



BHARAT HEAVY ELECTRICALS LIMITED
Jagdishpur

**Tender for hiring a TATA Indigo Diesel / AC Car on Rate Contract basis
for CSU & FP at I.A. Jagdishpur, District- CSM Nagar (UP)**

Tender Enquiry No: BHE/CSU/CVL/040/2010/1

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SECTION -I**NOTICE INVITING TENDER****Tender enquiry No: BHE/CSU/CVL/040/2010 / 1**

Sealed Tenders are invited in 2 (two) part bid for the following work from reputed Service Provider who meet the Qualification Requirements.

Nature of work	Issue of Tender Documents	Tender submission date & time	Tender opening date & time
Tender for hiring a TATA Indigo Diesel / AC Car on Rate Contract basis for CSU & FP at Jagdishpur, District- CSM Nagar (UP)	From 30/12/2010 to 06/01/2011	Upto 06/01/2011, 14:00 hrs.	Technical Bid: 06/01/2011 at 15:00 Hrs at BHEL, CSU office , Industrial Area – Jagdishpur

- Address for purchase, submission & opening of Tender:
Sh. Arun Kumar Shinde, Officer / HR (CSU& FP)
Bharat Heavy Electricals Limited
Jagdishpur Industrial Area
Jagdishpur, Distt - CSM Nagar (UP)- 227 817
Tel: 05361 270057
Fax: 05361 270057
Email : akshinde@bhelcsufp.in
- Tender documents may be obtained from the above office by submitting an application.
- Bidders may also download the tender documents from our website www.bhel.com and use the documents for submission of tender
- BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post.
- The offer is to be submitted in a sealed envelope properly marked .The tender shall be submitted in two parts. The first part shall consist of the techno-commercial offer without price schedule and marked on top of the envelope as “**Technical Bid**” along with tender enquiry no. and due date. The second part shall be the price schedule and marked on top of the envelope as “**Price Bid**” along with tender enquiry no and due date. Each part shall be in a separate sealed envelope. Both the parts shall then be put in a bigger sealed envelope. The tender enquiry no. & due date of opening must be clearly mentioned on top of the envelope.

6. Part-I of the bid will be opened first and scrutinized. Successful bidders in techno-commercial bid Part – I will only be considered for opening of Price Schedule i.e. Part – II. Date of opening of Price Bid will be intimated separately to the tenderers who qualify in the techno-Commercial bid.
7. Offers should be strictly in accordance with the tender specifications & General Instructions to the tenderers enclosed herewith.
8. Only tenderers who have previous experience in the work of the nature and description detailed in this tender specification are expected to quote for this work. Offer from tenderers who do not have proven and established experience in the field as per Annexure NIT – I will not be considered.
9. The tenderers should accept all terms & conditions of the tender unconditionally. In case the tenderer wants to deviate from the tender conditions, such deviations shall be clearly specified in the offer. If no deviations are given in the offer, it will be assumed that the Tenderer accepts all terms and conditions of the tender.
10. Offers with deviations from terms and conditions of the tender are likely to be rejected.
11. Clarifications, if any, of Technical / Commercial nature, can be obtained from the officer to whom the tender is to be submitted.
12. The Tenderers are required to quote vehicle with rate for price bid & no column should be left blank. Tenderers quoting for complete scope of work are required to mention clearly on top of the envelope for which vehicle he has quoted.
13. Order shall be placed on lowest bidder/ bidders for scope of work/services.
14. Liquidated damages and penalty will be levied by BHEL as per relevant clauses of the Tender on account of delay, violation of contract conditions and non-performance of the Service Provider.
15. BHEL reserves the right to accept or reject of the bid with or without deviation or cancel / withdraw the invitation for bid without assigning any reason whatsoever and in such case no bidder shall have any claim arising out of such action by BHEL.
16. BHEL reserves the right to reject the tender from any bidder on the basis of unsatisfactory performance of the bidder in any ongoing job or any similar job of BHEL in last five years, or if the bidder has been kept under hold/ blacklisted by BHEL.
17. **Arbitration:** For any dispute OR related matters shall be dealt at CSM Nagar jurisdiction only.

For & on behalf of BHEL
Officer/HR (CSU& FP)

Annexure NIT – I**QUALIFICATION REQUIREMENTS**

1. The bidder should have at least one (1 Yr.) year experience in services of similar nature with an average turnover for 1 year ending on 31/03/2010 Rs. 2.5 Lakhs per annum (Tax Returns for 3 year ending 31.03.2010 may be provided).
2. The bidder should have a minimum of 2 (Two) Vehicles of Ambassador / Esteem / Indica / Indigo / Qualis / Bolero DI make or other equal segment cars of model 2010 or later registered as Taxis in the name of company/firm. 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 State Transport Authorities/Central Govt.
3. Correspondence address and certified documents of permanent address, which is certified by the Village Sarpanch or any competent authority, should be submitted by the Service Provider at the time of submission of tender document.
4. PAN No. must be enclosed with tender document.
5. The Service Provider should be registered for Service-Tax payment and Service Tax No. should be mentioned in the techno-commercial bid.
6. The Catalogue must be enclosed by the contractor / service provider for the vehicle which is entitled.
7. A copy of all U.P. Permit must be enclosed with tender document.

