

**Bharat Heavy Electricals Ltd.
(A Govt. of India Undertaking)
Heavy Equipment Repair Plant
Tarna, Shivpur, Varanasi - 221003**

Tender Ref: HERP: HR: Ambulance: 2019

Date: 18.10.2019

NOTICE INVITING TENDER

NOTE: INTENDING BIDDER TO PARTICIPATE MAY DOWNLOAD FROM WEB SITES

OR

PURCHASE TENDERS FROM THIS OFFICE

Sealed offers in two part bid system are invited from experienced bidders meeting PRE-QUALIFICATION CRITERIA as mentioned in Annexure-I, for the subject job by the undersigned on behalf of BHARAT HEAVY ELECTRICALS LIMITED as per the tender document. Issue of tender to any bidder shall not construe that the bidder is considered to be qualified. Following points relevant to the tender may please be noted and complied with.

1.0 SALIENT FEATURES OF NIT:

SL. NO.	ISSUE	DESCRIPTION	
i	TENDER NUMBER	<i>HERP: HR: Ambulance: 2019</i>	
ii	Broad Scope of job	<i>Hiring of Ambulance services at BHEL, HERP Varanasi</i>	
iii	DETAILS OF TENDER DOCUMENT		
a	Section I	<i>General Terms & Conditions of contract</i>	<i>Applicable</i>
b	Section II	<i>Special Terms and Conditions of Contract</i>	<i>Applicable</i>
c	Section III	<i>Price Bid</i>	<i>Applicable</i>
iv	Issue of Tender Documents	1. <u>Sale from BHEL HERP Office:</u> <i>Start: 18-10-2019.</i> <i>Close: 06-11-2019.</i> 2. From the following website: <i>http://www.bhel.com</i> <i>Or http://www.herp.bhel.com</i> <i>Or http://eprocure.gov.in</i>	<i>1. Applicable</i> <i>2. Applicable</i>
v	DUE DATE & TIME OF OFFER SUBMISSION	<i>Date: 07-11-2019, Time :14-00 Hrs.</i> <i>Place: BHEL office, HERP, Tarna, Shivpur, Varanasi</i>	<i>Applicable</i>

vi	OPENING OF TENDER	<p>Date: 07-11-2019.</p> <p>2 hours after the latest due date and time of Offer submission, i.e. 16-00 Hrs</p> <p>Notes:</p> <p>(1) In case the due date of opening of tender becomes a non-working day, tenders shall be opened on next working day at the same time.</p> <p>(2) Bidder may depute representative to witness the opening of tender.</p>	Applicable
vii	EMD	Rs. 43000.00	
viii	SD	As per clause no. 7 of Section I of the NIT	
ix	COST OF TENDER	NIL	
x	LAST DATE FOR SEEKING CLARIFICATION	<p>Date: 06-11-2019</p> <p>Along with soft version also, addressing to the contacts given below:</p> <p>Mr. Raj Karan Mishra Sr. Executive-HR, Phone: 8874550174 Email – rajkaran@bhel.in Or</p> <p>Mr. Santosh Kr. Gupta Sr. DGM-HR Phone: 9810108160 Email : santoshk@bhel.in</p>	Applicable
xi	Latest updates	Latest updates on the important dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted on websites mentioned in Sl. no. iv above and not in any other portal . Bidders to keep themselves updated with all such information.	

2.0 The offer shall be submitted as per the instructions of tender document and as detailed in this NIT. Bidders to note specifically that all pages of tender document, including these NIT pages of this particular tender together with subsequent correspondences shall be submitted by them, duly signed & stamped on each page, as part of offer. **Rates/Price including discounts/rebates, if any, mentioned anywhere/ in any form in the techno-commercial offer other than the Price Bid, shall not be entertained.**

3.0 Unless specifically stated otherwise, bidder shall remit cost of tender and courier charges if applicable, in the form of Electronic Fund Transfer (EFT) only in favour of

Bharat Heavy Electricals Ltd. Sale of tender Documents shall not take place on National Holidays, holidays declared by Central or State Governments and BHEL HERP at Varanasi and Sundays. Copy of the UTR receipt for each payment shall be enclosed along with techno-commercial offer. Parties shall also intimate BHEL in respect of such transactions through e-mail at rajkaran@bhel.in/ santoshk@bhel.in. EFT details of BHEL are as follows:

BANK DETAILS (EFT), BHEL-HERP, VARANASI	
Bank Name	State Bank Of India
IFSC Code	SBIN0000201
Account Number	11103264820
Branch Code	0201
Address	State Bank Of India, Main Branch Kachaheri, Varanasi.

4.0 Earnest Money deposit shall be exempted for Micro and Small Enterprises in accordance with guidelines for benefits to be extended to MSEs as per MSMED Act and Public Procurement Policy.

MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure-E where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining for determining the deemed validity will be the date of bid opening (technical bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted Officer."

SECTION – I

GENERAL TERMS AND CONDITIONS

1.0 Instructions, Opening of tenders & Pre-Qualification Criteria

- 1.1 The envelope containing the quotation should be super-scribed as Quotation for "Hiring of Ambulance services at BHEL, HERP Varanasi"
- 1.2 Sealed tenders will be received on behalf of Sr. Dy. GM (HR) in the dispatch section of the office of BHEL-HERP, Varanasi up to **1400 Hrs. (02.00 p.m.)** on **06.11.2019** from participating bidders.
- 1.3 Technical bid of the tenders shall be opened at **1600 Hrs. (04.00 p.m.)** on **06.11.2019** in presence of parties who wish to be present on the occasion.

