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भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

(A Government of India Undertaking)

ELECTRONICS SYSTEMS DIVISION

P.B.No 10010, Plot No. 98, Electronics City, Hosur Road, Bangalore - 560 100

Gram : BHARATESD
Phone : 25146164, 25146135,
25146113
Fax : :+91-80-28520135
Email : :esdhr @bheledn.co.in

Notice Inviting Tender

Sl. No.	PARTICULARS	DETAILS
1	Tender Number	Ref: BHEL/ESD/HR/TPT-TT/2016-17 dated 20/07/2016
2	Name of the Work	Contract for utilising FOUR[4] Tempo Traveller/Force Travellers on Hire Basis at BHEL-ESD, Electronics City, Bangalore 560100
3	Contract Period	02 (Two) Years
4	Earnest Money Deposit(EMD)	Rs. 1.5 Lakhs to be furnished along with the Tender Document
5	Last Date and Time for the submission of duly filled in tender document	12 th August 2016, up to 1.15 PM
6	Date and Time for Tender opening	12 th August 2016, up to 1.30 PM
7	Place of Submission of Tender document along with EMD	Reception Area, BHEL, Electronics Systems Division Electronics City Phase 1, Hosur Road, Bangalore - 560100.
8	Scope of Work	Refer Tender Document
9	Eligibility Criteria	Refer Tender Document (Essential Criteria)
10	General Terms and Conditions	Refer Tender Document

Note: - The tenderers shall return the duly filled in Tender document after affixing signature on all the pages.

M/s

Dear Sir,

Sub: - Contract for Utilising FOUR [04] Tempo Traveller/Force Travellers for BHEL-ESD on Hire Basis – Submission of Quotation

BHEL-Electronics Systems Division, Electronics City, Phase 1, Bangalore 100 intends to enter into a contract for utilizing **Four TT/Force Traveller (12+1 Seater) of 2013 Model or later** make on hire basis for a period of **TWO YEARS** from the date of issue of work order. The salient point are furnished in the table below by complete scope of work and general terms and conditions.

SL	PARTICULARS	DETAILS
1	Contract Work	Contract for Utilising FOUR[4] Tempo Traveller/Force Travellers on Hire Basis at BHEL-ESD, Electronics City, Bangalore 560100
2	Contract Period	02 (TWO) Years
3	Earnest Money Deposit (EMD)	Rs. 1.5 Lakhs to be furnished along with the Tender Document
4	Last Date and Time for the submission of duly filled in tender document	12th August 2016, up to 1.15 PM
5	Date and Time for Tender opening	12th August 2016, up to 1.30 PM
6.	Place of Submission of Tender document	Two parts in two separate sealed covers put one inside another sealed cover to be dropped in Tender Box kept at Reception Area at BHEL, Electronics Systems Division, Electronics City Phase 1, Hosur Road, Bangalore -560100.
7.	Security Deposit	Successful Bidder will have to furnish Security Deposit as per Annexure V of Page No. 16.
8.	Special Instructions	All Annexures should be in the pro-forma provided/sent by BHEL ESD only. This is essential from the point of providing complete information/Details as required by BHEL and for proper comparison

Note:- The tenderers shall return the duly filled in Tender document after affixing signature on all the pages.

SCOPE OF WORK AND GENERAL TERMS & CONDITIONS:

1. The Scope of work involves ferrying BHEL ESD employees from various parts of Bangalore to BHEL-ESD Factory at Electronics City, Hosur Road & from factory to their respective pick-up and dropping points. (It is subject to change based on our requirement). In case we need any additional vehicle as per the slab for ferrying employees, the same should be provided on the same terms & conditions. **The No of Vehicles may be decreased or increased based on our requirements after giving one month notice to the vendor.**
2. BHEL – ESD reserves the right of changing the routes of the various vehicles.
3. ONE TT/Force traveler with the Driver will be retained at ESD for official use for local trips and inter-state (short distance) after the morning trip to factory within the daily working time of BHEL-ESD and that vehicle should have all India Permit and all the toll charges and permit charges will be borne by BHEL. Driver bata to be observed by the Transporter.
4. Remaining Three vehicles will leave the premises and report back at 3.30 PM (11.30 AM on Saturday) for the evening trip. Choice of which vehicles to be retained at ESD will be the discretion of BHEL ESD. Without authorized permission of BHEL-ESD HR, the designated vehicle should not leave ESD premises.
5. The vehicles provided must be of 2013 model or later.
6. The vehicles are required to report at the designated place of first pick-up point of all routes 15 minutes before the commencement time.
7. The present factory timings are from 07.30 hrs to 16.36 hrs (Monday to Friday) and 0730 hrs to 1230 hrs (Saturday). The vehicle should arrive at BHEL ESD front gate at 7.25 AM in the morning and should leave BHEL ESD Gate at 16.45 hours. On Saturday the vehicles should leave BHEL ESD gate at 12.40 hours. In case of any change in timings, the same will be informed to the vendor within ten days' notice.
8. Bidders must directly own all the Four (4) vehicles of 12+1 seater. Proof of direct ownership (as per clause No. 22 of page no. 12 of Technical Bid) must be enclosed along with the bid.
9. ONE vehicle to be retained for BHEL premises for use. BHEL - ESD reserves the right to use the vehicle at its discretion. In case the same vehicle is required by the Contractor, it will be released only against arrival of the suitable alternate [good running condition] vehicle at our premises irrespective of the reasons.
10. The copies of valid records/documents like RC Book, Vehicle permit, Insurance, Driving Licenses of Drivers, Emission certificate etc., should be produced at the time of award of contract and whenever required by us for verification. Vehicle should be in good running condition of 2013 model or later & all statutory requirements of RTO/Police, etc., should be fully complied with.

11. The Bidder shall be responsible for providing vehicle Drivers with License. The drivers must possess valid driving license and have at least five years' experience driving similar vehicles. The drivers' license document is to be produced for verification by BHEL, whenever demanded
12. Contractor will also be responsible for their courteous behavior towards the BHEL Staff, Executives, customers and passengers in the vehicles. Drivers will strictly adhere to instruction and directions issued by BHEL when the vehicles are on duty and at our command. Strict discipline shall be ensured by contractor. The contractor shall be responsible for behavior of his driver at company premises.
13. The names of the successful bidder's staff/representatives along with their office address/contact numbers have to be furnished by the contractor who have to be contacted, during exigencies or for necessary clarification.
14. The vehicles in this tender are for carrying adults. Vehicles of the same seating capacity used as school vehicles with lesser leg space are not acceptable. Short roof vehicles are not allowed.
15. BHEL - ESD reserves the right to terminate the contract with one month's notice if the performance is not satisfactory.
16. Bidder shall be responsible for covering contractor's/ drivers'/supervisors against all statutory regulations including personal accident insurance etc. BHEL-ESD shall not be responsible for any consequences arising on account of any violation of any statutory provisions, rules/regulations by the Bidder.
17. Average annual financial turnover during the last three years ending 31st March of 2016, should not be less than 18.00 lakhs.
18. **Certificates:** Copy of completion certificates indicating the value of the work or copy of the Work Order/Purchase Order indicating the value of the work order along with the satisfactory completion certificates of service from previous employers. If the Bidders have provided services to other BHEL Units, their performance will be taken into account while evaluating their technical capability.
19. The rate quoted should include the charges towards fuel, wages, permit, insurance, taxes (including Service Tax) and maintenance of vehicle, statutory payments etc., and the rate shall be subjected to price variation clause on increase/decrease of fuel prices during the contractual period.
20. Service Tax rate is as per extant rules & Regulations under the relevant law
21. Bidder should have successfully completed similar works during the last seven (7) years as per details hereunder (Copy of work order and completion certificate to be enclosed along with bid. In case of ongoing contracts, the works order and performance certificates are to be provided):-
 - a) Three similar completed works (each not less than Rs.24, 00,000/-), **or**
 - b) Two similar completed works (each not less than Rs.29, 00,000/-), **or**
 - c) One similar completed works (each not less than Rs.47, 00,000/-).

If any bidder is not fulfilling any of above conditions from 'a' to 'c' will be summarily rejected.

