. 10 Crores, the Class-I local supplier/class-II local supplier shall be required to provide a certificate from a practicing cost accountant or practicing chartered accountant giving the percentage of local content.

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Annexure VII

Details of Commercial Vehicles Owned

(Attach a separate sheet, if required, in the following format)

Sl. No.	Registration No.	Make	Date of Registration
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note:

1. Please attach a copy of Registration Certificate of the Vehicles mentioned above.
2. The bidder has to provide details of at least 08 nos. commercial vehicles at least one from each segment (owned on Due date of Tender opening) with year of first registration of 2024 or later.
3. The Vehicle shall be registered in the name of Bidder/Firm.


List of vehicles required:

Segment 1: Swift Dzire, Etios, Amaze, Xcent (or equivalent)

Segment 2: Maruti Ciaz, Honda City, Verna (or equivalent)

Segment 3 : Innova Crysta/Hycross

Signature
(Seal)

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Annexure VIII

Vehicle Duty Slip

To be invariably filled by the operator:

1. Vehicle No: _____	2. Vehicle Model: _____
3. Driver Name: _____	4. Driver Mobile No: _____
5. Variant (Diesel / Petrol): _____	6. Vehicle Regn. Month & Year: _____
7. Issue date of Driver's License: _____	
8. Name and mobile of user: _____	9. Reporting date: _____
10. Reporting time and address of the user: _____	
11. Starting KM reading at Garage: _____	
12. Starting Time at Garage: _____	
13. Booked by (Name and Division): _____	

Signature of Operator

To be invariably filled by the user

1. KM reading at place of reporting: _____	2. Reporting Time: _____	3. Date: _____
4. Places Visited: _____		
5. KM reading at place of release: _____		
6. Time of release: _____		
7. Date: _____		
8. Total KMs: _____		
9. Total time (hours): _____		
10. Total Parking and Taxes (if any): _____		

Signature of the user


Remarks/Feedback of the user wrt vehicle and driver

<hr/> <hr/> <hr/>


Signature of User

Note:

1. User to ensure that all the columns of the duty slip are filled in and verify the places visited, usage, duty hours before the release of vehicle.
2. No over writing unless duly authorized / signed by the concerned shall be acceptable.
3. Driver deployed for duties should have at least 3 years of experience and should be well versed with NCR routes.
4. For all purposes, the distance from garage to pace of duty and back to garage shall be considered on the basis of details given by the operator in their offer.
5. Duty hours shall be from the time of reporting to the time of release of vehicle by the user (mandatory for the duties on daily basis).

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6. BHEL reserves the right to reject / cancel any incomplete duty slip.
7. In case of any discrepancy, BHEL reserves the right to verify any details from the concerned user and the decision of BHEL in this regard shall be final and binding.
8. Driver deployed should be properly dressed with shoes.
9. All other terms and conditions should be as per tender document.


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Annexure X

Check-List

Sl. No.	Description of requirement	Yes/ No/ NA	Page No(s)
1	EMD amount of Rs. 1,00,000.00 (Rupees One Lakh only) is to be deposited only by way of NEFT in favour of BHEL and a copy of the acknowledgement of payment of EMD is to be enclosed in a separate envelope		
2	Details of work experience, satisfactory work performance certificates.		
3	Copies of the Balance sheet and Profit & Loss account statement, duly certified by CA, of last three financial years i.e. FY 2022-23, 2023-24 and 2024-25.		
4	Acknowledgement of IT return of last three assessment years i.e. AY 2022-23, 2023-24 and 2024-25.		
5	Copy of the PAN card.		
6	Copy of GST registration certificate		
7	Details of Business (Annexure I)		
8	Acceptance Letter / No Deviation Certificate (Annexure II)		
9	Declaration (Annexure III)		
10	Technical / Financial Details (Annexure IV)		
11	Bidder's Details (Annexure V)		
12	Certificate for make in India (Annexure VI)		
13	Details of Commercial Vehicles Owned (Annexure VII)		
14	Vehicle Duty Slip (Annexure VIII)		
15	Log Sheet (Annexure IX)		
16	Check List (Annexure X)		
17	BHEL, Lodhi Road NEFT Details (Annexure XI)		
18	CA certificate format (Annexure XII)		


(Signature & seal of the Service Provider)

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Annexure-XI

BHEL Bank Details

1	Account Name	Bharat Heavy Electricals Limited
2	Bank Name	Kotak Mahindra Bank
3	Bank Branch Address	G-F 3A-3J , Ground Floor, Ambadeep Building, 14, Kasturba Gandhi Marg, New Delhi – 110001 . DELHI (India)
4	Bank Account Number	9011196535
5	IFSC	KKBK0000172
6	MICR	110485002
7	Type of Account	Corporate Current Account

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Annexure-XII

**Certificate by Chartered Accountant on letter head
(Only for those who are submitting EM-II Certificates)**

This is to certify that M/S..... (hereafter referred as Company) having it's registered Office atis registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II) Dated, 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€ dated October 5,2006: Rs..... Lakhs
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: Rs..... Lakhs. (Strike off whichever is not applicable)

The above investment of Rs..... Lakhs is within permissible limit of Rs..... Lakhs for.....Micro/Small (Strike whichever is not applicable) Category under MSMED Act 2006. Or The Company has been graduated from its original category (Mini/Micro) (Strike whichever is not applicable) and the date of graduation of such enterprise from it's 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 04.11.2013 by Ministry of MSME.

