



भारत हेवी इलेक्ट्रिकल्स लिमिटेड,  
क्षेत्रीय परिचालन प्रभाग, बेंगलूरु  
**Bharat Heavy Electricals Limited**  
**Regional Operations Division, Bengaluru.**

**TENDER ENQUIRY NO: ROD:BGL:GA:TAXI:010: 2019-21**

**DATED 29.05.2019 DUE ON: 19.06.2019**

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**Tender Document**

for

**Rate Contract for Taxis on Hourly/Daily basis**

for

**“Local/Outstation Trips”**

PART-A  
[TECHNO-COMMERCIAL BID]

This Tender document contains 26 Pages



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**Bharat Heavy Electricals Limited**  
**Regional Operations Division, Bengaluru.**

**PART – A: TECHNO-COMMERCIAL BID**  
(Page No: from 03 to 19)

**Phone: 080-23367634 /23367635**  
**Fax :080-23367637**

**NOTICE INVITING TENDER**

1. Tender Enquiry No. & Date : ROD:BGL:GA:TAXI:010:2019-21 Dated 29.05.2019
2. Name of the work : Rate Contract for Taxis on Hourly/Daily basis for Local/Outstation Trips
3. Duration of Contract : Two years
4. Estimated Amount [Business] : Rs.42.00 lakhs [Rupees Forty two lakhs]
5. Last date and time for the Receipt of completed tender : Before 2.30 PM on 19.06.2019
6. Date and time of Techno Commercial bid opening : At 3.30 PM on 19.06.2019
7. Place of submission of completed Bid : To be Submitted at ROD Office, BHEL / EPD Opp. IISC, Prof. CNR Rao Circle, Malleswaram, Bangalore 560 012
8. Pre Bid meeting : 10.06.2019 11 am to 3 pm
9. Contact details for query Resolution : Manager/ ROD Bangalore – [bmb@bhel.in](mailto:bmb@bhel.in) 9972073715  
Senior Engineer – [kuldeep.chauhan@bhel.in](mailto:kuldeep.chauhan@bhel.in) 8438196861

**This tender document contains 26 pages comprising General Instructions to the bidders, Scope of work and Terms & Conditions, Price bid etc. as follows.**

1. Annexure-A - General Instructions for the bidders : Page: 03 to 04
2. Annexure-B - Scope of Work and Terms & Conditions : Page: 05 to 17
3. Annexure-C - Essential criteria for Evaluation of Technical bid : Page: 18 to 20
4. Annexure-D – Pro-forma for vehicle wise statement : Page: 21
5. Annexure-E1 & E2 - Price Bid : Page: 22 to 24
6. Annexure-F1 & F2 – Un Priced Bid : Page: 25 to 26

Issued to:

**Date of Price Bid opening will be intimated later. Late Tenders will not be accepted.**

*Bhanu BM*  
*Manager/Comm & RB*  
[SIGNATURE & DESIGNATION OF ISSUING OFFICER]

**Note: The tenderer shall return the duly filled in Tender Documents after Affixing signature on all pages.**



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**Annexure-A**

**RATE CONTRACT FOR TAXIS ON HOURLY/ DAILY BASIS FOR LOCAL / OUTSTATION TRIPS**

**1.0 GENERAL INSTRUCTIONS TO BIDDERS**

1.1 Sealed tenders for the work as stated in Tender Notice are invited from the Authorized tourist taxi operators. Tenders will be received by Manager, Bharat Heavy Electricals Limited, Regional Operations Division, BHEL, Opp. IISC, Prof. CNR Rao Circle Malleswaram, Bangalore-560012 upto 1430 hrs on or before 19.06.2019 as per procedure mentioned below.

1.2 BHEL, Regional Operations Division intends to hire vehicles like Indigo, Etios, Dzire, Innova /Honda City, AC Corolla, Mercedes Benz, BMW, Camry for local and outstation Trips on Hourly / Daily Rate Contract basis.

1.3 Tour & Taxi Operators/ Travel Agencies bidding for the contract are required to go through the instructions carefully and complete all the formalities as required. In the event of furnishing false information/ incomplete information, the offer(s) is liable to be rejected. In case bidders require any clarification, they may contact Administration Department of BHEL-ROD before submitting their bids.

1.4 The Tour & Taxi Operators / Travel Agencies are required to submit the offer in **three separate parts (i) Technical and commercial Bid (ii) Price Bid and (iii) EMD**. Each bid has to be kept in separate envelope duly sealed and super-scribing on the envelopes the [Part-III, EMD], [Part-II, Technical and commercial Bid], [Part-I, Price Bid] and Tender Enquiry No. and its date of opening. All three envelopes have to be put together in another large envelope and sealed and then submitted finally.

1.5 Information in respect of Technical & commercial bid and Price Bid are to be submitted in the prescribed Proforma only as per Annexure: C, D, F1, F2 and Annexure: E1 & E2 respectively.

1.6 Bidders shall fill-in all the required particulars in the blank spaces provided for the purpose in the tender document and also sign on all pages of the tender document and submit the tender. All the entries in the Technical and commercial bid & Price bid should be clearly written in ink or typed. Corrections, if any, are to be duly authenticated by the signature of the Bidder.

