

BHARAT HEAVY ELECTRICALS LIMITED
(A Govt of India Undertaking)
RAMACHANDRAPURAM :: HYDERABAD-502 032 (AP)
Ph No.04023184941, e-mail: rishidubey@bhelhyd.co.in
TENDER NOTICE

Name of the department : LOGISTICS

Tender Notice No : HYLOG1516MT

Date: 22.03.2016

Sub: Empanelment of Logistics Companies/transporters for Transportation of consignments by Mechanical vehicles - Reg.

1. Bharat Heavy Electricals Limited, a Government of India Public Sector undertaking having its Registered Office at Siri Fort, New Delhi. BHEL Ramachandrapuram, one of its manufacturing Units, invites sealed tenders in Single part bid from eligible /Contractors, who fulfil qualification criteria as stipulated in NIT, for providing the total logistics solutions i.e. safe and secure transportation of consignments (GVW up to 49 MT) through road including undertaking of feasibility study/route survey, civil works, if any.
2. Pre-qualification requirements (PQR) for the above said work is enclosed. Only those bidders who meet our pre-qualifying requirements (PQR) will be empaneled with BHEL Hyderabad.
3. BHEL will enter into TC MOU with all the qualified bidders. The main purpose of this "MEMORANDUM OF UNDERSTANDING" is to reduce the cycle time involved in the tendering period and to freeze the technical and commercial terms. The technical & commercial terms will be provided to all the empaneled transporters.
4. Once BHEL freezes the technical and commercial terms, enquiries will be forwarded to you indicating the MOU reference number & date. You will be required to submit only the price bid and the offers will be evaluated accordingly.
5. The tender documents are to be downloaded in the Web Site of BHEL www.bhel.com only. All corrigenda, addenda, amendments, time extensions, clarifications etc. to the tender will be hosted on www.bhel.com only.

(sd)

Sr. Engineer/Logistics-Contracts

SIGNATURE & SEAL OF THE BIDDER

CONTENTS

SL	Description	Page
1.0	Notice Inviting Tender	2
2.0	Scope of Work	2
3.0	Prequalification Requirements (PQR) – Annexure-A	3-5
6.0	Instructions for submission of tenders – Annexure-B	6
7.0	Declaration by Contractor – Format-VI	11-12
8.0	Formats	7-12

1. Notice Inviting Tender

- i. Tender Number & date: HYLOG1516MT
- ii. Name of the Work: Transportation of consignments (GVW up to 49 MT)) by mechanical vehicles
- iii. Cost of tender documents: Rs. 2,000/-
- iv. Last date for sale of tender documents: To be downloaded from website only
- v. Last date for receipt of tender: 11.00 Hrs date 12.04.2016
- vi. Date, time and place of tender opening: 13.30 Hrs. at Vendor Complex, BHEL RC Puram, Hyd. on 12.04.2016
- vii. Period of empanelment/TC MOU: 3 Years from date of empanelment.
- viii. Pre-Qualifying Requirements: Annexure-A
- ix. Instructions for submission of documents

2. **Scope of Work:** The scope of contract covers transportation of all consignments (except coal, sand and cement) by LCV/HCV/Open Trucks/ Taurus/Mechanical Trailer (GVW up to 49 MT)

SIGNATURE & SEAL OF THE BIDDER

3. Annexure-A Pre-Qualification Requirements

3.1. Organization/Firm Registration: Business should be registered in India in line with “Companies Act 1956”.

Sl	Type of Organisation	Documents to be submitted (Self-Attested)
A	Sole Proprietorship	Trade License
B	Partnership	Partnership Deed, Trade License
C	Private Limited Company	Memorandum of Article
D	Public Limited Company	Certificate of Registration/ Memorandum of Article
E	Public Sector	Trade License

3.2. **Organization Structure:** Self-Attested copy of organization structure along with details of Key Accounts Manager (Person responsible for business with BHEL Hyderabad).

3.3. **Fleet Ownership:** The bidder should secure at least 125 points. Vehicles should be confirming to the relevant provisions of MV Act. Ownership should be in the name of

- i) Company wherein the bidder is a Company Registered under Indian Companies Act, 1956. In case the ownership is still in the name of directors/partners and yet to be transferred in the name of the company, a board resolution stating that Director/Partner has relinquished the rights in favour of company.
- ii) Partners/Proprietors wherein the bidder is a Partnership firms/Proprietary concerns.