1.4 Annexure I - Pre-Qualification criteria for the contract

SI No.	Criteria
1	<p>Bidder should have average Annual Turnover of minimum Rs. 6.45 Lakh in the last 3 (three) Financial Years ending on 31-03-2019 and must have earned profit in any one of last 3 (three) Financial Years, ending on 31-03-2019 & should have positive net worth as on 31-03-2019.</p> <p>Audited balance Sheet and Profit & Loss Account of the Bidder need be submitted for last 3 (three) Financial years, ending on 31-03-2019 in support of this requirement. In case financial statements have not been submitted for all the three years as indicated against above then the applicable audited statements submitted by the bidders against the requisite three years, will be averaged for three years.</p>
2	<p>Bidder should have experience of having successfully completed similar work of providing ambulance services during the last 7 (seven) years, ending on 30.09.2019, value of which should not be less than either of the following:</p> <p>1 (single) work of value not less than Rs. 17.02 lacs Or 2 (two) works of value not less than Rs. 10.75 lacs each Or 3 (three) works of value not less than Rs. 8.6 lacs each</p> <p>Relevant document in support of the above shall be submitted.</p>
3	Bidder should submit valid PAN and Valid Trade License in Uttar Pradesh.

2.0 Miscellaneous:

- 2.1 **All entries in the tender document should be in one ink.** Erasing and over writing shall not be permitted. All cancellations and insertions should be duly signed by the Bidder concerned. There should be no cutting or over-writing in the price bid. This may be ensured while filling the price bid. In case there is a difference in the price quoted between figures and words, the rates quoted in words shall prevail. The prices shall be firm for the full period of contract and no revision in the quoted rates shall be allowed under any circumstance.
- 2.2 Bidder shall fill in all required particulars in the tender documents and also sign with official stamp each and every page of the tender document along with supporting documents before submitting the tenders.
- 2.3 Tender should be submitted in **02 (Two)** parts viz.
 - (1) TECHNICAL BID** (refer Clause 03), and
 - (2) PRICE BID** (Refer Annexure-D).

Both parts of the bid should be submitted in separate envelopes duly signed & sealed.

Thereafter, both envelopes mentioned above should be sealed in a single outer envelope by the Bidder before submission. The outer envelope should be super-scribed as Quotation for "**Hiring of Ambulance services at BHEL, HERP Varanasi**". Offers must be submitted on or before the due date and time of submission at the below mentioned address:

**Sr. Dy. GM (HR),
HR Department
Bharat Heavy Electricals Limited
Heavy Equipment Repair plant,
Tarna, Shivpur, Varanasi-221003 (U.P.).**

- 2.4 In quoting the rates the **Bidders are advised to take into account all relevant factors pertaining to the scope of the contract.** No claim will be entertained on any account at a later date.
- 2.5 BHEL reserves the right to suspend performance of any or all of its obligations under the contract. Such notice shall specify the obligation of which performance is to be suspended, the effective date of suspension and the reasons therefore. The contractor shall there upon suspend performance of such obligation until

ordered in writing to resume such performance by the same authority that ordered for suspension.

- 2.6 The Contractor has to make an agreement with BHEL in the format prescribed on a Rs. 100/- Non-Judicial Stamp Paper.
- 2.7 In the event of tender being submitted by a partnership firm, the tender must be signed with official stamp separately and legibly by each partner or member of firm, or in their absence by the person holding the power of attorney on behalf of the other partners of the firm concerned. Copies of the partnership deed and the power of attorney must accompany the tender.
- 2.8 Tenders & '**Price BID**' not submitted on the prescribed formats shall summarily **be** rejected.
- 2.9 Rate should be quoted in figures as well as in words with respect to each item shown in the attached '**Price Bid**' form and should be submitted in a **separate envelop** super-scribed as '**PRICE BID**'.
- 2.10 Bidders are required to comply with all the statutory provisions such as PF, ESI and minimum wages during the complete duration of the contract as may be applicable in respect of execution of terms and conditions of the contract. If the appropriate authorities raise any such requirement/claim/challan, the bidder will have to fulfill all requirements for which no financial burden shall be passed on to BHEL.

3.0 **Technical Bid:**

Technical bid prepared by the Bidder must contain the following documents in a separate envelope. Tenders will be accepted for further participation only if following documents are deposited as part of Technical bid.

The List of documents to be submitted under Technical bid:

- a) Copy of the proof indicating the nature, Date of establishment and address of the organization.
- b) Copy of a Valid Pan Number.
- c) Copy of Income Tax Return for last 3 financial year ending on 31.03.2019.
- d) **Earnest Money Deposit of Rs. 43000.00 (Rupees Forty-three Thousand only)** in the following forms only:
 - (i) EFT in favour of 'Bharat Heavy Electricals Ltd.'-UTR of which must be provided.

In case of MSME/NSIC vendors, valid EM II certificate along with MSME certificate must be submitted.