1.7 Technical and commercial bid should also be accompanied with other relevant supporting documents.

1.8 The Bidders are required to submit / drop the duly filled in tender document before 14.30 Hours on 19.06.2019 at ROD Office, BHEL/EPD, opp Indian Institute of Science Post, Prof CNR Rao Circle, Malleswaram, Bangalore – 560 012. The tenders received after the stipulated time are treated as Late Tenders and may not be considered.



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1.9 The technical and commercial bid shall be opened on 19.06.2019 at 15:30 Hours at the Tender Opening Room at ROD Office in the presence of Bidders who choose to be present.

1.10 Bidders or their representatives may attend the tender opening on the above mentioned date, time & place. No separate intimation will be given to Bidders for technical bid opening.

1.11 The sealed Price Bids of only those offers which are technically qualified shall be opened later, and the qualifying Bidders in Technical bid will be intimated separately the date of opening of the Price Bid for their participation.



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**Annexure-B**

**RATE CONTRACT FOR TAXIS ON HOURLY/ DAILY BASIS FOR LOCAL / OUTSTATION TRIPS**

**2.0 SCOPE OF WORK AND TERMS & CONDITIONS**

**2.1 SPECIFIC TERMS & CONDITIONS:**

2.1.1 BHEL/Regional Operations Division, Malleswaram, Bangalore intends to hire various types of vehicles for Local/Outstation Trips on Hourly/Daily Rate Contract basis.

2.1.2 The normal requirement of vehicles on Hourly Rate basis may be 02 (Two) to 05 (Five) vehicles per day. However the contractor shall be prepared to supply additional vehicles as per requirement at short notice during peak requirement. The requirement of vehicles for Outstation Trips on Daily Rate basis may be 02(Two) or 3 (three) vehicles per month. However, advance information would be given and the contractor shall be prepared to supply the specified vehicle[s] covered within this Tender. They should be available for contact/ communication at all times.

2.1.3 The total estimated value indicated in the tender is subject to variation (may increase or decrease) depending upon the requirement of vehicles during the contract period.

2.1.4 The contractor shall quote for the following categories of vehicles.

(a) The types of vehicle are given below.

Sl.No	Category/	Type of Vehicles	Approx. Usage %
01	Premium Category	AC Indigo, Etios / Dzire	50
02	...do...	AC Innova /Honda City/Ciaz	35
03	...do...	AC Corolla	15
04	...do...	AC Camry/ BMW	
05	...do...	AC Mercedes Benz	

(b) The approximate weightage for each slab is as given below:

Sl. No	Slab details	Weightage %
01	4 Hrs / 40	7
02	6 Hrs / 60	5
03	8 Hrs / 80	75
04	Outstation	13

(c) Selection of Contractor/s will be based on the over-all Lowest Rates quoted in the Price Bid i.e., L-1 as evaluated based on the weightage indicated above.



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- 2.1.5. The charges quoted in the tender shall be inclusive of all overhead charges like fuel, taxes, Comprehensive Insurance, Payment to staff, vehicle maintenance, office overhead etc., but shall not include GST.
- 2.1.6. All the rates should be quoted in figure and also in words in Price Bid Annexures: E1 & E2. Any overwriting / Correction should be attested by the Bidder. In case, the rate quoted in figures differ from those quoted in words, the rates in words will be taken as final.
- 2.1.6. All the offers received will be scrutinized and only the technically qualified offers will be considered for Price Bid opening. Technically unqualified offers will be rejected.
- 2.1.7. *Conditional tenders and tenders which are incomplete and not furnished in the format given in the NIT or otherwise considered defective and tenders not in accordance with the tender conditions will not be considered for further evaluation.*
- 2.1.8. EVALUATION CRITERIA FOR PRICE BIDS**
- The following criteria will be followed:-
- i) Bidders are required to bid by quoting their Best rates for all the named categories of vehicles for all the slabs i.e., [a] 4 Hrs/40 Kms, [b] 6 Hrs/60 Kms & [c] 8 Hrs/ 80Kms, [d] Extra rate per Km beyond the slabs indicated [e] Extra rate per Hour beyond the slabs indicated. For the purposes of evaluation extra one hour and extra 10 kilometers will be considered as per the rates indicated by you in Annexure E1.
  - ii) For outstation trips, rate per Km shall be quoted in Price Bid Format for Outstation trip provided vide Annexure: **E2**. Rate for driver's Bata and night halt charges if any shall also be indicated in the Price bid in respective columns.
  - iii) The evaluation criteria to decide the relative position of Bidders shall be based on the weightage table vide 2.1.4(a) & 2.1.4 (b) above for Local Trips.
- 2.1.9. The selection of Contractor will be based on uniform rates between the offered parties.
- 2.1.10 Bidders are required to quote for all the named categories of vehicles for all slabs, including the rates for extra hour, extra Km, driver's Bata, compulsorily. If a bidder fails to quote for a particular category of vehicle, H1 rates will be loaded for evaluation purpose.
- 2.1.11. A copy of the annexure F1 and Annexure F2 should be attached to the technical and commercial bid where in you are expected to indicate under each column whether you have 'Quoted' or 'Not Quoted'. Please note that you are not expected to indicate the price in these annexures. **The prices will only be indicated in the Annexures furnished with the price bid in a separate cover.**