Weightage given: LCV-1 Point, HCV-1.7 Points, Truck-4.3 Points and Trailers-6.3

Any vehicle having net weight capacity up to 3.5 MT will be considered LCV. Any vehicle having net weight capacity from 4 MT to 8 MT will be considered HCV. Any vehicle having net weight capacity from 8.1 MT to 16 MT will be considered Truck. Any vehicle having net weight capacity from 16.1 MT to 35 MT will be considered Trailer. Hence, trucks having net weight capacity more than 16 MT will be considered Trailer for calculation purpose and 6.3 points will be given for such trucks.

Total Points secured will be calculated by multiplying values of B and C as shown below.

Example 1:

Category	Vehicle capacity in Tons	Points	Numbers of Vehicles	B X C
	A	B	C	
LCV	3.5	1.0	4	4.0
HCV	6	1.7	2	3.4
Taurus	15	4.3	5	21.5
Trailer	22	6.3	12	75.4
				104.3

Dis-Qualified.

Example 2:

Category	Vehicle capacity in Tons	Points	Numbers of Vehicles	B X C
	A	B	C	
LCV	3.5	1.0	3	3.0
HCV	6	1.7	0	0
Taurus	15	4.3	8	34.4
Trailors	22	6.3	15	94.5
				131.9

Qualified.

SIGNATURE & SEAL OF THE BIDDER

Note: Even if the transporter does not own a particular category of vehicle, the transporter will have to supply that category vehicle as & when required at the contract rates. For example: Transporters owning only trailers will be eligible subject to agreeing to supply LCV/HCV/Open Trucks and Taurus as and when required at contract rates.

Documents to be submitted:

- 3.3.1. Self-Attested list of all vehicles owned as per Format-III with make and year of manufacturing along with Registration Nos. and Chassis Number
- 3.3.2. Self-attested Photostat copies of R.C. Books
- 3.4. **IBA Recommendation:** All the bidders should have an **IBA** recommendation valid on the date of opening of tender and shall also ensure that the same is valid throughout the currency of the contract.

Documents to be submitted: Self-Attested copy of IBA (India Bank's Association) Recommendation letter

- 3.5. **Permanent Account Number (PAN):** Bidder should have valid Permanent Account Number (PAN).
Documents to be submitted: Self-Attested copy of PAN Card

- 3.6. **Service Tax Registration Number:** Bidder should have valid Service Tax Registration Number
Documents to be submitted: Self-Attested copy of Service Tax Registration

- 3.7. **Annual Turnover:** Bidder should have average financial turnover of minimum Rs. 5.5 Crores per annum for last three financial years (FY) ending 31.03.15 i.e. FY2012-13, FY2013-14 & FY2014-15.

Documents to be submitted:

- 3.7.1. Annual reports / Accounts for financial years 2012-13, 2013-14 and 2014-15 duly audited / certified by a Practitioner/Chartered Accountant registered with Institute of Chartered Accountants of India. In case of final audited Balance Sheet /Profit & Loss account for 2014-15 is not available, provisional statements for the same duly certified by Chartered Accountant must be submitted. If the company did not exist in FY 2012-13, the annual turnover for FY2012-13 will be taken as zero.
- 3.7.2. Submitted IT returns for the assessment year 2013-14, 2014-15 and 2015-16.
- 3.8. **Experience:** The bidders must have delivered of 10 consignments from 25 MT to 35 MT from April 2014 to March 2015. Date of dispatch of all the ten consignments should be between 01.04.2014 to 31.03.2015 (Date of LR will be considered as date of dispatch).

Documents to be submitted:

- 3.8.1. Self-Attested list of 10 Consignments transported by the Bidder as per Format-IV.
- 3.8.2. **If the work has been carried out for any of the BHEL units, the proof as per 3.8.2.1 & 3.8.2.2 are not required.** For transportation for other companies, any of the following documents may be submitted as proof of transporting 10 consignments:
 - 3.8.2.1. Work completion Certificate issued by Customer with self-attested copy of Loading Receipts (LR). Material receipt certification on LR must be visible. LR must be in the name of Bidder.
 - 3.8.2.2. Work Order copy from the customer with self-attested copy of LR's. Material receipt certification on LR should be visible. LR should be in the name of the bidder.
- 3.8.3. **If the work has been carried out for any of the BHEL units, no e-mail id is required. Please mention the name of the unit only.** Direct e-mail verification from the Customer is required. Bidder should send the contact details of the customer as per Format-IV and e-mail should be institution based e.g. xyz@bhelhyd.co.in. Personal email-ids viz. Gmail, yahoo should be avoided.

