



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE RESEARCH & DEVELOPMENT DIVISION
VIKASNAGAR, HYDERABAD - 500 093, INDIA

PHONES:23774494 (EXT:9804)

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RD:DP:MPX:F-04

ENQUIRY

Ref: 091652451

Date 08-09-2016

Enquiry for **SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS ON MONTHLY HIRE BASIS**

Enquiry No:091652451 Enquiry Date : 08-09-2016 Due Date: 29-09-2016 Indicative Delivery Date : 30-10-2016

Sl.No	Item Description	Unit	Qty
1	SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS AT AN ASSURED RUN OF 2500 KMS. PER MONTH/PER TAXI ON MONTHLY HIRE BASIS, FOR COMMUTING EMPLOYEES TO & FROM OFFICE IN THE MORNING AND EVENING AS PER THE SPECIFIED ROUTES ON ALL WORKING DAYS AND FOR GENERAL TRIPS DURING DAY TIME. THE DAILY MINIMUM HOURS WILL BE 12. THE CONTRACT PERIOD WILL BE : 1 YEAR FOR ONE TAXI, AND 2 YEARS FOR SECOND TAXI	MONTHS	36

Please submit your quotation for the above material in sealed cover superscribed with enquiry no, enquiry date and due date subject to our enclosed terms and conditions. The quotations shall reach us on or before the due date by 12 noon. The tenders can also be dropped in the tender box kept at the security gate,BHEL R&D. In case you are not in position to submit the offer,please send reply suitably specifying the reasons.

Sl.No	Description	Document Ref.
01	Enquiry, General Terms & Conditions, Commercial Terms & Conditions etc.	Volume - 1
02	Technical specifications, Scope of Supply etc.	Volume - 2

M Hemanth Kumar
Sr Manager
hemanthkumar@bhelrnd.co.in

	ENQUIRY & QUALIFYING CRITERIA	Volume - 1 Enquiry No 091652451
SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS ON MONTHLY HIRE BASIS		

1	Tendor inviting officer / Authority, Designation and Address	Additional General Manager(MM) BHEL R & D, Vikas Nagar (Near Balanagar), Hyderabad -500093
2	Item Description - Qty	1) SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS AT AN ASSURED RUN OF 2500 KMS. PER MONTH/PER TAXI ON MONTHLY HIRE BASIS, FOR COMMUTING EMPLOYEES TO & FROM OFFICE IN THE MORNING AND EVENING AS PER THE SPECIFIED ROUTES ON ALL WORKING DAYS AND FOR GENERAL TRIPS DURING DAY TIME. THE DAILY MINIMUM HOURS WILL BE 12. THE CONTRACT PERIOD WILL BE : 1 YEAR FOR ONE TAXI, AND 2 YEARS FOR SECOND TAXI - 36 MONTHS
3	Enquiry Reference no.	091652451
4	Indicative Delivery Date	30-10-2016
5	Due date, Time and place for submission of tender	29-09-2016 upto 12 noon. Sealed Quotations shall be addressed to Additional General Manager(MM), BHEL R & D Division, Vikas Nagar (Near Balanagar), Hyderabad AP,India Pin - 500 093 Quotations can also be deposited in the Tender box located at Security Gate of BHEL R & D BHEL shall not be responsible for any postal/courier delay.
6	Place, Date and time of Tech.Bid opening	Tender Opening Cell (Sangam) BHEL R & D Office. 29-09-2016, 2 PM
		Please submit your offer in one common sealed cover containing two parts in separate sealed covers as detailed below. 1) First Cover shall contain: a. Signed General Terms & Conditions (GTC) b. Filled and Signed Commercial Terms & Conditions (CTC) c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise) d. Signed commercial bid e. Copy of Price-bid with price(s) cells blank (un-priced price bid) 2) Second cover shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc.

7	Mode of Submission of Tender	<p>If the price bid was found later to be different from the unpriced pricebid format in any way, the offer will be rejected summarily. The rates shall be quoted both in figures and in words.</p> <p>The offers can also be submitted through e-mail and have to be sent in PDF format (files with PDF extension only). Files having extensions other than PDF like RAR, EXE, JPEG etc. and with external links will not be considered. They have to be sent to e-mail id: 'eoffers@bhelrnd.co.in' only. Copies should not be marked to anyone. If the offers are marked to anyone other than to eoffers, their offer will not be considered.</p> <p>The e-mail offers should have two attachments.</p> <ol style="list-style-type: none"> 1) One attachment shall contain <ol style="list-style-type: none"> a. Signed General Terms & Conditions (GTC) b. Filled and Signed Commercial Terms & Conditions (CTC) c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise) d. Signed commercial bid e. Copy of Price-bid with price(s) cells blank (un-priced price bid) 2) Second attachment shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc. <p>The subject of the e-mail should contain Enquiry No, Enquiry Date and Due date.</p>
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	GENERAL TERMS & CONDITIONS (GTC)	Volume - 1 Enquiry No 091652451
SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS ON MONTHLY HIRE BASIS		

SL.No.	Clause	BHEL REQUIREMENT
1	General	<p>a. All offers must include name of the contact person, phone no/mobile no, Fax no, email-id. Unsigned offers are liable for rejection.</p> <p>b. We, BHEL R&D, is registered with Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs Duty exemption in terms of Government Notification no.24/2007-Customs dated 01-Mar-2007 & Central Excise Duty Exemption in terms of Government Notification No. 16/2007-Central Excise dated 01-Mar-2007 as amended from time to time. Hence suppliers are requested to submit their bids clearly stating applicable taxes/duties. All foreign quotes will be evaluated with custom duty @ 5.15% for cost comparison.</p> <p>c. Taxes & Duties quoted will be taken for evaluation of landed cost & order placement and no change will be entertained later except in the case of changes made by the government. However please note that we are availing cenvat credit for service tax and hence service tax will be excluded in calculation of landed cost to BHEL. In case any Taxes/ Duties exempted, a self declaration for the same may be attached to the offer. Changes in taxes and duties because of the changes in turn over etc will be to supplier's account.</p> <p>d. Where ever vendor registration form and EFT details have been submitted earlier, the same need not be submitted again unless there is a change.</p> <p>e. BHEL R&D do not issue 'C' form .</p> <p>f. L1 status shall be decided on Cost to BHEL Basis.</p>
2	Late Tenders	Tenders received after due date/time(12:00hrs) will not be considered
3	Discrepancy in words and figures	<p>(a) If, in the price structure quoted for the required goods/ Services/ works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.</p> <p>(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>(c). If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of (a) and (b) above.</p> <p>(d) If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date upto which the bidder has</p>