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- 2.1.12 BHEL reserves the right to award the contract to one or more than one tenderer on uniform rate/ Lowest rate. In the event of awarding contract to two parties, the quantum of work will be allotted approximately 60% to original L1 party and 40% to L2 party who will be matching the L1 rates in toto. If L-2 does not match L1 rates, L3 will be asked to match the L1 rates and so on. However, BHEL reserves the right to negotiate the rates quoted by the L-1 Bidder.
- 2.1.13 Mere participation in the Tender shall not grant any Right/Claim in favour of any Tenderer. BHEL reserves the right to accept/reject the Tender in full/part after due verification and assigning reasons thereof.
- 2.1.14 If any Bidder fails to deploy the vehicle after issuance of the Work Order in his favor, BHEL may terminate the contract and also initiate action to blacklist / ban future business dealings with such party as per Policies/Rules laid down by BHEL.
- 2.1.15 All the Rates quoted shall remain valid for acceptance for a minimum period of 90 (ninety) days from the date of Technical Bid opening.
- 2.1.16 Notwithstanding the quote/bid, the base rate of fuel (Normal Diesel) will be the one prevailing on the date of Technical Bid opening.
- 2.1.17 All entries in the tender documents should be neatly written in ink or typed. Erasing and/or overwriting are not permitted. Bidder should attest the correction and insertions, if any, by putting his signature thereon.
- 2.1.18 The name, full address and phone numbers of the Tour & Taxi Operators/Travel Agencies should be furnished at appropriate places in the tender documents. In case of a partnership firm, the name and address of all the partners with a certified copy of the partnership deed shall be furnished along with the tender. All partners have to sign the tender documents unless the power of attorney has been given to any partner. In case of Limited Companies, duly authorized representative shall only sign the bid and in case of proprietorship, proprietor shall himself sign the bid document, for proper validation.
- 2.1.19 The taxis supplied should not be owned by BHEL Employees and their dependents.
- 2.1.20 Vendors must accept all commercial terms of BHEL.



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**2.1.21 Minimum Qualification Requirements of the Tour & Taxi Operators / Travel Agencies at the time Technical Bid opening:**

- i) The Bidder must be a registered Tour & Taxi Operator / Travel Agency with the concerned Govt Agency/Department for operating Taxis on hire. Copy of such registration certificate shall be enclosed.
- ii) The Bidder should have regular establishment / office at Bangalore. The office shall have telephone, SMS, electronic messages, E-mail & Fax facilities for accepting booking of taxis and also for day-to-day transactions/communications. Documentary proof related to establishment/office in Bangalore shall be enclosed.
- iii) The Bidder should have adequate number of fleet to meet our requirement and also have a minimum of 15 [Fifteen] vehicles as per Table 2.1.4.(a) under their disposal for deployment and the details of vehicles shall be provided along with the Techno-commercial Bid. The vehicles can be in the name of agency, proprietor/partner or attached vehicles. In respect of attached vehicles consent of the vehicle owner may be attached.
- iv) The Bidder should be in a position to supply taxis within one hour of booking under normal circumstances. However, under emergencies, they should be able to provide the Taxis at least within half-an-hour of booking and should be agreeable for such supply in urgency. If the bidder does not supply the car within the time stipulated, BHEL reserves the right to avail the services of some other agency and the difference of cost will be attributed to the successful operator.
- v) Thorough background check of the driver including police verification should be done by service provider before engaging them for BHEL duty. For a continuous trip for BHEL guest, same driver & vehicle should be deployed for the complete trip.
- vi) The driver deployed for BHEL must be fully knowledgeable about defensive driving.
- vii) The Bidders should have PAN No. as per Income Tax Act and GST registration number as per GST Act and furnish copy of the same.
- viii) The average annual financial turnover of the Bidder during the last three years ending 31<sup>st</sup> March [i.e., Assessment year 2015-16, 2016-17 and 2017-18] should at least be 30% of the estimated value indicated in the NIT. Proof of same has to be attached with tender.
- ix) The Bidder shall have the experience of having successfully completing similar works during last 03 [three] years and furnish proof\*. (Similar work means supply of taxis and Vans on Hourly / Daily / Monthly hire basis).

\*Documentary proof such as the Work Order/Purchase Order indicating value of work along with certificate of satisfactory services from the Agencies/Companies/ Establishments to whom similar services were provided should be enclosed. If the Bidders have provided/providing services to BHEL Units, their performance during the contract will be taken into account while evaluating their technical capability.





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**3.0 GENERAL TERMS & CONDITIONS**

**3.1 SPECIFICATIONS OF THE JOB TO BE AWARDED**

- 3.1.1 The successful Tour and Taxi Operators / Travel Agencies will be listed for supply of the following category of the vehicles:

S.No	Category/	Type of Vehicles	Approx. Usage
01	Premium Category	AC Indigo, Etios/Dzire	50
02	...do...	AC Innova /Honda City	35
03	...do...	AC Corolla	15
04	...do...	AC Camry /BMW	
05	...do...	AC Mercedes Benz	

**3.2 MEASUREMENT OF THE JOB:**

The following methods will be adopted for measuring the job/s carried out by the contractor.

