



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

(भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

पावर सेक्टर पूर्वी क्षेत्र / Power Sector Eastern Region

भेल भवन, प्लॉट सं. – डी जे – 9/1, साल्ट लेक सेक्टर- II, कोलकाता - 700091, फोन 03323398000

BHEL Bhawan, Plot No. DJ- 9/1, Salt Lake Sector- II, Kolkata – 700091 Phone: 033-23398000

WBPDCL, Sagardighi Thermal Power Project STAGE III (1X660 MW, Unit. 5) P.O.: Monigram, Dist.; Murshidabad, W.B. PIN: 742237

Ref No. BHEL: PSER: SGD: PICKUPVAN

Date: 29/08/2025

To,

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**Sub.:** Notice Inviting Tender (NIT) for Providing of Chauffeur driven 1 no. Pick-up Van on Monthly Rental Basis for the period of Three (3) Months at 1x660 MW Sagar Dighi Site.

Dear Sir,

Sealed offers are invited two parts bid system through By Hand/Courier/Post from reputed & experienced bidders for the subject job by the undersigned on behalf of BHARAT HEAVY ELECTRICALS LIMITED, Sagardighi site as per tender document. The offers are to be submitted latest by Next days from floating of tender at 15:00 hrs in BHEL, PSER, Sagardighi Site Office, Monigram, Murshidabad (West Bengal) and the same will be opened on same day at 18:00 hrs. Bidders to note specifically that all pages of tender document including these NIT pages of this particular tender, shall be submitted by them, duly signed & stamped on each page, as part of the offer. Rates/Price including discounts/rebates, if any, mentioned anywhere/in any form in the offer other than the Price Bid (BOQ), shall not be entertained. The bidders are requested to depute their representative during opening of the tenders.

Thanking you,

Yours sincerely,  
For & on behalf of BHEL

Encl.

- NIT (Vol-I & II)
- Price Bid (Vol-III)

## VOLUME-I

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## GENERAL INSTRUCTIONS TO TENDERERS

- 1.0 Tender specification as a whole, duly furnishing the following details, shall be duly signed and sent in a sealed cover super scribing Providing of Chauffeur driven 1 no. Pick-up Van on Monthly Rental Basis for the period of Three (3) Months at 1x660 MW Sagardighi Site.

SALIENT DETAILS OF NIT		
SL	ISSUE	DESCRIPTION
1.0	TENDER SPECIFICATION NO.	BHEL: PSER: SGD: PICKUPVAN Dated 29/08/2025
2.0	DUE DATE OF SUBMISSION	Next day from floating of tender at 15:00 hrs
3.0	DUE DATE OF TENDER OPENING COVER NO. I (Techno-Commercial Bid) of tender	same day at 17:00 hrs
4.0	DUE DATE OF TENDER OPENING COVER NO. II (Price Bid) of tender	same day at 18:00 hrs
5.0	VENUE OF TENDER OPENING	Bharat Heavy Electricals Limited, 1x660 MW Sagardighi Thermal Power Project, Unit-5, WBPDC, P.O.- Manigram, Dist.: Murshidabad, West Bengal-742237
6.0	EMD AMOUNT	NIL

The offer shall be submitted as per instruction of tender document. One set of tender documents signed by authorized representative of bidder and stamp on each page shall be submitted as detailed further OR No Deviation certificate email One set of tender documents. Bidder to note specifically that all pages of tender documents shall be submitted by them (after signing and stamping on each page) as a part of their offer. **"Price shall not be mentioned by them anywhere in the techno-commercial offer, it shall be mentioned in the relevant price schedule only and submitted in separate sealed envelope."** In case of any clarification, bidder may contact this office.



