

BHARAT HEAVY ELECTRICALS LIMITED
DVC, 2X800 MW, KTPS, Phase-II, Koderma, Jharkhand.

NIT Ref No: BHEL/KOD/Ph-II/VEHICLE /05

Date: 21/06/2025

Due Date & Time	24.06.2025
	16:00 HRS

Dear Sir,

Sub: Sealed Quotations are being invited by BHEL, Koderma Site for hiring of 01 (one) no. 6 seater air-conditioned commercial vehicle (Scorpio) Brand New 2025 edition on monthly rental basis to be used by BHEL personnel at BHEL DVC, KTPS, 2X800 MW, Koderma, Jharkhand Site. The sealed quotations should be submitted at BHEL Koderma site office on or before 24/06/2025 16.00 hrs. as per Technical Specifications and Terms & Conditions of the Tender.

SL. NO.	ISSUE	DESCRIPTION
1.0	Tender Inviting Office	BHEL Site Office 2X800 MW DVC Koderma TPS PH-II PO- Koderma TPS, Village- Banjhedih Dist – Koderma, Jharkhand 825421
2.0	Scope of Work/ Description of work	As per scope of work & specification enclosed
3.0	Project	2X800 MW DVC Koderma TPS PH-II
4.0	BHEL's Customer	DVC
5.0	Tender Document Availability	The bidder if they desire, may collect hard copy from BHEL site office. Offer may be submitted in Hard Copy at BHEL Koderma Site Office.
6.0	Due Date, Time & Place for Submission of Offer	The offer should reach the following specified BHEL Site office on before 24.06.2025 by 16:00 Hrs:
7.0	Mode of Submission of Tender	The offer is to be submitted in Single part (in signed and scanned document in pdf format) as under to be submitted only to specified in Hard Copy: 1) Hard of Covering letter of offer. 2) One Hard copy of complete Tender including Techno-commercial portion to be signed and stamped in each page by authorized person of the bidder in pdf as token of acceptance. 3) Price-Bid as per attached price format (Part-B) to be duly filled, signed, & scanned in pdf format to be sent to specified in Hard copy. Price shall be mentioned in the relevant price format only. Rates/Price including discounts/rebates, if any, mentioned anywhere/ in any form in the techno-commercial offer other than the Price Bid, shall not be entertained.

		Note: 1) Since this is single part bid, No deviation to Tender specification or Terms & Conditions will be accepted. Submission of price bid shall be considered as acceptance of tender. 2) No additional clauses/ suggestions/ clarification in Techno-commercial bid/ Price bid shall be considered by BHEL. You are requested to positively comply with the same. Offers with deviation are liable for rejection.
9.0	Date and Time of Bid Opening	Unless otherwise intimated the tender opening through hard copy shall be done at our BHEL Site Office 2X800 MW DVC Koderma TPS PH-II on the same day, any time after schedule time of Bid submission. No separate intimation shall be given to Bidders for Bid opening. Unless due date & time is extended, any offer received in above after above scheduled date & time shall be ignored.
10.0	Commercial Terms & Conditions	As per below other terms and conditions
11.0	Earnest Money Deposit (EMD)	Not applicable for this Tender
12.0	Security Deposit (SD)	Not applicable for this Tender
13.0	Tender Fee	Not applicable for this Tender
14.0	Price Evaluation Criteria	Monthly Hire Rate and Running Millage/LTR
15.0	Documents Enclosed along with this NIT	“Other terms and conditions” as indicated below.
16.0	Validity of Offer	30 Days from due date of Bid submission.

