



BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
Unit : TIRUVERUMBUR, BOILER PROJECT, P.O.
TIRUCHIRAPALLI - 620 014.

MAINTENANCE AND SERVICES / TRANSPORT
NOTICE INVITING TENDER

01. Name of work : **Supply of NON AC cars on hire basis**
02. Tender No. : **TENDER NOTICE NO.BHE/01/11-12.**
03. Value of contract : As per Tender Notification
04. Contract period : As per Tender Notification
05. Last Date for Receipt of Tenders : **14.30 Hrs. on 05.03.2012**
06. Date of Tender Opening (Technical bid) : **15.00 Hrs. on 05.03.2012**

ISSUING OFFICER

TENDER NO. BHE/M&S/TPT/ TRANSPORT VEHICLES/2011-12

PART -I

SECTION -I

QUALIFYING CRITERIA FOR THE SUPPLY OF TRANSPORT VEHICLES ON HIRE BASIS

The bidder has to meet the following requirements to get qualified for submitting tender for operation of Transport Vehicles on hire basis.

Note: Non- qualifying of any one of the below requirements, the offer will be liable for rejection.

SL. NO.	REQUIREMENTS	BIDDERS RESPONSE
01	The bidder should have min. 3 years experience in supplying taxis on regular contract basis for State/Central Govt. or under takings or private firms. Performance certificate from the customers (minimum two) should be furnished.	
02	The bidder should able to supply minimum of 5 Nos. non AC ambassadors and a minimum of 15 Nos. non AC Indica. The bidder should have a minimum of 40% of their quoted Quantity of vehicles (Rounded to higher number) in their name and balance can be attached with travels. If they are not able to supply minimum of 5 Nos. non AC ambassadors and a minimum of 15 Nos. non AC Indica they will be disqualified.	
03	BHEL reserves the right to verify the information provided by the bidder. In case the information provided by the bidder is found to be false / incorrect, the offer shall be rejected.	
04	Services offered by the bidder must meet the requirements of contract as detailed in the Tender specification.	
05	Financial Status: -Audited balance sheets for three years to be provided. (FY 2008-09, 2009-10 & 2010-11) -Copies of the income tax return for three years to be provided (FY 2008-09, 2009-10 & 2010-11.	

SECTION-II
CABS/TRAVELS COMPANY (Vendor) PROFILE

SL.No.	PARTICULARS	BIDDERS RESPONSE
01.	Name of Cabs/Travels	
02.	Status of the Cabs/Travels	1.Proprietorship 2.Partnership
03.	Full address of the Cabs/Travels	
04.	Name of the Proprietor/Partner of the Cabs/Travel (in case of Partnership, deed copy should be submitted)	
05.	Registration No. and date of Cabs/Travels (copy should be enclosed)	
06.	Telephone No. of the firm	
07.	Organizational structure with name and designation	
08.	Travel's PAN No: (copy should be enclosed)	
09.	Travel's SERVICE TAX No: (copy should be enclosed)	
10.	Travel's E-mail Address	
11.	P.F. Registration No.	
12.	E.S.I. Registration No.	

SECTION – III
BID/OFFER FORMAT
The Bidders to note the following

SL.No.	REQUIREMENTS	BIDDERS COMPLIANCE
01.	The Bidder shall submit the offer in TWO PARTS SYSTEM 1. Technical & Commercial (Part-I) 2. EMD Cover 3. Price Bid (Part-II) (Covers should be superscripting Tender No.)	
02.	All the above 3 covers put into a large single cover and superscripting Tender Notice. BHE/M&S/TPT/ NON-AC AMBASSADOR/INDICA /01/2011-12	
03.	The Part-I Technical bid alone will be opened on the Tender opening date	
04.	Part-II Price Bid of technically suitable bidders will be opened after giving prior intimation.	

EMD Cover

**EMD Rs.2,00,000/ (Two Lakhs only) is to be submitted along with offer and is to be remitted by pay order or demand draft only in favour of M/s BHEL Trichy.
EMD shall not carry any interest.
EMD shall be enclosed along with the Part-I -Technical offer.
The offer without EMD will not be considered for evaluation.**

SECTION IV
SCOPE OF WORK FOR HIRING OF TRANSPORT VEHICLES

We require the following Non AC Taxis on hire basis.