22. In case of any breakdown of running vehicle, alternate arrangement of same seating capacity and in good running condition should be made within half-an-hour to fulfill the contractual terms. Failure to make alternate arrangement will result in levying of appropriate penalty as given below.
23. Failure to make alternate arrangements will result on levying of Penalty as under
- a. If the vehicle is not reported [Breakdown while reaching the first point] at first Pick-Up Point and reaches the factory as required, the penalty is 50% of the daily rate.
 - b. If the vehicle is not available at our disposal for half-a-day and less i.e. half of the specified slab hours & less [tolerance of 15 minutes] the penalty is 75% of the daily rate.
 - c. If the above failure [half-a-day] occurs more than once in a calendar month then the penalty will be 25% of the daily rate in addition to the above penalty, for the second and subsequent failures.
 - d. If the vehicle is not available at our disposal for more than half of slab hours it will be treated as full day and the penalty is 125% of the daily rate, if the above failure [full day] occurs more than once in a calendar month then penalty will be 50 % of the daily rate in addition to the above penalty for the second and subsequent failures.
 - e. If the vehicle is not available after doing part of work during first or second half and no alternate arrangement is made within half-an-hour then penalty will be as per "b & c".
 - f. The vehicle at ESD premises without Driver will attract the above said penalty [b to e].
24. After dropping the employees/evening trip, Drivers/Supervisors of the Contractor will not be allowed entry inside the factory.
25. The drivers of the TT/Force traveler should be wearing Uniform during driving for BHEL, as per RTO guidelines
26. **PRICE VARIATION (PVC):** The rates finalized will be firm during the contract period. However, in case of change in fuel prices, a change in the rate will be allowed in the following pattern subject to documentary evidence regarding such change. Rates as per PVC will be given effect from 1st day of subsequent month only. (For e.g. if price change has taken place say in the month of July, then PVC rates (based on the latest fuel rate) will be given effect from August month only). The rate for extra hours will remain firm and no change will be admissible on any other account whatsoever. The fuel price at the time of opening of Technical bid will be the base price for PVC clause. The fuel price variation clause is also applicable for extra running KMs. Price variation clause will be applicable only when there is increase/decrease in fuel price (regular diesel price) per Litre to the tune of one rupee or more compared to previously considered rate.

The rates applicable for Price variation (PVC) for is as given below:

Sl. No	Type of Vehicles	Fuel	Mileage per Litre KM	PVC per KM per Rupee increase in Fuel Charge (in Paisa)
01	Tempo Traveller/Force Travellers(Non AC)	Diesel	8	13

E.g. a) In case, there is increase in fuel price by one Rupee, then, new rate for Tempo Traveller would be calculated as follows. The new rates will be rounded off to nearest rupee. New slab rate for 450 KM in Rs.= Existing rate for 450 KM. + (450KM x 0.13) New rate per extra KM (TT) = Existing rate per extra KM in Rs. + 0.13 b) In case there is decrease in fuel price by one Rupee then, New slab rate for 450 Km(TT) in Rs.= Existing rate for 450 KM in Rs. - (450KM x 0.13) New rate per extra KM = Existing rate per extra KM in Rs. - 0.13

27. The company reserves the right to use the vehicle at its discretion, denial of performing any trip would be viewed seriously and attracts penalty as per clause- 23 irrespective of the reasons. Trip sheet should be maintained by properly recording time, kilometers on daily basis and obtain the signature from the authorized person identified/nominated by us. Contractor will also be responsible for their courteous behavior towards the BHEL Staff in the vehicles. Drivers will strictly adhere to instruction and directions issued by BHEL when the vehicles are on duty and at our command. Strict discipline shall be ensured by contractor. The contractor shall be responsible for behavior of his driver at company premises
28. Trip sheet should be maintained properly by recording time, kilometers on daily basis and obtain the signature from the first pick-up/last drop-employee on same day.
29. It may please be noted that all information along with enclosures those are required under tender document, should be clearly filled-in, if any column is left blank then the bid will be rejected summarily. Any information, wherever the bidder feels important and necessary, the same can be furnished as enclosures only. The offer should be submitted in 2 parts as mentioned below in separate sealed envelopes to be put into a SINGLE SEALED COVER super scribed as Enquiry **Ref: BHEL/ESD/HR/TPT-TT/2016-17 dated 20/07/2016**
 1. Techno-commercial Bid as per Annexure-1 [Technical Part] Super scribed as **"Techno- Commercial Bid"** for Enquiry No: **Ref: BHEL/ESD/HR/TPT-TT/2016-17 DUE DATE 12/08/2016**
 2. Price Bid as per Annexure-II [Price Bid Part], superscribed as **"Price Bid"** for Enquiry No: **Ref: BHEL/ESD/HR/TPT-TT/2016-17 DUE DATE 12/08/2016**

