



BHARAT HEAVY ELECTRICALS LTD., JHANSI

CPR Department

No. CPR/DC/CAR/16-17/0A

Date: 10.04.2017

NOTICE INVITING TENDER

NAME OF WORK: HIRING OF 1 No. 'INDICA' Diesel operated Taxi (without fuel & driver) for One year.

Sealed Tenders are invited in 2 Bid System i.e. 'Technical cum Commercial Bid' and 'Price Bid' for the above work from competent contractors. Tenders shall be sold by **CPR Department** up to **11.00 Hrs.** on **17.04.2016**. Filled tender documents shall be received in tender box kept in CISF room at ADM Building entrance gate up to **13.15 Hrs.** on 18.04.2017. 'Technical cum Commercial Bid' shall be opened on the same day at **14.00 Hrs.** Price Bid shall be opened at a later date after acceptance of 'Technical cum Commercial Bid'.

Tender document can be purchase from CPR Department by depositing Rs. 229/- (Rs. 200/- + VAT 14.5%) in cash office or it can be enclosed in the form of DD. If tender is down loaded from our website www.bhel.com. The tender cost Rs. 229/- must be enclosed along with "Techno-commercial Bid".

Important:

The two bids i.e. Technical cum Commercial Bid & Price Bid should be enclosed in separate sealed envelopes. These two envelopes should be super-scribed Tender No CPR/DC/CAR/16-17/0A dated 10.04.17 'Techno-Commercial Bid' & 'Price Bid' for identification. The two envelopes shall be enclosed in another envelope duly sealed and super scribed as Tender No. CPR/DC/CAR/16-17/0A dated 10.04.17. The 'Price Bid' of only those bidders shall be opened who qualify in the 'Techno-Commercial Bid'. This Sheet should be enclosed along-with the 'Techno-Commercial Bid'.

Contract shall be finalized on L1 basis.

- | | | |
|--------------------------|---|---------------------------------|
| 1. Techno-Commercial bid | - | 07 pages (Page 2 to 8) |
| 1. Price bid | - | 01 page only (Page 9) |
| 3. Tender cost | - | Rs. 200 + 14.5% VAT = Rs. 229/- |

Tender Documents cost paid vide Receipt No. /DD No. _____

Name of Contractor: _____

Address: _____

Contact No. _____

Email id: _____

(Sign, Seal & Date of Issuing Authority)



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TECHNICAL CUM COMMERCIAL BID (TOTAL 07 PAGES)

(PART-A & PART-B)

PART-'A': TECHNICAL DETAILS (1 PAGE ONLY)

The bidders are required to provide information about the following and enclose copies of required documents for hiring of 1 No. 'INDICA' Diesel operated Taxi (without fuel & driver)

Sl. No.	Requirement	Essential/ Desirable	DETAILS (To be filled in by the Contractor)
1	Contact Details (For day to day liaising.....): a) Name of Contact Person: b) Address of Contact Person: c) Land Line & Mobile Numbers d) E-mail Address: e) Fax Number:	Essential	
2	Copy of I.T>Returns (last three Fin. years)	Essential	
3	Signature, Date, & Seal on all pages of the Technical cum Commercial Bid.	Essential	
4	Name of the bidder	Essential	
5	Details of Firm: Company/Partnership Firm/Individual	Essential	
6	Address of bidder	Essential	
7	PAN No.	Essential	
8	Service Tax Regn. No. (PAN based)	Essential	
9	Blank Price Bid	Essential	
10	Validity of Offer – 90 days	Essential	

Note: (a) Non-fulfillment of any of the essential requirements can entail disqualification of the bidder.

All the terms & conditions accepted

(Sign, seal, date, address, tel. of contractor)



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PART-'B'
TERMS & CONDITIONS OF CONTRACT