**3.2.1 LOCAL TRIPS:**

- 3.2.2 A distance of up to 80 Kms of use or less one way for each single trip from BHEL/ROD or from the place of Reporting (within Karnataka State) would be considered as local trip. Local Trip will be further governed by the following Slabs:

- i) 4 Hrs. / 40 Kms      ii) 6 Hrs. / 60 Kms      iii) 8 Hrs. / 80 Kms  
iv) Extra Running (Kms)      v) Extra Hours

**Note:**

- a) Extra running Kms (exceeding slab limit) would be paid at actual, i.e., Slab rate + Extra Kms exceeding slab Kms x rate for extra running (Kms)
- b) For computing Extra hours below half-an-hour (below 30 Minutes) would be rounded off to be previous hour and above half-an-hour (above 30 minutes) would be rounded-off to the next hour.

**3.3 OUTSTATION TRIPS:**

- 3.3.1 The outstation hiring charges will be paid for a minimum of 250 Kms per day. A Day means a calendar day from 04:00am to 04:00am on the following day.



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3.3.2 Specific instances of Out-station Trips are also covered in this Contract. During Outstation trips, where there is variation (excess or less) either in terms of Kms run and/or the No. of Days involved, then the payment will be calculated as follows:

- [a] Where Kms run exceed the No. of Days, then Rate/Km x No. of Kms;
- [b] Where No. of Days exceed the Kms run, then No. of Days x 250 x Rate/Km
- [c] Outstation Hire charges are regulated as Minimum 250 Kms per day on

The following criteria

- i) Rate in Rupees per KM
- ii) Driver Bata for outstation trip.
- iii) Night charges if any.

**3.4 PAYMENT TO THE CONTRACTOR**

3.4.1 Payment will be made to the contractor on the basis of actual work carried out.

3.4.2 The parking charges, toll tax, barrier tax, state border entry tax etc., during BHEL duty, will be paid extra by BHEL at actuals on production of original Bills/Receipts.

3.4.3 The Contractor shall obtain the signature of the BHEL/ROD Official/Customer other actual users in respect of each trip/Taxi service carried out for BHEL/ROD in the Trip Sheet. Also the feedback will be collected from the guest as per the format given by us.

3.4.4 Bill/Tax Invoices accompanied by the Trip Sheets duly signed by BHEL/ROD Official/Customer etc. shall be submitted by the contractor to the Transport In-charge on fortnightly basis. Invoices for the trips provided from 1<sup>st</sup> to 15<sup>th</sup> shall be submitted on or before 17<sup>th</sup> of the month and Invoices for the trips provided from 16<sup>th</sup> to 30<sup>th</sup>/31<sup>st</sup> shall be submitted on or before 2<sup>nd</sup> of the following month for the Local Trips. Bill/Tax Invoices for Out-station Trips be submitted immediately after completion of each out-station trip duly accompanied by the respective Trip Sheets and signed by the BHEL/ROD Official/Customer or other actual users.

3.4.5 Payment to the contractor against their bill will be made within 45 (Forty five) days from the date of submission of clear bills after due verification and certification by the Transport In-charge. All payments will be made only through National Electronic Fund Transfer (NEFT) only.

3.4.6 The total hiring charges payable will be rounded off to the nearest full rupee value. Income tax shall be deducted at source as applicable under relevant Act / Law. GST shall also be applicable under relevant Act/Law.

**4. PRICE VARIATION (PVC)**

4.1 The rates finalized will be firm during the contract period. However, in case of variation in fuel prices, a change in the rate will be allowed. Revised Rates as per PVC will be given effect from the actual date of submission of letter by the contractor. The rate for extra hours and driver Bata will remain firm and no change will be admissible on any other account whatsoever. The fuel price prevailing on the date of opening of technical Bid will be the base price for effecting the PVC clause. The fuel price variation clause is applicable both for Local/Outstation trips.



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- 4.1.1 Price variation clause will be applicable only when there is increase/ decrease in fuel (Normal Diesel) price per Litre to the tune of 10% over the base price i.e. diesel price prevalent on the date of opening of technical bid. Variation in fuel charges: For every 10% increase in the fuel price over and above the base rate on the date of conclusion of the contract would be compensated @ 1/10<sup>th</sup> per KM for all vehicles ( for e.g. for a Re.1/- per litre increase Rs.0.10 per KM would be compensated. Similarly, for every 10% decrease in the fuel charges from the base rate i.e. rate of diesel prevalent on the date of opening of technical bid will apply. Fixation of new rates for all types of vehicles will be uniform.

**5.0 Earnest Money Deposit**

5.1 EMD payable is Rs 84,000/- (Rupees Eighty four thousand only)

5.2 The offers from the bidders shall enclose a EMD as per Techno commercial Bid in any one of the following forms :

1. Electronic Fund Transfer credited in BHEL account (before tender opening)
2. Banker's cheque/ Pay order/ Demand draft, in favour of BHEL (along with offer)

5.3 EMD of the Tenderer will be forfeited if:

1. 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.
2. The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
3. If the bidder declines to accept the LOI or is unable to accept the work which has been awarded on the basis of the offer received from the bidder or revokes the offer within the validity period of the offer, the earnest money shall stand forfeited
4. 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.

5.4 EMD of successful bidder will be adjusted towards part of the security deposit.

5.5 EMD of all unsuccessful bidders shall be returned normally within twenty days of placement of LOI/Work Order on successful bidder.