		to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
4	Two Part bid clarifications	In the case of Two-part bid, the vendor should furnish technical and commercial clarifications, if any, within stipulated time mentioned, failing which, it will be construed that the vendor is not interested in the tender and BHEL shall not consider the offer for further evaluation.
5	Price Impacts	In the event of any bidder, after finalizing the technical specifications and scope of supply, opting to revise their original bid, they have to submit the Price-Impact only. The Original price bid along with Price-Impact bid shall be opened during price bid opening. Unsolicited price impacts will not be considered.
6	Withdrawal	In case the supplier withdraws their offer before placement of order, BHEL reserves the right not to send next enquiry(ies). In case the supplier withdraws the quotation after its acceptance by BHEL or fails to supply the goods as per the terms and conditions of contract, or at any time repudiated the contract wholly or in part, BHEL shall be at liberty to cancel the Purchase Order and to recover from the supplier the extra cost and other loss,incidentals due to the breach of contract on the part of the supplier through risk purchase.
7	Risk Purchase	In case of default/late delivery,BHEL reserves the right to make alternate arrangement for procurement at suppliers risk and cost.
8	Banned List	The offers of the bidders who are in the banned list and the offers of the bidders who engage the services of the banned firms, shall be rejected.The list of banned firms is available on BHEL website www.bhel.com . Guidelines for suspension of business dealings with suppliers/contractors are available on www.bhel.com under supplier registration page
9	Over All L1	Order will be placed on overall L1 basis. Vendors should quote for all items, otherwise the offer will be rejected.
10	Security Deposit	Successful bidder shall submit a security deposit at the time of release of order and the amount will not carry any interest. The amount of security deposit will be as below: - Upto Rs 10 Lakhs : 10%. - Above Rs 10 Lakhs and upto Rs 50 Lakhs : Rs 1 Lakhs + 7.5% of amount exceeding Rs 10 Lakhs. - Above Rs 50 Lakhs: Rs 4 Lakhs + 5% of amount exceeding Rs 50 Lakhs.
11	Additional Information	Suppliers are requested to visit our web site regularly for any updates and additional information, "All corrigenda, addenda, amendments, time extensions clarifications, etc. to the tender will be hosted on BHEL website only". The corrigendum will not be published in news paper.
		Submission of earnest money deposite (EMD) along with offer is required. EMD is to be deposited in cash (as permissible under IT act, or by pay-order/Demand Draft drawn in favour of BHEL

12	EMD	R&D,Vikasnagar,Hyderabad 500 093. EMD amount will be returned to all unsuccessful bidders after placement of order. EMD amount shall not carry any interest. EMD amount is Rs. 40000
13	Arbitration	Subject to the jurisdiction of Hyderabad/Secunderabad,Andhra Pradesh,India in respect of any suit or other legal proceedings relating this contract.
14	Micro Small Enterprises (MSEs)	<p>MSE suppliers can avail the intended benefits only if they submit along with offer, attested copies of either EM II certificate having deemed validity (Two years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with CA certificate (Format as below)applicable for the year, certifying quantum of investment in plant and machinery within the permissible limit as per the act for relevant status (Micro or small) Where the deemed validity of EM II is over. Date to be reckoned for determining the deemed validity will be the last date of technical bid submission. Non submission of such documents will lead to consideration of their bids at par with other bidders and MSE status of such suppliers shall be shifted to Non MSE supplier till the supplier submits these documents.</p> <p style="text-align: center;">Certificate by chartered Accountant on letter head</p> <p>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).</p> <p>Further verified from the Books of Accounts that the investment of the company as on date..... as per MSMED Act 2006 is as follows :</p> <p>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.</p> <p>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:</p> <p>Rs..... Lacs</p> <p>The above investment of Rs..... Lacs is within permissible limit of Rs..... Lacs for.....Micro/Small (Strike off which is not applicable) Category under MSMED Act 2006.</p> <p>Date:</p> <p>(Signature)</p> <p>Name-</p> <p>Membership number --</p>

		Seal of Chartered Accountant
15	Fraud Prevention Policy	The Bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website 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.
16	Signing & Stamping	Documents of BHEL's all Terms and conditions submitted with the offer shall be signed and stamped in each page of authorized representative of the bidder

Documents submitted with the offer shall be signed and stamped in each page of authorized representative of the bidder

Read and agreed for all the above general terms and conditions

Signature of the bidder with Seal & Date


COMMERCIAL TERMS & CONDITIONS (CTC)

 Volume - 1
 Enquiry No
 091652451

SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS ON MONTHLY HIRE BASIS

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS ACCEPTANCE / REMARKS
1	Reverse Auction	<p>BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.</p> <p>In case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit „online sealed bid“ in the Reverse Auction. Non-submission of "online sealed bid" by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.</p> <p>Abridged version of common guidelines for conducting Reverse Auction are available on BHEL website (www.bhel.com)</p>	
		<p>Please submit your offer in one common sealed cover containing two parts in separate sealed covers as detailed below.</p> <p>1) First Cover shall contain:</p> <ol style="list-style-type: none"> Signed General Terms & Conditions (GTC) Filled and Signed Commercial Terms & Conditions (CTC) Filled and Signed Vendor Specifications against BHEL Specifications (Item wise) Signed commercial bid Copy of Price-bid with price(s) 	

2 Two part

cells blank (un-priced price bid)
 2) Second cover shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc.

If the price bid was found later to be different from the unpriced pricebid format in any way, the offer will be rejected summarily. The rates shall be quoted both in figures and in words.

The offers can also be submitted through e-mail and have to be sent in PDF format (files with PDF extension only). Files having extensions other than PDF like RAR, EXE, JPEG etc. and with external links will not be considered. They have to be sent to e-mail id: 'eoffers@bhelrnd.co.in' only. Copies should not be marked to anyone. If the offers are marked to anyone other than to eoffers, their offer will not be considered.

The e-mail offers should have two attachments.

- 1) One attachment shall contain
 - a. Signed General Terms & Conditions (GTC)
 - b. Filled and Signed Commercial Terms & Conditions (CTC)
 - c. Filled and Signed Vendor Specifications against BHEL Specifications (Item wise)
 - d. Signed commercial bid
 - e. Copy of Price-bid with price(s) cells blank (un-priced price bid)

2) Second attachment shall contain Price Bid Containing Price quotes, applicable taxes, installation and/or commissioning charges shall be spelt out clearly taking into account total charges rather than quoting vaguely such as charges per man-day or charges per engineer per day etc.


The subject of the e-mail should

		contain Enquiry No, Enquiry Date and Due date.	
3	Validity of Offer	90 days from date of techno-commercial bid opening.	
4	Rate Contract	In case the goods enquired are on Rate Contract basis with any other unit of BHEL, such fact should be clearly indicated in the quotation giving full particulars of Rate Contract number, validity and price and also your willingness to comply with order if placed against such Rate Contract. A copy of Rate contract signed by the supplier should be sent with the quotation.	

