



## BHARAT HEAVY ELECTRICALS LIMITED.

(A Govt. of India undertaking)

Regional Operations Division

8, SOUTH AVENUE, CHOUBEY COLONY, RAIPUR - 492001 (C.G.)

PHONE: 0771-2255170, FAX: 0771-4061170

REF: RPR/ TR- 2015/1

DATE: 24 /09/15

To,

\_\_\_\_\_

Dear Sir,

**Sub: Tender No. RPR/ TR- 2015/1 for rate contract for hiring of AC Cars on daily / monthly basis.**

Bharat Heavy Electricals Limited, a Government of India undertaking with its Regional Office located at 8<sup>th</sup> South Avenue, Choubey Colony, Raipur – 492001 (C.G) intends to enter into a rate contract for hiring of AC CAR on daily basis.

**Scope of Works:**

**Category I: INDICA AC OR EQUIVALENT** per day as per request

**Category II: INDIGO/ ESTEEM/ SWIFT DZIRE/ FORD/ ACCENT AC OR EQUIVALENT** per day as per request.

**Category III: INNOVA / QUALIS/ TRAVERA/ SCORPIO AC OR EQUIVALENT** per day as per request.

**Category IV: HONDA CITY AC OR EQUIVALENT** per day as per request.

Expected Vehicle requirement: Category I: 40 Days appox.

& Other Category: 40 Days appox.

Tender is in Two parts i.e

Technical Bid (Part A), Envelope 1

Price Bid (Part B), Envelope 2

The formats for both the parts are enclosed herewith. Both the bids are to be sealed in independent envelopes with the label as "Technical Bid" and "Price Bid". Both the sealed envelopes are to be kept in another envelop along with covering letter superscripted with "Tender for Hiring of Tourist Taxi".

**Evaluation Criteria:** The tender will be decided primarily on Category wise Vehicles, on the basis of lowest quoted rate for 80 km/8 hrs per day basis. However for Extra Km rate / Extra Hrs rate and night halt charges will be paid on the basis of lowest quoted rate by any bidder irrespective of position, in each category. BHEL reserves the right to split the contract among more than one party. BHEL also reserves the right to reject any or all offers without giving any reason thereof.

**The tenders are to be submitted on or before 08/10/2015, 15.00 at BHEL ROD, 8th South Avenue, Choubey Colony, Raipur. We shall open the Part A on same day at 15:30.** You may depute your representative for attending the tender opening. Part B will be opened only of qualified bidders on scrutiny of Part- A for which the date shall be informed later. Offer through Fax/ not in our format shall not be accepted.

Thanking you.

Yours truly,

(AMAR KORBA)

Regional Manager

Encl: Part-A & Part B.

**RPR/ TR- 2015/1**  
**TECHNO COMMERCIAL BID – PART 'A- I' - ENVELOP 1**  
**(PRE QUALIFING REQUIREMENTS)**

S.No.	Description	SUBMITTED / NOT SUBMITTED
1	Party should submit the copy of valid RTO permit/ REGISTRATION BOOK FOR TAXI FOR ATLEAST 5 VEHICLES along with the quotation.	
2	Vehicles should be marked as Tourist Taxi "T". Vehicles should not be older than 2012 models.	
3	SERVICE TAX NO.OF FIRM ( PHOTO COPY IS TO BE ATTACHED)	
4.	PAN NO. IN THE NAME OF FIRM( PHOTO COPY IS TO BE ATTACHED)	

**TECHNO COMMERCIAL BID – PART 'A- II'- ENVELOP 1**

S.No.	Description	Acceptable / Not Acceptable
1	<p>The contract for hiring taxis shall be initially for a period of ONE year.</p> <p>BHEL reserves the right to extend it for another ONE more year on yearly basis at the same term and conditions.</p> <p>In case of extension of contract increase or decrease in fuel price shall be covered as follows:</p> <p>For AC cars Rs.0.10 per variation of Rupee</p> <p>Fuel MPR shall be considered as base on the date of entering into contract / renewal and not on month-to-month basis. (Diesel prices to be considered as base).</p> <p>PLEASE INDICATE PREVALLING RATE OF DIESEL.</p>	<p>RS. ....PER LT.</p>
2	All the vehicles sent to BHEL should be covered by comprehensive insurance including the driver and the passengers. Copy of the policy to be submitted within one week of issue of work order.	
3	In case of any accident, BHEL will not be legally responsible for any such liabilities accruing out of same.	
4	Bills and log books should be clean without any over writing, corrections etc. Bills and other documents should be submitted in original in triplicate.	
5	The party shall indemnify BHEL for all the losses / damages occurred during the contract for the operation of vehicles by the drivers.	