5.6 EMD shall not carry any interest.

5.7 EMD can be remitted through RTGS and amount to be credited to BHEL account before Tender opening. Details of Account given below



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ACCOUNT NAME	BHARAT HEAVY ELECTRICALS LIMITED
ACCOUNT NUMBER	42705249391
ACCOUNT TYPE	CURRENT ACCOUNT
BANK NAME	STANDARD CHARTERED BANK
BRANCH NAME	RAJAJI SALAI
BRANCH ADDRESS	19,RAJAJI SALAI CHENNAI 600001
IFSC CODE	SCBL0036078
MICR CODE	600036005

Vendors to E Mail Details to BHEL ROD Bangalore on EMD payment made through RTGS.

**5.8 MSE vendors are exempted from submission of EMD subject to submission of Documents as mentioned in Tender.**

## **6 INSTRUCTION FOR MSE SUPPLIERS**

(1) MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (2 years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of CA certificate applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part I in case of 2 part bid). Non submission of such documents will lead to consideration of their bids at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. Documents should be notarized or attested by Gazetted officer.

(2) In addition to above documents MSE suppliers must submit the letter on company's letter head at BHEL office before due date of Tender Submission stating that they are MSE suppliers and as required in above paragraph at SI NO (1).

### **EMD SHOULD BE PLACED IN COVER-3**



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**7.0 CONTRACTUAL AND LEGAL OBLIGATIONS OF THE CONTRACTOR:**

**7.1 GENERAL**

**7.1.1** BHEL has the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representatives. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.

**7.1.2** The successful Taxi/Tour operator shall send the confirmation by SMS to the guest and BHEL ROD office immediately on receiving the booking request. The details of driver name, mobile no. and cab no. etc shall be sent to the guest and BHEL ROD office sufficiently in advance (at least before 4 hrs. of reporting time). In case of early morning duties i.e., before 04:00 am, the information may be sent by previous night before 10:00pm.

**8.2 DUTIES AND RESPONSIBILITIES**

**8.2.1** Contractor has to ensure that the taxi drivers are physically and mentally fit and do not have any criminal record. Drivers should possess valid driving license and experience. The drivers should be able to communicate in Kannada, Hindi & English. The drivers of taxis for local trips should have good road knowledge of Bengaluru and surrounding areas. The taxi drivers for outstation trips should have road knowledge of southern states.

**8.2.2** The drivers shall be provided with mobile phone for communication and shall be in uniform.

**8.2.3** The driver should be sent for periodical medical checkup i.e., at least once in a year for general health check-up, eye check-up & audiometric test by the contractor to rule out possibilities of loss of vision, hearing etc., and furnish proof of the same.

**8.2.4** The contractor should ensure to engage the vehicles, with only such drivers who have minimum 2 years experience in driving similar vehicles with valid driving license. The contractor should also instruct and ensure that the drivers follow the following good practices.

- a) Follow all Traffic Rules & Regulations and ensure safe & efficient driving
- b) To keep the vehicle neat and clean always.
- c) Report for duty atleast 15 minutes before at the appointed time and place.
- d) Allow the passengers to get inside the vehicle, secure the doors properly and only then Driver should enter into car.
- e) To open and close doors for all passengers/customers while boarding and alighting the vehicle.
- f) Strictly not to smoke / be drunk while on duty.
- g) Strictly not to use mobile phone while driving the vehicle.
- h) Not to indulge in rash & negligent driving



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- 8.2.5 Contractor will be responsible for the good conduct of his drivers. In case of any misconduct /misbehavior by any of his taxi drivers on duty, the contractor will replace such drivers immediately.
- 8.2.6 Contractor will keep watch on his taxi drivers and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his taxi drivers. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the drivers deployed by the contractor shall lie exclusively with the contractor.
- 8.2.7 The contractor shall be fully responsible for enforcing all safety and other RTO regulations as applicable under Motor Vehicles Act, 1988 and Rules framed there under as in force from time to time.
- 8.2.8 The contractor has to ensure that taxi drivers wear a distinct uniform i.e., white Shirt & Trouser. The uniform shall be kept in neat and tidy condition.
- 8.2.9 Contractor has to ensure that all precautions are taken for safety of his drivers and vehicles.
- 8.2.10 The Contractor should see that his drivers keep reasonable money to meet contingent expenditures such as Fuel, Parking/Entry/Toll/Permit Fee etc., while travelling local/outstation.
- 8.2.11 The contractor shall maintain effective coordination / communication with the Transport In-charge at all times. Upon booking/allotting Taxis the details such as the vehicle Regn. Number, driver name and his mobile number etc. shall be provided both to the Transport In-charge as well as the User/Guest by means of SMS for smooth operation of the system. They shall also coordinate for submission of Bills with trip sheets (duly signed by Guest and driver) and settlement of bills thereof.
- 8.2.12 The contractor shall not sub-let any portion of the contract to anybody or Firm or Agency whosoever.