01. The bidding is in 2 stages i.e. (1) Technical cum commercial bid and (2) Price bid
02. The price bids of only those bidders will be opened who qualify the first stage.
03. Bidders will have to fulfill all the requirements raised by the appropriate authorities for which no financial burden shall be passed on to BHEL. The full burden will have to be borne by the bidder.
04. The bidders are required to quote the **rates** in Rupees only for Indica Diesel operated (without fuel & driver). There should be no cutting or over-writing in the price bid. Please ensure while filling the price bid.
05. For the purpose of deciding the lowest bidder the general formula shall be used to decide L1:
06. Bidder should submit bill on monthly basis supported with log book and other related documents. The service provider will submit proof of Service Tax deposit challan along with the bill if applicable.
07. Monthly bills will have to be submitted in the standard format. The Pool Supervisor will make appropriate necessary corrections before forwarding the bills for payment. Bills not submitted in the standard format will not be accepted for which the contractor will be held responsible.
08. The bidder will have to raise monthly bills for the service rendered; these bills shall be scrutinized by BHEL before payment. Failure to submit the bills within 3 months of the service rendered may disqualify the bidder from any claims. BHEL shall not be responsible for making any payment for which bill has not been raised/submitted to BHEL Jhansi. The bills should be in the format in which price bid has been made. Service Tax, if any, shall be paid extra.
09. The billing period will begin from the 1st/15th day of a calendar month. Bidder should strive to place the vehicle/taxi on 1st/15th day of month.
10. The **validity of the contract** shall be **One year** from date of LOI/Contract.

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11. The ordering/contract will be finalized on lowest technically qualified bidders only.
12. **Security Deposit (SD):** Security deposit as per Works Policy 2016 will be collected from the successful bidder **before start of the work** in the form of either Cash or Pay order or DD or NSS or KVP or Bank Guarantee. The directives given in BHEL Works Policy 2016 shall be fully followed. The S.D will be refunded to the contractor after satisfactory completion of the work and after making necessary recoveries, if any.
13. Successful bidder will pay the Stamp Duty on Security Deposit as per government Rules.

DEDUCTION

16. In case of breakdown of the taxi on any day, another taxi will have to be provided. In case of failure to provide another car, a penalty @ Rs.500/- per day will be imposed. 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.
17. The front & rear wind screens should have a sticker reading "ON BHEL DUTY". The taxi will be parked in BHEL for which suitable place will be provided. In case of failure to do so, BHEL shall, deduct the charges from the contractor's bills and recover a penalty of Rs.100/- per day.
18. The Car will have to be maintained by the contractor in good running condition which includes at least the following:
- i. Minimum noise of engine and body while running;
 - ii. Tyres with proper treads;
 - iii. Inflated Stepney;
 - iv. Working headlights, tail lamps, indicators, speedometer, milometer, temperature indicator etc;
 - v. Proper paint on the outside;
 - vi. Good condition of bumpers;
 - vii. Upholstery in good condition including washed and ironed white seat covers;
 - viii. Proper locking of all doors;
 - ix. Proper closing and opening of all windows;
 - x. Dusting of dashboard, rear board, matting, windscreen, windows and body.

Failure to maintain the same would invite penalty @ 1% of bill for each failure for the duration of the failure/lapse.

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19. **Contractor/Operator will have to fulfill all legal obligations regarding Pollution Norms, Motor Vehicle Act, Service tax etc. as may be applicable to him. The vehicle should have valid tax permit issued by R.T.O. The vehicle must be comprehensively insured for driver, passengers & the third party for the period of the contract.**
20. The vehicle may be deputed for election duties. During this period, payment shall be made as per contract after deducting the cost of fuel and other reimbursement received, if any, by the driver from the Election authorities.
21. The vehicle(s) may be required to go outside Jhansi. Permit charges of other States be reimbursable against documentary proof.
22. The contractor has to abide by all laws, rules & regulation applicable to this type of work. Ignorance of the same does not entitle him to any concessions or claims.
22. Any dispute(s) or difference(s) arising out of or in connection with the contract shall to the extent possible in the first instance be resolved amicably between the contractor and BHEL.
23. In case a dispute is not resolved, the same shall be referred for conciliation by an officer of BHEL. In case, it still remains unresolved, the dispute will be referred for arbitration by an officer of BHEL. (In case arbitration by an officer of BHEL's is not acceptable, the same could be entrusted to any mutually agreeable common functionary or an independent person). The arbitrator will give his award within the shortest period. The award of the arbitrator shall be final, conclusive and binding on both parties.
The arbitration proceeds shall be conducted in accordance with "Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. Language of the Arbitration proceedings shall be in English. The venue of Arbitration shall be Jhansi, India. The court of Jhansi shall have exclusive jurisdiction.
24. Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi Court only.
25. The Contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/- Non-Judicial Stamp Paper.
26. In case of non-satisfactory performance of the contract, BHEL shall have a right of forfeiting the security deposit.

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(Sign, seal, date, address, tel. of contractor)



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

28. BHEL reserves the right to accept or reject any or on offers without assigning any reason (s). The dispute arising out of or in relation of this agreement shall be referred to arbitrator who may be a serving/retired Sr. Officer or any other person of repute whose award shall be binding on both the parties to the agreement. In case any of the parties decides to obtain relief from the court, the dispute arising out this agreement shall be subject to Jhansi jurisdiction.

