



## **TENDER DOCUMENT**

Tender Notice No	<b>BAP / ERN / RINL-VIZAG / ESP/ Taxi/C : 336</b>
Name of work	Hiring of Two Numbers of diesel Taxi ( <b>Tata-Indica OR Figo-Aspire OR Swift-Desire or better model vehicle</b> ) for BHEL / Ranipet staff, as per the attached terms and condition, at RINL-Vizag,-AP
Type of tender	Open tender.
Period of contract	24 Months
Earnest Money Deposit (EMD) Amount	<b>Rs.10000/-</b>
Last date & Time for Receipt of the Tender	<b>25-Nov-2020 at 14.30 Hrs.</b>
Date of Technical bid Opening	<b>25-Nov-2020 at 14.30 Hrs.</b>

**(Please obtain updated information from the BHEL website about the latest applicable dates & other changes if any in the tender contents)**

Date of Price Bid Opening	Will be intimated to technically qualified bidders separately through E-mail.
Place of submission of Tender	Tender Box placed in Erection Services Department (Nearer to East-Gate) , BHEL –BAP- Ranipet – 632 406.
Address on the Sealed Tender Cover to be:	<b>SDGM / Erection Services Department BHARAT HEAVY ELECTRICALS LIMITED RANIPET, VELLORE DISTRICT TAMIL NADU– 632 406.</b>
Venue of the Tender Opening	Office of SDGM/ES Dept./BHEL/BAP/Ranipet

**Note:** All corrigenda, addenda, amendments, clarifications etc. to tender specification will be hosted in the web pages ([www.bhel.com](http://www.bhel.com) > **Tender notifications > view corrigendum**) only and not in the newspapers. **Bidders shall keep themselves updated with all such developments.**



Ranipet

**Bharat Heavy Electricals Limited**  
**Boiler Auxiliaries Plant, Ranipet –632 406**  
**ERCTION SERVICES DEPARTMENT**

## **TENDER DOCUMENTS**

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**BAP / ERN / RINL-VIZAG / ESP/ Taxi/C : 336**

### **PROCEDURE FOR SUBMISSION OF SEALED TENDERS**

**A. The bidders must submit their offer in two parts in separate sealed covers prominently super scribed as PART-I TECHNICAL BID and PART-II PRICE BID and indicating on each of the covers the following details.**

- TENDER SPECIFICATION NUMBER**
- NAME OF WORK and**
- DUE DATE AND TIME FOR SUBMISSION**

**B. PART-I (TECHNICAL BID) COVER-I :**

- Excepting Rate Schedule, all other schedules, Copy of RC book, Insurance copy, Tender condition details called for in the NIT / specification shall be enclosed in Part-I "Technical Bid".
- Supporting documents / annexure etc. as required in line with Qualifying Requirement shall be enclosed. The documents shall be indexed properly.

**C. PART-II (PRICE BID) COVER-II :**

- All indications of price shall be given in this PART-II "Price Bid" only. Discounts, if any shall be indicated only in the price bid.

**D. These two Covers - I & II (PART-I AND PART-II) shall together be enclosed in a **third envelope (COVER-III)** this SEALED COVER shall be super scribed and submitted to THE Dy. GENERAL MANAGER, ERECTION SERVICES DEPARTMENT, BAP., BHEL, Ranipet at the address given in "Special Instructions to Bidders " on or before the due date.**



**OFFER OF CONTRACTOR  
(FORMAT-to be typed in your letter-head)**

Ref : .....

Date : .....

To

**The Sr. Deputy General Manager / Erection Services,  
Bharat Heavy Electricals Limited  
Boiler Auxiliaries Plant  
Indira Gandhi Industrial Complex  
RANIPET –632 406 (TAMIL NADU)**

Sir,

Sub: Hiring of Two Numbers of diesel Taxi ( **Tata-Indica OR Figo-Aspire OR Swift-Desire or better model vehicle**) for BHEL / Ranipet staff, at RINL-Vizag,-AP

Ref : Tender specification No. BAP / ERN / RINL-VIZAG / ESP/ Taxi / OT / TR-336 DT : 06-Nov-2020

I/We hereby offer to provide of Taxi on rental basis for BHEL/ Ranipet staff at RINL-Vizag project site at Andrapradesh as per terms and conditions of Tender Specification No.: BAP / ERN / RINL-VIZAG / ESP/ Taxi / OT / TR-336 DT 06-Nov-2020 issued by M/s. Bharat Heavy Electricals Limited, Boiler Auxiliaries Plant, Ranipet.

I/ we have carefully perused all the terms and condition of contract for hiring of taxi at RINL-VIZAG site and agree to abide by the same. I / We have quoted our best rates in the attached rate schedule.