- e) Copy of proof indicating a valid PF/ESI number.
- f) Audited Balance Sheet and Audited Profit & Loss Account of the bidder need be submitted for last 3 (three) Financial years, ending on 31-03-2019.
- g) Bidders have to qualify for registration as contractor as per BHEL norms and the pre-qualification as mentioned in the tender document. Relevant documents in support of the same must be submitted along with the technical bid.
- h) Copy of Certificates for experience in providing services required as per Pre-qualification criteria.
- i) No Deviation Certificate – Annexure 'B'
- j) A complete bid form duly signed and stamped as per Annexure 'C'.
- k) Contractor registration form (Annexure - A)

4.0 Offers shall be accompanied with an Earnest Money Deposit (EMD) of **Rs. 43000/- (Forty-three Thousand only)**. Offers without EMD shall be liable to be summarily rejected unless otherwise stated. EMD deposited by the bidder will be forfeited as per Tender Documents if:

- (i) After opening the tender, the bidder revokes his tender within the validity period or increases his earlier quoted rates.
- (ii) The bidder does not commence the work within the period as per LOI / Contract. In case the mobilization time is not specified in the LOI / contract, then within 15 days after award of contract.

4.1 The Earnest money shall be refunded to the unsuccessful bidders within 15 days of award of work. In case of successful bidder, the earnest money shall be adjusted towards the security deposit and the same shall be later adjusted in accordance with BHEL's provision for security deposit.

4.2 **Bidder must be ready to provide the services of Ambulance by 01.12.2019**

4.3 The validity of the bids shall be for **90 days** after the date of technical bid opening. Incomplete offer(s) will be rejected.

5.0 PRICE BID:

5.1 The Bidder shall quote his rates in the prescribed '**PRICE OFFER**' form in a separately sealed envelope. This will be opened only in case of fulfilment / qualification of the Bidder with respect to clause 3 (Technical Bid) above.

5.2 The contract shall be awarded to the qualified L-1 Bidder. L1 bidder shall be decided on the basis of **lowest monthly rate** quoted in the price bid.

5.3 The rates/amount quoted shall remain firm for the entire duration of the contract and no price variation clause for any reason whatsoever shall be entertained.

1) Currently Ambulance services are exempted from GST. However, if at any later date, GST is made applicable to ambulance services, the same will be payable extra on compliance of following conditions:

- (i) GST invoice should contain address, GST No. and PAN No. of BHEL as well as of contractor. Description of service, GST rate and amount should be indicated in the invoice.
- (ii) Three copies of GST invoice should be provided.
- (iii) Declare such invoice in his GSTR-1 Return for the month of providing the service.
- (iv) Payment of GST to statutory authorities within prescribed time.
In case GST credit is delayed/denied to BHEL due to non or delayed receipt of invoice or expiry of prescribed timeline prescribed in GST Law for availing such credit or any other reason not attributable to BHEL, GST amount shall be recovered from the contractor alongwith interest/penalty leviable on BHEL.
In case, contractor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law, GST amount paid by BHEL towards such credit reversal shall be recovered from contractor alongwith interest/penalty levied/leviable on BHEL.

6.0 Validity of Contract:

- 6.1 **The contract will be valid initially for a period of 02 (Two) year** from the date of its commencement and may be extended for further period(s) by mutual consent.
- 6.2 Price quoted/agreed upon negotiation shall remain firm for the entire period of contract.
- 6.3 All payment of salaries / compensation to the Ambulance staff shall be settled by the contractor only.

7.0 Security Deposit

- 7.1 An amount equal to 5 % of the awarded contract value shall be deposited by the contractor as security deposit towards fulfilment of any obligations in terms of the provisions of the contract.
- 7.2 Security Deposit amount shall not carry any interest and may be furnished in the following forms:
 - (i) By EFT.

- (ii) Fixed deposits, NSC, Kisan Vikas Patra duly pledged and discharged in favour of BHEL. Subject FDR should bear its auto renewability clause/feature
- (iii) Bank Guarantees from any scheduled Bank in the format approved by BHEL.

7.3 It may be recovered @ 10% from running Bills. However, in such cases at least 50% of the Security Deposit amount should be deposited before start of work and the balance 50% to be recovered from running bills.

7.4 The successful Bidder(s) shall, within Seven (7) days of the receipt of LOI by them, deposit with the Finance Department of BHEL, HERP, Tarna, Varanasi a sum which together with the amount of earnest money already deposited by them along with their tender shall add up to the Security Deposit amount to be computed as specified in clause 7.1 above.

7.5 The security deposit will be retained by BHEL for full term of the contract as security for due fulfilment of the contract and it shall not attract any payment of interest.

7.6 Without prejudice to any other rights of BHEL under provision of these document or tender or any other law for the time being in force, the security deposit and any other amount securing to the contract and any amount payable to the party shall be liable for forfeiture in the event of the party violating any of the conditions of the contract and/or to be set off against any damages or expenditure incurred by BHEL on account of omission and commissions by the party(s).

7.7 Format of bank guarantee for SD shall be provided to successful bidder.

8.0 Payment:

8.1 The bills for the work/service completed shall be presented to the Human Resource Department of BHEL, HERP, Varanasi once in every month supported with log book and other related documents as may be prescribed by BHEL.

8.2 The bills shall be supported with all required documents pertaining to the claim.

8.3 Due payment will be made through EFT mode only within one month of submission of bills by the party for which details of Bank Account, IFSC code of the contractor's bank shall be furnished by them to Finance department of BHEL, HERP, Varanasi. Payment shall be made only at the agreed rates.

8.4 All other costs whatsoever must be borne by the contractor.

8.5 The Vendor should submit two copies of the bill to BHEL for payment once in every month and BHEL shall pay the said bill after necessary checking within 30 working days from the date of receipt of the bill at Finance Department.

