



**Bharat Heavy Electricals Limited**  
**Heavy Electrical Equipment Plant, Haridwar-249403**

**Department : WEX-WCS**

**Tender Document**

**Name of Work:** Hiring of 04 Nos. brand new, latest model (2016 or later) Tata Indica Car V2 LX.

**Tender Enquiry No. :** BHEL/HEEP/WEX-WCS/16-17/6230/2016140 DT.30.12.16

**Due date of Tender Opening :** dt.31.01.2017

**Techno-commercial Bid (Part-1)**

**Place of Submission of Tender / Bid:** Tender Room, Purchase Deptt., 4<sup>th</sup> floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand)

**Contact Person:** Mr. Manish Kumar (Sr. Engineer, WCS)

**Contact Address:** Adm-4, ground floor, WEX-WCS, HEEP

**Email:** [omanish@bhelhwr.co.in](mailto:omanish@bhelhwr.co.in)

**Phone:** 01334-284543/1332/1022

**Fax:** 01334-226460

## Details of Tender Document

**Name of Work:** Hiring of 04 Nos. brand new, latest model (2016 or later) Tata Indica Car V2 LX.

The Tender document has been detailed as Follows:

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*Annexure-K*



## NOTICE FOR TENDER (NIT)

BHARAT HEAVY ELECTRICAL LIMITED  
HEEP, Haridwar-249403(UTTARAKHAND)

Name of Department	WEX-WCS		
Phone	+91-1334-284543/1332/1022	Fax	+91-1334-226460
Email Address	omanish@bhelhwr.co.in		
Contact Person	Manish Kumar (Sr. Engineer, WEX-WCS)		
NIT Key.	<b>2016140</b>	Dated :	<b>30.12.16</b>
NIT No.	<b>BHEL/HEEP/WEX-WCS/16-17/6230/2016140 DT.30.12.16</b>		
NIT No. on www.bhel.com	NIT_30940		
NIT No. on www.bhelhwr.co.in	NIT-2390		

Type Of Tender	Open Tender		
#Tender Cost (in INR)	<b>500/-</b> (Exempted for valid MSME and downloaded tender)		
Estimated cost (FOB BHEL Haridwar basis)	-		
EMD ( in INR )	<b>25,000/-</b> (Exempted for valid MSME)		
Period of completion of work	48 month		
Two Part Bid /single bid	Two Part Bid		
NIT Value (in Rs.)	<b>31.84 Lacs</b>		
Last Date of Sale of Tender	30.01.2017	Time :	3:30 PM
Last Date of submission of Tender	31.01.2017	Time :	1:45 PM
* Date and Time for opening of Technical Bid	31.01.2017	Time :	2:00 PM
Place Of submission of Tender	<b>Tender Room, Purchase Deptt., 4th floor, Main Administrative Building, BHEL , HEEP, Haridwar-249403 (Uttarakhand)</b>		

\*In case of two part bid, date of opening of Tender means the date of opening of Techno-commercial bid. However date of opening of price bid shall be intimated to technically qualified parties. If the due date of tender opening happens to be a holiday, the tenders will be opened on the next working Tuesday/Friday.

# Tender cost & EMD shall be submitted either in form of cash receipt issued by cash section, BHEL, HEEP, Haridwar (subject to provision of Income tax act) or Demand draft issued by any nationalised bank in favour of Sr. Accounts Officer (Cash), BHEL, HEEP, Haridwar separately in two different envelopes superscribed as Tender cost and EMD respectively. However Tender cost is non-refundable.

### **Name of Work: Hiring of 04 Nos. brand new, latest model (2016 or later) Tata Indica Car V2 LX.**

Contracting Executive Name: Manish Kumar  
Date:

- BHEL reserves the right to accept or reject any/ all application(s) without assigning any reason thereof.
- If any document submitted by tenderer found false at any stage, the tender/ work order will be cancelled immediately and the financial loss to BHEL if any in making alternative arrangement will be recovered from the contractor.
- BHEL will not be responsible for the loss or delay of tenders in transit in any case.
- All further corrigenda, addenda, amendments, time extensions, clarifications & etc. to the tender, if any shall only be notified on BHEL websites ([www.bhelhwr.co.in](http://www.bhelhwr.co.in)/[www.bhel.com](http://www.bhel.com)) as applicable. Please visit our website before submitting your offer.
- For detailed instructions/information refer the tender document on BHEL website.