SINo	Non AC Taxis- Description	Model	QTY.
1	Non A/C Ambassador	2011	14
2	Non A/C Indica	2011	42

1. The number of non AC taxis requirement indicated is the average and will vary by +20% to -10%. On all working days.
2. Contract will be finalized on a L1 basis on single vendor for each type. If L1 is not able to meet the indicated max qty , finalized L1 rate will be counter offered (L2, L3 so as to match their item wise price to that of L1) to L2, L3 for the required qty . The L1 bidder will be given due percentage of work.
3. If the contractor is unable to provide agreed number of particular vehicle at the required day alternate arrangements will be made by BHEL at the cost and risk of vendor and the extra cost including a token penalty of Rs 100/-for each such shortage taxis.
4. **The drivers should be paid as per the Government minimum wage Act and an additional payment as per circular ref.BHE/HR/W/MW/16.08.2011 is to be paid to the contract workmen as below, over and above the Minimum Wages prescribed by the Government of Tamilnadu:**

Skilled - Rs. 2500/-
A minimum Bonus @ 8.33 % to Driver to be paid.
5. **All The drivers should have covered under PF/ESI/CONTRACT LABOUR REGULATIONS ACT. The travels should have separate PF & ESI registration in their own name and all their drivers should be covered.**
6. Taxi operator should have local office within 20 km radius from BHEL with independent premises with communication facilities like telephone and cell phone.
7. The contractor has to arrange a responsible person at BHEL for opening and closing of trip sheets every day
8. All the hiring vehicles should be in white colour. The seats are to be covered with white turkey cloth.
9. The driver should wear white and white uniform with black shoes.

10. The driver should fill all the details in the trip sheets. Trip sheet for taxis engaged by BHEL will be supplied by BHEL. It is the responsibility of the taxi drivers to get all the columns and each every movement filled and get the entries signed by the user.
11. In case of loss of original trip sheet BHEL reserves the right not to entertain the claim.
12. The driver should keep the valid documents i.e. driving license, RC book, insurance cover note, road tax, fitness certificate and valid permit in the vehicle.
13. The cars and vans should be reported in full readiness for the entire trip operation in terms of fuel availability and willingness of drivers.
14. The starting and closing km readings will be from BHEL Transport section only and it will be certified by the Supervisor-in-charge.
15. **For Non A/C Ambassador & Indica Taxis: The contract is for TWO years. Statutory increase/decrease of diesel price will be compensated at reckoning of 16 km/litre**
16. If minimum kilometer is not covered for out-station trip on a single day (above 300 km) day rent with other claims for night halt, driver batta, extra kilometer for hill road and permit charges will be allowed. Detention charges will not be paid.
17. During the out-station trips, shortest routes should be used otherwise the reason for the same should be furnished.
18. In case of any higher version vehicle supplied in place of lower version, payment will be allowed only for lower version.
19. In case of break-down of a taxi while on operation, the taxi should be replaced by alternative vehicle within 30 minutes. If the replacement vehicle is not received alternate vehicle will be arranged by BHEL and the amount will be recovered from the contractor.
20. For break-down vehicle only fuel charges for running km will be allowed.
21. BHEL reserves the right to extend the validity period of contract for further period at the same rates, terms and conditions applicable to this contract, as mutually agreeable between BHEL and the contractor.
22. For outstation trips driver should be provided with enough money for food, toll charges+ and diesel.
23. The Transport operator should obtain RTO permit for other State trips and fees for Permit charges will be reimbursed on submission of original bills.