The above sealed cover containing tender document has to be dropped in HRM TENDER BOX Kept in the Reception Hall of the **BHEL, Electronics Systems Division, Electronics City , Phase 1, Bangalore-560100**-on or before **1 .15 PM of-12th August 2016**.

The tender as per annexures should be in bold and legible letters. Corrections if any should be endorsed. All the columns of all annexures should be filled or written as "Not Applicable".

The Tender Box will be opened on **12th August 2016 at 1.30 PM**. The interested bidders

representatives can be present while opening the Tender Box to know only the number of offers received [acceptance will not be confirmed] Intimation regarding the price bid opening will be sent to such of those bidders whose techno-commercial bids are accepted. No correspondence will be entertained in this regard unless we seek clarification, if any. The Management reserves the right to accept or reject any offer without assigning any reason whatsoever and its decision is final in this regard.

30. **Earnest Money Deposit (EMD) - Copy at Annexure IV enclosed.**

31. **SECURITY DEPOSIT – Copy at Annexure V enclosed.**

32. **Payment:**

a) Trip Sheets should be maintained by the Drivers reflecting journey undertaken daily which will invariably be get filled-up by driver affixing his signature and the same duly certified by the authorized official deputed for this work. The Trip sheet Book will be provided by BHEL-ESD and the same has to be submitted on monthly basis (calendar month) along with the bills. Payment shall be settled in on or after thirty (30) days from the date of submitting the bill.

b) Payment will be made only once in a month. Bidder will submit the bills on monthly basis(Calendar month), which will be duly verified, checked and passed by ESD HR department and forwarded to Finance Department of BHEL – EDN Bangalore for releasing payment to the contractor.

c) If any discrepancies in the trip sheets/bill will be returned immediately for re-submission after correction by the contractor within 1 month. All payments will be made by Electronic Fund Transfer (EFT) for which bidders shall fill in the EFT format giving their Bank A/c details. EFT will take place after thirty (30) days of submission of clear bills. Electronic fund transfer form is enclosed herewith.

d) The KMs calculation for the billing will be either from the office/Garage to the first pick point and last drop point whichever is nearest to the pickup and dropping points.

Yours faithfully,

For & on behalf of
Bharat Heavy Electricals Limited

Senior Deputy General Manager/HR

Annexure – I

Information Part

(Signed copy to be enclosed in separate cover)

SL. No.	Description	Details
01.	Nature of organization (Private, Public, partnership firm, propriety concern)	
02.	Name and address of the registered office with phone/fax nos. and email id	
03.	Name/s of Managing/Executive Director or Directors as with Telephone and Mobile numbers. applicable or Partners or Proprietor	
04.	Name of the contact person's name, designation, phone no. and email id	
05.	Total manpower employed in the firm [Driver and Staff]	
06.	No. of years of experience in the field of transport service	
07.	Whether vendor is having any relative working in BHEL (if yes, provide name, staff no., designation and department.)	
08.	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	

09.	Address of Garage, Contact person with phone No.	
10.	List of branch offices with addresses	
12.	List of clients	

Signature of the authorized person with seal

Date:

Annexure – II

Essential Criteria for Evaluation of Technical Bids.