**SIGNATURE OF THE CONTRACTOR**

Place:

Date :

**ADDRESS :**



**RATE SCHEDULE**  
**(Un priced-bid)**

Tender Specification: BAP / ERN / RINL-VIZAG / ESP/ Taxi / OT / TR-336 DT : 06-Nov-2020

**NAME OF WORK:** Hiring of Two Numbers of diesel Taxi ( **Tata-Indica OR Figo-Aspire OR Swift-Desire or better model vehicle**) for BHEL / Ranipet staff, as per the attached terms and condition, at RINL-VIZAG, AP.

<b>SL. No.</b>	<b>Description of Work</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate Per Month Rs.</b>	<b>Amount Rs.</b>
01	Monthly Charges for Hiring of diesel taxi with driver for 12 Hrs. duty per day including Sundays & holidays	48	Vehicle-Month		
02	<b>Total amount Without GST</b>	.		Quoted	Quoted
03	<b>GST at _____%</b>			Quoted	Quoted
04	<b>Total amount including GST</b>			Quoted	Quoted
<b>TOTAL AMOUNT IN WORDS :</b>					

**The following charges shall be reimbursed (at actuals only) apart from the above monthly rental charges.**

- a. Diesel Charges @ 1 liter cost of diesel for every 12 KM run of the vehicle/Ltr
- b. Oil charges @ 1 liter cost of oil for every 500 KM run of the vehicle.
- c. Over time charges @ Rs. 50 /hr shall be paid extra for operating the taxi beyond 12 hours a day.
- d. The approximate vehicle mileage run in a month would be 1800 KM.
- e. The approximate OT hours in a month would 30 hours per vehicle.

Note: Photocopies of the following documents are to be submitted along with the offer.

1. Registration Certificate
2. Taxi tourist permit
3. Comprehensive Insurance
4. The authorization Bond countersigned by a Notary (if applicable)
5. PAN Card
6. GST Registration certificate



### **Tender Specification for Hiring of Taxi at RINL-Vizag**

#### **1. Qualification criteria:**

**The bidder has to submit the photocopies of the following documents along with this offer.**

- i. Vehicle Registration Certificate
- ii. Taxi tourist permit
- iii. Comprehensive Insurance
- iv. The authorization Bond countersigned by a Notary (if Vehicle is not in the name of bidder)
- v. PAN Card
- vi. GST Registration certificate (If Annual turnover is more than Rs.40 Lakhs)

If any bidder does not submit the above documents, the offer of the bidder shall be summarily rejected.

#### **2. EARNEST MONEY DEPOSIT:**

I. The tenderer shall submit EMD of **Rs.10,000/-** (Rupees Ten Thousand only) in the following forms only: -

- a) Cash Deposit as permissible under the extant Income Tax Act (before tender opening).
- b) Electronic Fund Transfer credited in BHEL account (before tender opening).
- c) Banker's Cheque/ Pay Order/ Demand Draft, in favour of BHEL, Ranipet (along with offer)
- d) Fixed Deposit Receipt (FDR) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)

II. EMD by the tenderer will be forfeited as per NIT conditions, if:

- a) After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- b) The contractor fails to commence the work within the period as per LOI/ Contract.
- c) EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.
- III EMD given by all unsuccessful tenderers shall be refunded normally within 15 days of award of work to L1 party.
- IV EMD shall not carry any interest.
- V EMD of successful tenderer will be retained as part of Security Deposit.

#### **3. INCOME TAX:**

Income tax as per statutory requirement will be deducted on each payment made to the contractor and TDS certificate will be issued to this effect.

#### **4. TDS ON GST:**

TDS on GST amount as per statutory requirement as applicable will be deducted on each payment made to the contractor. Present TDS on GST is 2%.

#### **5. PAYMENT TERMS:**

100% Bill payments will be made within 30 days from the date of submission of correct/ complete bill with all relevant documents to Erection Services Department.

Payment shall be made every month based on the bills to be raised by the contractor and certified by BHEL Engineer. Bills should be submitted by the contractor before 7<sup>th</sup> of every month. Vendor has to submit the all necessary documents along with the bill.

- a) Vehicle log book - Xerox copy 4 Sets
- b) Diesel Bill for diesel rate (Two bills in a month)
- c) Toll gate/ parking charges if any
- d) Engine oil Bill for oil rate ( Two bills in a month)



**Note:** All payments will be released only through NEFT/RTGS. BHEL Electronic Funds Transfer form (Refer Annexure-B) duly Filled and certified through bank may be enclosed.

**6. VALIDITY OF OFFER:**

The offer shall be valid for a period of **3 months** from the last date for tender submission.

