



**BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR
(HUMAN RESOURCE MANAGEMENT DEPARTMENT)**

No: BHE: RU: HR: Car Call Basis: 16-18

Dated 10.05.2016

M/s _____

Open Tender Notice No: BHE: RU: HR: Car Call Basis /2016-18

Instructions & Opening of tenders: Receipt & Opening of tenders:

- A. The bids in sealed cover I containing "Technical Bid" and sealed cover II containing "Price Bid" should be placed in third envelope super scribing **Hiring of Car with driving facility** on Call basis for use of BHEL-Rudrapur.
- B. Sealed tenders may be submitted in tender box placed in MM Department of BHEL-Rudrapur, up to **1400 hrs. (2:00PM) on 03.06.2016** by firms/ agencies having adequate experiences in this field.
- C. Tenders shall be opened on at **1500 hrs. (03.00 PM) on 03.06.2016**. Interested parties who wish to witness the opening of tender may direct their representative to be present at the place on time.

1. Miscellaneous:

- A. All entries in the tender document should be in one ink. Erasing and over writing is not permitted. All cancellations and insertions should be duly signed by the tenderer concerned.
- B. Tenderer shall fill in all required particulars in the blank space provided for this purpose in the tender documents and also sign each and every page of the tender documents before submitting the tenders.
- C. In quoting the rates the tenderers are advised to take into account relevant factors, including fluctuations in the market rates etc. No claim will be entertained on this account at a later date.
- D. In the event of tender being submitted by a partnership firm, the tender must be signed 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.
- E. BHEL reserves the right to reject any or all of the tenders, partially or in full, without assigning any reasons thereof.
- F. **Tender submitted by party in single bid will be summarily rejected.** For more information kindly contact HR Department at BHEL-CFP-Rudrapur. Tel. No. : 05944-257265, 272, [E-Mail- himanshum@bhel.in](mailto:himanshum@bhel.in), bcmishra@bhel.in, chitras@bhel.in.

2. Validity of Contract:

- A. The contract will be valid initially for a period of two years from the date of its commencement.

3. Earnest money & Security Deposit:

- A. The Earnest money & Security Deposit is NIL.

4. Evaluation of Price Bid:

- A. Price bid of only technically qualified parties will be opened.
B. Rates of all the four kinds of car viz. (2 local and 2 outstation) will be evaluated separately, independent of other.
C. This implies that there will be 4 categories of car booking viz. (Local- Indica, Local-Innova, Outstation- Indica & Outstation-Innova) and consequently 04 numbers of L1 (lowest rate) parties in this tender.
D. Second lowest rate in each of the 04 categories will be L2 part & so on.
E. L-2 Party would be asked to match L-1 rate. If L-1 rate is acceptable to L-2 Party then it will be 2nd party. If the L-1 rate is not acceptable then the L-3 party will be asked to match the rate. If the rate is acceptable then it will be 2nd party. But If the rate is not acceptable then the process will be repeated in the sequence L-4, L-5,..... Party.
F. Considering the practical aspect of call basis of car hiring, the contract will be awarded to L1 and 2nd party (as determined in pervious point E) in each of the 04 categories in the ratio (75:25).
G. In case no other party accepts the L-1 rate then 100 % of contract will be awarded to L-1 party.

5. Booking of the car:

- A. Depending on the requirement of BHEL, appropriate car will be selected for booking.
B. Booking will be given to the L1 and 2nd party in the ratio of 75:25, i.e. L1-L1-L1-2nd party -L1-L1-L1-2nd party -..... sequence will be followed in booking the car.
C. For this purpose a roster will be maintained to figure out the turn of the party.
D. In case the party does not provide the car, then besides other provisions of this tender, the next two chances/ turns of the party will also lapse.

6. Payment

- A. The bill for the work completed will be presented to the HR Department, BHEL, Rudrapur after successful execution of booking. Payment will be made through E-Payment mode only, within 15 days of submission of bills by the contractor.

7. Termination of the contract:

- A. If the contractor(s) fails or neglects or refuses to observe/perform any of the terms and conditions/obligations of/or under the contract, BHEL may without prejudice to other right terminate the contract without assigning any reason thereof and with 30 days' notice and recover from the contractor(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 in the contractor in the contractor under this contract.

8. General Terms and Conditions:

- A. The car proposed to be hired on requirement basis (Local & out Station) with driving facility.
- B. The contract shall be initially valid for a period of 02 (two) years, with a provision to extend it further on same terms and conditions at the sole discretion of BHEL depending upon requirement of the company and the performance of the contractor.
- C. BHEL shall pay booking rent as per work order awarded. The charges so paid shall be excluding of all taxes, duties.
- D. The vehicle should be insured with Insurance agencies under 'Comprehensive' Insurance' terms and Insurance charges, Accidental claim and insurance of driver during the contract period shall be borne and settled by the contractor.
- E. **The Driver for the Car will be provided by the contractor.** The driver of the car should hold valid driving license, be well mannered and be free from any infectious disease. The driver should be in a proper uniform, to be supplied by the contractor at his own cost, at all times of duty. The contractor shall arrange to make available the police verification in respect of driving staff arranged by them, from the place of his/their permanent & present residence. In case it is found that the service rendered by the hand (s) provided by the contractor is/are not satisfactory, he shall make immediate alternate arrangements.
- F. **The vehicle shall be on normal duty for 12 hours daily for local booking. Car hired for beyond 12 hours will be paid @ Rs. 50/- hours.**
- G. The vehicle taken on hire shall be in good condition with all necessary documents.
- H. That the contractor will ensure availability of the vehicle at all times, whenever called for by BHEL. In case if contractor is not able to provide the car as required by BHEL then BHEL may make alternate arrangement at the risk & cost of contractor. The expenditure will be deducted from the pending/next bill of contractor. Two sets of white seat covers and curtains in the vehicle shall be provided with the vehicle and it should be ensured by the contractor that the canvas roof, side and back coverings, tyres etc. are always in perfect condition.
- I. The vehicle shall have all All India Taxi permit and the contractor shall be required to take care of Vehicle Registration, Road-tax, Comprehensive and other taxes etc.,
- J. In case the vehicle meets with an accident while on duty, the contractor shall be solely responsible for taking care of all the formalities i.e. security of the vehicle, FIR, Insurance & repair etc. and all the claims arising out of it or any other consequential damages as per law. In case any amount is spent by BHEL the same shall be deducted from the dues of the contractor.
- K. This agreement can be terminated after one month's notice from BHEL to the contractor without assigning any reason.
- L. Rental charges and/or other charges payable to the contractor shall be paid through E-Payment mode.
- M. The vehicles(s) provided by the contractor should always be in good running condition and free from breakdown.