**9.3 STATUTORY LIABILITY:**

- 9.3.1 All statutory requirements under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen Compensation Act, 1923, EPF & MP Act, 1952, Payment of Gratuity Act, 1972, ESI Act, 1948, The Contract Labour (R&A) Act, 1970, Payment of Bonus Act, 1965, Income Tax Act, GST Act, Motor vehicles act, Insurance act and all other applicable Acts shall be complied with by the contractor.
- 9.3.2 The liability for any compensation on account of injury sustained by a taxi driver/ employee of the contractor will exclusively be that of the contractor.
- 9.3.3 Route permit / National permit / Clearance from RTO or any other authority concerned and compliance of any other legal formalities connected with the contract have to be arranged by the contractor at his cost. BHEL doesn't take responsibility in this regard.



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- 9.3.4 The contractor will ensure that all vehicles deployed under this contract agreement, are covered by respective comprehensive insurance policies. Under no circumstance shall BHEL be liable to compensate for any loss or damage that may be caused to / by the vehicles while engaged in discharging of the contractor's obligations under this contract.
- 9.3.5 The contractor shall at his own expenses reinstate and make good to the satisfaction of BHEL management and pay compensation for any injury to any person, loss or damage occurred to any property or rights whatever including property and rights of BHEL or its agents or employee of BHEL, the injury loss or damage arising out of or in connection with or during the execution or performed execution of the contract and further the contractor shall indemnify the BHEL against all claims enforceable against BHEL or any agent, servant or employee of BHEL in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or any other labour legislations or laws/regulation/rules and notification as may be applicable.
- 9.3.6 Compliance to all statutory requirements under various Acts, rules, regulations, notifications in relation to employment of drivers will be the responsibility of the contractor.
- 9.3.7 The liability of any compensation on account of injury sustained by the employee of the contractor will be exclusively that of the contractor.

**9.4 SUPPLY OF VEHICLES, MONITORING &TRIP SHEETS**

- 9.4.1 Contractor shall provide well maintained and road worthy vehicles only of model – not older than **Three years**. The vehicles provided will be inspected by BHEL representative or by any other person authorized in this regard and if the vehicles are not found in road worthy condition, the same will be sent back on the condition that replacement should be given within reasonable time.
- 9.4.2 This contract will be in operation on 24 x 7 hours basis throughout the period of Contract and the Contractor or his nominated representative shall be available for rendering unhindered service.
- 9.4.3 The Contractor shall be responsible for the safe, comfortable and timely transporting of the passengers/baggage.
- 9.4.4 The Contractor shall supply the demanded number of vehicle[s] within one hour under normal circumstances and within half-an-hour under emergencies in respect of Local Trips. However, for Outstation Trips, BHEL will specify the timings, but at least 04[four] hours advance notice will be given. If there is failure, the Contractor will be intimated of his deficient performance. Chronic deficiency in performance [i.e., more than 3 occasions in a month] may result in termination of the Contract. BHEL reserves its right to engage Taxi from any other Agency at the cost and expenses of the contractor in the event of failure to provide Taxis by Contractor and deduct such charges from the Contractor's Bills.



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- 9.4.5 The Contractor shall ensure to keep the taxi in full readiness for the entire day's operation in respect of fuel availability and willingness of the drivers to drive the vehicle.
- 9.4.6 The contractor shall replace the taxi in case of a breakdown while in operation within 30 minutes from the time of reporting breakdown in the case of Local Trip. However, in the case of Outstation Trip, alternate arrangements shall be made at the quickest possible time. The bills under such circumstances be prepared for one vehicle only. No detention charges will be paid for breakdown and arranging alternative vehicle. The log/trip sheets shall mention about the breakdown.
- 9.4.7 Contractor shall provide Taxis of requested model only. In case of supply of upgraded vehicle, payment will be restricted to requested model only.
- 9.4.8 The Contractor shall ensure that his drivers will get all the columns in the trip sheets filled and signed by the user. Corrections/over-writing should be avoided in the Trip Sheets and Bills. Corrections, if any, shall be duly attested by the User in the Trip Sheets.
- 9.4.9 The Contractor agrees that timely supply of taxis is the essence of this contract. The taxis will be utilized for VIPs, Customers and Senior Executives etc who are to be treated well. The taxis should report to the required points as directed by Transport In-charge of BHEL/ROD at the given time, date and place.
- 9.4.10 The Contractor must ensure that the vehicles are furnished with following:
- a) *The relevant documents like RC Book, driving license, comprehensive insurance policy, permit, emission test certificate and other legal documents.*
  - b) *A first aid kit with all necessary medicines and allied items should be kept in the vehicle as per the MV Rules and the same shall be subject to inspection by concerned.*
  - c) *The vehicles should be provided with Audio/FM facility.*
  - d) *The cars should be provided with additional emergency accessories like Stepney, standard toolkit, spare bulb, fuses, fan belt, foot mats and hose pipe etc.*
  - e) *Obtaining of insurance cover for his employees/equipment/tools and tackles etc. and taking third party insurance cover will be the responsibility of the contractor.*

## **10.0 RIGHTS AND OBLIGATIONS OF BHEL**

- 10.1 BHEL also reserves the right to separately deal with any other taxi / vehicle providers during emergency circumstances or for use by VIPs and other dignitaries.
- 10.2 In case of loss of original trip sheet, BHEL reserves the right not to entertain the claim.