## **QUALIFYING CRITERIA FOR TENDER**

### **Annexure-A**

#### **INTRODUCTION:**

BHEL intends to hire 04 Nos. brand new, latest model (2016 or later) Tata Indica Car V2 LX, without driver & Fuel, for a period of 48 months with standard accessories, from reputed Taxi/Car/ Bus Service providers, for BHEL Township & Plant duties (local and out station movement) on “monthly hiring basis” as per qualifying requirement given below. The vehicles are required commercial registration certificate (Taxi Registration).

Experienced and resourceful operating service providers (with complete maintenance and comprehensive insurance) are invited to participate in the tender.

For these vehicles drivers shall be provided by the BHEL at their cost.

#### **PRE-QUALIFYING REQUIREMENTS(PQR):**

- i. Bidder must have possessed at least 02 Nos. commercial vehicles such as Ambulances/Taxies/Cars/Buses/Jeeps and the same registered in the name of bidder since last three years from the date of publication of the tender.
- ii. Solvency certificate from bank for an amount not less than Rs. 5.0 Lakh.
- iii. The bidder must have PAN & Service Tax registration No. in Tour operator/Rent-a-cab category. In case registration for Service Tax is not required as per Service Tax rule due to present business volume, bidders have to certify the same. In case, registration is required in future due to increase of business, bidders have to give undertaking for producing registration certificate.

#### **Documents Required:**

- i. Self-attested photocopy of RC, Insurance & fitness against A (i) of PQR.
- ii. Solvency certificate from any scheduled bank for an amount not less than 5.0 lakh against A (ii) of PQR. Solvency certificate should not be prior to one year of the date of opening of technical bid.
- iii. Self-attested copy of PAN Card for Income Tax & Service Tax Registration certificate for service tax in the Tour operator/Rent-a-cab category duly signed & stamped by the bidder against A (iii) of PQR.

## **IMPORTANT INSTRUCTIONS**

1. Tender documents may be obtained from the office of undersigned after depositing of required tender cost and same is also available on web site i.e. [www.bhelhwr.co.in/](http://www.bhelhwr.co.in/) [www.bhel.com](http://www.bhel.com). It can be downloaded and used as tender document for submitting the offer. Please visit our website before submitting your offer for corrigenda, addenda, amendments, time extensions, clarifications & etc (if any).
2. The offer shall be submitted as per the instructions of tender document. One set of tender document signed by authorized representative of tenderer and stamped on each page & annexures shall be submitted. Price shall not be mentioned anywhere in the techno-commercial offer. Price shall be quoted in the relevant price bid only and must be submitted in separate sealed envelope. In case of any clarification, bidder may contact the office of undersigned. Overwriting / correction in tender documents shall not be allowed. However if correction is unavoidable, the same may be signed by authorized signatory.
3. **Tender must be submitted in two parts, i.e., (i) Techno-Commercial bid and (ii) Price Bid. Both the offers i.e., "Techno-Commercial bid" and "Price Bid" must be sealed in separate envelopes super scribed with NIT no. and name of the contractor. EMD and Tender cost DD/Cash receipt must be submitted in two different envelopes super scribed as Tender cost and EMD respectively. All the Four envelopes must be sealed in another envelope super scribed with NIT no. , name of the contractor and name of work.**
4. On the date of opening of tender, only Techno-Commercial bid shall be opened. Price Bid of technically qualified bidders shall be opened on another day which will be intimated to parties accordingly.
5. Offer without requisite EMD (earnest money deposit) & Tender cost will not be considered.
6. EMD and Tender cost shall be submitted as per NIT either in form of cash receipt issued by cash section, BHEL, HEEP, Haridwar (subject to provision of Income tax act) or Demand draft issued by any nationalised bank in favour of **Sr. Accounts Officer (Cash), BHEL, HEEP, Haridwar .**  
*Note:-Tender Cost shall not be charged if tender documents are downloaded from BHEL website.*
7. **SPECIAL TERMS & CONDITIONS:**  
Special terms and conditions are enclosed (**Annexure-C**). In order to evaluate the Techno-Commercial part of the bid, the bidders are requested to confirm clearly the acceptance of Special Terms & Conditions. Offers of the bidders who do not accept the Special Terms & Conditions are liable to be rejected.
8. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. BHEL also reserve the right to cancel the tender wholly or partly without assigning any reason thereof. BHEL will not entertain any correspondence with bidders in this regard (except for the refund of EMD).
9. For any clarification w.r.t. tender document, bidders may seek the same through telephone/ e-mail to the undersigned before submission of tender document. Last moment queries may be avoided and will not be entertained. BHEL will not be responsible for acknowledging of such queries i.e. ample time should be there to address any query.
10. In the event of any typing error / other clerical errors in the tender documents, noticed by the tenderer, the same must be pointed out before submission of offer, or else, BHEL's interpretation shall prevail & binding on the tenderer.