Note : All the clauses of the above format should be filled and submitted with the Techno Commercial Bid (Part-1). The filled in BHEL Commercial terms & Conditions format submitted with technical bid, responding to all the clauses duly signed with seal **only shall be considered**. Any other Commercial terms & conditions of bidders entered else where in their offer shall not be considered and are liable for rejection.

Read and understood the above commercial terms and conditions

Signature of the bidder with Seal & Date

	OTHER TERMS & CONDITIONS	Volume - 1 Enquiry No 091652451
SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS ON MONTHLY HIRE BASIS		

SL.No.	Clause	BHEL REQUIREMENT	SUPPLIERS ACCEPTANCE / REMARKS
1	Price Bid evaluation.	<p>All offers in Price bid opening or Reverse Auction shall be evaluated as per Format for Price bid, annexure D in the NIT. The vendors should mention applicable Registration Number(s) specifically in their quotation. The suppliers are requested to submit their bids clearly stating applicable taxes and duties. The quoted taxes/duties will be taken for cost evaluation and order placement and no change will be entertained later except in the case of changes made by the government. Please note that we are availing cenvat credit for service tax and hence service tax will be excluded in calculation of landed cost to BHEL. However Proof of payment of service tax is required to be submitted for reimbursement of the same.</p>	

Signature of the bidder with Seal & Date

	ITEM SPECIFICATIONS	Volume - 2 Enquiry NO 091652451
SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS ON MONTHLY HIRE BASIS		

SL.No.	Item		
1	SUPPLY OF 2 NOS. OF NON-AC INDICA TAXIS AT AN ASSURED RUN OF 2500 KMS. PER MONTH/PER TAXI ON MONTHLY HIRE BASIS, FOR COMMUTING EMPLOYEES TO & FROM OFFICE IN THE MORNING AND EVENING AS PER THE SPECIFIED ROUTES ON ALL WORKING DAYS AND FOR GENERAL TRIPS DURING DAY TIME. THE DAILY MINIMUM HOURS WILL BE 12. THE CONTRACT PERIOD WILL BE : 1 YEAR FOR ONE TAXI, AND 2 YEARS FOR SECOND TAXI		
	sl no	Descriptions	BHEL Specifications Vendor Specifications/ Deviations
	1	2 NOS. OF NON-AC INDICA TAXI	As per the enclosed Specifications.
G	General Specifications		
	sl no	Descriptions	BHEL Specifications Vendor Specifications/ Deviations
	1.	Non-AC Indica Taxis	The taxis must have been registered within two years before the date of floating of this Enquiry and should not have run more than 72000 Kms. on the date of inspection of the vehicles, as per Terms & Conditions mentioned at I.I.C.2.p., prior to actual deployment of the vehicles on the job
	2	Awardal of Contract	The Contract shall be awarded in total as one lot to lowest cost bidder. L1 to be decided on the basis of lowest cost bidder of A. Basic Rate of Annexure-D and upon his acceptance to match the L1 rates of B.other components viz., Rates for Extra Hour, Extra KM, Driver Bhatta and Highest Mileage quoted by other Bidders

3.	Offers	Offer submitted will be applicable to both the vehicles.	
4.	Other Terms & Conditions	As per the enclosed specifications	

* Vendors are advised to write specifications in detail and not to write like 'Complied/ Yes / No ' etc. in specifications.

Signature of the bidder with Seal & Date

BHEL R&D

Terms & Conditions of Reverse Auction



Against this enquiry for the subject item/ system with detailed scope of supply as per enquiry specifications, BHEL may resort to "REVERSE AUCTION PROCEDURE" i.e., ON LINE BIDDING (THROUGH A SERVICE PROVIDER). The philosophy followed for reverse auction shall be English Reverse (No ties).

1. For the proposed reverse auction, technically and commercially acceptable bidders only shall be eligible to participate.
2. Those bidders who have given their acceptance for Reverse Auction (quoted against this tender enquiry) will have to necessarily submit „online sealed bid? in the Reverse Auction. Non-submission of „online sealed bid? by the bidder for any of the eligible items for which techno-commercially qualified, will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue.
3. BHEL will engage the services of a service provider who will provide all necessary training and assistance before commencement of on line bidding on internet.
4. In case of reverse auction, BHEL will inform the bidders the details of Service Provider to enable them to contact & get trained.
5. Business rules like event date, time, bid decrement, extension etc. also will be communicated through service provider for compliance.
6. Bidders have to fax the Compliance form (annexure IV) before start of Reverse auction. Without this, the bidder will not be eligible to participate in the event.
7. In line with the NIT terms, BHEL will provide the calculation sheet (e.g., EXCEL sheet) which will help to arrive at "Total Cost to BHEL" like Packing & forwarding charges, Taxes and Duties, Freight charges, Insurance, Service Tax for Services and loading factors (for non-compliance to BHEL standard Commercial terms & conditions) for each of the bidder to enable them to fill-in the price and keep it ready for keying in during the Auction.
8. Reverse auction will be conducted on scheduled date & time.
9. At the end of Reverse Auction event, the lowest bidder value will be known on auction portal.
10. The lowest bidder has to fax/e-mail the duly signed and filled-in prescribed format for price breakup including that of line items, if required, (Annexure VII) as provided on case-to-case basis to Service provider within two working days of Auction without fail.
11. In case BHEL decides not to go for Reverse Auction procedure for this tender enquiry, the Price bids and price impacts, if any, already submitted and available with BHEL shall be opened as per BHEL?s standard practice.
12. Bidders shall be required to read the "Terms and Conditions" section of the auctions site of Service provider, using the Login IDs and passwords given to them by the service provider before reverse auction event. Bidders should acquaint themselves of the „Business Rules of Reverse Auction?, which will be communicated before the Reverse Auction.
13. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action as per extant BHEL guidelines, shall be initiated by BHEL and the results of the RA scrapped/ aborted.
14. The Bidder shall not divulge either his Bids or any other exclusive details of BHEL to any other party.
15. In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.

AUTHORISATION LETTER FOR E-PAYMENT/ NEFT / RTGS

(PLEASE FILL UP THE FORM COMPLETELY IN CAPITAL LETTERS ON YOUR COMPANY LETTERHEAD ONLY)

Vendor Code (to be filled by BHEL)

Type of Request (Tick one)	NEW	CHANGE
1 Company Name		
2 Address		
3 City with PIN Code		
4 State		
5 PAN Number		
6 TIN/ VAT No.		
7 CST No.		
8 Service Tax No.		
9 Name of Contact Person		
10 Mobile number		
11 Ph. no. with STD Code		
12 Fax No. with STD Code		
13 Email ID		
14 Website (URL)		

BANK DETAILS FOR EFT / RTGS

1	Bank Name	
2	Branch	
3	Branch Code	
4	Branch Address	
5	Branch Phone No	
6	Account No.	
7	Account Type: SB/ Current/ other (Specify)	
8	MICR Code	
9	IFSC Code	

I, as an authorized representative / owner of the above named company, hereby state as under:

1. Enclosed here with a cancelled cheque in support of our company's bank details.
2. Authorize BHEL R&D Hyderabad, to electronically make payments to the designated bank account with bank charges, if any, to our account.
3. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.
4. I hereby certify that the particulars given above are true, complete and correct.
5. This authority remains in full force until BHEL receives and acknowledge written notification requesting change or cancellation.