SIGNATURE & SEAL OF THE BIDDER

3.9. **Power of Attorney:** The tender documents should be signed by authorized signatory. Authorized signatory shall be the person holding 'power of attorney' on behalf of the firm/company/bidder-concerned authorized/empowered to act on behalf for the specific purpose.

Documents to be submitted:

A self-attested copy of the Power of Attorney, in case an individual/authorized signatory other than the sole proprietor signs the tender shall be submitted along with the tenders.

3.10. **Branch in Hyderabad/Secunderabad:** The bidder should to have a branch in the radius 80 kms of BHEL Hyderabad. If the bidder does not have the branch nearby BHEL Hyderabad, the bidder should submit the declaration that "bidder will open the branch within 80 kms of BHEL Hyderabad if the contract is awarded".

3.11. BHEL reserves the right to verify any of the above documents in original.

Summary list of Documentation: Please maintain the same order in your bid documents and write the Page Number of every page.

1. Cover letter for submission of bid
2. Self-Attested Checklist as per Format-I
3. Self-Attested Format-II for bidder details
4. Self-Attested Format-III for ownership of vehicles
5. Self-Attested Format-IV for experience
6. Self-Attested copy of Format-V for bank details for unregistered bidders
7. Self-Attested copy of Format-VI
8. Photocopy of DD for Cost of Tender Document –Rs. 2,000/-
9. Power of Attorney
10. Organization registration documents
11. Self-Attested Organization Structure
12. Self-Attested PAN card
13. Self-Attested Service Tax Registration
14. Self-Attested IBA recommendation letter
15. Self-Attested RC Copy of vehicles
16. Proof of experience as per Clause 3.8 of Annexure-A
17. Self-Attested Annual Reports/Accounts for 2012-13, 2013-14 & 2014-15
18. Self-Attested IT returns for above annual reports
19. Self-Attested copy of all the pages of tender documents

SIGNATURE & SEAL OF THE BIDDER

Annexure –B**Tender Ref.: HYLOG1516MT****Instructions for Submission of Bid**

1. Pre-Qualifying documents as mentioned in Annexure-A and order described in Format-I should be spiral bounded.
2. It is advisable that all the pages should be numbered 1,2,3,4..... Please avoid using 1.1, 1.2 or A.1 A.2.
3. **Bid Documents:** The empanelment bid shall be submitted as follows:
 - 3.1 One envelope sealed & super scribed with “**Cover-1-Tender Cost**” containing
 - a. Demand Draft of Rs. 2,000/- towards Cost of tender
 - 3.2 One envelope sealed & super scribed with “**Cover-2 – Pre-Qualifying Documents**” containing documents as per Annexure-A (Pre-Qualifying Requirements) and order described in Format-I.

Both envelopes with cover-letter should be kept in the Techno-Commercial bid envelope which shall be sealed and super scribed with

"Tender ref. HYLOG1516MT

Due Date: 12.04.16

Empanelment of Logistics Companies/transporters for Transportation of consignments by Mechanical vehicles"

4. The above envelope shall be sent to the following address:

**"Sr. Engineer/ Logistics-Contracts,
Vendor Complex,
Bharat Heavy Electricals Limited,
Ramachandrapuram, Hyderabad-502 032
Phone: 040 2318 2185"**

Or the envelope can be dropped in Tender Box-II kept at Vendor Complex, near Administrative Building, BHEL-Ramachandrapuram. BHEL will not be responsible for any postal delay.

5. BHEL reserves the right to accept / reject the tender either in full or in part at their discretion without assigning any reason thereafter.