N. Punctuality/Observance of timings is very important.

9. Miscellaneous:

- A. The contractor should be registered with the appropriate authorities, necessary proof(s) of which should be produced prior to the awarding of contract failing which the contract shall not be awarded under any circumstances.
- B. The contractor will comply with all the statutory requirements and indemnify BHEL against any claim by authorities/ private body on account of non-compliances/ lapses by the contractor or his employees.
- C. Parties should be registered/bonafide having a contract phone number (Landlines and/or Mobile)
- D. Any deviation with ulterior motive / manipulation of any sort during the tenancy of the contract shall be /will be considered as a breach of contract and the same will be liable for cancellation immediately with advance of one month notice.
- E. Contract may also be terminated by BHEL on serving of an advance notice of one month without assigning any reasons thereof.

10. Arbitration:

- A. All disputes between the contractor and BHEL arising out of or relating to the awarding of contract and its operation shall be referred to the arbitration of person to be nominated by Unit Head, Bharat Heavy Electricals Limited, Component Fabrication Plant (CFP), Rudrapur and the decision of the arbitrator shall be final and binding on the parties.

11. Jurisdiction:

- A. 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, Rudrapur.

Signature with Seal:

Name:

Address:

E-Mail Address:

Contact Phone No(s)

FORMAT FOR TECHNICAL CUM COMMERCIAL BID

Sl. No.	Documents/Description		Remarks/Page No.
1	Name & Address of Party	:	
2	Pan Card No. (Enclose a Copy)	:	
3	Service Tax Registration No. (Enclose a Copy)	:	
4	Registration under Shop & Establishment Act (Enclose a Copy)		
5	Bank Account Details (Enclose a Copy of Passbook or Cancel Cheque)	:	
	IFSC Code No.	:	
	Account No	:	
	Bank Name	:	
	Branch Name	:	
6	Acceptance for E-Payment	:	Yes
7	Acceptance to provide car in good condition and trained/qualified driver as and when demanded by BHEL.	:	Yes
8	Acceptance of all terms & conditions of contract by signing & stamping of all technical documents of tender.		
9	Note: The party should submit all the documents mentioned in Sl. No. 02, 03, 04, 05 and Acceptance/details for Sl. No. 06, 07, 08. These are mandatory qualifying criteria & non fulfilment of any one or more criteria shall make the party technically rejected.		

Authorized sign. With seal

Name of the Party:**Address:****Contact Details:****E-Mail Address:**

PRICE BID**(TO BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE)****For supply of Car on Call Basis (A/c):**

Sl. No.	Local Area Booking		Rent (Rs.)	Mileage (KM/Litre)
1	Places within 100 KM from Rudrapur Plant	Indica/ Swift DZire/ Honda Amaze		
		Innova		
Sl. No.	Out Station Area Booking		Mileage (KM/Litre)	Over Night Stay (Rs./Per Night)
1	Places beyond 100 KM from Rudrapur Plant	Indica/ Swift DZire/ Honda Amaze		250
		Innova		250

Remarks

Any other Car of higher grade may be accepted in place of Indica/Innova at the sole discretion of BHEL.

Taxes and Duties extra.

Toll tax, state entry taxes & parking charges will be paid by BHEL on production of original receipts/bills.

The distance/meter reading will be applicable from BHEL Plant or other location as per direction of BHEL & not from agencies' Garage.

Payment for mileage will be made at the rate of diesel available at Rudrapur on the date of booking.

Local Booking

Normal Working Time applicable will be 12 hours/day. Car hired for beyond 12 hours will be paid @ Rs. 50/ hrs.

Night Halt will be paid @ Rs. 250/- per night. However, it will not be counted in running hours.

Out Station Booking

Minimum running commitment for every day (24 hrs.) will be 250 KM.

However, if the car travels for more than commitment distance, then the actual distance will be paid for.

Night Halt will be paid @ Rs. 250/- per night.

NOTE: For local area booking, L1 rate will be determined for an assumed distance travelled of 100 km. However, after the award of Contract, the payment will be made on the basis of actual distance travelled.

DECLARATION:

The above rate shall be valid for the entire period of 02 years. The vehicles to be supplied by the undersigned to BHEL shall be registered as 'Taxi' with the vehicle registration authorities and vehicle insured with Insurance agencies under 'Comprehensive' Insurance' terms.

Name of the Party:**Authorized sign. With seal
Address:****Contact Details:****E-Mail Address:**

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BHARAT HEAVY ELECTRICALS LIMITED, COMPONENT FABRICATION PLANT, RUDRAPUR
Phone No. 05944-257265, 272, E-Mail: himanshum@bhel.in, bcmishra@bhel.in