Date :
Company
Seal

Authorised Signatory
Designation :



Bharat Heavy Electricals Limited

Corp.
R&D
DIVISION
VIKAS
NAGAR,

HYDERABAD- 500 093 (INDIA)

RD:MPX:F-13

Ph: 040 - 23772704, Fax: 040 - 23770698, email: mpx@bhelrnd.co.in

VENDOR REGISTRATION FORM

(Indigenous supplier)

[FORM TO BE SUBMITTED* BY THE BIDDER ALONG WITH TECHNICAL-BID]

Before filling, please refer to instructions on page-4

1.0 VENDOR PROFILE:

1.1 Name and address of the vendor:

Phone Nos.:

Fax No.:

Email: 1.

2.

1.2 Local representative name & address in Hyderabad/Secundrabad :

Phone Nos.:

Fax No.:

Email:

Contact Person:

Mobile No:

2.0 TYPE OF ORGANISATION:

PROPRIETORSHIP	Company:	Sister Concern (mention vendor registration number of main organization)	
Partnership	CORPORATION	Small Scale Industry	ANY OTHER (Please specify)

In case of SSI unit, copy of registration to be enclosed. It is requested that MSME registration certificate to be enclosed

3.0 ANNUAL TURN OVER:

#	Year	Turn-Over, Rs.
1	Current Year(budgeted)	
2	Previous year (200 - 0)	
3	Prior Year (200 - 0)	

4.0 NAME AND ADDRESS OF THE BANKER:

4.1 Bank Name

4.2 Branch name

4.3 Account number

4.4 Account Type

4.5 MICR Code:

4.6 IFSC Code(RTGS/NEFT):

4.7 Bank Phone number(s),

Blank cheque, duly cancelled, to be enclosed.

Please note that all payments shall be made through Electronic clearance services to your above account against the orders executed, if any.

5.0 REGISTRATION PARTICULARS(relevant copies to be enclosed)

5.1 IT Permanent Account No.(PAN):

5.2 State Sales Tax/VAT Registration No:

5.3 Central Sales Tax Registration No:

5.4 ED Registration No:

5.5 Service Tax Registration No:

5.6 PF Account No:

5.7 Labour Licence No:

5.8 ESI Account No:

6.0 CONTACT PERSON: S/Sri:

Designation:

Phone / Mobile No:

7.0 TOTAL NUMBER OF EMPLOYEES:

Graduates (Engr/Scientists/Mgmt/Fin.)	Consultants	Workers		
		Sup./Skilled	Semiskilled	Unskilled

8.0 LIST OF PRODUCTS/ SERVICES OFFERED:

#	Products/ Services	Capacity
1		
2		
3		
4		
5		
6		

9.0 REFERENCE LIST :

(Only recognized public and private sector companies, attach if printed copy available)

#	Customer	Volume / Year
1		
2		
3		
4		
5		
6		
7		

10.0 INFRASTRUCTURE / FACILITIES:

#	Facility (with specifications)	Age/ Year procured
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

11.0 REGISTRATION WITH OTHER BHEL UNIT/UNITS:

#	Unit	Registration No	Year
1			
2			
3			
4			

12.0 ANY OTHER INFORMATION :**DECLARATION:**

The information furnished above is true and authentic.

(CEO / PROPRIETOR)

SEAL:

DATE:

Note:

1. Registered bidders, having BHEL (R&D) registration no. or have submitted this format for registration, need not furnish this information again.
2. The competent authority reserves the right to accept or reject the registration.
3. Vendors approved for registration will be informed by mail / email, as convenient. A separate communication will be sent in case of non-registration also, citing reasons thereof.
4. BHEL reserves the right to take penal action as deemed fit if any of the information provided by the vendor(s) is found to be incorrect.
5. AGM, Head (MM) may be contacted for clarification/additional information on registration.

Instructions

1. Fill all items. Please mention "N.A." for items/ clauses not applicable.
2. Use A4 sheets for this document and the enclosures. Use of additional sheets is permitted if space provided is not adequate.
3. Attach copies of latest documents in respect of items 5.0 (Registration no.s)
4. Photographs of registered office and the chief executive/proprietor shall be furnished.



RD:MPX:F-14

Bharat Heavy Electricals Limited

Corp. R&D DIVISION

VIKAS NAGAR,

HYDERABAD- 500 093 (INDIA)

SUPPLIER REGISTRATION FORM

(FOREIGN SUPPLIER)

ALL COLUMNS SHOULD BE PROPERLY FILLED IN THE SPACE PROVIDED FOR. WHEREVER IT IS NOT APPLICABLE PLEASE WRITE "NOT APPLICABLE". INCOMPLETE OR INCORRECT FORMS MAY NOT BE CONSIDERED.

1.0 GENERAL INFORMATION:

1.1 NAME OF COMPANY

1.2 DETAILS OF HEAD OFFICE:

ADDRESS :
 TELEPHONE :
 FAX :
 EMAIL :
 WEB SITE :

1.3 DETAILS OF FACTORY/WORKS:

ADDRESS :
 TELEPHONE :
 FAX :
 EMAIL :
 WEB SITE :

1.4 DETAILS OF MARKETING AGENT

ADDRESS :
 TELEPHONE :
 FAX :
 EMAIL :
 WEB SITE :

1.5 CHIEF EXECUTIVE

1.6 CONTACT PERSON(S) FOR PRODUCT OFFERED

NAME(S) :
 OFFICIAL

CPACITY :
ADDRESS :
TELEPHONE :
FAX :
EMAIL :

1.7 YEAR OF ESTABLISHMENT

1.8 PRODUCTION CAPACITY PER ANNUM

1.9 PARTICULARS OF PRODUCT INCLUDING
SPECIFICATION AND RANGE OFFERED
FOR REGISTRTION
(Attach brouchers and catalogues)

1.10 NAME(S) OF BANKERS

1.11 BANKER'S CERTIFICATE

1.12 PORT OF LOADING

1.13 NEAREST AIRPORT

1.14 NAME OF THE INDIAN AGENT, IF ANY
WITH AUTHORIZATION LETTER

2.0 FINANCIAL INFORMATION:

2.1 TOTAL CAPACITY

2.2 ANNUAL TURN OVER FOR LAST 3 YEARS

2.3 WHEHER CREDIT LICENSE ACCEPTABLE YES/NO

3.0 QUALITY MANAGEMENT SYSTEMS

ENCLOSED FORMAT PART-B

3.1 EXPERIENCE LIST FOR SAME/ SIMILAR ITEMS
TO BE ENCLOSED

4.0 FUTURE EXPANSION PLANS:

(Give details)