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- 1.1 The offer shall be sent in two separate sealed envelopes Contained Single Separate Envelope as under:

COVER NO	SHALL CONTAIN FOLLOWING
<b>COVER-I (TECHNO-COMMERCIAL BID)</b>	One original copy of each of following should be submitted by the bidder: a) Covering letter of offer (in bidder's letterhead) b) Techno-Commercial Bid (signed copy of NIT/ Enquiry) c) Price schedule / Rate schedule – <b>Unpriced</b> but mentioning only <b>quoted / unquoted</b> against each item of price bid/Schedule format ( <b>Volume-III</b> ) e) PAN No. A photocopy of PAN card (Self attested) is to be submitted f) GST registration number. A photocopy of GST certificate (Self attested) is to be submitted
<b>Cover –II (PRICE BID/SCHEDULE)</b>	a) Covering letter as given in Cover-I b) Complete price offer in line with prescribed price schedule [ <b>Volume-III</b> ] duly filled in all respect.

The Tenderer should be addressed to:

**Construction Manager/Project Director**  
**Bharat Heavy Electricals Limited,**  
**1x660 MW Sagardighi Thermal Power Project, Unit-5,**  
**WBPDC, P.O.- Manigram,**  
**Dist.: Murshidabad, West Bengal-742237**

2.0 Tender to be submitted through "REGISTERED POST WITH ACKNOWLEDGEMENT" or by hand at BHEL site office. Tenders received after due date is liable to be rejected. Tender papers may also be submitted by hand delivery or by COURIER SERVICE or deposited directly in the BHEL OFFICE at BHEL Sagardighi site (1x660MW).

3.0 Price bids of techno commercial qualified bidders shall be opened by the authorized officials(s) of BHEL at their office at the time and date mentioned in this document or shall be intimated by BHEL, in the presence of bidders or their authorized representative(s) who wishes to be present.

4.0 The Tenderer should thoroughly go through all the clauses/ specifications, terms and conditions stipulated in the tender documents. In case the tenderers have any doubt about the meaning of any portion of the tender specifications or the tender documents issued are incomplete or shall require

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clarification on any of the technical aspect, scope of work etc. they should at once contact the authority inviting the tender for clarification before submission of the tender.

5.0 The tenderers must furnish all the required information as per the instructions given in various sections of the tender specifications. Each and every page of the tender specification must be signed and submitted along with the offers by the tenderers as a token of complete acceptance thereof. The information furnished shall be completed by itself.

6.0 The tenderers should quote the rates in English language and international numerals. The rates shall be in whole rupees. The rates shall be entered in figures as well as in words.

7.0 All entries in the tender shall either be typed or be in written form. Erasures and overwriting are not permitted and may render such tenders liable to be summarily rejected. All cancellations, insertions, overwriting etc. shall be duly attested by the bidders.

## **Terms & Conditions:**

### **1. Scope of work:**

- a) The contractor shall be required to provide 01 No. chauffeur driven pick-up van for day & Night Shift Duty in immaculate and in excellent running condition on hire basis. The vehicle as above will be required for 03 (three) months including the days of any sort of strike called since BHEL comes under the purview of Essential Service. A certificate to this effect will be issued by BHEL to the contractor. In case breakdown of vehicles any point of time during the contractual period replacement of same is to be made immediately within two hours by the contractor without fail. In case of additional requirement for any number of Chauffeur Driven Commercial Vehicle at any point of time, the contractor has also to meet such requirement within two hours on receipt of telephone calls from the officer in-charge authorized for this job.
- b) Average monthly journey is around 1000 KM.
- c) For the vehicle hired on fixed rental basis, reimbursement of fuel will be made at the prevailing cost of diesel @ 7 K.M./Litre. Mobil Charges shall be reimbursed @1 Litre / 500 KM.
- d) The vehicles will be required for continuous 24 hours duty preferably at night. For duty performed beyond 10 hours per day, additional amount of @ Rs.50/- per hour would be paid.
- e) Though Outstation Night stay is not normally envisaged for this vehicle but for some emergency requirement the vehicle can be asked outstation duty in which case the contractor will be paid @ Rs.100.00 per Night. Outstation shall be defined as a place which is at least 100 Km away from Sagardighi plant main Gate.
- f) Additional chauffeur-driven vehicle of similar specification, are to be supplied by the contractor as when required (will be informed 24 hours in advance) on similar Rates, terms and conditions.
- g) The contractor must have his own office with telephone, e-mail, fax and mobile facilities so that he can be contacted as and when required.