Date:

(Signature)
Name

Membership Number

Seal of Chartered Accountant


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Table1: Sample format for BOQ

PRICE SCHEDULE										
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)										
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Unit RATE In Figures To be entered by the Bidder in Rs. P	GST (in Percentage)	GST Amount (Unit Rate*Quantity*GST) Rs. P	TOTAL AMOUNT Excluding GST in Rs. P	TOTAL AMOUNT Including GST in Rs. P	TOTAL AMOUNT In Words
1	Swift Dzire, Amaze, Etios, Xcent (or equivalent) (80 KMs or 08 Hours) (A)	Item1	1.00	Nos.			0.00	0.000	0.000	INR Zero Only
2	Maruti Ciaz, Honda City, Verna (80 KMs or 08 Hours) (B)	Item2	1.00	Nos.			0.00	0.000	0.000	INR Zero Only
3	Innova Crysta/ Hycross (80 KMs or 08 Hours) (C)	Item3	1.00	Nos.			0.00	0.000	0.000	INR Zero Only
4	Swift Dzire, Amaze, Etios, Xcent (or equivalent) (2000 KMs and 10 Hours Daily) (D)	Item4	1.00	Nos.			0.00	0.000	0.000	INR Zero Only
5	Maruti Ciaz, Honda City, Verna (2000 KMs and 10 Hours Daily) (E)	Item5	1.00	Nos.			0.00	0.000	0.000	INR Zero Only
Total in Figures								0.000	0.000	Zero Only

Notes:

1. Bidders are required to quote only for Unit rate in INR (M column of BOQ) & GST rate in Nos (N column of BOQ) of BOQ format in price bid document uploaded in GepNIC.
2. L1 will be derived from the total value of BOQ sheet ,based on the rates quoted in Unit rate in INR (M column of BOQ) & GST rate in Nos (N column of BOQ) in price bid document.
3. Incomplete Price Bids shall be rejected and will not be considered for further evaluation.
4. Applicable GST shall be on Reverse Charge Mechanism.



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INDUSTRY SECTOR
BHEL LODHI ROAD, NEW DELHI – 110003.

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FAX: 011-24366345
e-mail: ashish.singh@bhel.in

Table 2: Criteria for Other Charges (Not to be filled by bidder)

Sl. No.	Particulars	Segment 1	Segment 2	Segment 3	Monthly Charges	Segment 1	Segment 2
		Swift Dzire, Amaze, Etios, Xcent (or equivalent)	Maruti Ciaz, Honda City, Verna(or equivalent)	Innova Crysta/Hycross		Swift Dzire, Amaze, Etios, Xcent (or equivalent)	Maruti Ciaz, Honda City, Verna (or equivalent)
		In Rupees	In Rupees	In Rupees		In Rupees	In Rupees
1	80 KMs or 08 Hours	A=	B=	C=	2000 KMs (10 hours daily)	D=	E=
2	40 KMs or 04 Hours	50% of A of table 1	50% of B of table 1	50% of C of table 1	2500 KMs (10 Hours daily)	D + 12.5% of D of table 1	E + 10 % of E of table 1
3	Extra Charges per KM	1% of A of table 1	1% of B of table 1	1% of C of table 1	3000 KMs (10 Hours daily)	D + 25% of D of table 1	E + 15 % of E of table 1
4	Outstation Journey	1% of A of table 1	1% of B of table 1	1% of C of table 1			
5a.	Extra Charges per Hour	125	150	250	Extra Charges Per KMs	1% of A of Table 1	1% of B of Table 1
5b.	Extra Charges per Hour *	250.00*	250.00*	250.00*			
6	Night Halt Charges	300	500	500	Extra Charges per hour	125	150

* Applicable only if distance covered is less than 40 Kms and time of journey is between 4 hours to 8 hours.

Applicable GST of _____ % shall be payable extra under reverse charge mechanism.

Note:

1. The above table no. 2 is only for reference of other charges and nothing is required to be filled in this table.
2. Sl. No. 2, 3 and 4 shall be calculated as per the formulae indicated in the table 2.
3. Sl. No. 5a, 5b and 6 have been standardized by BHEL and shall remain firm for the period of contract.
4. The price of fuel per litre as on the date of original tender submission will be considered as base price for PVC.