5.0 LIST OF ENCLOSURES:

(Including brouchers, catalogues, technical literature etc)

6.0 ANY OTHER INFORMATION:

SIGNATURE OF SUPPLIER (Authorized signatory)

NAME :

DESIGNATION :

DATE :

OFFICIAL SEAL

Note:

1. BHEL Reserves the right to take penal action as deemed fit if any of the information provided by the vendor is found to be incorrect.
2. Please attach separate sheets, if space found is inadequate



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE RESEARCH AND DEVELOPMENT,
VIKASNAGAR, HYDERABAD-500 093
(Administration Department)

Phone No. 040-23882904
Tender Notice No.

email: hemanthkumar@bhelrnd.co.in
Date:

NOTICE INVITING TENDER

I. INSTRUCTIONS TO THE BIDDERS

1. Tender in two parts (Technical Bid and Price Bid) is invited in sealed cover from the Contractors satisfying the pre-qualification criteria for supply of 2 Non-AC Indica Taxis as per the specifications below.
2. Bidders can download the Tender document from BHEL Website and the duly filled up documents may be sent by post / Courier to Tender Box, Security Control Room, BHEL Corp R&D Division, Vikasnagar, Hyderabad-500093, Telangana State.
3. The Bidders are required to submit the offer in two parts.
 - a) Technical Bid (Annexure-B), and other enclosed documents duly signed and stamped on all the pages along with original DDs for EMD and put in one cover;
 - b) Price Bid (Annexure-D) duly signed and stamped on all the pages and sealed and put in another cover
 The Technical Bid should be superscribed as “Technical Bid for Hiring of 2 Non-AC Cars” and the Price Bid shall be superscribed as “Price Bid for Hiring of 2 Non-AC Cars
 - c) Both the above two envelopes shall be kept into another sealed cover. The cover shall be superscribed with “Quotation for Hiring of 2 Non-AC Taxis”, Tender Notice No. _____, dated _____.
4. In case tender documents are sent by post, BHEL Corp R&D shall not be responsible for any postal delay. Bidder should ensure that the bid document reaches the Tender Box on or before the tender due date and time as indicated in NIT
5. Bidders are required to ensure that all columns of the bid are duly filled in. If any incorrect rates or unusual low rates are mentioned in the offer, the same shall be rejected and no correspondence will be entertained in this regard.
6. The Technical Bid should accompany the Demand Draft for Earnest Money Deposit along with other relevant supporting documents. In case of non-submission of EMD along with the Technical Bid, the offer is liable to be rejected.
7. Bidders are required to submit duly filled in Tender Documents on or before the tender due date and time as indicated in NIT **“To Tender Box, Security Control Room, BHEL Corp R&D, Vikasnagar, Hyderabad-500093.”**
8. All entries in the Tender should be clearly written in ball point pen of one ink and corrections, if any, are to be duly attested by the tenderer. Erasures and overwriting are not permitted.
9. Submission of offer means that the bidder has read the bid documents and agrees to abide by the terms and conditions mentioned in the documents.
10. Canvassing in any form in connection with the tender is strictly prohibited and tenders submitted by bidders who resort to canvassing will be liable for rejection.
11. Successful bidder shall submit a security deposit at the time of release of Letter Order and the amount will not carry any interest.



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II. SPECIFICATIONS FOR HIRING 2 NOS. OF NON-AC INDICA TAXIS ON MONTHLY HIRE BASIS, FOR A PERIOD OF ONE / TWO YEARS.

A. PRE - QUALIFICATION CRITERIA

- a. The Bidder should have valid Income Tax **PAN Card**. Documentary proofs / Xerox copies are to be enclosed.
- b. The Bidder should have valid Service Tax registration number (If applicable) otherwise has to submit a Self-Declaration of "Non Applicability of Service Tax" (Format enclosed with this tender document) on their Company's Letter Head.
- c. Average Annual financial turnover of the last 3 years ending 31st March 2016, should be at least Rs.3.5 Lakhs. Turnover is to be duly certified by a chartered accountant or Three years' IT Returns to be attached with the Tender documents indicating the Annual Turn Over or copy of the Profit & Loss A/c for the last 3 years, duly signed by the Chartered Accountant.
- d. The bidder should have experience of having successfully completed similar works during last 7 years (Copies of documents to be enclosed) from 31.07.2016, should be either of the following:
 - i) Three similar completed works each costing not less than the amount equal to Rs.4.70 lakhs

Or

 - ii) Two similar completed works each costing not less than the amount equal to Rs. 5.80 lakhs

Or

 - iii) One similar completed work costing not less than the amount equal to Rs. 9.25 lakhs.

Note: Similar Job/Service refers to providing of Non-AC Cars on hire Daily/Monthly/Yearly basis) for local and/or outstation duties.

- e. The Price Bid submitted by the bidder will be applicable to both the vehicles.
- f. On awardal of the Contract to L1 bidder, the Contractor (L1 bidder) shall execute two separate Agreements on non-judicial stamp papers for two separate vehicles and for two separate periods, i.e., Two years and One year.



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B. SCOPE OF CONTRACT:

To Supply 2 Nos. of Non-AC Tata Indica Taxis on monthly hire basis for a period of 1/2 years, registered within 2 years before the date of floating of this Enquiry. The taxis should not have run 72000 Kms. on the date of awarding the Contract. These taxis will be used for commuting the employees to and from Office in the morning and evening as per the following routes daily on all working days and for general trips during day time as per the instructions of Transport Incharge. The daily minimum hours will be 12. Per day, at a minimum assured run of 2500 Kms. per month on hire basis. The Contract period for the Two Taxis will be as under.