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h) Chauffeur provided for such vehicles shall maintain our logbook for recording relevant journey details and must be holding professional valid driving license for commercial vehicles with sufficient experience, minor repair of vehicles and attend to break downs and have adequate knowledge of reading, writing and speaking Bengali/Hindi. The chauffeurs should be well conversant with the roads and streets of West Bengal, Jharkhand, and other surrounding areas. He must have experience in driving on highways. Required tool box must be provided with each vehicle by the contractor. The Chauffeurs must not be under influence of alcohol or any other intoxicant while on duty. They should be provided with relevant registration certificates, pollution certificate and other relevant documents of the vehicle while on duty. Also for better communication all chauffeurs must be provided with a Mobile Phone with mobile connection by the contractor at his own cost. All Chauffeurs should be provided proper uniform by the contractor at his own cost.

i) Vehicle parking fees/Toll Tax for official duties will be paid by the vehicle driver and bill to BHEL by the contractor with monthly bill for reimbursement enclosing the valid parking slips/vouchers duly certified by concerned authority.

j) Total vehicle maintenance of any nature, repair charges and other expenses towards consumables like coolant/gear oil etc. in respect of the vehicles are to be fully borne by the contractor at his own cost. Expenditure in connection with the replacement of the spare parts, accessories, fittings tyres, tubes, upholstery etc. and other items of the vehicle are to be exclusively borne by the contractor at his own cost. No. claim for this purpose will be made by BHEL under any circumstances.

k) If the contractor fails to maintain and repair the vehicles properly including replacement of various fittings, fixtures spares parts, accessories, tyres upholstery etc. BHEL reserves the right to get the vehicle (s) maintained and repaired at the risk and cost of the contractor and the cost of the contractor and the cost incurred thereto along with 30% overhead charges will be deducted from the bills. 01 (one) no. spare tyre (Stepney) in good running condition should be kept with vehicle at all times.

## 2. **Commencement of service:**

a) The contractor shall commence the work within the time indicated in the work order from BHEL and shall proceed with the same with due expedition without any delay.

b) If the contractor fails to start the work within the stipulated time, BHEL at its sole discretion will have the right to cancel the contract. His earnest money and/or security deposit if applicable, with BHEL will stand forfeited without any further reference to him, without prejudice to any and all of BHEL's other rights and remedies in this regard.

## 3. **Taxes & duties:**

a) All payment due to the contractor after deduction of Income Tax at source as applicable and as prescribed under Income Tax Act/Rules from time to time shall be paid by Account Payee Cheques / RTGS only after submission of bills together with the bill voucher against the vehicles supplied by the contractor under this contract, duly verified by BHEL's authorized representative/office/department (within fortnight from the date of receipt of such bills).

b) Hiring charges shall be inclusive of all taxes, duties etc. except GST which shall be paid by BHEL separately at actual on submission of supporting documents i.e. CENVATABLE Invoices.

## 4. **Payment Terms:**

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a) BHEL Sagardighi Site will pay 100% value after completion of job on submission of following documents:

- i) GST compliance Tax invoice in favour of BHEL, Sagardighi site in duplicate.
- ii) All payments will be made by A/C payee cheque or RTGS method.

5. **Paying Authority:**

a) Paying authority shall be Project Director, BHEL Sagardighi Site, WBPDC, Sagardighi TPP.

4. **RESPONSIBILITIES OF THE CONTRACTOR IN RESPECT OF LOCAL LAWS EMPLOYMENT OF DRIVERS ETC :**

a) The contractor shall comply with all state and central laws/ statutory rules, regulations etc. as applicable.

b) The contractor shall pay all taxes, fees, license charges, duties, royalty commissions or any other charges which may be levied on account of his operation and in executing the contract to the concerned authorities. In case BHEL is forced to pay any of such taxes/charges, BHEL shall have the right to recover the same from the contractor either from his bill or otherwise as deemed fit.

c) The behaviour of contractor at the place of work shall be polite, should have good temperament. The contractor should be responsible for observance of all regulations by the staff employed by him. Courtesy and good behaviour on the part of the driver is important Discourteous and and/or careless drivers should be replaced.