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- 10.3 In case the contractor does not carry out the contractual obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring same to his notice and he will be obliged to discharge the obligations and rectify the deficiency / anomaly within specified time failing which BHEL reserves the right to impose the reasonable penalty.
- 10.4 Notwithstanding the above and other rights of BHEL, there shall be no liability on the part of BHEL to pay any compensation whatsoever to the contractor, in case of misbehavior, disobedience, dishonesty, clandestine insolvency, any court order, non-sanction of road permit or any other related activities on the part of contractor or his drivers/employees deputed under the contract or in case of the failure of the contractor to fulfill the terms and conditions of the contract etc.
- 10.5 The decision of BHEL regarding interpretation of any terms and conditions set forth in the agreement shall be final and binding on the contractor.
- 11.0 **DURATION OF THE CONTRACT:**
- Two years
- 11.1 The successful bidder shall have to execute an agreement with BHEL/ROD on a non-judicial stamp paper of the value of Rs.200/- at his own cost.
- 12.0 **ARBITRATION**
- Any dispute arising out of this Tender shall be referred to a third party viz., any person nominated by the General Manager, BHEL/ROD, Opp. IISC, Prof. CNR Rao Circle, Malleswaram, Bangalore 560 012, in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The award shall be final and binding on the parties. The jurisdiction in all such Arbitration cases shall be Bangalore pertaining to this Contract.

*Bharat BM*  
*Manager/Comm'l & RB*



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**Annexure - C**

**Hiring of Taxis on Hourly/ Daily Rate Contract basis for Local/ Outstation Trips**

**Essential Criteria for Evaluation of Technical Bids.**

Sl. No.	Description	Contractor's Acceptance (Yes/No) / Remarks
1	Whether the bidder is a Registered Tour/Travel Operator / Travel Agency (Copy of registration certificate shall be enclosed)	
2	Whether the Bidder has a regular establishment / office at Bengaluru. The office shall have telephone, and E-mail facilities for booking of taxis. (Please indicate here your address, Mobile/telephone No. and E-Mail ID).	
3	Whether the bidder agrees to supply taxis for Local Trips within 1(one) hour of booking under normal conditions and within ½ (half-an-hour) under emergency conditions, and for Outstation Trips as specified by BHEL	
4	Whether the bidder has under his disposal a minimum of 15 (fifteen) vehicles (registered for operating as Taxis.) (Xerox copies of RC book to be enclosed).	
5	Whether the average annual financial turnover of the bidder ending 31 <sup>st</sup> March of the last 3 financial years (2015-16, 2016-17 & 2017-18) is at least 30% of the estimated value indicated in the NIT (documents showing Financial Turnover duly attested by a Chartered Accountant to be enclosed)	
6	Whether possessing experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited should be either of the following a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost ( Rs 16.8 lakhs)	



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	<p>b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost(Rs 21 lakhs)</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the estimated cost (Rs33.6 lakhs)</p> <p>Copies of contract /work order with copies of satisfactory completion certificate from customer to be submitted.</p>	
7	Indicate bidder's PAN details [enclose Xerox copy].	
8	Indicate bidder's GST Regn. No. [enclose Xerox copy]	
9	<p>Nature of Firm / Concern (Proprietor/Partnership/Pvt. Limited/Public Ltd.)</p> <p><b>Note:</b> Please enclose</p> <p>1. In case of partnership firm, photo copy of the partnership deed.</p> <p>2. In case of company, photo copy of the incorporation certificate.</p> <p>3. In case of proprietorship, photo copy of the registration under Shops &amp; Est. Act.</p> <p>4. In case of any other legal entity, photo copy of the registration certificate.</p>	
10	Names, address and phone nos. of Partners/Proprietor/Directors	
11	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	
12	Whether bidder is having any relative working in BHEL (if yes, provide name, staff no., designation and department.)	
13	Whether the bidder has quoted rates in the Price bid (both for local trip in Annexure: E1 & Outstation trip–Annexure: E2 for all the types of vehicles and for all items. <b>If rate is not quoted for all the types of vehicles and all items, H1 rates will be loaded for evaluation.</b>	



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**Details of work order/contract shall be given as per below format in separate sheet**

Sr No	Full address of client officer charge	postal of and in	Brief description of work and Qty	Work order No and Date	Value of contract in Rupees in Lakh	Time Schedule in month	Actual date of completion
1							
2							
3							

For each case of Work Experience filled in the format , self attested copy of work order / Letter of Award and Self attested copies of work completion certificates issued by the agency who has awarded the contract should be submitted. **BHEL reserves the right to verify the authenticity of the document from the originator , hence the party should ensure that all contractual & contact details are available in the completion certificates to lend easy verification wherever required."** ).



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**Annexure - D**

13. Details of the various types of vehicles under the disposal of the bidder for deployment as Taxis (Xerox copy of RC books to be enclosed). In case the space provided is not sufficient, the bidders may use additional sheets for furnishing complete information.

S. N	Type of vehicle	Regn. No.	Year of Regn.	Whether registered as taxi	Fitness Certificate	Comprehensive Insurance Validity date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**Note:** Use additional sheet if required

16. **Declaration:** - I / We \_\_\_\_\_ have gone through the terms and conditions of this tender No. \_\_\_\_\_ and undertake to accept the same in totality and agree to deploy vehicles if the contract is awarded to us.