## CHECKLIST

### Annexure-B

#### CHECK LIST FOR THE DOCUMENTS TO BE SUBMITTED

**(A) First envelope (TECHNO-COMMERCIAL BID)**

Sr. No.	Documents Required	Enclosed (√ / X)
1.	Self-attested photocopy of RC, Insurance & fitness against Sr. No. of (i) of PQR.	
2.	Solvency certificate from any scheduled bank for an amount not less than 5.0 lakh against Sr. No. (ii) of PQR. Solvency certificate should not be prior to one year of the date of opening of technical bid.	
3.	Self-attested copy of PAN Card for Income Tax & Service Tax Registration certificate for service tax in the Tour operator/Rent-a-cab category duly signed & stamped by the bidder against Sr. No. (iii) of PQR.	
4.	Only Signed & stamped <b>Un-priced</b> price Bid (Annexure-K).	
5.	Each page of the tender document duly filled, signed and stamped.	

**(B) Second envelope (PRICE BID)**

Sr. No.	Documents Required	Enclosed (√ / X)
1.	Quoted price bid duly filled, signed and stamped (as Annexure-K), should be submitted separately in sealed envelope.	

**(C) Third envelope (EMD)**

Sr. No.	Documents Required	Enclosed (√ / X)
1.	EMD Cash Receipt/DD	

**(D) Fourth envelope (Tender Fee)**

Sr. No.	Documents Required	Enclosed (√ / X)
1.	Tender Fee	

## **SPECIAL TERMS & CONDITIONS**

**(Annexure-C)**

- 1. SCOPE OF WORK:** Hiring of 04 Nos. brand new, latest model (2016 or later) Tata Indica Car V2 LX, without driver & Fuel, for a period of 48 months, for its use at BHEL Ranipur, Township & Plant duties (local and out station movement) on “monthly hiring basis.”
- 2. REQUIREMENT:** 04 Nos. brand new, latest model (2016 or later) Tata Indica Car V2 LX with standard accessories to be supplied to BHEL, Haridwar, for operation on monthly hiring basis. The Vehicles (Tata Indica) will be required to be equipped with genuine accessories like fog lights, gear locking, mats, etc. as fitted/ provided by OEM, if the same is not provided/ equipped by manufacturer.

The progressive requirement of Vehicles during the proposed contract period of four years is 04 Nos. However, the vehicle requirement may increase/ decrease upto 50% of existing requirement due to termination/ foreclosure of contracts or new requirements at particular point of time within one year from the date of award of contract, **and the Contractor/service provider must have to fulfill the altered requirement (with same category of vehicle) on same terms & condition under same agreement.** The contract period for such additional requirement will also be 48 months.

- 3. DOCUMENTATION:** Registration, Comprehensive Insurance and other relevant documents required for running the vehicles should bear name of Contractor/service provider. Provided vehicles should have Taxi registration i.e. “yellow color plate with registration number written in black”

The Vendor shall submit Service Agreement, Registration Certificate, and Invoice for purchase of the Vehicles.

- 4. DRIVER & FUEL:** Driver(s), and Fuel will be provided by BHEL for operating the vehicles and vehicles shall be in possession of BHEL for 24x7 during hiring period. The responsibility of keeping the Vehicles in good running condition shall be of the Contractor/service provider.
- 5. DELIVERY:** The Contractor/service provider shall ensure safe delivery of Vehicles (as per requirement) within one month after agreement with complete documents as per Motor Vehicles Act.

The BHEL’s use of the vehicles shall not be interfered in any manner whatsoever by the Contractor/service provider or any person claiming directly or indirectly to be the Contractor/service provider.