(signed copy to be enclosed in separate cover)

SL. No.	Description	Details
01.	EMD Details	DD / PO No Date : Amount; Rs 1.5 Lakhs
02.	Whether the tenderer has agreed to submit Security Deposit immediately after receiving of Work order as mentioned in the Tender	Accepted/Not Accepted
03.	Vehicles Operators / Travel Agencies should have service tax registration number as per service Tax Act. Please indicate your service	Enclosed/Not Enclosed
04.	Registration No. and year of establishment (Copy of registration certificate shall be enclosed)	Enclosed/Not Enclosed
05.	The Vehicles operator shall have experience of successfully completing similar works during last 7 years either of the following. (Copy of Completion certificate should be enclosed) a) Three similar completed works (each not less than Rs.24,00,000/-), or b) Two similar completed works (each not less than Rs.29,00,000/-), or c) One similar completed works (each not less than less than Rs.47,00,000/-)	Enclosed/Not Enclosed Enclosed/Not Enclosed Enclosed/Not Enclosed
16.	Tenderer shall submit a valid solvency certificate not older than 1 year, for a value not less than Rs.7, 00,000/- from a Scheduled Bank.	Enclosed/Not Enclosed

17.	Vehicles Operators / Travel Agencies should have PAN as per income Tax Act. Please indicate your PAN No. (Xerox copy to be enclosed.)	Enclosed/Not Enclosed
18.	Average annual financial turnover during the last three years ending 31st March of 2016, should not be less than 18.00 lakhs. (Photo copies of Auditor Report to be enclosed)	2012-13 Enclosed/Not enclosed 2013-14 Enclosed/Not enclosed 2014-15 Enclosed/Not enclosed 2015-16 Enclosed/Not enclosed (Un-audited copy to be enclosed)
19.	Payment Terms:- Payment will be made after Thirty (30) days from the date of submitting the clear bills	Agreed/Not Agreed
20.	Scope of work and Terms & condition mentioned in NIT.	Agreed/Not Agreed

-
Signature of the authorized person with seal

Date:

22. Details of Vehicles owned by the vendor in his/her own name/firms' name. Registration should not be older than 2013 (Xerox copy of RC book to be enclosed)

Details of FOUR [4] Tempo Traveller/Force
[Registered in the name of Bidder]

Sl. No	Name in which the Vehicle is registered	Vehicle No.	Year of Mfg.	RC Book No	Tax Paid Receipt No	Permit No	Insurance (Type No and Policy No)	Last FC done on

Note:- Copies of RC Book and Insurance documents with validity should be enclosed.

The above information is true and correct to the best of my knowledge and I will take full responsibility for ensuring the smooth and trouble free efficient service by adhering to all terms & conditions laid down in the tender Document.

Signature of the authorized person with seal

Date:

Note:

- 1. All above information should be supported by relevant documents as applicable.**
- 2. No column should be left blank. If any column is left blank the offer is liable to be rejected. Extreme care shall be taken while filling price bid. Overwriting will not be permitted. Rates quoted shall be including service tax.**

Annexure III

PART - 2 (PRICE BID)

Quotation for Contract for Utilising FOUR [4] Tempo Traveller /Force Travellers on Hire Basis at BHEL-ESD, Electronics City, Bangalore 560100

Sl. No.	Details	FOUR[4] Tempo Traveller/Force Travellers
1	Daily rate for Four Vehicles for 450 Kms per day	In figures:
		In words:
2	Charges for extra kilometer beyond 450 kms per day (Rs./Per KM)	In figures:
		In words:
3	PVC to be quoted based on the Fuel price rate as on date of NIT i.e. 12/08/2016. The fuel price(regular diesel) prevailing at IOC/HP/BP/IBP retail outlet at Bangalore on the date of NIT will be the base price for PVC clause,	IOC/HP/BP/IBP Diesel rate : Rs. _____ (In figures _____ as on 12/08/2016
4	Price Variation clause – regular diesel {For every One Rupee increase / decrease in price of diesel, the charges for every km will be Rs. _____.	In figures:
		In words:
5.	Rates shall be quoted excluding Service Tax. However Applicable Service tax rate to be indicated	

E.g a) In case, there is increase/decrease in fuel price by one Rupee, then, new rate for Tempo Traveller would be calculated as follows. The new rates will be rounded off to nearest rupee. New slab rate for 450 KM in Rs. = Existing rate for 450 KM in Rs. +/- (450KM x 0.13). New rate per extra KM (TT) = Existing rate per extra KM in Rs. + /- 0.13.

Note: Rate of fuel [Normal Diesel-IOC/HP/BP/IBP] per Litre in Rs. as on **12/08/2016** will be taken as base.