d) The contractor shall ensure that no damage is caused by his driver during working hours to any person, property of other parties (working hours at the place of work). If any such damage is caused, it is the responsibility of the contractor to make good the losses or to compensate for the same.

e) In case the contractor is required to undertake any work outside the scope of this contract, the rates payable shall be those mutually agreed upon.

f) The contractor shall be responsible for the safety of the cars/vehicles during driving of the vehicle.

g) The contractor shall arrange for safety devices as are necessary for such type of work as per the Motor Vehicle Act & rules.

h) The contractor shall be directly responsible for payment of wages to his driver(s) engaged by them.

i) While on duty Driver should keep with him the proper records of the vehicle, valid driving license for Inspection by MVD/POLICE.

j) The driving license of the driver will be required for minimum three-year experience.

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k) The contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules/ challan /accident or any other unforeseen happenings and shall indemnify this department from any responsibility/claims etc. on this account.

5. **Insurance:**

a) It is the sole responsibility of the contractor to insure his cars/vehicles/drivers against injury, disability and death while at work and to pay compensation to his driver/(s), if so happens. The contractor shall have to take a Workmen's Compensation Insurance Policy/Cover against claims for injury, disability, disease, death etc., to his staff. The liability shall not be less than the provisions of the Workmen's Compensation Act. As proof, **latest copy of Insurance covers to be enclosed with the enquiry.**

b) If due to negligence and/or non-observance of the safety and other precaution any accident/injury takes place to any other person(s)/public, the contractor shall have to pay necessary compensation and other expenses, if so decided by the BHEL authorities.

c) If due to contractor's carelessness, negligence or non-observance of safety precautions damage to BHEL's property and personnel should occur and if BHEL is unable to recover in full cost from the Insurance Company, the balance will, be recovered from the contractor's bill. In the event of loss/theft of BHEL's property while in the custody of the contractor it will be the responsibilities of the contractor to lodge a F.I.R. with the local police authorities' and furnish the details of F.I.R. about loss/theft within 48 hours of the occurrence. This is for the purpose of lodging insurance claim. If BHEL is unable to recover in full cost from the Insurance Company, the balance including deductible franchise wherever applicable will be recovered from the contractor.

6. **Law Governing the Contract and Court Jurisdiction:**

a) The contract shall be governed by the law for the time being in force in the Republic of India. The Civil Court, having ordinary original civil jurisdiction in Berhampur, WB shall alone have exclusive jurisdiction in regard to all claims in respect of this.

**Please note that time is the essence of this contract. Kindly quote your most competitive rate immediately.**

**Validity of Offer:**

The rates in the tender shall be kept valid for acceptance for the entire period of work till completion from the date of submission of offer.

**Rejection of Tender:**

The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves to itself full rights for the following without assigning any reasons whatsoever. No deviation from the tender specification shall be acceptable to BHEL.

**General Conditions:**

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- Labour license and group insurance of the workmen employed by the contractor and other statutory requirements shall be complied, as applicable, by the contractor.
  - Arranging gate passes is in the contractor's scope, however BHEL shall provide necessary supports if required.
  - This contract shall also be governed by the standard General Condition of Contract (GCC) of BHEL, a copy of which is available in BHEL office for familiarization of the contractor and the Contractor is supposed to go through the same, failing which it will be presumed that the contractor accepts all the conditions.
  - Tenderers are advised to visit the site and get acquainted personally with the work. General information given above are to briefly guide the vendor to quote the most competitive rate and shall not relieve the contractor in assessing the actual quantum of work involved in the scope of work. The tenderer shall submit their offer in sealed envelope.
  - All labour rules, factories act, statutory requirements to be strictly adhered by the contractor.
  - BHEL may terminate this contract at any time by informing the vendor by giving notice for a period of one month and without assigning any reasons whatsoever. In such case no payment will be given for the balance period of contract including period of unsatisfactory services, if any
  - Prevailing BHEL HSE norms shall be strictly adhered by the contractor.
-