1. Taxi No.1: Starting Time from Chandrapuri Colony, LB Nagar: 0630 AM
Route: Chandrapuri Colony, LB Nagar – Amberpet – Vidyanagar, OU Campus – Tarnaka – Sangeeth – YMCA – Tadbund – Bowenpally – BHEL R&D AND BACK IN THE SAME ROUTE IN THE EVENING
Starting time in return in the evening from BHEL Corp R&D, Vikasnagar: 0435 PM

CONTRACT PERIOD: 2 Years w.e.f. 01.10.2016 to 30.09.2018

2. Taxi No.2: Starting Time from Yadagiri Cinema, Santhosh Nagar: 0630 AM
Route: Yadagiri Cinema, Santhosh Nagar – Malakpet Yashoda Hospital – Amberpet – Vidyanagar, OU Campus – Tarnaka – Sangeeth – YMCA – Tadbund – Bowenpally – BHEL R&D AND BACK IN THE SAME ROUTE IN THE EVENING
Starting time in return in the evening from BHEL Corp R&D, Vikasnagar: 0435 PM

CONTRACT PERIOD: 1 Years w.e.f. 01.10.2016 to 30.09.2017

C. WORK SPECIFIC TERMS & CONDITIONS:

1. OPERATIONS:

- a) Driver, Fuel, Maintenance and Comprehensive Insurance coverage for Driver and all passengers shall be arranged by the Contractor at his Cost. BHEL will not be responsible for any loss/pilferage/damage of his property.
- b) The Taxis should report at the respective starting point of the route in the morning and after dropping the employees in BHEL R&D they should report to the Transport Incharge in BHEL Corp R&D daily or at any other point as per the instructions of the Transport Incharge, regularly.
- c) Trip sheet, or any other document as required by BHEL, for each taxi must be maintained by the Driver separately. It is the responsibility of the taxi Driver to get all the columns and each & every movement filled and get the entries signed by the user.
- d) In case of loss of original trip sheet, BHEL reserves the right not to entertain the claim.
- e) The Taxi Driver should keep the relevant valid documents (driving License, Badge No., road tax token, registration certificate, Valid Comprehensive insurance Policy, fitness certificate of the Taxi, 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 in the vehicle.
- f) Taxi shall report at the reporting point in full readiness and cleanliness for the entire day's operation in respect of fuel availability and willingness of the Driver.
- g) Taxi should operate only with the "BHEL" name board supplied by BHEL during the time of operation.



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- h) Any damage to BHEL material due to rough and faulty handling by the Driver will have to be made good by the contractor to BHEL. Similarly, if any damage caused to BHEL equipment/installation/property of third party in the course of work by the contractors' men, the same shall be made good by the contractor.
- i) Transport operator should be in a position to provide alternate driver in case of any exigency for the driver of the taxi deployed.
- k) The actual car parking charges incurred at Airport / Railway Stations and TOLL CHARGES will be reimbursed on production of the original receipt without any corrections or over writings along with the monthly bill.
- l) The Transport operator should ensure that the Drivers are available at the Taxi all the time during operation.
- m) The duration of working time in a day will be 12 Hours. The starting time for this calculation will be as per instructions of Transport Incharge.
- n) The starting time and kilometre readings will be from Reporting Point of each Route and ending time and kilometre reading will be at the Dropping point of each Route which is to certified by the Transport-in-charge of BHEL Corp R&D, Vikasnagar, Hyderabad.
- o) No Lead Kilometres or Garage Kilometers will be allowed.
- p) BHEL shall have the right to cancel the contract at any time if the provisions of the contract have not been adhered.

2. TAXI:

The Transport operator should fulfil the following requirements in respect of the Taxi during the execution of the contract:

- a. The Contractor shall make available relief Car immediately in the event of any accident/breakdown. Such relief Car shall be in good running condition and should be of Two year old model only. Such AC Car shall be put in operation for a maximum period of two months.
- b. Color of the Taxis: Single shade, any of the following: SILVER/ WHITE/CREAM
- c. The condition of the Taxi like functioning of Audio System, head-lights/indicators, horn, seat belt, Tool Kit, etc., should be available and maintained in good condition, failing which the Taxi will be removed from operation till the defects are set right and in such case the operator should provide good alternate Taxi immediately.
- d. The Taxi should be very clean both internally and externally.
- e. Seat covers and the Towels should be neat and washed & changed periodically.
- f. Foot mats should be provided.
- g. Air freshener to be provided and replaced as and when required.
- h. Stepney/Spare tyre and its tread should be maintained in good condition.
- i. Fuel should be always above half tank level.
- j. Jack and hand tools should be made available with the Taxi.
- k. Spare fuses to be available with Taxi.
- l. Playing CD/tape recorder or radios in the taxi should be avoided within the factory premises.
- m. Supplying of same set of Taxis for deployment is to be ensured.
- n. Original of the above documents shall also to be submitted for cross verification once before award of contract by the successful bidder.
- o. The Transport operator should ensure that there should not be any advertisement on the car.
- p. Cars provided to BHEL on hire will be inspected by transport in-charge of BHEL in respect of (1) Appearance of the Taxi (2) running condition of the Taxi (3) upholstery (3) correctness of all meters (4) physical fitness of the driver at regular intervals.



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- q. Each Taxi should be equipped with a First-Aid box containing the following items:
- Small Sterilized Dressings
 - Dettol
 - Cotton Roll
 - Bandage Roll
 - Benzoin Tincture
 - Scissors
 - First aid tape roll
 - Burnal
- r. Fire Extinguisher should be available in the Taxi and maintained properly.
- s. All taxis deployed should have GPS navigation system.

3. DRIVER:

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

- a) The Contractor will be responsible for providing Driver on time. He will also be responsible for the behaviour and conduct of the Drivers employed by him. If any driver exhibits any indecent behaviour, the Contractor shall withdraw such driver on a complaint from BHEL and provide another Driver.
- b) Driver should possess valid driving licence and Badge.
- c) The identified drivers should have minimum 2 years driving experience as on the date of commencement of work. Date of issue of Driving License shall be considered for calculating experience. Copies of Valid driving license and Badge to be submitted at the time of commencement of work to Transport in charge.
- d) Driver should be provided Uniform and Shoes by the Transport Operator and the Driver should wear uniform and shoes during the duty hours.
- e) Driver should avoid casual dress and footwear.
- e) Transport Operator should ensure that the Driver should have mobile hand set in good working condition. Use of mobile phone while driving is not permitted.
- f) Driver should adhere to the instructions given by BHEL Transport in charge.
- g) Driver should first allow the passenger to get inside the car and then only driver should enter the car.
- h) Driver should open and close the doors for all the passengers/customers while getting into or alighting the car.
- i) If there is a hand luggage brought by Officials, driver has to come forward and place the luggage in the car. Any hand carrying luggage / material that weigh up to 20 kg shall also be accommodated in the car.
- j) Driver should follow the MV Rules/Traffic Rules strictly and should not drive rashly.
- k) Driver should wear seat belt while driving.
- l) Driver should not demand any money from the user on any occasion.
- m) The driver should be fluent in Telugu and understand Hindi and English.
- n) The driver should possess good health and free from intoxicating habits. The Contractor should submit the following Certificates in respect of Drivers: 1) Fitness Certificate and (2) Color Vision Test (Color blindness check) Certificate.
- o) Frequent changing of drivers is not permitted. Any change of driver shall be permitted with prior approval of Transport-In-charge.
- p) The driver deployed should not involve in any illegal activities.