SECTION-2**GENERAL INSTRUCTION TO TENDERERS**

1. The Service Provider shall provide drivers who have adequate knowledge of reading, writing and speaking Hindi and in proper uniform. The drivers deputed for duty should be polite and must possess positive attitude in discharging their duty. The reporting time, place, address etc. should be strictly followed by Service Provider. Drivers must have the valid professional / Commercial License and minimum five years driving experience (four wheeler). The copy of license attested by the driver should be submitted with tender document by the Service Provider.
2. BHEL shall place the order for a period of 2 (Two) years / 1 (One) year with an option to extend the contract by 2 (Two) / 1 (One) more years as per requirement & satisfactory performance of the Service Provider. However BHEL has the right to terminate the contract by giving one month prior notice in case of unsatisfactory services OR without reasons thereof.
3. Tender document must be filled by Service Provider (Owners) only.
4. The Service Provider shall provide TATA Indigo Diesel / AC Car of Model January, 2010 OR later as per our requirement, complete with self attested copy of all documents such as: - Comprehensive Insurance includes driver, Taxi permit in all U.P, Road-Tax, and Passenger-Tax etc.
5. Service Provider (Owner of vehicle) shall not be the driver
6. All expenditure related to maintain the Vehicle such as: - Fuel, repairing, Salary of driver, Tool-Box etc. must be afforded by the Service Provider himself.
7. Maximum one day leave in one month may be given for Vehicle repairing and vice versa as per BHEL suitability from the second month from the date of Order preferably on Sunday. Except this the leave will be given on the basis of prior permission/ sanction.
8. Service provider has the responsibility to arrange the Vehicle for 24 hours (If deputed driver has completed 12 Hrs of his duty, Service Provider shall change the driver necessarily). Contractor / Service provider has the responsibility to arrange the alternative (may be other similar vehicle) when the entitled Vehicle is in break-down condition or on 1 day proposed maintenance leave, Otherwise the gross amount will be deducted from the owner's bill @ 200 Kilometres per day.
9. Vehicles will be inspected time to time by the HR Deptt of CSU& FP; if any discrepancy is found then Service Provider shall be penalised accordingly.
10. BHEL reserves the right to reject any or all quotations without assigning any reason whatsoever.
11. Bidders must be registered in Sales-Tax Department and U.P. Service-Tax Department

SECTION-3

Tender No: BHE/CSU/CVL/040/2010 / 1

Date: 30/12/2010

Tender Form (Technical Bid) Part-I**HIRING OF TATA Indigo Diesel / AC Car****A) No. of vehicles intended to be placed : One****B) Description of vehicle:-**

- i) Type of vehicle :
- ii) Company:
- iii) No. of seats permitted :seats
- iv) Make:
- v) Model:
- vi) Year of purchase & vehicle No:
- vii) New vehicle Showroom condition Yes/No
- viii) Whether all U.P. Taxi permitted Yes/No
- ix) How many KMs. Run till date
- x) PAN No. should be furnished:-
- xi) Service Tax registration No:-

Please note:-

- i) **TATA Indigo Diesel / AC Car** may move to Sultanpur and Lucknow except BHEL CSU& FP campus, however all U.P. Taxi permit is required.
- ii) Vehicle will be on normal duty for 12 hrs. in a day i.e. from 7:00 A.M. to 7:00 P.M, however vehicle will be made available to company for 24 hrs.
- iii) In case the running of vehicle per month is less than 3000 KMs. Then fuel charges for balance KMs. Left shall be deducted.
- iv) Particulars of Driver to be attached as per tender notice.
- v) New showroom condition vehicle will be given preference.
- vi) Vehicle delivery schedule: Within 10 days of getting order along with complete papers.
- vii) Proof of servicing should be given from time to time.
- viii) Party shall ensure filling of fuel in the vehicle.
- ix) Other terms and conditions laid down on tender notice will be applicable in all cases. The above mentioned terms and conditions are agreed to me.

Signature.....**Date:
Place****Name & Seal of the Service Provider:
Address:**

SECTION-4

Tender No: BHE/CSU/CVL/040/2010 /1

Date:30/12/2010

Price Schedule / Price Bid Part-II**HIRING OF TATA Indigo Diesel / AC Car****Price may be quoted in the following format**

Sl. No.	Description	Unit	Quoted by bidders
1	Fixed monthly charges including up to 3000 KMs. Run/month rate	Rs. / Month	
2	Extra Running above 3000 KMs. Run/Month rate	Rs. / KM	
3	Average of vehicle	KM / Ltr.	
4	Extra hrs. beyond 12 hours duty from the time of initial reporting (7 AM)	Rs. / Hr.	
5	Night charges (11 pm to 7 am)	Rs.	

- The cost of fuel, based upon average quoted & prevailing rate of diesel in the month of vehicle running shall be recovered for the part of left over KM. not run by BHEL upto 3000 KM Limit.
- Above vehicle shall be stationed at CSU , Jagdishpur round the clock for all duties including emergency duty.

Evaluation Criteria

The evaluation for lowest bidder will be worked out only on the basis of rates quoted up to 3000 KMs under SI no 1 of above price format.

Note: Either extra hours or night charges shall be payable at a time to the Service Provider.

Signature.....

Date:
Place

Name & Seal of the Service Provider:
Address: