



**BHARAT HEAVY ELECTRICALS LIMITED**

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

**TRANSPORT DEPARTMENT  
NOTICE INVITING TENDER**

**Name of work : Operation of following transport vehicles on hire basis at Thirumayam Project, Pudukottai District.**

Description	Qty.	Period	E.M.D	Tender No.
<b><u>Hiring of:</u></b>  (1) Non A/c ambassador taxi (year of manufacturing 2009 or after) Operation at Thirumayam Project, Pudukottai District.	3 No.s	1 year	Rs.10,000	BHE/IT/003/10-11
(2) Maruthi mini Ambulance (year of manufacturing 2009 or after) operation at Thirumayam Project, Pudukottai District.	1 No.	1 year	Rs.10,000	BHE/IT/004/10-11

**Last Date for Receipt of Tenders : 14.00 hrs. on 19.01.2011**

**Date of Tender Opening : 14.30 hrs. on 19.01.2011**

**ISSUING OFFICER**

## **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. Erasures 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. Wherever there is a difference in the two, the rates in words will be taken as final.**
- (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 favourable 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) If a bidder withdraws his offer after submission of his tender or after acceptance of his tender, fails to start the work in accordance with the instructions of BHEL, the Earnest Money Deposited by him shall be forfeited.
- (k) 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.
- (m) Submission of tenders by hard copy only.

**ISSUING OFFICER**

**PART –I**  
**SECTION -I QUALIFYING CRITERIA**  
**TENDER NO.BHE/IT/AC INDICA/002/2010-11**

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

<b>SL. NO.</b>	<b>REQUIREMENTS</b>	<b>BIDDERS RESPONSE</b>
<b>01</b>	The bidder should have min. 3 years experience in supplying on regular contract basis for State/Central Govt. <u>or</u> under takings <u>or</u> private firms. Performance certificate from the customers (minimum two) should be furnished.	
<b>02</b>	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.	
<b>03</b>	Bidders must be in the business of providing services of taxis on hire basis in the last three years as on 30.10.2010. They should provide necessary work order copies. Only bidders who have previous experience in the work of this nature and description detailed in this tender specification are expected to quote for this work duly detailing their experience along with the offer.	
<b>04</b>	Services offered by the bidder must meet the requirements of contract as detailed in the Tender specification.	
<b>05</b>	<b>Financial Status:</b> i. Audited Balance sheets for three years to be provided.(F/Y 2006-07, 2007-08 &2008-09. ii. Copies of Financial Turnover of the Income Tax Return for three years to be provided.(F/Y 2006-07, 2007-08 &2008-09.	

**SECTION-II  
COMPANY PROFILE**

<b>SL.No.</b>	<b>PARTICULARS</b>	<b>BIDDERS RESPONSE</b>
<b>01.</b>	<b>Name of Cabs/Travels</b>	
<b>02.</b>	<b>Status of the Cabs/Travels</b>	<b>1.Proprietorship 2.Partnership</b>
<b>03.</b>	<b>Full address of the Cabs/Travels</b>	
<b>04.</b>	<b>Name of the Proprietor/Partner (in case of Partnership, deed copy should be submitted)</b>	
<b>05.</b>	<b>Registration No . and date (copy should be enclosed)</b>	
<b>06.</b>	<b>Telephone No. of the firm</b>	
<b>07</b>	<b>Organisational structure with name and designation</b>	
<b>08.</b>	<b>PAN No. and Service Tax No.</b>	

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

<b>SLNo.</b>	<b>REQUIREMENTS</b>	<b>BIDDERS COMPLIANCE</b>
<b>01.</b>	The Bidder shall submit the offer in TWO PARTS in two separate covers 1.Technical (Part-I) 2. Price Bid (Part-II) (Covers should be superscripting the name of work and Tender No.)	
<b>02.</b>	D.D for E.M.D should be submitted in a separate cover and superscripting the name of work and tender No. as per the Tender Notice.  (The Tender without EMD is liable to be rejected.)	<b>DD No. &amp; Date</b>
<b>03.</b>	All the above 3 covers put into a large single cover and superscripting Tender Notice.	
<b>04.</b>	The Part-I Technical bid alone will be opened on the Tender opening date.	
<b>05.</b>	Part-II Price Bid of technically suitable bidders alone will be opened after giving prior intimation.	

**Section-IV**  
**Contract Technical Requirements**

**Specification cum Compliance certificate for operation of Transport vehicles on Hire basis**

**Requirements and Conditions of Contract:**

1. The colour of the vehicle provided should be WHITE.
2. The requirement of transport vehicles may be increased/ decreased during the period of contract based on the need.
3. Detention charges will be paid only when the vehicle is used beyond 12 hrs in a day operation. Fractional hours will be ignored.
4. Vehicles will be used on all days including Sundays & Holidays. Based on need, required vehicles will be booked on Sundays & holidays with prior intimation.
5. The actual car parking charges incurred at Airport / Railway Stations and temples will be reimbursed by production of the original receipt without any corrections or over writings.
6. The Transport operator should ensure that the drivers are available at the vehicle all the time during operation.
7. The condition of the vehicles like condition of tyres, head-lights/indicators, horn, safety belt etc., should be good, failing which the vehicle will be removed from operation till the defects are set right and in such case the operator should provide good alternate vehicle immediately.
8. The authorized service stations should carry out periodic maintenance / service, and the service report should be provided for verification by BHEL.
9. The starting and closing km readings will be from the In-Charge of Transport section at Thirumayam Project only.

10. EMD for the Tender is Rs10 ,000/- (Rupees Ten thousand only) for each category. EMD is to be paid in the form of Demand draft drawn in favour of Bharat Heavy Electricals Ltd., Tiruchirapalli on any of the nationalised Bank. The Tender without EMD is liable to be rejected. The EMD will be converted as Security Deposit if the contract is awarded to the contractor. For unsuccessful bidders EMD amount will be refunded after finalizing the contract.
11. BHEL will not be responsible for any delay/loss either in obtaining or in submission of the tender documents in time. The bidders are requested in their own interest to ensure that the completed tender documents reach the undersigned well in time, in a sealed cover superscripting name of work.
12. For the successful bidder, Security Deposit will be recovered by deduction from the running bills. EMD paid at the time of tender will be treated as part of the Security Deposit. The Security Deposit will be on the following rates:
- i) Upto Rupees 10 lakhs - 10%
  - ii) Upto Rupees 50 lakhs - 10% on the first Rs.10.00 lakh & 7.5% on the balance

However successful contractor has to remit 50% of Security Deposit before starting of work. Balance will be recovered from running bills.  
No Interest shall be allowed on the Security Deposit.

#### **VEHICLE:**

The Transport operator should fulfil the following requirements in respect of the vehicle during the execution of the contract.

13. The vehicle should be very clean both internally and externally.
14. Seat cover should be washed and changed every week. Minimum 3 sets of seat cover to be provided for each vehicle.
15. Foot mat should be provided.
16. Periodical service of the vehicle in respect of the vehicle/ engine/ lubrication etc. as recommended by the vehicle manufacturer to be done without fail.
17. Tyres should be replaced on completion of 25000 KM running of vehicle.
18. Stepney tyre should be maintained in good condition.
19. Fuel should be always above half tank level.
20. Jockey and hand tools should be made available with the vehicle.



## **DRIVER:**

The Transport operator should fulfil the following requirements in respect of the driver during the execution of the contract.

**21. DRIVERS SHOULD BE PAID AS PER THE GOVT. FIXED MINIMUM SALARY.**

**22. Driver should possess valid driving licence.**

**23. Driver should have minimum 3 years driving experience.**

**24. Driver should possess Batch number.**

**25. Driver should wear neat white uniform during the duty hours.**

**26. Driver should avoid casual dress and footwear.**

**27. Driver should have mobile hand set in good working condition.**

**28. Driver should not be changed frequently.**

**29. Transport operator should allot one driver to one CAR regularly at least for 6 months.**

**30. Driver should adhere to the instructions given by Supervisor-in-charge.**

**31. Driver should first allow the passenger to get inside the car and then only driver should enter the car.**

**32. Driver should open and close the doors for all the passengers/customers while getting into or alighting the car.**

**33. If there is a hand luggage brought by Officials, driver has to come forward and place the luggage in the car.**

**34. Driver should follow strictly the motor vehicle rules.**

**35. Driver should wear safety belt while driving.**

**36. Driver should not demand any money from the user.**

## **OPERATION:**

37. The vehicle should report at Transport section at requested time, regularly to make entry and to get instructions.
38. 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.
39. In case of loss of original trip sheet BHEL reserves the right not to entertain the claim.
40. The Taxi/Ambulance drivers should keep the relevant documents (driving Licence, Badge No., road tax token, registration certificate, insurance cover note, fitness certificate of the vehicle, permit etc.) with the taxi and produce as and when required by BHEL. In case of original document is not available immediately, copy of the same must be kept.
41. Taxis/Ambulance shall be reported in Project site in full readiness and cleanliness for the entire day's operation in respect of fuel availability and willingness of the drivers.
42. Taxis/Ambulance should operate only with the "BHEL" name board supplied by BHEL during the time of operation.
43. The starting and closing km readings will be from Project Transport section only and it will be certified by the Supervisor-in-charge.

## **PENALTY:**

44. Penalty for non supply of vehicles will be levied as under:  
A token penalty of Rs.250/- per vehicle per day for short supply and in addition the excess expenditure incurred by BHEL on account of engaging an alternate vehicle will be recovered from the transport operator.
45. In case of break-down of a taxi/Ambulance while on operation, the vehicle should be replaced by an alternative vehicle within 30 to 60 minutes from the time of breakdown. In case of non-replacement of vehicle in time, BHEL will arrange on its own and recover the amount from the Transport operator. Bills should be prepared combining the total kms and total hrs. of both the taxis (i.e. break down taxi and substitute taxi). No detention charges will be paid for breakdown hours. The log/trip sheet shall mention about break-downs. If the replacement vehicle is not received for break-down vehicle, only fuel charges will be allowed for the break-down vehicle.

46. In case of intermediate break down of a taxi/Ambulance while on operation, a sum of Rs.100/- per hour (fraction breakdown hours will be rounded off to full hour) will be deducted from the particular bill for the break down hours. Otherwise, the contractor should make the taxi/Ambulance available additionally for the break down hours (ie. beyond 12 hours in the case of Full day operation) if required by Transport.
47. In case of major maintenance work in the vehicle provided, the replacement vehicle provided should be 2009 Model.
48. Any amount recoverable from Transport operator towards the loss/damage will be adjusted from the outstanding payments due from BHEL or from the security deposit.

#### **PAYMENT TERMS**

49. Hiring charges shall be paid on production of necessary invoices/bills duly certified by the Transport In-charge.
50. No advance may be paid for operational expenses as well as for capital expenditure towards purchase of vehicles.
51. Service Tax is payable extra by BHEL at prevailing rates as per Government norms. Income Tax will be recovered as per the Government Norms.

### **GENERAL TERMS AND CONDITIONS**

1. BHEL reserves the right to allot the work on trial or temporary basis if required.
2. The contract shall be awarded to successful bidder, initially for a trial period of 3 months and only if the performance during the trial period is satisfactory the contract shall be extended for full term.
3. 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.
4. The Taxi operator should not sell their vehicles without prior permission of BHEL.
5. The Taxi operator shall not sub-let any portion of the contract without the prior written approval of the Accepting Officer.
6. The Taxi operator shall at his own expense reinstate, make good to the satisfaction of the BHEL Management and pay compensation for any injury to any person, loss or damage caused to any property within BHEL complex.
7. Rate quoted by the contractor will be firm throughout the currency of contract.
8. Any addition or deletions or changes in the partnership deed should be informed to BHEL well in advance.
9. BHEL require diesel taxi/Ambulance only. In case of supply of petrol taxis/Ambulance in place of diesel taxis/Ambulance, the charges applicable for diesel only will be allowed.
10. BHEL reserves the right to accept or reject the lowest or any other tender in part or whole and to award the contract to any bidder(s) without assigning any reasons.
11. Subject as aforesaid the provisions of the Motor Vehicles Act or any Statutory modifications or amendments or re-enactment thereof and the rules made there under from time to time have to be followed by the Transport Contractors.
12. Taxis/Ambulance provided to BHEL on hire will be inspected by BHEL in respect of 1) Appearance of the vehicle (2) running condition of the vehicle (3) upholstery (4) physical fitness of the driver and then accepted for use.
13. BHEL reserve its right to refuse to engage any vehicle even after arrival at the Project, if the driver and the vehicle do not conform to any of the regulation of MV act.