24. The actual car parking charges incurred at Airport / Railway Stations/Toll booths and temples will be reimbursed by production of the original receipt without any corrections or over writings.
25. The condition of the vehicle like condition of tyres, head-lights/indicators, horn, safety belt etc., should be good.
26. Sun film stick in the window glass should not be dark and inner side of the car must be visible for the Security Personnel without lowering the window glass.
27. Driver should have mobile hand set in good working condition.
28. If there is a hand luggage brought by Officials, driver has to come forward and place the luggage in the car.
29. Driver should not demand any money from the user.
30. Taxis shall be reported in pooling section of BHEL Transport in full readiness and cleanliness for the entire day's operation in respect of fuel availability and willingness of the drivers.
31. Taxis should operate only with the "BHEL" name board supplied by BHEL during the time of operation. The boards to be returned every day at the time of trip closing. Else recovery at the rate of Rs 200/- per board will be made.
32. BHEL reserves the right to award the contract to One or More Contractors simultaneously as deemed fit at the initial stage or during the contract period.

GENERAL TERMS AND CONDITIONS

01. Sealed Tenders enclosed for the work are hereby invited from contractors, experienced in works of similar kind and magnitude.

Tenders should be addressed to **The Manager / M&S/Planning, Bharat Heavy Electricals Limited, Tiruchirapalli- 620 014** the full name and address of the Bidder and the name of the work being noted on the cover with tender Ref. & due date of opening.

02. All entries in the tender documents should be made in one ink. Erasure and over-writing are not permitted. All cancellations and insertions should be duly signed by the Bidder concerned.
03. Bidders should fill in all the required particulars in the blank spaces provided for this purpose in the tender documents also sign each and every page of the tender document while submitting their tender.
04. Unit rates should be quoted in figures as well as in words with reference to each item and for all the items shown in the attached schedule.
05. Rates for each item of the tender schedule should be quoted in Rupees only. In case any difference in rates quoted to figures and in words, the lower of the rates will be taken as the tendered rate.
06. Service Tax as per the Government Norms. Income-Tax will be deducted as per the Rules.
07. In the event of tender being submitted by the firm, the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of attorney on behalf of the firm concerned. In the latter case, a copy of the power of attorney duly attested by a Gazetted Officer must accompany the tender.
08. Every tender must be accompanied by Deposit receipt for the amount mentioned in this tender notice as Earnest Money Deposit, pledged to BHEL, Tiruverbhur in any of the forms mentioned in para 15 of the General Instructions to bidders (Revised). This Earnest Money Deposit will be refunded to the unsuccessful bidders within 15 days on finalizations of the award of work. In the case of successful tender, the earnest Money Deposit will be retained as part of the Security Deposits for satisfactory completion of the work in accordance with clause 16 of the General Conditions of contract as amended up to date.

Note : "Cheque, Currency Notes or Money Order will not be accepted in lieu of the Deposit Receipt referred to above".

09. EARNEST MONEY DEPOSIT:

The Earnest Money Deposit Rs 2,00,000/ (Rs Two Lakhs only) is to be furnished in any of the following forms:

1. Pay order or Demand Draft in favour of BHEL, Trichy-14.
2. EMD shall not carry any interest.

10. SECURITY DEPOSIT:

1.1 The amount of security Money to be deposited for proper fulfillment of the contract will be as follows:

- a. For Contract Valued up to 10% of the Contract value
Rs. 10.00 Lakh.
- b. For Contract Valued above 1 lakh plus 7.5% on the balance of
Rs. 10.00 Lakh upto the Contract value.
Rs. 50.00 Lakhs
- c. For Contracts valued above Rs.4 lakhs + Plus 5% on the
Rs. 50.00 Lakhs balance of the contract value.

1.2 The contractor whose tender may be accepted shall, within seven days of receipt by him of the notification of acceptance of his tender, deposit with BHEL, Unit: Tiruverumbur, the prescribed sum as per Clause 16 (i) above towards Security Deposit.

- a. Cash (as permissible under the Income Tax Act), Pay order or Demand Draft in favour of BHEL.
- b. Local cheques of scheduled banks, subject to realization.
- c. Securities available from Post offices such as National Savings Certificates, Kisan Vikas Patra etc. (Certificates should be held in the name of the contractor furnishing the security and duly pledged in favour of BHEL, Trichy and discharged on the back).
- d. Bank Guarantee from Nationalized, scheduled Banks / Public Financial Institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The bank guarantee format should have the approval of BHEL.
- e. Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act . The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.