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D. PAYMENT TERMS

- a) Hiring charges shall be paid on monthly basis on completion of work immediately and submission of necessary error free invoices/bills to Transport in charge on or before 5th of every month.
 - b) All Invoices shall indicate Letter Order number for processing payment
 - c) All payments shall be released by RTGS/EFT as per Contractor's bank details within 30 days of receipt of bills/ Invoices.
 - d) No advance will be paid for the Contract.
- Note:** Two copies of INVOICE with original signature to be submitted every month on completion of work.

E. CONTRACT PERIOD:

- a) The contract execution period will be for a period of 1 Year for One Vehicle and 2 Years for Second Vehicle from the date of commencement of work/deployment of taxis. During tenure of the Contract, no price increase shall be entertained, except for the price variation due to change (Increase/decrease) in fuel cost.
- b) If required, BHEL reserves the right to extend this subject contract for a further period with same terms & conditions subject to mutual acceptance by both parties.

F. TERMINATION OF CONTRACT:

- 1) The contract may be terminated by BHEL, in case transport provider fails to fulfill the terms and conditions of contract agreement by giving Two months' notice to the Contractor .
- 2) The Contract may be terminated at any time without paying compensation whatsoever to the Transport provider in case of mis-behaviour, disobedience, dishonesty, clandestine insolvency, any Court Order, non-sanction of road permit or any other related activities on their part.

G. SPECIAL CONDITIONS:

- b) All Taxis to be deployed by the successful bidder should be registered in the name of the bidder/contracting firm.
- c) During the course of the Contract, the Contractor should provide additional vehicles to BHEL, if required, on the same rates, terms and conditions.
- d) BHEL reserves the right to cancel the tender altogether/decrease number of vehicles without assigning any reason whatsoever before finalisation of contract.
- e) Working days means and includes SUNDAYS and HOLIDAYS if the Company works on those days also.
- f) Charges for extra kilometres will be paid only when the Taxi is used beyond 12 hrs. Fractional hours will be ignored up to 30 minutes.
- g) The rates quoted should be exclusive of Service Tax and Swachh Bharat Cess and inclusive of any other taxes & duties levied or to be levied both by Central and State Government authorities. Such levies should be borne by the Contractor.
- h) The Vendor should arrange all required permits, licenses, pollution cards, tax receipts etc., at his own cost.



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- i) Rates quoted shall remain valid for entire period of contract including extensions, if any. However reimbursement/recovery will be made for increase/decrease only in the cost of fuel. No other variations other than the cost of fuel will be allowed by BHEL during the tenure of the contract period including extensions, if any. The escalation is based upon Diesel cost on the date of opening of technical bids. Escalation for increase/decrease in Diesel cost will be reimbursed/recovered at the rate of 0.0067 Rupee per km. for every 10 paise per litre increase/decrease in Diesel cost. The escalation is applicable at actual Km. run for reimbursement /recovery.
- j) The taxi will be utilized by BHEL for local trips within Hyderabad & RR District and areas covered under HMDA.
- k) In case the contractor fails to operate the contract or comply with any of the contractual obligations, BHEL reserves the right to get the same done at the contractor's risk and cost by another agency / departmentally apart from recovery of penalty which will be adjusted from running bill(s)/Security deposit.
- l) BHEL Security and Safety regulations should be observed by the Contractor when their Taxis are engaged in the work under this contract.
- m) The Contractor shall execute the contract diligently adhering to the terms and conditions of the contract. In the event of poor performance, suitable action, including delisting, will be initiated as per the terms and conditions of the contract.
- n) In case BHEL be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operations done by the transport contractor, such loss, damage or compensation shall be paid by the contractor to BHEL together with the costs incurred by BHEL on any legal proceedings pertaining thereto.
- o) The contractor is directly responsible for injuries / death of any person employed by him as well as to the third party occupants and vehicles, or other users, arising due to accident or otherwise during the contractual period. At any point of time, BHEL will not be responsible for any loss / damage either to the person or to the Taxi arising out of accident of the Taxi for performing the contractual obligations.
- p) Any addition or deletions or changes in the nature of organization of the transport provider should be informed to BHEL well in advance.
- q) Subject as aforesaid the provisions of the MV 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.
- r) The taxi allotted for BHEL use is liable to be checked by BHEL security personnel as and when required.
- s) BHEL reserves its right to refuse to engage the Taxi if the driver and the Taxi do not conform to any of the regulation of MV act.
- t) Any mishap (i.e. fire, theft, riots, strike, accident, etc.) occurring en-route and any liability in this regard will be the complete responsibility of the Transport provider. He is also responsible for the safe, comfortable and timely transportation of the passengers.
- u) BHEL is not responsible in any case for payment of any loss of life, injury or damage because of engaging of the Taxi. In case BHEL has to pay compensation for any loss/damage, the same is to be reimbursed by the Contractor to BHEL together with legal expenses.
- v) The Price Bid submitted by the bidder will be applicable to both the vehicles.



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H. PENALTY:

Penalty for Delay / Non-Supply of Taxis, etc.will be levied as under:

- a) A penalty equivalent of day rent per day per taxi will be recovered for short supply of Taxis against the BHEL requirement/ contract T&C.
- b) In addition to the above BHEL reserves the right to get the same done at the contractor's risk and cost by engaging the same departmentally. The excess amount if any towards that entire operation may be deducted from the default contractor's running bill / security deposit.
- c) For delayed supply of taxis against regular operational timings, Rs 100/- per hour for a maximum of 4 hrs (fraction of delayed hours will be rounded off to full hour) will be deducted as penalty. For any such delay, Transport provider has to give advance / immediate intimation to BHEL Corp R&D –Transport Incharge. If delay is more than 4 hours the subject Day Rent for the Taxi will not be given (as penalty) and payment will be given only for KM run.
- d) An amount of Rs.500/- each per day will be charged as penalty for poor upkeep of the car, Driver not wearing the uniform.
- e) In case of break-down of taxi while on operation, the taxi should be replaced by an alternative Taxi within 60 minutes from the time of breakdown. If it is not so, an amount of Rs 100/- per hour (fraction of breakdown hours will be rounded off to full hour) will be deducted from the particular bill for the break down hours for maximum of 4 hours only, if break down time exceeds 4 hrs, the subject Day Rent for the Taxi will not be given (as penalty) and payment will be given only for KM run. Subject Day Rent is calculated based on the no. of days in that subject month.
- f) In case of non-replacement of Taxi in time as said above against breakdown Taxis, BHEL reserves the right to get the same done at the Transport provider's risk and cost by engaging the same departmentally. The excess amount if any towards that may be deducted from the default Transport provider's running bill / security deposit.
- g) 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.