### **6. PAYMENT:**

- i. BHEL shall pay monthly hiring charges, including taxes as applicable. The payment will generally be made on monthly basis after receipt of the computerized bill in duplicate and verification within BHEL certification by Departmental representative (not below the rank of Sr. Manager) for satisfactory completion of the work. No advance money will be paid under any circumstances. Also no interest shall be paid due to delay in making the payment. The

bills in duplicate along with log book duly signed by User/ Departmental Representative should be sent to BHEL within 15 days after the monthly use of vehicle. It should be ensured that there is no overwriting in the log book. Log book without signature of User/ Department's representative at the specified places shall not be accepted for payment. Along with a monthly running summary shall also be submitted on prescribed format to Auto Pool by Department, for which vehicle has been allotted.

- ii. \*Monthly running of Tata Indica has been finalized for 2,000 kms. No extra kilometer charge shall be paid by BHEL for running up to 2,400 Kms monthly running and no less kms shall be discounted by the Contractor/service provider for running up to 1,600 kms. i. e. monthly hiring charges shall remain same from 1,600 kms. to 2,400 Kms monthly running.
- iii. However, payment shall be made by BHEL for extra kms run @ Rs. 2.00/km beyond 2400 Kms monthly running and discount shall be provided by the Contractor/service provider for less kms run @ Rs. 2.00/km below 1600 kms. monthly running.
- iv. The permit, road tax, Challan, etc. are the responsibility of the Contractor/service provider and will be borne by the Contractor/service provider. BHEL will, however, reimburse only Intra-State levies / taxes for outstation journeys at actual on submission of receipts in original along with the bill, if it would be arranged by Contractor/service provider on pre-information regarding the outstation journey.

#### **7. Servicing, Maintenance & Repairing:**

- i. **Servicing, Running maintenance/ minor repairing:** All Servicing, Running maintenance /minor repairing (other than major accident) will be rectified immediately within two days by the Contractor/service provider at their sole risk, responsibility and cost. A copy of maintenance schedule will be furnished along with the techno commercial bid. Vehicle shall be returned back after servicing/ repair works within a maximum period of three days, after which penalty shall be imposed and deducted from running bills.
- ii. **Major accidental damage repairing:** In case of major accidental damage, the repair period shall be decided by mutual agreement and the vehicle shall be made available within a period not more than ten days. Repairing against major accidental damage shall be done by the Contractor/service provider only at authorized service center/ workshop of the vehicles' manufacturer at the cost and risk of the Contractor/service provider subject to insurance claim being admissible by the Insurer as per IRDA norms. Settling claims with insurance company will be the sole responsibility of Contractor/service provider and BHEL will have no liability in this regard.
- iii. **Replacement of Tyres, Tubes and Battery:** Replacement of Tyres, Tubes and Battery at periodical intervals during the Contract period shall be the responsibility of Contractor/service provider. Tyres shall be replaced whenever required /when treads are worn out / after every 30,000-35,000 kms running of the Vehicle and tubes shall be replaced when punctures are more than three. Tyre should be CEAT/MRF/Apollo/Michelin/Goodyear/JKTyres/Bridgestone/Continental make. Battery shall be replaced whenever required during the contract period.

- iv. All problems related to Maintenance & repair / replacement shall be solved by the Contractor/service provider immediately. However if he does not respond to rectify the reported Problem, BHEL has reserve right to rectify the same and expenditures incurred in the repair / maintenance/spare replacement of hired vehicle shall be deducted from the running monthly hiring bills of the Contractor/service provider.
- v. **Penalty:** In case, the vehicle is not returned within the stipulated service/break-down/accident period then an amount equal to each subsequent day's vehicle hiring charges will be deducted from monthly hiring running bill and in addition to this, penalty of Rs. 500/- per day shall be deducted from running bills.  
Further, In case of delay in repairing of vehicles due to unavailability of the spares/material shall be responsibility of the Contractor/service provider and penalty shall be imposed as applicable depending on the type of the repair i.e. Servicing, Running maintenance/ minor repairing or Major accidental damage repairing.
- 8. Liabilities:** Liability that may arrives on account of certain events/conditions on BHEL:
- i. **Liability on theft or total loss of vehicle:** In the event of vehicle being stolen or damaged beyond repair, the service pertaining to that vehicle shall be considered automatically terminated. The responsibility for insurance claim from the Insurance Company for such thefts/ total loss, will be of the Contractor/service provider. BHEL shall not pay deficit if any in this regard.
- ii. **Liability on account of third party claims:** Handling of all legal liabilities/claims arising out of third party claim shall be the responsibility of Contractor/ Insurance Company.
- 9. Foreclosure/Termination:** The BHEL reserves the right to terminate the contract any time prior to the expiry of hiring period at its sole discretion. In the event of foreclosure/ termination of the contract in respect of vehicles, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving one month' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.
- 10. Activities on Expiry/ Termination/ Cessation of hiring period:** Immediately after the Expiry/Termination/Cessation of hiring period, BHEL shall return to Contractor/service provider the following:
- i. **Delivery:** The vehicles at the place where it was originally delivered in good order and condition, except normal wear and tear. It shall be the responsibility of the BHEL to repossess physical delivery of that particular vehicles from the place where it was delivered.
- ii. **Documents:** Relevant documents with respect to the vehicles, including Registration certificate in original and the original insurance policy.
- iii. **Keys & accessories:** Keys (original as well as duplicate) of the vehicle and accessories fitted as original equipment on the vehicle.
- iv. **Payments:** BHEL shall stop paying monthly rentals for that particular vehicle from the date of the termination of the contract.