14. Any mishap (i.e. fire, accident, etc.,) occurring en-route is the complete responsibility of the Transport operator. He is also responsible for the safe, comfortable and timely transportation of the passengers.
15. BHEL shall have the right to cancel the contract at any time without assigning any reason.
16. Transport contractor should provide cell phone facility (BSNL) to the driver for emergency communication.

**All the Terms & Conditions are accepted.**

**Place:**

**Date:**

**Signature of the contractor  
With seal**

**PART-II**  
**RATE SCHEDULE**  
**FOR DIESEL NON-A/C AMBASSADOR TOURIST TAXIS**  
**YEAR OF MANUFACTURING - 2009 (OR) SUBSEQUENT YEAR**  
**CONTRACT PERIOD-1 YEAR**  
**FOR THIRUMAYAM PROJECT (PUDUKKOTTAI DISTRICT)**

Sl. No.	Description of Work	Unit	Rates in figure
1.1	<b><u>Partial Day Operation</u></b> Partial day operation on hour basis – ceiling limit 25 km per hour	Per hour	
1.2	Extra charges for beyond 25 km/hr	Per Km	
2.1	<b><u>Day Rent Operation</u></b> Full day operation ( total 08.00 to 12.00 hrs) for to and fro from guest house and for employees movements at site.	Fixed rate Per Day	
2.2	Fuel Charges per km	Km	
2.3	Detention charges if any beyond 12 .00 hrs. Rate/hr	Hour	

**CONDITIONS:**

1. Day rent rates are applicable only if the total running km exceeds 120 OR the total time exceeds 8.00 hrs.
2. Partial day operation rates will be applicable if the total running km is less than 120 km OR the total time is less than 8.00 hrs.
3. For detention charges for partial operation will be paid on hourly basis deducting 1 hr/25 km.
4. Fraction in one hour of the detention time will be ignored.
5. Increase/decrease of diesel cost will be paid/ recovered on reckoning 14 km per litre for Non A/C Ambassador taxi, year of manufacturing 2009.
6. Increase/decrease will be calculated only on diesel price.

Signature with seal

**PART-II**  
**RATE SCHEDULE**

**FOR MARUTHI MINI AMBULANCE (PETROL)**  
**YEAR OF MANUFACTURING - 2009 (OR) SUBSEQUENT YEAR**  
**CONTRACT PERIOD-1 YEAR**

**FOR THIRUMAYAM PROJECT (PUDUKKOTTAI DISTRICT)**

Sl. No.	Description of Work	Unit	Rates in figure
1.1	<b><u>Day Rent Operation</u></b> Full day operation (total 08 to 12.00 hrs) for transporting patients to Pudukottai hospital on emergency hours - throughout the year	Fixed rate <b>Per</b> Day	
1.2	Fuel Charges per km	Km	
1.3	Detention charges if any beyond 12 .00 hrs. Rate/hr	Hour	

**CONDITIONS:**

1. Day rent rates are applicable only if the total running km exceeds 120 OR the total time exceeds 8.00 hrs.
2. Fraction in one hour of the detention time will be ignored.
3. Increase/decrease of diesel cost will be paid/ recovered on reckoning 10 km per litre for Maruthi mini Ambulance, year of manufacturing 2009.
4. Increase/decrease will be calculated only on diesel price.

5. In case of break- down of Ambulance while in operation, alternate Ambulance should be arranged within 30 minutes. If the replacement of vehicle not received only fuel charges for running km allowed. During the break-down period if any alternate arrangement made by Transport total charges will be recovered.
6. Ambulance should be fully equipped with necessary medical accessories/ fitments such as ;
  - i. First Aid Kit,
  - ii. Oxygen cylinder brackets
  - iii. Wailing horn and signaling equipment
  - iv. Factory made stretcher
  - v. Medicine cabinet

**Signature with seal**