- f. Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit will be collected before start of the work and the balance 50% may be recovered from the running bills.
- g. EMD of the successful bidder shall be converted and adjusted against the security deposit.

NO INTEREST SHALL BE ALLOWED ON SECURITY DEPOSITS. BHEL, shall not be responsible for any loss of securities due to liquidation or any other reason whatsoever or any depreciation in the value of the Securities while in their charge or for any loss of interest thereon.

NOTE: Acceptance of Security Deposit against Sl. No. (iv) and (vi) above will be subject to hypothecation or endorsement on the documents in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

- 1.3. All compensation or other sums of money payable by the contractor to BHEL under the terms of this contract or under any other contract with BHEL, may be deducted from the Security Deposit or realized by the sale of the securities or from the interest arising there from or from any sums which may be due or may become due to the contractor payable by BHEL, on any account whatsoever against this contract or any other contract with BHEL and in the event of his Security Deposit being reduced by reason of such deductions or sale as aforesaid, the Contractor shall within seven days thereafter make good in cash or in securities endorsed as aforesaid, any sum or sums by which the security Deposit has been so reduced.
 - 1.4. Security Deposit may be refunded on completion of the work on submission of No Due Certificate.
11. Unless the Contractor, whose tender is accepted, signs the contract agreement within seven days (7 days) of the date of the order directing him to do so, the amount of Earnest Money Deposit already deposited by him will be forfeited and acceptance of the tender withdrawn.
12. After opening of tenders, a bidder revokes his tender or increases his earlier quoted rates or after acceptance of his tender does not commence the work in accordance with the instructions, the Earnest Money Deposited by him will be forfeited and acceptance of his tender withdrawn. In only, a part of the work included in the tender withdrawn. In only, a part of the work included in the tender has been awarded to the bidder and the bidder refuses to take up the work the amount of Earnest Money to be forfeited will be based on the value of the contract so awarded.
13. The BHARAT HEAVY ELECTRICALS LIMITED, reserve the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason therefore. In the case of acceptance of the part of tender, time for completion may also be reduced to the extent considered appropriate by the accepting officer.

14. Tenders not submitted on the prescribed forms are liable to be rejected.
15. Tenders submitted by Post should be sent by "Registered Post with Acknowledgement Due". These should be posted with due allowance for any delay in postal delivery. Tenders received after the due date of opening of tenders are liable to be rejected.
16. The Contractor's responsibility under this contract shall commence from the date of work order.
17. If a bidder expires after the submission of his tender or after the acceptance of his tender, the BHEL may at their discretion cancel such tender.
18. If the bidder deliberately gives wrong information in his tender BHEL, reserve the right to reject tender at any stage.
19. The general and Special Conditions of Contract are complementary to each other and where they are in conflict, the special conditions shall prevail.
20. Bidders shall not increase their quoted rates, in case the BHEL, negotiable for reduction of rates. Such negotiations shall not amount to cancellation or withdrawal of the original offer and the rates originally quoted shall be binding on the tenders for the period of three months from the date of opening of tenders.

PART -II
RATE SCHEDULE (PRICE BID)
BHE/M&S/TPT/ NON AC TAXIS.