8.6 Clarification required, if any, on the bill submitted by contractor/supplier/service provider shall be sought by BHEL in one go within 7 days from the date of submission of the bill. Payment of the bill as per clause 8.5 shall be made only after receipt of clarifications. Time taken by contractor/supplier/service provider in providing clarification will not be counted within 30 days mentioned in previous clause for calculation of payment due date.

8.7 TAXES AND OTHER DUTIES:

1. Goods and Service Tax (GST), if applicable, for the execution of the contract shall be payable extra.
2. New taxes and duties, if imposed subsequent to the due date of offer submission by statutory authority during contract period (including extension if the same is not attributable to you) shall be reimbursed by BHEL on production of relevant supporting documents to the satisfaction of BHEL. However, you shall take prior approval from BHEL before depositing new taxes and duties.

9.0 Responsibilities of the contractor and compliance with applicable Labour Laws:

- 9.1 The contractor is liable to abide by all necessary licenses / permissions from the concerned Authorities and shall comply with all statutory norms/requirements.
- 9.2 The contractor shall be solely responsible for the payment of wages and other dues to the personnel, if any, deployed by him least by 7th day of the subsequent month.

10.0 Extension and termination of the contract:

- 10.1 The contract may be extended on the same rate and terms & conditions for further period(s) by mutual written consent.
- 10.2 After award of contract, if the Bidder on whom the contract is awarded fails or neglects or refuses to observe / perform any of the terms and conditions / obligations under the contract, BHEL may without prejudice to their other rights under the contract, terminate the contract without assigning any reason thereof and without any notice and recover from the party(s) any damages suffered by it on account of the failure, neglect, refusal, violation or any part thereof including the amount by which the cost of completing the work left by any other agency shall exceed the amount under this contract.

11.0 Closing of Contract:

11.1 The Contract shall be considered completed and closed, upon completion of provision of services as specified in the contract document / BOQ & contractual obligations of the contractor fulfilled as per BHEL's requirement, after settlement of final bill and furnishing of No Claim Certificate in Non judicial stamp paper and Indemnity Bond in Non judicial stamp paper for compensating BHEL against third party liability for labour and all other statutory levies to Government agencies as well as , indemnifying M/s BHEL against all claims and demands including other govt. dues viz. EPF/ESI and all other dues/deductions from BHEL in regards to issued work order.

12.0 Reverse Auction:

BHEL reserves the right to go for Reverse Auction for Price Bid Opening by BHEL appointed service provider, instead of opening the submitted sealed price bid in the conventional way. The Business Rules for Reverse Auction shall be as per BHEL guidelines issued from time to time & communicated to the contractor after decision of BHEL to go for Reverse Auction (RA).

13.0 Force Majeure:

- (i) "Force Majeure" means an event beyond the control of the contractor and not involving BHEL's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of BHEL either in its sovereign or contractual capacity, wars or revolution, floods, epidemics, quarantine restrictions and freight embargoes and/or other unforeseen events.
- (ii) If a force majeure situation arises, the contractor shall promptly notify BHEL in writing of such conditions and the cause thereof. Unless otherwise directed by BHEL in writing, the contractor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternatives means for performance not prevented by the force majeure event.

14.0 Resolution of disputes:

All disputes claims or actions arising out of/under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts having jurisdiction over BHEL, Varanasi.

15. Arbitration:

All questions/interpretations regarding subject matter of the contract shall be decided by the contractor on the request of the BHEL and the decision of the BHEL shall be final.

1. In case of dispute, steps shall be taken by the parties to the contract to settle the same through negotiations.
2. In case, dispute is not settled in negotiations, it shall be referred to conciliator appointed by the competent authority of the BHEL. The conciliation proceedings with respect to a dispute as defined in the bhel conciliation scheme , 2018 and subsequent revisions can be initiated under the scheme at any stage whether before , during or even after the commencement of arbitration proceedings or litigation before courts .
3. In case dispute is not settled in conciliation proceedings, the same shall be referred to arbitration as per corporate guidelines of the BHEL and the arbitration proceeding shall be conducted as per provisions of the arbitration and conciliation act, 1996 read with corporate guideline as amended from time to time.
4. the Contractor shall continue to perform the contract, pending settlement of dispute(s).

16.0 The Contractor shall compensate BHEL for any loss or damage to the plant / property, material of BHEL due to his workmen / representatives' negligence or otherwise during execution of work contract.

17.0 BHEL Fraud Prevention Policy:

The bidder along with its associate/collaborators/sub-contractors /sub vendors / consultants/ service providers (as applicable) shall strictly adhere to BHEL Fraud Prevention policy displayed on BHEL <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about any fraud or suspected fraud as soon as it comes to their notice.

SECTION - II
SPECIAL TERMS & CONDITIONS

SCOPE OF WORK

The job involves provision of ambulance vehicle with specified equipment, communication facilities and driver as per the specifications given below.