TERMS & CONDITIONS:

1. The bidder has to quote only for the monthly hire charges towards providing of 01 (One) Nos Chauffeur driven vehicle (Scorpio) for 12 hrs daily duty throughout the month. However, vehicle may be given one day off for service / maintenance purposes in a month, beyond this, the owner should send a replacement vehicle. The off day will be mutually planned along with BHEL.
2. Additional charges as OT for duty beyond 12 hours per day will be paid @ Rs. 60/- per hour.
3. Cost of diesel @ 09 km per litre at the prevailing market rate will be reimbursed over & above the monthly hire charges.
4. Monthly Charges would be reduced on Pro rata basis, beyond the scheduled 1 day off, if availed with permission of BHEL/ Authority.
5. Garage in & Garage out @ 5 KM Each would be allowed from the First Pick up Point & Last Dropping Point.
6. One litre Mobil cost (fixed rate of Rs. 300/-) for running of every 500 Km will be reimbursed over & above the monthly hire charge.
7. Car parking fees / Toll Tax for official duties will be paid by you / your driver and reimbursement shall be claimed by you in monthly bill enclosing the parking slips / Toll Tax vouchers.
8. No other charges except as indicated above shall be payable.
9. Cost of Fuel will be based on the price prevailing in the local market during the month. Generally, price of PSU's such as IOC, BPCL, HP will be considered & evidence to be submitted by you.
10. Monthly Bill/payment shall be made within 15 days of receipt of correct and complete bill in duplicate duly certified by BHEL after making all admissible recovery / adjustments. Bills should be accompanied with completed & signed log sheets signed by BHEL official / representatives.
11. GST shall be released upon compliance with following.:
 - Declaration of successful bidder that such billing/ invoicing in their GSTR-1.
 - Receipt of goods/ services and tax invoice by BHEL.
 - Confirmation of payment of GST thereon by vendor on GSTN Portal
 - Above is subject to receipt of goods/ service and tax invoice thereof along with declaring invoice in your return and paying GST within timeline prescribed for availing ITC by BHEL.
 - If, RCM is applicable, GST rule will be applied accordingly.
12. 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
13. 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.
14. Log Book for vehicle shall be provided by BHEL. The vehicle owner/ driver will maintain logbook and will get each journey signed from the concerned official.
15. 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.
16. 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. For

payment purpose NEFT/ RTGS format duly verified by concerned bank official & cancelled cheque may be submitted along with the first bill.

Scope of Work:

- I. Providing **01 Nos Scorpio** Chauffeur driven, Air-Conditioned, diesel operated, four-wheeler vehicle having commercial registration, on monthly hire basis to BHEL for official use at BHEL, 2X800 MW, DVC, KTPS, Ph - II, Banjhedih, Koderma, Jharkhand.
- II. Vehicle Model & Year of the manufacture must be 2025 onwards.
- III. Registration: Must be commercially registered in state of Jharkhand and must possess a valid route permit and fitness certificate, as required for commercial vehicles.
- IV. Vehicle should be in Excellent working condition with moderate running of travelling KM. BHEL shall adjudge the suitability of offered vehicle with its running KM declaration and photograph depicting the present physical conditions of the vehicle and may reject the offered vehicle if the same is not found suitable as per specified requirement and the decision taken by BHEL will be binding on the bidder.
- V. However, BHEL shall also verify the above conditions after deployment of vehicle against placement of work order to the L1 bidder and may reject the same if the vehicle is not found as meeting the above requirement of vehicle conditions and the bidder shall have the option to replace the vehicle with suitable alternative vehicle of same tender specification otherwise the work order will be cancelled by BHEL which would be unconditionally acceptable to the bidder.
- VI. For Brand New Vehicle: If the bidder declares to provide Brand new vehicle against the bid, a declaration to this effect is to be submitted by the vendor/agency on its letterhead that on being L1 bidder, the agency shall purchase new vehicle with Jharkhand Commercial registration and obtain a valid route permit.
- VII. Bidders will have to engage the vehicle within 15 days from the date of placing Purchase order /award of Work by BHEL. If the bidder declares to provide Brand new vehicle against the bid, a declaration to this effect is to be submitted by the vendor/agency on its letterhead that on being L1 bidder, the agency shall purchase new vehicle with Jharkhand Commercial registration with a valid route permit.
- VIII. If the bidder fails to engage a vehicle within the stipulated time period of 15 days, then a grace period of 07 days shall be granted. Meanwhile, an alternate equivalent vehicle must be engaged by the agency. After 21 days, if the bidder fails to provide the 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.