6	Arbitrator in case of any arbitration / differences in execution of contract shall be one of the BHEL Executives who shall be sole Arbitrator and his decision will be final.	
7	<p>Payment Terms:</p> <p>All the bills / documents for the calendar month may be submitted by 7<sup>th</sup> of every month.</p> <p>Payment shall be released within 7 working days on submission of all the documents (if in order).</p>	
8	<p>Validity of offer:</p> <p>ONE month from the due date of submission.</p>	
9	Performance certificate, if any, from Govt. / PSU may be attached for minimum three clients.	
10	Successful bidder has to abide by the rules and regulations of local / national traffic rules without any additional financial implications to BHEL.	
11	All the vehicles should be in upto date condition, properly cleaned and dusted with white Turkish seat cover when sent on duty to BHEL at any time day or night. The fuel tank of the vehicle should be full.	
12	Private cars owned or hired by the parties shall not be acceptable for regular monthly vehicles.	
13	The parties should submit the PUC certificate, RTO / Municipal taxes paid books / receipts at the start of contract.	
14	All the vehicles must have the required accessories like jack, tool kit, spare tyre and first aid box. The drivers must know the changing of whiles and other small maintenance of the vehicles.	
15	The log book / duty sheet should clearly indicate all the details. The signature of the user is a must at the time of closing with time, kilometers and place.	
16	Instructions whether the car is required for the subsequent days during the stay may also be taken from the users.	
17	In case of breakdown / failures and non-availability of car, BHEL shall have the right to engage the car at the cost and risk of the party. Additional cost shall be deducted from the running bills of the party.	
18	The party has to submit self attested copies of registration book for the vehicles likely to be deployed for BHEL on issue of Work Order.	
19	The driver must be literate, smart, polite, courteous and well dressed in white terricot uniform with shoes, gloves and cap while on duty.	
20	Drivers must possess valid driving license, should not have any criminal / police record. Should be conversant with roads / geography.	

21	Driver must carry sufficient cash to pay for airport toll, municipal parking charges, fuel when required and emergency maintenance. In no case money should be borrowed from the user of car / BHEL guests.	
22	All the drivers must have a mobile telephone and log book. The mobile phone nos. of the drivers should be handed over to the guests using the car for convenience of the users.	
23	Driver should carry placard with BHEL on top with all particulars of the guests arriving with the details of flight / rail details etc for the easy identification by visiting BHEL guests. Placard of paper or file covers shall not be acceptable.	
24	Driver must report in time to BHEL concerned officials.	
25	The party should confirm the time, date and place where the driver has to report for additional request vehicles.	
26	The party must recheck with the guests / users whether the vehicle has reported in time to the guests or not.	
27	The driver must have a suggestion / complaint book while on duty with BHEL and provide them to the users when requested.	
28	BHEL reserves the right to terminate the contract by giving 15 days notice in writing in case the services are not found satisfactory / mal-practices are observed.	

**(Signature of the Party)**  
**With stamps of the Agency**

**RPR/ TR- 2015/1**  
**BHEL ROD RAIPUR**  
**PRICE BID- PART 'B' – Envelope 2**

Description	Rates in Rs.			
	INDICA AC OR EQUIVALENT	INDIGO/ ESTEEM/ SWIFT DZIRE/ FORD /ACCENT OR EQUIVALENT AC	INNOVA / QUALIS/ TRAVERA/ SCORPIO OR EQUIVALENT AC	HONDA CITY OR EQUIVALENT AC
Category	I	II	III	IV
80 kms / 8 hrs / Per day basis				
Extra Km Rates				
Extra Hrs. Rates				
Night Charges ( Applicable for outstation journey only)				

- Service Tax and TDS as applicable.
- Toll charges / parking charges reimbursement subject to production of receipts.
- No other charges shall be considered for payment.
- For Airport/ Railway Station: Drop/Pick up to 4 hours and 40 kms prorata 50% payment shall be considered.
- Kms/time of reporting and Kms/time of relieving the vehicle shall be considered for kilometer and hours calculation.
- **For outstation trip:**
  - A. The charges shall be paid on actual running Km rate basis. (from Raipur to Destination & back)
  - B. At outstation, quoted per day (80 kms / 8 hrs / Per day basis) shall be applicable. However, if vehicle runs more than 80 Km than rate per day quoted + additional Km (i.e. beyond 80 KM) shall be paid as per agreed rate as per evaluation criteria.
  - C. The quoted extra hrs. rates shall not be applicable on outstation trip.
  - D. Night charges shall be paid on outstation night halt.

(Signature of the Party)  
With stamps of the agency