The ambulance should be provided with the following facilities:

Sl. No.	Description	Requirement	Remarks
1.	Ambulance: Vehicle Make / Model (The purchase date of vehicle to be supplied for use as of Ambulance shall not be earlier than 01.04.2017)	Make: Maruti Ecco Model – Diesel 5 SEATER AC with Heater	Copy of Vehicle Registration Certificate to be attached
2.	Place of work	Varanasi and adjoining areas	Vehicle to be placed at BHEL, Varanasi.
3.	Required No.	1 (One) No.	
4.	Working days	All days including Sundays and holidays	
5.	Working Hours	24 hrs. (3 shifts)	
6.	Operator	One driver along with one qualified technician for each shift	
7.	Requirement in the Ambulance		
	Ambulance collapsible stretcher		
	Side stretcher		
	12V plug point for operating suction apparatus		
	Clamp for Oxygen cylinder with Oxygen gas cylinder		
	Hook for hanging IV fluid bottle		
	Drug cabinet (Medicines will be provided by BHEL)		
	Attendant Seat		
	Hook for hanging IV fluid bottle		
	Window screens		
	Fans for Patients		
	Safety : Fire extinguisher dry powder type		
	First aid box		
	Dust bin for medical waste		

- 1) The vehicle used for ambulance service should be registered in the name of bidder only.
- 2) The ambulance should have valid Registration certificate for ambulance services, Fitness certificate, Comprehensive Insurance certificate (including third party, property and damage coverage), valid permit, pollution control certificate and/or exhaust emission certificate etc.
- 3) Original documents to be submitted by the contractor as and when it is required by BHEL.
- 4) The contractor should pay necessary taxes and other insurance payment and carry out exhaust emission test as statutorily required. All the connected documents should be kept alive during the contract period.
- 5) The front & rear wind screens should have a sticker reading "**AMBULANCE**" and "**ON BHEL DUTY**". The Ambulance will be parked at BHEL premises at Tarna, Shivpur, Varanasi for which suitable place will be provided. **The service provider/contractor shall not display the name of the firm/establishment anywhere on the outer side of the ambulance.**
- 6) The vehicle should be well maintained and in good running condition. It should run smoothly without any vibration to avoid patient fatigue, during contract period failing which, BHEL reserves the right to terminate the contract.
- 7) The fuel tank should always be kept full and at any point of time the level should not be less than 50% of tank capacity.
- 8) BHEL officials shall carry out inspection of Ambulance offered and their decision regarding acceptance and rejection is final.
- 9) In case the ambulance is used for purposes other than transporting patients requiring urgent medical attention and hospitalization, a charge of Rs. 1,000/- per incident shall be collectible from such employees excluding the cost of fuel which shall be levied extra.
- 10) The ambulance shall **NOT** be used for ferrying patients from hospitals to their residences after getting discharged post in-house treatment in any hospitals.
- 11) The ambulance shall report to BHEL's Security in-charge stationed at the main Gate of the BHEL plant. He will be entrusted (in consultation with BHEL Human Resource Deptt.) with the authority to depute the ambulance on medical emergency calls from persons in need after fulfilling the necessary formalities by the concerned. Under no circumstances the vehicle will move from factory premises without permission of BHEL-Security In-charge. It has to be ensured by the persons available at the time that genuine medical emergency exists before deputing the vehicle.
- 12) 24 hours availability of the ambulance should be ensured in BHEL, premises at Tarna, Shivpur, Varanasi to attend emergency cases at any time.
- 13) The log book for the vehicle shall be maintained by the contractor's driver, which will be cross-checked as and when required. The copy of log book to be submitted

along with the bill at the end of every month for claiming the payment.

- 14) The driver and the technician stationed in the Ambulance should be well behaved and courteous with the patient and their attendant / family members / relatives. He should display restraint and wisdom in dealing with excited passengers. In case of misbehaviour by the driver, a suitable penalty can be imposed for each occasion. In case there are multiple repetitions with a particular driver, he will have to be changed.
- 15) Ambulance should have cleaned & ironed white seat covers at all times. In case of failure to do so, BHEL will get the same prepared and deduct the amount from the bills apart from recovering a penalty of Rs.100/- per incidence.
- 16) The bidder will have to provide two pairs of uniform to each driver and one pair of black shoes. The shirt should have a label showing the name of the Firm on the left and a name plate pinned on the right side of the shirt showing the name of the driver.
- 17) The driver(s) will have to be provided with a mobile phone. They will keep the mobile phone charged and in fully operative condition. No additional cost shall be reimbursed by BHEL on account of the same.
- 18) The contact person shall have to meet the HR Department representative at least once every fortnight for obtaining feedback about the operation of the ambulance. The instructions issued by the HR Executive will be noted down by the contact person in Two Copies, one each for the contractor and BHEL.
- 19) In case of breakdown of Ambulance on any day, another Ambulance with compatible facilities will have to be provided immediately. In case of failure to provide another Ambulance, a penalty @ Rs. 1,000/-per day will be imposed over and above the proportionate deduction from monthly payment for non-placement of the ambulance, calculated on per day basis for that particular month.
- 20) If the contractor fails to provide his service on any day(s) on account of any reason attributable to the contractor, BHEL shall make alternative arrangement at the risk and cost of the party along with 15 % overhead charges.
- 21) This will be allowed only for maximum 7 days, after which management reserves the right to terminate the contract at the risk & cost of the bidder and also forfeit their Security Deposit.
- 22) The Ambulance will have to be maintained by the contractor in good running and working condition which includes but not limited to the following:
 - a) Minimum noise of engine and body while running
 - b) Tyres with proper treads
 - c) Appropriately Inflated Stepney
 - d) Working headlights, tail lamps, indicators, speedometer, milometer etc.
 - e) Proper paint on the outside
 - f) Good condition of bumpers
 - g) Upholstery in good condition including washed and ironed white seat covers

- h) Proper locking of all doors
- i) Proper closing and opening of all windows
- j) Dusting of dashboard, rear board, matting, windscreen, windows and body.