Place:

Signature with seal

Date:

**Note:** All above information should be supported by relevant documents as applicable.

**PART - 1**  
**PRICE BID (Local Trip)**

**To be kept in a sealed envelope super-scribed as PRICE BID (Local Trip)'**

**01. Name of the firm / vendor:** \_\_\_\_\_

**02. Schedule of rates:**

SI N	Rate details in Rs.	04Hrs/40Km	06Hrs/60Km	08Hrs/80Km	Rate for Extra running Km	Rate for Extra Hours
	Category of vehicles					
[1]	[2]	[3]	[4]	[5]	[6]	[7]
01	<b>A/C Etios/ Indigo /Dzire.</b> Rate in Figures [Rs.]:					
	Rate in Words [Rs.]:					
02	<b>A/c Innova /Honda City</b> Rate in Figures [Rs.]:					
	Rate in Words [Rs.]:					
03	<b>A/c Corolla</b> Rate in Figures [Rs.]:					
	Rate in Words [Rs.]:					
04	<b>A/c Camry/ BMW</b> Rate in Figures [Rs.]:					
	Rate in Words [Rs.]:					
05	<b>AC Mercedes Benz</b> Rate in Figures [Rs.]:					
	Rate in Words [Rs.]:					

GST Percentage : \_\_\_\_\_

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1. Bidders are required to quote their best rates for all types of vehicles for all the slabs, extra running KM, extra hour rate after 8 hours and Driver Bata.
2. The fuel prices per litre (Normal Petrol & Normal Diesel) prevailing on the date of Technical bid opening will be considered as base price for PVC clause.
3. Toll charges, parking charges will be paid extra at actual for which documentary proof to be provided.
4. The rates quoted shall be excluding GST.

**Note : For evaluation purpose the excess HR/KM will be 1 hour and 10 KM for all usages. GST percentage will also be taken into consideration for evaluation. On quoting of higher GST percentage, the higher percentage shall be loaded to the factor.**

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**PART - 1**  
**PRICE BID (Outstation Trip)**

{To be kept in a sealed envelope super-scribed as PRICE BID (Outstation Trip)}

01. Name of the firm / vendor: \_\_\_\_\_

02. Schedule of rates:

Sl. No.	Rate details in Rs. Category of vehicles	Minimum km per day	Rate per Km	Driver batta	Night halt charges if any
[1]	[2]		[3]	[4]	[5]
01	A/C Etios/ Indigo /Dzire. Rate in Figures [Rs.]:	250			
	Rate in Words [Rs.]:				
02	A/c Innova /Honda City Rate in Figures [Rs.]:	250			
	Rate in Words [Rs.]:				
03	A/c Corolla Rate in Figures [Rs.]:	250			
	Rate in Words [Rs.]:				
04	A/c Camry/ BMW Rate in Figures [Rs.]:	250			
	Rate in Words [Rs.]:				
05	AC Mercedes Benz Rate in Figures [Rs.]:	250			
	Rate in Words [Rs.]:				

- Note:
1. Bidders are required to quote by quoting their best rates for all types of vehicles and driver Bata.
  2. The fuel prices per litre (Normal Petrol & Normal Diesel) prevailing on the date of award of contract will be considered as base price for PVC clause.
  3. Interstate permit charges, toll charges, parking charges will be paid extra at actual for which documentary proof to be provided.
  4. A Day means the Calendar Day from 04:00am to 04:00am on the following day
  5. The rates quoted shall be excluding GST

**For evaluation purpose the excess HR/KM will be 1 hours and 10 KM for all usages. GST percentage will also be taken into consideration for evaluation.**

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**PART - 2**  
**TECHNICAL AND COMMERCIAL BID (Local Trip)**

To be kept in a sealed envelope super-scribed as 'TECHNICAL AND COMMERCIAL BID (Local Trip)'

01. Name of the firm / vendor: \_\_\_\_\_

02. Please indicate under each category as Quoted/Not Quoted.

Sl. No.	Category of vehicles	04Hrs/40Km	06Hrs/60Km	08Hrs/80Km	Rate for Extra running Km	Rate for Extra Hours
[1]	[2]	[3]	[4]	[5]	[6]	[7]
01	AC Indigo, Etios / Dzire	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted
02	AC Innova /Honda City	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted
03	AC Corolla	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted
04	AC Camry/ BMW	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted
05	AC Mercedes Benz	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted

**PLEASE NOTE PRICES OFFERED ARE NOT TO BE INDICATED IN THIS ANNEXURE. YOU ARE EXPECTED TO INDICATE WHETHER YOU HAVE 'QUOTED' OR NOT QUOTED.**

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## PART – 2

## TECHNICAL AND COMMERCIAL BID (Outstation Trip)

{To be kept in a sealed envelope super-scribed as 'TECHNICAL AND COMMERCIAL BID (Outstation Trip)'}

01.Name of the firm / vendor: \_\_\_\_\_

02.Please indicate under each category as Quoted/Not Quoted.

Sl. No.	Category of vehicles	Minimum km per day	Rate per Km	Driver Bata	Night halt charges if any
[1]	[2]		[3]	[4]	[5]
01	AC Indigo, Etios /Dzire	250	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted
02	AC Innova/Honda City	250	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted
03	AC Corolla	250	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted
04	AC Camry/ BMW	250	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted
05	AC Mercedes Benz	250	Quoted/Not Quoted	Quoted/Not Quoted	Quoted/Not Quoted

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