Other Terms & Conditions:

1. Interested bidders are advised to study the scope and prevailing local conditions as well as operational rules to operate inside DVC, KTPS, Ph-II, 2X800 MW, Koderma Site premises.
2. Bidders to submit copy of AADHAR and PAN Card along with the offer documents.
3. The vehicle may be called for emergency service any time during off time, in case of any Emergency situation. Overtime Charges for these service hours would be paid as per specified rate for overtime duty.
4. Preparation of gate pass for the vehicle & Driver to enter the **DVC, KTPS, Ph – II, 2X800 MW, Koderma Site** premises is within the Scope of the bidder.
5. The vehicle must be equipped with proper T&P (such as jack, proper wrench for changing and fixing tyre etc.) and also one first aid box + torch with 3 cells must be kept inside every vehicle.
6. BHEL shall be under no obligation to accept the lowest or any other tender and shall reserve the right to accept or reject any tender in part or full without assigning any reason, whatsoever.
7. Offers with deviation from the tender requirements are liable to be rejected. In the event of any conflict between requirements of any clause of this tender specification the same to be brought to the notice of BHEL in writing for clarification before submission of bid. Otherwise, more stringent requirement as may be interpreted by BHEL shall prevail and shall be binding on bidder.
8. The vehicle must have valid commercial registration with all documents i.e. Road permit, insurance Coverage etc. as per Motor Vehicle Act. so that the same may ply legally on hire at owner account. All said papers are to be submitted to BHEL within 15 working days after getting work order. The owner shall pay all taxes, fees, license charges, deposits, duties royalty commissions or other charges which may be levied on account of his operation in executing the contract to the concerned authorities.
9. Any sum recovered by DVC, KTPS, Ph-II or any local administration on account of violating safety rules would be borne by the bidder.
10. 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.
11. The period of hiring is for **24 Months** from the actual date of providing the vehicles. However, this contract may be extended further, as per the requirement of BHEL, in the same terms & conditions based on satisfactory performance / service of the vehicles. However, BHEL may terminate the contract any time during the currency of the contract with a notice period of thirty days if the requirement of vehicle is reduced, performance / service is found unsatisfactory.
12. Driver must have a valid license and equipped with Mobile connectivity all the time round the clock.

13. The Vehicle must have neat & Clean Towels for seat and back.
14. In case of exigency, vehicle may be required to be parked at locations decided by BHEL Officials without any additional charges.
15. The vehicle should report for duty in good condition, with Proper pressure in tyres, good condition of tyres and with adequate quantity of fuel.
16. In case, BHEL makes any payment towards repair/fuel charges, the same will be recovered from your bills with 5% overhead.
17. All taxes, insurance charges, local police allegations/law and order (if any) will be complied with/borne by owner. Making of all Gate passes.
18. Temporary/permanent/ Sunday / holiday / Night pass for entering inside the plant area is owner's responsibility, as per applicability.
19. Compliance of all statutory laws, legal obligations, as per Motor Vehicle Act, **Regulations applicable in Jharkhand** in vogue shall be responsibility of the vendor.
20. **One Time Medical Test, Police Verification and Safety Induction Training of the Driver, shall have to be done for the Driver to be engaged, as per DVC, KTPS Rules, for obtaining permanent Driver Gate-pass from customer (DVC). The expenses for the same shall have to be borne by the agency/vendor.**

Documents to be attached along with offer for technical evaluation of bids: -

- If bidder wants to avail the benefits of MSEs, then bidder must submit UDYAM Registration Certificate.
- Copy of PAN CARD
- 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 dept. A declaration for the above may be furnished in the bidder's letterhead.
- In case of Existing Vehicle: Current photograph of the vehicle to be provided along with the photo of the odometer showing the total Km run. (Model / Year of Manufacture must be of year 2025 onwards.
- For Brand New Vehicle: If the bidder declares to provide Brand new vehicle against the bid, a declaration to this effect is to be submitted by the vendor/agency on its letterhead that on being L1 bidder, the agency shall purchase new vehicle with Jharkhand Commercial registration and obtain a valid route permit.

You are requested to quote your most competitive rate & submit your bid in the office of the undersigned.

Thanking You,

Yours Faithfully.

For and on behalf of BHEL

(Manoj Kumar Prasad)
DGM/ Koderma Ph-II