SIGNATURE & SEAL OF THE BIDDER

Format –I**Tender Ref.: HYLOG1516MT****Checklist (To be printed on bidder's letterhead)**

Sl.No	PARTICULARS FOR EVALUATION OF TECO-COML.BID	Please Tick (✓)	Page
1.	Photocopy of DD for Rs.2000/- towards cost of tender document	Attached/Not Attached	
2.	Format-II regarding bidder details	Attached/Not Attached	
3.	Format-III regarding vehicle ownership	Attached/Not Attached	
4.	Format-IV regarding experience	Attached/Not Attached	
5.	Format-V regarding NEFT details (not to be submitted, if already registered with BHEL, Hyderabad)	Attached/Not Attached	
6.	Declaration: Self-Attested copy of Format-VI	Attached/Not Attached	
7.	Power of Attorney	Attached/Not Attached	
8.	Organization/Firm Registration	Attached/Not Attached	
9.	Organization Structure	Attached/Not Attached	
10.	Self-Attested copy of PAN Card	Attached/Not Attached	
11.	Self-Attested copy of service tax registration	Attached/Not Attached	
12.	Self-Attested copy of IBA	Attached/Not Attached	
13.	Self-attested copy of RC of vehicles	Attached/Not Attached	
14.	Proof of experience as per Clause 3.8 of Annexure-A	Attached/Not Attached	
15.	IT Returns for the Assessment years 2013-14 , 2014-15 AND 2015-16	Attached/Not Attached	
16.	Audited annual reports or balance sheets for the financial years 2012-13, 2013-14 and 2014-15	Attached/Not Attached	
17.	Duly Signed And Stamped Copy Of Full Tender Document	Attached/Not Attached	
18.	Any Other Detail The Bidder Desires To Furnish	Attached/Not Attached	

SIGNATURE & SEAL OF THE BIDDER

Format –II**Tender Ref.: HYLOG1516MT****Bidder Details (To be printed on bidder's letterhead)**

Name of the Bidder:

ADDRESS:

Contact Person 1:

E-Mail:

Telephone Nos.: (Office1) (Office2)

Mobile:

Fax :

Contact Person 2:

E-Mail:

Telephone Nos.: (Office1) (Office2)

Mobile:

Fax :

Details of the Bidder	
Type of Company (Ltd./Pvt. Ltd./Partnership/Proprietorship):	
PAN Card Number:	
Service Tax Registration Number:	
IBA Code:	
IBA recommendation validity up to:	
No. of Total vehicles owned:	
Turnover of financial year 2012-13 (In Crores):	
Turnover of financial year 2013-14 (In Crores):	
Turnover of financial year 2014-15 (In Crores):	
No. of Employees (Total)	
Administrative	
Technical/Supervisory	
Drivers	
Skilled Workmen	
Unskilled Workmen	
IF RELATED TO ANY BHEL EMPLOYEE NAME: STAFF NO.: DESIGNATION: UNIT & DEPARTMENT: RELATIONSHIP:	

SIGNATURE & SEAL OF THE BIDDER

Format –III

Tender Ref.: HYLOG1516MT

Vehicle Ownership (To be printed on letterhead)

Name of the Bidder:

Sl	Registration No.	Owner name	Manufacturer		Chassis No.	Gross Weight	Proof at Page No.	National Permit valid up to	Remarks
			Name	Year					
1									
2									
3									
4									
5									

Format –IV

Tender Ref.: HYLOG1516MT

Experience (To be printed on letterhead)

1. LR Date should be between 01.04.14 to 31.03.15.
2. Weight of each consignment – 25 MT to 35 MT
3. Number of consignments – only 10

Sl. No.	LR No.	LR Date	From	To	Delivery Date	Weight of the Consignment	Description of the Consignment	Customer Name	Whether Work Completion Certificate issued (If yes, name of Official with e-mail & phone number)	E-mail & Mobile Number of Customer
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

SIGNATURE & SEAL OF THE BIDDER

Format – V**NEFT/RTGS Details**

(Vendors to furnish this mandate on their Letter Head)
(NOT REQUIRED FOR ALREADY REGISTERED VENDORS WITH BHEL HYDERABAD)

Ref No:

Date:

To
 Manager/Finance-CM
 Bharat Heavy Electricals Limited
 Ramachandrapuram
 Hyderabad –A.P
 PIN: 502 032

Dear Sir,

Sub: Details for National Electronic Fund Transfer

We request and authorize you to effect payment through NEFT to our Bank account, subject to RBI Guidelines, as per the details given below