I HAVE READ AND UNDERSTOOD ALL THE TERMS & CONDITIONS.THE ABOVE HAVE BEEN UNDERSTOOD FROM BHEL OFFICERS / SUPERVISORS. ALL TERMS & CONDITIONS ARE ACCEPTED.

All the terms & conditions accepted

(Sign, seal, date, address, tel. of contractor)



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QUALIFYING REQUIREMENTS

The bidder should submit the following documents along with the offer and comply with the requirements:

1. Should have PAN/TAN Number (copy to be enclosed)
2. Should have Service Tax Number (PAN Based) (copy to be enclosed)
3. Self-Certificate that he is not Blacklisted/Banned/Delisted on the date of tender.
4. Self-Declaration that he is not Blacklisted/under hold from BHEL Jhansi or banned by any Unit/region/office of BHEL.
5. Declaration that he is not guilty by a Court of Law in India for any offence involving fraud, dishonesty and moral turpitude.
6. **Financial Strength:**
Average Annual financial turnover during the last 3 years, ending 31st March of the previous year, should be at least Rs. 41,400/-.
7. **Ownership of Fleet and Experience:**
The bidders should have ownership of minimum 1 Taxi/Vehicles (four wheeler) and experience of running Travel/Tour business. As a proof relevant valid documents of ownership of taxi/vehicle, registration etc. to be submitted along with tender documents.
8. Blank Price Bid format

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BLANK PRICE BID

(To be submitted along with Techno Commercial Offer)

SCOPE OF WORK: HIRING OF 1 No. 'INDICA' Diesel operated Taxi (without fuel & driver) for One year.

IMPORTANT: Contractor is advised to read the technical bid also before quoting:

Item	Description	Period / Year	UNIT	Quoted rates Rs. (to be filled in by the cont.) in figures & words
1	Providing *well maintained Tata 'Indica' Diesel Operated Taxi A.C without Driver & fuel, with White seat covers, Taxi Permit, all legal clearances from RTO, Insurance cos. Etc. for transporting of personnel relating to BHEL.	1 year	Monthly charges	
Formula for deciding L-1 : Rate of 1 = L1 Rate				

NOTE : Serviced Tax shall be paid extra.

NOTE :

- (A) IF THERE IS DESCRIPANCY IN AN OFFER, THE SAME SHALL BE CONVEYED TO THE BIDDER WITH TARGET DATE UPTO WHICH THE BIDDER HAS TO SEND HIS ACCEPTANCE AND IF THE BIDDER DOES NOT AGREE TO THE DECISION OF THE TENDERER, THE BID IS LIABLE TO BE IGNORED.
- (B) IN CASE MORE THAN ONE CONTRACTOR BECOMES THE L 1 (LOWEST AND TECHNICALLY ACCEPTED) RATES, THE WORK MAY BE AWARDED THROUGH DRAW OF LOTS.

I/We agree with above and all other terms & conditions of the contract.

Date :

Signature & Name of Contractor with Seal



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PRICE BID (1 PAGE only)

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IMPORTANT: Contractor is advised to read the technical bid also before quoting:

Item	Description	Period	UNIT	Quoted rates Rs. (to be filled in by the cont.) in figures & words
1	Providing *well maintained Tata 'Indica' Diesel Operated Taxi A.C without Driver & fuel, with White seat covers, Taxi Permit, all legal clearances from RTO, Insurance cos. Etc. for transporting of personnel relating to BHEL.	1 year	Monthly charges	
Formula for deciding L-1 : Rate of 1 = L1 Rate				

NOTE: Serviced Tax shall be paid extra.

NOTE:

- (A) IF THERE IS DESCRIPANCY IN AN OFFER, THE SAME SHALL BE CONVEYED TO THE BIDDER WITH TARGET DATE UPTO WHICH THE BIDDER HAS TO SEND HIS ACCEPTANCE AND IF THE BIDDER DOES NOT AGREE TO THE DECISION OF THE TENDERER, THE BID IS LIABLE TO BE IGNORED.
- (B) IN CASE MORE THAN ONE CONTRACTOR BECOMES THE L 1 (LOWEST AND TECHNICALLY ACCEPTED) RATES, THE WORK MAY BE AWARDED THROUGH DRAW OF LOTS.

I/We agree with above and all other terms & conditions of the contract.

Date:

Signature & Name of Contractor with Seal