Payment will be made within thirty days from the date of submission of Bill with trip sheets. etc. As per BHEL extent Policy the payment can be made through NEFT only.

1. Deduction if any, towards the penalty amount, statutory deduction etc., under the terms of contract can be deducted from the respective monthly Bill apart from any other dues recoverable.
2. Service Tax rate is as per extant rules & Regulations under the relevant law.
3. L1 STATUS to be determined based on the total cost to company [overall basis]. The rate quoted is valid for 90 days from the date of opening tender box, with an exception for price variation clause as mentioned above.

Signature of the authorized person with seal

Date:

Annexure IV

EARNEST MONEY DEPOSIT (EMD)

Earnest Money is to be paid by a tenderer to ensure that the tenderer does not refuse to execute the contract work after it is awarded. The rate of earnest money deposit will be as under:

1. Works costing up to Rs. 2.00 Lakhs NIL
2. Works costing more than Rs. 2.00 Lakhs & up to Rs. 5.00 Lakhs Rs.10,000.00
3. Works costing more than Rs. 5.00 Lakhs & up to Rs. 10.00 Lakhs Rs.20,000.00
4. Works costing more than Rs. 10.00 Lakhs & up to Rs. 20.00 Lakhs Rs.40,000.00
5. Works costing more than Rs. 20.00 Lakhs & up to Rs. 30.00 Lakhs Rs.60,000.00
- Works costing more than Rs. 30.00 Lakhs & up to Rs. 50.00 Lakhs Rs.1, 00,000.00
6. Works costing more than Rs. 50.00 Lakhs & up to Rs. 100.00 Lakhs Rs.1,50,000.00
8. Work Costing More than Rs. 100.00 Lakhs Rs.2,00,000.00
9. One time EMD Rs.2,00,000.00

EMD will be collected in cash (as permissible under Income Tax Act), Pay Order or Demand Draft only.

EMD by the Tenderer will be forfeited as per Tender Documents if:

1. After opening the tender, the tenderer revokes the tender within the validity period or increases earlier quoted rates.
2. The tenderer does not commence work within the period as per LOI/Contract. In case the LOI/Contract is silent in this regard then within 15 days after the award of contract.

EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer.

EMD shall not carry any interest.

Annexure V

SECURITY DEPOSIT (SD)

Security Deposit shall be remitted by the successful tenderer before the commencement of work .The rate of Security Deposit will be as below:

- a. Up to Rs. 10.00 lakhs : 10% [Rs.1.00 Lakh]
- b. Above Rs.10.00 lakhs :1.00 Lakh Plus(+)7.5%
upto Rs.50.00 lakhs of the amount exceeding Rs.10.00Lakhs.
- c. Above Rs.50.00 Lakhs :Rs.4.00 Lakhs Plus(+) 5%
of the amount exceeding Rs. 50.00 Lakhs.

2. Security Deposit may be furnished in any one of the following forms:

- a). Cash (as permissible under the Income Tax Act)
- b). Pay Order,Demand Draft in favour of BHEL
- c). Local cheques of the scheduled banks,subject to realization.
- d). Securities available from post offices such as national savings certificates, kisan Vikas patras etc.(certificates should be held in the name of contractor furnishing the security and duly pledged in favour of BHEL and discharged on the back).
- e).Bank guarantee from scheduled banks/public financial institutions as defined in the companies act.The Bank guarantee format should have the approval of BHEL.
- f).Fixed deposit receipt issued by scheduled banks/public financial institutions as defined in the companies act.The FDR should be in the name of contractor, A/c BHEL ,duly discharged on the back.
- g). Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of work and the balance 50% may be recovered from the running bills.(Note: In case of small value contracts not exceeding Rs.10 Lakhs and all SAS jobs ,work can be started before Security Deposit is collected. However, payment can be released only after collection/recovery of initial 50% Security Deposit)
- h). EMD of the successful tenderer can be converted and adjusted against the Security Deposit.
- i).The Security Deposit shall not carry any interest.

Note: Acceptance of Security Deposit against Sl.No. (d) and (f) above will be subject to hypothecation or endorsement on the documents in favour of BHEL .However ,BHEL will not liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith).Security deposit shall not be refunded to the contractor except in accordance with terms of the contract.