23) The bidder will have to maintain a log book provided by BHEL and the signature(s) of the person who has used the ambulance, which shall be required to be countersigned along with staff no. by the concerned employee requisitioning such services. The log book shall also contain details of the employee/dependent requiring emergency assistance. The logbook will be the Company's property and the driver has to keep it in the safe custody. No unauthorized person should be allowed to travel in the Ambulance when on BHEL official duty.

24) The ambulance should work on all Sundays, all local and National holidays, i.e. it should work throughout the year without any break.

25) The ambulance should have one side stretcher arrangement and other side sitting arrangement lengthwise and when stretcher is not required both side should have sitting arrangement.

26) The ambulance should have good condition spare tyre with vehicle, and if required to change immediately in case of puncture. The driver must be trained in this regard.

27) The ambulance should have necessary tools box in case of emergency repair like tyre changing, in case of puncture, and for other maintenance issues and minor repairs.

28) The ambulance services should be operated in 24 hours continuous service with mobile phone facility to contact in emergency.

29) The driver should wear uniform compulsorily while on-duty.

30) The contractor shall provide immediately another ambulance in case of breakdown.

31) All statutory norms like PF, ESI, if applicable, to be arranged for the drivers and technicians working in ambulance service, BHEL will not be responsible for any consequences out of any violation of rules or acts by the contractor. If BHEL is liable to pay any such amount due to violation of relevant laws by the contractor, the amount so paid shall be recovered from the contractor's bill.

32) The Contractor shall get the character & antecedents of his own drivers verified from District Magistrate's office and intimate the same to the management before deploying them to work.

33) Reimbursement of fuel shall be made at the existing rate of DIESEL @ 1 litre for every 15 km. However, the contractor is free to deploy vehicle run by alternative fuel types keeping in view that the reimbursement shall be limited to the current rates of DIESEL only.

The ambulance runs approximately for 300 to 350 kms per month. The above figure is only indicative and may vary as per requirement.

Payments:

- 1) Fixed monthly rental charges shall be paid to the contractor as per accepted rates. The rate shall be all inclusive of the requirements of the NIT including driver and technician and all incidentals. Only fuel cost shall be reimbursed as per terms and conditions of the NIT over and above the monthly rental.
- 2) The contractor shall raise the bills at the end of every month in Triplicate along with the copy of log book and the payment will be processed within 30 days from the date of receipt of bills at Finance Dept complete in all respect.
- 3) The monthly charges for the Ambulance along with all included requisites (running 24 X 7) will be as quoted by the bidder and agreed upon by both the parties.
- 4) Medical consumables used for the patients during transportation to medical hospital/facility shall be reimbursed on actuals on the basis of certification by the Technicians/ Pharmacists-cum-Ward boy etc. duly countersigned by the designated authority of BHEL.
- 5) In addition to payments as above, running charges of the ambulance at the current rate of one litre DIESEL for every 15 (fifteen) kilometer shall also be reimbursed by BHEL. For the purpose of ascertaining the actual kilometer running proper log book, to be provided by BHEL, of every journey should be maintained.
- 6) All charges will be inclusive of all taxes, duties and levies as may be charged by the State/Central Government from time to time.
- 7) The charges shall be valid for a period of two years and there will not be any upward revision.
- 8) The total cost for servicing and maintenance of the vehicle, cost of lubricants, mobile expenses, road tax for vehicle, insurance and other misc. expenses, if any, shall be borne by the contractor.

Validity:

The tenancy of the contract will initially for a period of 02 (two) years from the date of commencement of the contract which may be extended on mutual agreement for a further period of one or two year on the same terms and conditions.

Termination:

BHEL reserves the right to terminate the contract without assigning any reason thereof by giving 15 days prior notice to the contractor or immediately in case of failure to place any alternative ambulance for a continuous period of seven days.

Annexure D

BHARAT HEAVY ELECTRICALS LTD. HERP, Varanasi

Date:

Section III PRICE BID

(Important: Contractor is advised to read the technical bid thoroughly before quoting)

1. Title of work : Hiring of Ambulance services at BHEL, HERP Varanasi.
2. Tender No : HERP:HR: Ambulance:2019 Dated: 18.10.2019

Sl no.	Item	Rate (Rs. /Month)	Quantity (Months)	Amount (Rs.)
		(A)	(B)	(C=A X B)
1.	Monthly Charges for providing Ambulance Services at HERP Varanasi as per NIT	Rs. _____ (in digits) Rupees _____ _____ _____ (in words)	24	
Gross Amount (Rs.)				

Note:

- 2) The above rates are exclusive of fuel charges. Fuel shall be reimbursed at the rate of 1 litre for every 15 km of running as per actual rates of DIESEL only. Fuel consumption shall be calculated as per actual running in KMs certified in the logbook.
- 3) Currently Ambulance services are exempted from GST. However, if at any later date, GST is made applicable to ambulance services, the same will be payable extra on compliance of following conditions:
 - (v) GST invoice should contain address, GST No. and PAN No. of BHEL as well as of contractor. Description of service, GST rate and amount should be indicated in the invoice.
 - (vi) Three copies of GST invoice should be provided.

(vii) Declare such invoice in his GSTR-1 Return for the month of providing the service.

(viii) Payment of GST to statutory authorities within prescribed time.

In case GST credit is delayed/denied to BHEL due to non or delayed receipt of invoice or expiry of prescribed timeline prescribed in GST Law for availing such credit or any other reason not attributable to BHEL, GST amount shall be recovered from the contractor alongwith interest/penalty leviable on BHEL.