**7. RISK PURCHASE:**

In case the contractor fails to execute the work due to any reason, BHEL reserves the right to get the same completed through some other party at the risk & cost of the contractor and any additional expenditure incurred due to the same shall be charged to the contractor.

**8. Other terms and conditions**

- a. The Vehicle provided shall be fairly in good condition and should have been registered after 2014
- b. Initially (approximately 2 months) one vehicle only required.
- c. The date of 2<sup>nd</sup> vehicle requirement will be intimated to the contractor at least one week in advance. The second vehicle should be deployed within 07 days from the date of such intimation.
- d. The normal hours of taxi operation will be from 07:30 A.M to 19.30 PM. The vehicle should report to the first party's (BHEL's) garage at 7.30 AM and will be utilized by the first party up to 7.30 PM daily. However, the reporting time of the vehicle may vary according to the requirement of the first party at site. Any delay in the reporting time will attract a Liquidated damages/penalty of 5% of daily average charge per hour for the day.
- e. If the vehicle is required beyond normal working hours, the same should not be refused and such overtime services, overtime charges @Rs.40/- per hour shall be paid.
- f. The vehicle should be made available by the contractor to the first party on all working days of BHEL Site Office. The contractor should also make available the taxi on closed and weekly holidays, if required by the first party. But, there will be no extra payment for providing taxi on such holidays, except for mileage and over time charges, if any.
- f. Proper logbook as required by the first party shall be maintained by the contractor's driver and the same shall be submitted daily.
- g. During the contract period, if the contractor is unable to provide any vehicle on any particular day(s) or for a continuous period, an alternative vehicle shall be arranged by BHEL and the difference in cost will be recovered from the contractor.
- h. **BREAK IN TAXI OPERATION:** There may be break(s) in taxi operation as per site requirement. When the taxi is not required by BHEL for a continuous period of 05 (Five) or more days, prior intimation will be given for stoppage of taxi operation and NO PAYMENT will be made for that period. Break of 05 or more continuous days shall be inclusive of intervening Sundays and holidays, where applicable.
- i. As per requirement BHEL reserves the right to use the vehicle for Local trips and also Outstation Trips without any extra cost implication to BHEL.
- j. **DEDUCTION FOR BREAK(S) IN TAXI OPERATION:** When the taxi is not utilized by BHEL for a continuous period of 05 or more days, hire charges for the total period of non-utilization will be deducted proportionate to the quoted/accepted monthly hire charges. A month means a calendar month. When taxi is not utilized/required by BHEL for a continuous period of up to 04 days, no deduction will be made in the monthly hire charges
- k. The contractor must have Registration Certificate on his own name or he / she should be empowered to operate the offered vehicle through a bond. The authorization Bond must be countersigned by a Notary.
- l. The vehicle offered shall be **Tata-Indica OR Figo-Aspire OR Swift-Desire or better model diesel car** and shall be in good conditions. The Photostat copies of the Registration Certificate and other permits shall be submitted along with the offer.
- m. The tourist taxi provided should have a valid permit and be in good condition to the satisfaction of the first party. The contractor shall maintain the vehicle always in good running condition and BHEL reserves the right to terminate the contract in case of continued negligence of maintenance by the contractor.
- n. The driver should follow and obey all Traffic Rules. Any penalties imposed for violation of Traffic Rules shall be borne by the contractor



- o. The vehicle is required on all days including Sundays and Holidays and beyond normal working hours as per BHEL requirement. However, one day in a month shall be given as Holiday for the vehicle maintenance, at the discretion of BHEL's Site-In charge at RINL-Vizag.
- p. The driver of the vehicle should have valid license.
- q. THE COMPREHENSIVE INSURANCE POLICY: This insurance shall be in such a form to protect the CONTRACTOR against all claims for injuries, disability, disease and death to members of public including BHEL clients men and damage to the property of others arising from the use of motor vehicles during on or off the 'Site' operations, irrespective of the ownership of such vehicles.
- r. BHEL will assist the contractor in getting the gate pass. It is the contractor's responsibility to arrange gate pass for the vehicle and driver for entering site, namely RINL-Vizag
- s. The contractor should appraise himself of the safety regulation and other conditions to be complied with at the site of operation before quoting. Adherence to safety requirements of BHEL's customer shall be ensured. SUBMISSION OF OFFER : This Terms & conditions in original, duly signed in all the pages, should be submitted to BHEL along with your offer as a token of acceptance of the conditions. You are requested to quote in the Rate schedule for this enquiry attached herewith. Your offer should be submitted in a sealed cover to the below address.