I. ARBITRATION:

All disputes arising in connection with the Contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the Rules made thereunder. The dispute shall be referred for Arbitration to any Arbitrator to be appointed by the Head of the Unit, BHEL R&D. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be at Hyderabad in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this Contract shall be to the exclusive jurisdiction of RR Dist. Courts.



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Annexure A

CERTIFICATE OF COMPLIANCE

Date:

To

BHEL Corporate R&D
 Vikasnagar,
 Hyderabad – 500 093

Sirs,

We have carefully read the tender specifications connected with the above tender and have understood the technical requirements and conditions to the above tender which consists of:

1. Technical Bid:

- a. Instructions to the Bidders
- b. Pre-Qualification Criteria,
- c. Scope of Contract,
- d. Work Specific Terms & Conditions,
- e. Penalty Clause

2. Price Bid: (A & B)

We agree to carry out the contract tendered at the rates as offered by us in the Price Bid (Rate Schedules) submitted by us and in accordance to the terms and conditions of the subject tender.

If the contract is awarded to us the prices shall be kept firm till the completion of contract.

Draft of..... Bank bearing No.....dated.....for an amount of ₹ _____ /- (Rupees _____ only) Or one time EMD CR ref (BHEL Corp R&D, Vikasnagar, Hyderabad Only) _____ is submitted.

Signature of the Bidder



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Annexure B

TECHNICAL BID

PRE – QUALIFICATION CRITERIA DETAILS:

S NO	ELIGIBILITY CRITERIA	BIDDER's RESPONSE
*1	EMD	DD No. _____ Date _____ Drawn from _____ (Bank) for Rs. _____ / _____ (Rupees _____ only) (Or) One time EMD of ₹ _____ remitted at BHEL Corporate R&D, Hyderabad only. CR ref: _____
*2	Income Tax PAN No. Proprietorship - PAN card on owner Name For others - PAN card on Company/ Firm/Business	PAN No. _____ PROOF ATTACHED /NOT ATTACHED
*3	Service Tax Regn. No. (Proof to be Attached) (If not applicable, please furnish the details in the attached below format	Regn No : _____ PROOF ATTACHED / NOT ATTACHED
4	<u>Company Status :</u> (Proprietorship/Partnership Firm/LLP/One person Company/Private Limited Company /Public Limited Company/Trust/Society) (Proof to be attached)	Company status : _____ PROOF ATTACHED / NOT ATTACHED
*5	Average Annual financial turnover of the last 3 years ending 31 st March 2016, should be at least Rs.3.5 Lakhs	₹ _____ Only PROOF ATTACHED / NOT ATTACHED
*6	Experience of having successfully completed similar works during last 7 years (Copies of documents to be enclosed) from 31.07.2016,	1. One Contract Rs. _____ 2. Two Contracts Rs. _____ 3. Three Contracts Rs. _____
*7	On award of contract, the successful Bidder shall comply with all the statutory requirements of PF & ESI rules & regulations for their workmen deputed for this work.	Accepted / Not Accepted
*8	Willingness to participate in Reverse Auction(RA)	Accepted / Not Accepted
*9	We agree that contract finalization is based on Hiring charges quoted per month	Agreed / Not agreed
*10	If our offer is accepted as lowest cost bidder to BHEL, we agree to match the L1 rates for extra hour, extra KM, driver bhatta, and highest mileage, quoted by other bidder(s)	Agreed / Not agreed
11	Service Tax + Swatch Bharat Cess & Krishi Cess	_____ %
12	Price Bid submitted will be applicable to both the vehicles	Accepted / Not Accepted
13	Must execute two separate Agreements for Two vehicles	Accepted / Not Accepted
14	Vehicle to be provided	Old / New

*These items are essential for qualifying the vendor and those qualified offers only will be considered for evaluation.
 NOTE: Attested photocopies of certificates are to be furnished in the technical Bid without which bids will not be considered for further evaluation.

Signature of the Bidder



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Annexure C

BIDDER'S PROFILE

1.	Name and Full address of the Proprietor/Partnership firm/Company	
2.	Copy of notarised regd. Partnership deed/MOA in case of Limited Co./Trade license for proprietary units	
3.	Name of Contact Person with Designation	
4.	Contact Details: Landline: Mobile No.: Email ID:	
5.	Local Office Address with Contact person, Mobile No., Email ID., Fax No. (If any)	

Declaration:

- (i) I/We (including all partners) certify that I/We have read the Terms and conditions and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We am/are liable to be debarred.
- (iii) I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.

Signature of the Bidder



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Annexure D

FORMAT FOR PRICE BID

FOR SUPPLYING OF 2 NOS. OF TATA INDICA TAXIS ON MONTHLY HIRE BASIS, FOR A PERIOD OF 1/2 YEARS, REGISTERED WITHIN 2 YEARS BEFORE THE DATE OF FLOATING OF THIS ENQUIRY. TAXIES SHOULD NOT HAVE RUN 72000 KMS. ON THE DATE OF AWARDING THE CONTRACT

A. Basic Rate:

Sl. No	Description	R a t e	
		Rs. In Figures	Rs. In Words
1.	Basic hiring charges per month, per vehicle for a minimum of 2,500 Kms run in a month, @ 12 Hrs duty per day (Same rate will be applicable for both the vehicles)	Rs.....	Rupees:.....

B. Rates for other components:

1.	Rate Per extra Hour Beyond 12 Hrs per day	Rs.....	Rupees.....
2.	Rate for extra km beyond 2500 Km run in a month	Rs.....	Rupees.....
3.	Driver Bhatta – If the driver is engaged before 06-30 AM and after 9-30 PM	Rs.	Rupees.....
4.	Average mileage of the vehicle to be offered	_____ Kms.	

Service Tax rate including Swatchh Bharat Cess and Krishi Cess: %

- We agree that contract finalization is based on the basic rate quoted per month as at Sl No.1 of A above only.
- If our offer is accepted as lowest cost bidder to BHEL, we agree to match the L1 rates for extra hour, extra KM, driver bhatta, and highest mileage, quoted by other bidder(s) at Sl.Nos.of B above.
- We agree to supply at L1 cost if the contract is offered to us, covering the above.

Name & Address of the Bidder

Mobile No:

SIGNATURE OF THE BIDDER
(WITH STAMP)



BHARAT HEAVY ELECTRICALS LIMITED
CORPORATE RESEARCH AND DEVELOPMENT,
VIKASNAGAR, HYDERABAD-500 093
(Administration Department)

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):
 ₹ _____ Lakhs
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):
 ₹ _____ Lakhs

(Strike off whichever is not applicable)

The above investment of ₹ _____ Lakhs is within permissible limit of ₹ _____ Lakhs for _____
 Micro / 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