In case, contractor delays declaring such invoice in his return and GST credit availed by BHEL is denied or reversed subsequently as per GST Law, GST amount paid by BHEL towards such credit reversal shall be recovered from contractor alongwith interest/penalty levied/leviable on BHEL.

(Signature)

Seal of the bidder

Annexure 'B'

NO DEVIATION CERTIFICATE

To,
Sr. Dy. GM (HR)
Bharat Heavy Electricals Ltd.
Tarna, Shivpur
Varanasi

Sub: Quotation for "**Hiring of Ambulance services at BHEL, HERP Varanasi**"

Sir,

This is to inform you that we have not taken any deviation from any of the terms and conditions mentioned at **Section: I - General Terms and Conditions** and **Section: II - Special Terms and Conditions**, of the tender documents while quoting the rates for the tender for **Hiring of Ambulance services at BHEL, HERP Varanasi**.

All the terms and conditions mentioned at **Section-I** and **Section-II** of the tender document No. TENDER No.: HERP: HR: Ambulance: 2019 are acceptable to us.

Thanking you,

Yours Sincerely

Signature seal and address of the party

Annexure 'C'

To,
Sr. Dy. GM (HR)
Bharat Heavy Electricals Limited,
HERP, Tarna, Shivpur
Varanasi-221003

Sir,

Having examined the Bid Documents, the receipt of which is hereby duly acknowledged, we the undersigned, submit our offer for services for '**Hiring of Ambulance services at BHEL, HERP Varanasi**' in conformity with the said Bid documents in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to **provide such services by 01.12.2019** as specified in the Bid document.

We agree validity of all Terms and Conditions of this Bid for a period of 90 (Ninety) days from Technical Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your Letter of Intent/notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the Laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", if we are found involved, in any manner, in Bid pooling or Law against fraud and corruption my/our firm may be black listed.

Further we certify that our organization is not blacklisted by any Govt. Deptt./Govt. Of India Undertaking/Autonomous body etc.

Thanking you,

(Signature)
Name & Seal of the Firm

Place: _____
Date: _____

Annexure E

Certificate by Chartered Accountant on letter head

This is to Certify that M/S (hereinafter referred to as 'company') having its registered office at is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II) dtd:....., Category: (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:
Rs.....Lacs

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs forMicro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:



(Signature)

Name -

Membership number -

Seal of Chartered Accountant

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.1 GENERAL INFORMATION

Sl No	Detail/Particulars	Remarks by BHEL, if any
1.1.1	<u>Name of Company seeking Registration:-</u>	
1.1.1a	Work description/package for which registration is sought.	Package code to be given by BHEL
1.1.2	Date of Incorporation/Establishment :- (Please attach Certificate of Incorporation)	
1.1.3	<u>Registered Office Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.4	<u>Head Office Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.5	<u>Mailing Address:-</u> ➤ Tel No : ➤ Fax No : ➤ Email ID: ➤ Web site :	
1.1.6	<u>Officer to be contacted for clarification on CONTRACTOR</u> <u>Empanelment:-</u> Name & Address ➤ Tel No : ➤ Fax No : ➤ Email ID:	

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

		Remarks by BHEL, if any
1.1.7	<p>Branches:-</p> <p>Address:-</p> <p style="margin-left: 40px;">➤ Contact Person: : ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
ii	<p>Address:-</p> <p style="margin-left: 40px;">➤ Contact Person: : ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
iii	<p>Address:-</p> <p style="margin-left: 40px;">➤ Contact Person: : ➤ Tel No : ➤ Fax No : ➤ Email ID :</p>	
1.1.8	<p><u>Sister Concerns if any:-</u></p> <p>Address:-</p> <p style="margin-left: 40px;">➤ Contact Person: : ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	
ii	<p>Address:-</p> <p style="margin-left: 40px;">➤ Contact Person: : ➤ Tel No : ➤ Fax No : ➤ Email ID : ➤ Web site :</p>	

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.2 OWNERSHIP INFORMATION

1.2.1	TYPE OF COMPANY (please tick “√” any one applicable)	Documents to be submitted	Remarks by BHEL, if any
i	Govt of India Undertaking <input type="checkbox"/>		
ii	State Govt Undertaking <input type="checkbox"/>		
iii	Public Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
iv	Private Limited Company <input type="checkbox"/>	Memorandum and Articles of Association	
v	Co-operative Society <input type="checkbox"/>	Society Rules and Byelaws	
vi	Partnership Firm <input type="checkbox"/>	Partnership deed	
vii	Proprietorship <input type="checkbox"/>	Professional Tax Registration & Municipal Registration	
viii	Any Other (specify) <input type="checkbox"/>	Supporting docuemnts	

1.2.2	DIRECTOR/PARTNER/OWNER/PROPRIETOR INFORMATION	Position Held In Company	Remarks by BHEL, if any
i			
ii			
iii			
iv			

1.2.3 DIRECTORS / PARTNERS, IF RELATED TO ANY BHEL EMPLOYEE.

NAME :
STAFF NO. :
DESIGNATION :
UNIT & DEPARTMENT :
RELATIONSHIP :

1.2.4 IF ANY EX-BHEL PERSONNEL IS EMPLOYED BY THE COMPANY, MENTION HIS / HER DETAILS OF LAST POSTING.

NAME :
STAFF NO. :
DESIGNATION :
UNIT & DEPARTMENT :
DATE OF LEAVING SERVICE :