**To**

**The Office of the SDGM/Erection Service,  
Bharat Heavy Electricals Limited,  
Boiler Auxiliaries Plant, Ranipet – 632 406.  
Tamil Nadu**

**Phone No.:04172 - 284973,**

- t. TAXES & DUTIES: The quoted rates shall be inclusive of all taxes and duties leviable by any Local body / State Government / Central Government authorities except GST.
- u. GST: The GST shall be reimbursed at actuals against submission of GST invoice.
- v. EARNEST MONEY DEPOSIT (EMD) : EMD of Rs. 10000/-.
- w. SECURITY DEPOSIT (SD): The total security deposit (SD) is Rs.10000/- .The EMD of successful bidder shall be retained till completion of the contract. The security deposit amount will be refunded on satisfactory completion of the contract period including extension, if any.
- x. PAYMENT TERMS : The contractor shall raise Service Invoices on monthly basis and certified by the Engineer of BHEL. Payment will be made once in a month only through E-payment (through NEFT/RTGS) after deducting the bank commission charges. To make e-payment the contractor shall submit the EFT form as enclosed in ANNEXURE. Payment will be made within a period of 30 days from the date of submission of bills along with all the enclosures as called for by BHEL. A month means a calendar month. TDS will be deducted at the applicable rates
- y. No advance payment for any purpose will be made for Taxi operation.
- z. The contractor has to maintain the vehicle in good condition at all times and ensure punctuality in operation. In case BHEL is not satisfied with the performance of taxi operation, the contract will be terminated on 01 (one) month notice.

The terms and conditions shall be duly signed in all the pages as a token of acceptance of the conditions and submitted along with the offer.

**SIGNATURE OF THE CONTRACTOR**



**Bharat Heavy Electricals Limited**  
**Boiler Auxiliaries Plant, Ranipet –632 406**  
**ERCTION SERVICES DEPARTMENT**

**PRICE BID**

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**BAP / ERN / RINL-VIZAG / ESP/ Taxi/C : 336**

**NAME OF WORK:** Hiring of Two Numbers of diesel Taxi ( **Tata-Indica OR Figo-Aspire OR Swift-Desire or better model vehicle**) for BHEL / Ranipet staff, as per the attached terms and condition, at RINL-VIZAG, AP.

SL. No.	Description of Work	Qty.	Unit	Rate Per Month Rs.	Amount Rs.
01	Monthly Charges for Hiring of diesel taxi with driver for 12 Hrs. duty per day including Sundays & holidays	48	Vehicle-Month		
02	Total amount Without GST	.			
03	<b>GST at _____ %</b>				
04	<b>Total amount including GST</b>				
<b>TOTAL AMOUNT IN WORDS :</b>					

**The cost of diesel and engine oil** will be reimbursed by BHEL on the basis of the following calculation.

- f. Diesel Charges will be reimbursed @ 12 KM/Ltr
- g. Oil charges shall be reimbursed @ 500 KM/ liter.
- h. Over time charges @ Rs. 50 /hr shall be paid extra for operating the taxi beyond 12 hours a day.

Note : Photocopies of the following documents are to be submitted along with the offer.

1. Registration Certificate
2. Taxi tourist permit
3. Comprehensive Insurance
4. The authorization Bond countersigned by a Notary (if applicable)
5. PAN Card
6. GST Registration certificate

SIGNATURE OF THE CONTRACTOR



## ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

01	<b>NAME &amp; ADDRESS OF THE SUPPLIER / VENDOR PHONE NO. WITH STD CODE</b>										
02	<b>VENDOR CODE</b> (as in WORK ORDER)										
03	<b>Details of Bank Account:</b>										
A)	<b>NAME &amp; ADDRESS OF THE BANK (WITH PIN CODE)</b>										
B)	<b>BANK TELEPHONE NUMBER (WITH STD CODE)</b>										
C)	<b>BANK BRANCH CODE:</b>										
D)	<b>MICR CODE</b>										
E)	<b>ACCOUNT NUMBER</b>										
F)	<b>TYPE OF ACCOUNT</b>	CURRENT / OD / CASH CREDIT									
G)	<b>VENDOR NAME AS PER BANK RECORDS</b>										
H)	<b>BANK BRANCH RTGS IFSC CODE</b>										
I)	<b>BANK BRANCH NEFT IFSC CODE</b>										
J)	<b>VENDOR'S EMAIL ID (give two ids)</b>										
K)	<b>NAME OF AUTHORISED SIGNATORY</b>										

### CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED, RANIPET by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited, Ranipet. I / we also agree to bear the applicable Bank Charges for the above mode of transfer.

AUTORISED SIGNATORY OF VENDOR WITH SEAL

### Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of \_\_\_\_\_ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE:

\_\_\_\_\_  
(Manager / Officer's  
Signature Under Bank stamp)  
Authorisation No. \_\_\_\_\_

Note: This EFT Form is to be submitted duly filled in manually in all fields and duly signed by Authorised Signatory and certified by Banker.