NON AC AMBASSADOR MODEL - 2011 AND SUBSEQUENT YEARS

Sl.No.	Description of Work	Unit	Rates in words & figure
1.1	<u>Day Rent Operation</u> Full day operation within Trichy from BHEL/Garage to Garage basis (minimum 8.00 hrs maximum 12 .00 hrs OR up to 300 km)	Fixed Rate Per day	
1.2	Fuel Charges per km (up to 300 km/day)	Per Km	
1.3	Detention charges if any beyond 12 .00 hrs. Operation. Fraction hour will be ignored	Per Hour	One Tenth of SL. No 1.1
2.1	<u>Partial Day Operation</u> Partial day operation on hour basis - ceiling limit 30 km per hour	Per hour	
2.2	Extra charges for beyond 30 km/hr	Per km	
3.1	OUT STATION (Plain Road): OUTSTATION RATES: Beyond 300 kms. from BHEL Garage. Hire charges for running kilometers from BHEL Garage to Garage basis both <u>up & down</u> running kms of min. Kms 301 and above <i>per day</i> .	Km	
3.2	GHAT SECTIONS RATE: Rate per km. may be furnished only for the distance traveled on ghat roads in the case of crossing Hill stations. The actual distance of the ghat section shall be certified by BHEL	Km	
3.3	NIGHT HALT CHARGES & DRIVER BATA: Charges for Night Halt per night for halts during night at outstations -applicable under item no.3.1	Per Night	
3.4	ONE WAY DROP: For one way only on total running km. beyond 300 km. from BHEL Garage to destination.	Km	
3.5	RTO PERMIT for other States trips	Per Trip	ACTUAL (As per original bill)
3.6	No. of Vehicles the Contractor can supply.	No.	

NOTE: L1 rates will be calculated based on full day rent + 80 Km per day only.

CONTRACTOR SIGNATURE WITH SEAL

NON AC INDICA MODEL - 2011 AND SUBSEQUENT YEARS

Sl.No.	Description of Work	Unit	Rates in words & figure
1.1	<u>Day Rent Operation</u> Full day operation within Trichy from BHEL/Garage to Garage basis (minimum 8.00 hrs maximum 12 .00 hrs OR up to 300 km)	Fixed Rate Per day	
1.2	Fuel Charges per km (up to 300 km/day)	Per Km	
1.3	Detention charges if any beyond 12 .00 hrs. Operation. Fraction hour will be ignored	Per Hour	One Tenth of 1.1
2.1	<u>Partial Day Operation</u> Partial day operation on hour basis - ceiling limit 30 km per hour	Per hour	
2.2	Extra charges for beyond 30 km/hr	Per km	
3.1	OUT STATION (Plain Road): OUTSTATION RATES: Beyond 300 kms. from BHEL Garage. Hire charges for running kilometers from BHEL Garage to Garage basis both <u>up & down</u> running kms of min. Kms 301 and above <i>per day</i> .	Km	
3.2	GHAT SECTIONS RATE: Rate per km. may be furnished only for the distance traveled on ghat roads in the case of crossing Hill stations. The actual distance of the ghat section shall be certified by BHEL	Km	
3.3	NIGHT HALT CHARGES & DRIVER BATA: Charges for Night Halt per night for halts during night at outstations -applicable under item no.3.1	Per Night	
3.4	ONE WAY DROP: For one way only on total running km. beyond 300 km. from BHEL Garage to destination.	Km	
3.5	RTO PERMIT for other States trips	Per Trip	ACTUAL (As per original bill)
3.6	No. of Vehicles the Contractor can supply.	No.	

NOTE: L1 rates will be calculated based on full day rent + 80Km per day only.

CONTRACTOR SIGNATURE WITH SEAL

IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER

(a) Should a bidder find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. (No extension of time shall be given for submission of the tender on any account.

(b) Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original ARE LIABLE TO BE REJECTED.

(c) All entries in the tender documents should be in one ink. Eraser and overwriting are not permitted. All cancellations and insertions should be duly attested by the bidders concerned.

(d) Rates should be quoted as per the Work / Rate schedule. Rates quoted in any other form will not be accepted and will be rejected.

(e) Unit rates should be quoted in figures as well as in words for all the items shown in the attached schedule. In case any difference in rates quoted to figures and in words, the lower e rates will be taken as the tendered rate.

(f) The tender must be signed separately and legibly by Partner /Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the tender.

(g) If a bidder deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the BHEL RESERVES THE RIGHT TO REJECT SUCH TENDER AT ANY STAGE.

(h) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.

(i) Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing will be liable for rejection.

(j) Should a bidder's or a Contractor's or in the case of a firm or company of contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.

(l) **The bidder should sign and stamped in all pages of documents. Submission of tenders by hard copy only.**

ISSUING OFFICER