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.3 REGISTRATION PARTICULARS

SI No	Description (PLEASE INDICATE PARTICULARS IN THE SPACE PROVIDED FOR EACH)	Required for	Documents to be submitted	Remarks by BHEL, if any
a	INCOME TAX (PERMANENT AC NO):-	All categories	Copy of Certificate	
b	GST REGISTRATION NO. & DATE	All Categories	Copy of Certificate	
c	Sales Tax VAT Registration Number and Date :			
1		As applicable	Copy of Certificate	
2.		As applicable	Copy of Certificate	
3.		All categories	Copy of Certificate	
4.		As applicable	Copy of Certificate	
5.		As applicable	Copy of Certificate	
d	PF Registration	All categories	Copy of Certificate	
e	CPWD/Government Organisation	As applicable	Copy of Certificate	
f	Geological Survey Of India/Equivalent	For Geo Tech Investigationsetc	Copy of Certificate	
g	IBR	For Boiler and IBR Piping	Copy of Certificate	
h	Contractorship License for Electrical Works (from any State/Union Territory of India)	For Electrical Works	Copy of Certificate	

1.4	MANPOWER	Remarks by BHEL, if any
A	Organisation Strength (In number): (please submit Organisation Chart)	

B	List of Key Persons on rolls of the Company	No of persons in the Company	Qualification	Total work experience	Remarks by BHEL, if any
	Category				
i	Resident Managers/Resident Engineers				
ii	Site Engineers (Erection & Commissioning)				
iii	Site Engineers (Quality)				
iv	Site Safety Co-ordinators				
v	Site Supervisors				
vi	Skilled Workmen				
vii	Others				

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.5 OTHER PARTICULARS

A	Registration with BHEL and Other Firms	Registration/ Empanelment Number	Registration/ Empanelment valid upto	Document to be submitted	Remarks by BHEL, if any
i	BHEL/Northern Region			Documentary evidence	
ii	BHEL/Eastern Region			Documentary evidence	
iii	BHEL Southern Region			Documentary evidence	
iv	BHEL Western Region			Documentary evidence	
v	Electricity Boards			Documentary evidence	
vi	NTPC/other Public Sector/Private Sector			Documentary evidence	
vii	PWD/Railways			Documentary evidence	

B	BANKING DETAILS OF COMPANY		
	Information of Bank Account of Company	Document to be submitted	Remarks by BHEL, if any
	<p>The following information of Bank Account of the Company, duly endorsed by the Bank (required for Electronic Fund Transfer – EFT/RTGS) is to be submitted</p> <ol style="list-style-type: none"> 1. Name of the Company 2. Name of Bank 3. Name of Bank Branch 4. City/Place 5. Account Number 6. Account type 7. IFSC code of the Bank Branch 8. MICR Code of the Bank Branch 9. Details of other Bankers (for reference purpose only) <p>NOTE : CONTRACTORs who have already submitted the above information are requested to submit a copy of the same</p>	Information of Bank Account of the Company, duly endorsed by the Bank	

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-I: Company Profile & Organisational Information

1.6	QUALITY SYSTEMS	Certificate Number and Valid upto	Document to be submitted	Remarks by BHEL, if any
A	Accreditation to ISO 9001		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
B	Accreditation to ISO 14000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
C	Accreditation to OHSAS 18000		Copy of accreditation certificate OR Copy of 'Table of Contents' of 'Quality Manual'	
D	In House Quality Systems		Copy of quality manual .	

1.7 FINANCIAL INFORMATION FOR THE PREVIOUS THREE YEARS

SI No	Financial Information	Financial Value in Rupees in Lakhs (Audited)		Remarks by BHEL, if any
		Year	Value in Rupees in lakhs	
i	NET WORTH (Latest) Paid up Share Capital# + Reserves			
ii	SALES/TURN OVER (Last three Financial Years)			
		Average		
iii	CASH PROFIT (PAT + Non Cash Expenditure viz Depreciation) (Last three Financial Years)			
iv	Whether CONTRACTOR has been referred to BIFR/NCLT/ any other similar Govt. Agency (If 'YES' enclose details)		YES/NO	
v	Whether CONTRACTOR is a potential sick Company (If 'YES' enclose details)		YES/NO	
vi	Copies of Audited Annual Accounts (Balance Sheet, P&L Account, Cash flow statement) for the last three (3) years to be submitted.			
vii	Status of Tax assessments done under various laws (Income Tax, VAT/Sales Tax, Excise & Service Tax, Custom) and details of disputes pending, if any, with these authorities to be submitted.			

Legend:

: Share Capital OR Partnership Capital OR Proprietor Capital as the case may be

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-II: Resources owned by the company

RESOURCES

A) TOOLS & PLANTS, MACHINERY OWNED BY COMPANY

1. Please indicate all important T&Ps, Machinery owned by Company
2. Please use additional sheets if required

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-II: Resources owned by the company

B) INSPECTION, MEASURING AND TESTING EQUIPMENTS OWNED BY COMPANY

1. Please indicate all important Inspection, Measuring and Testing Equipments owned by Company
2. Please use additional sheets if required

BHARAT HEAVY ELECTRICALS LIMITED
CONTRACTOR REGISTRATION FORM

SECTION-II: Resources owned by the company

TIEUPS or RATE CONTRACTS ENTERED
COMPANY PROPOSES TO INDICATE

TIEUPS or RATE CONTRACTS ENTERED INTO BY THE COMPANY FOR PROVIDING VARIOUS SERVICES WHICH THE

1. Please indicate all important Tie Ups entered by Company for providing various services
2. Please use additional sheets if required