- A. Sup code (As per PO/SCO) / Staffno
- B. Beneficiary (Name as per PO/SCO)
 (Retd Employee to indicate address here)
- C. PAN of beneficiary
- D. TIN of Beneficiary
- E. e-mail address of Beneficiary
- F. City (of Beneficiary)
- G. Bank Name
- H. Branch (of Bank)
- I. A/c Number
- J. A/c type (Savings or Current)
- K. MICR Code of the branch (9 digit)
- L. IFSC for NEFT (11 char)
- M. IFSC for RTGS (If different from L)

Thanking you,

(Signature with Seal)
 Authorised Signatory
 Name
 Designation

Certified that the particulars furnished above are correct as per our records

Date

(Signature of authorized Official of
 bank)

Bank Stamp

SIGNATURE & SEAL OF THE BIDDER

FORMAT-VI**Tender Ref.: HYLOG1516MT****AFFIDAVIT-CUM-UNDERTAKING**

(To be submitted by the bidders along with their bid in Transportation tenders on non-judicial stamp paper appropriate value duly notarised)

I,, S/o. Aged about years, Occ:, Resident of, do hereby solemnly affirm on oath and state as follows:

I am working as _____ in M/s. _____, i.e. the bidder herein.

I hereby declare that I have power to execute this Affidavit-cum-Undertaking under its memorandum and Articles of Association and the Executant has to full powers on its behalf under the power of attorney granted to him by the proper authorities of the bidder. I am authorized submit this Affidavit – cum- Undertaking on behalf of bidder.

That I am an intended bidder in the transportation contract against NIT No..... issued by BHEL. As per the NIT provisions, the bidder is required to submit an affidavit-cum- undertaking along with the bid disclosing/confirming the details of its group concerns, or affiliates or partners/proprietors/directors of bidder/ such group concerns or affiliates etc., along with other details of DIN and PAN Nos. etc. Accordingly, I submit the same hereunder.

1. I hereby state that the following group concerns or affiliates of the bidder (give name, address and other details of the bidder and its group concerns or affiliates etc.) are engaged in transportation business for last Years.

2. I state that we hereby furnish the details/particulars of the bidder and its partners/proprietors/ Directors of bidder/ such group concerns or affiliates etc., including details of DIN Numbers (in case of Directors) and PAN Number (in case of partners/proprietors), duly supported by self-attested copies of relevant documents.

S.No.	Name of the Directors/Partners/proprietor	PAN	DIN for Director

3. I state and hereby confirm that other than this bidder, none of its group concerns or affiliates or participating in the tender either directly or indirectly through any other agency under same proprietor/common partner(s) /common Director(s).

4. I state and hereby confirm and declare that my/our firm/Company M/s.....and none of my Group concerns or affiliates etc., have not been banned and appeared on the list of banned firms/companies by BHEL (List available on www.bhel.com) nor any of the Director/Partner/Proprietor of bidder/such group concern or affiliate etc., are involved with such firm/company.

5. I hereby state that there is no change in the name, Constitution and status of the firm/Company before submission of tender. If there is any change in the name, Constitution and status of the firm/Company during the tender process and/or awarded of contract (in case contract is awarded) same will be intimated to the BHEL immediately.

6. I further, agree and declare that BHEL may reject the bid or in case the contract has been awarded, then terminate the contract apart from taking any other suitable action under the contract or applicable legal provisions or BHEL guidelines, including Guidelines for suspension of business dealings without any liability for any compensation to the bidder; if,

- BHEL discovers at any time that any statement made by the bidder in this Affidavit-cum-undertaking is false, fraudulent; or
- any document submitted by the bidder was fake or forged; or

SIGNATURE & SEAL OF THE BIDDER

- if BHEL determines in its sole discretion that any statement was aimed at deliberately misleading BHEL with a view to ensure award of the subject contract to the bidder.

That the facts stated above are true and correct to the best of my knowledge and belief and nothing has been concealed or misrepresented in any manner whatsoever.

Hence, this Affidavit cum undertaking.

DEPONENT

Solemnly affirmed and signed

Before me on this the ___ day

of _____, 2_ _ _ at Hyderabad.

NOTARY

SIGNATURE & SEAL OF THE BIDDER