- 11. Governing Law and Jurisdiction:** In case of any dispute and differences, Hardwar Court shall have only and exclusive Jurisdiction to adjudicate upon.
- 12. Arbitration:** Arbitrator of Contractor & BHEL shall appoint the third Arbitrator for all disputes, differences, claims and questions whatsoever arising out of this Agreement and the proceedings shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. The venue of the arbitration shall be at Haridwar.
- 13. Contract period:** The Contract Agreement will be valid for a period of 48 months. The same may however be extended further for a period of one year/part thereof with mutual agreement, in writing, on the same Terms and Conditions.
- 14.** BHEL reserves the right to verify the correctness of any of the document like Service tax registration no. Vehicle Registration / fitness/ Insurance, etc. submitted by the Contractor/service provider.
- 15.** The Contractor/service provider shall not appoint any sub-service provider/ sub-agency to carry out any obligation under the contract, however service(s) may be arrange through other sub-provider/ sub-agency on his responsibility. If services(s) may be arrange through other sub-provider/ sub-agency, there should be a legal agreement between both of them and copy of this, will be submitted to the BHEL. Contractor/service provider will take a prior permission for this from BHEL.
- 16.** Contractor/service provider must provide contact numbers & email-Ids (at least 02 nos.) of his or his representatives/ employees, who shall provide/monitor the service/ backup arrangement and attend any complain or information regarding the contract/ service all days 24x7. BHEL will not bear any hindrance due to any third party/ person.
- 17. INSURANCE:** The Vehicles provided must be fully and comprehensively insured (latest copy of insurance cover to be submitted to BHEL, on each & every year.)
- 18.** The Vehicles always carry all the valid relevant documents like registration /road Tax / Insurance / Fitness/ Permit/ Valid Pollution Under Control (PUC) Certificate, etc. BHEL shall not be responsible in any way for non-conformance to any of the Rules & Regulations in respect of the vehicles, lay down by the concerned authorities from time to time. The Contractor/service provider must ensure all above valid relevant documents at their cost.
- 19.** BHEL reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the parties which have been black-listed/ debarred / banned by PSUs / kept on hold by any Central or State Govt. office during the last 48 months will be rejected. Incomplete bids, in any term, are liable to be rejected.
- 20. TAX DEDUCTION AT SOURCE:** Tax shall be deducted at source from the running bill as per applicable Income Tax Rules and other statutory requirements.
- 21. DEVIATION:** The Service provider must comply with the tender specification and all terms and conditions of the contract. No deviation shall normally be entertained.

**22. SECURITY DEPOSIT:**

Security deposit from successful Tenderer shall have to be deposited before start of the work. The total amount of Security Deposit will be 2.5% of the contract value . EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit. The balance amount to make up the required Security Deposit may be accepted in the following forms:

- (i) Cash (as permissible under the extant Income Tax Act)
- (ii) Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- (iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
- (iv) Fixed Deposit Receipt 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)
- (v) Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)  
(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)
- (vi) At least 50% of the required Security Deposit, including the EMD, can also be collected before start of the work. Balance of the Security Deposit can be collected by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.
- (vii) The claim for refund of security deposit is governed by the Limitation Act. The period of limitation is 3 years, commencing from the date that the right to the due accrues. In the case of security deposit paid along with the individual contract, the right to the due would accrue after the maintenance period, or the date of payment of final bill, whichever is later.

**23. Earnest Money deposited by the tenderer will be forfeited if:**

- (i) **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.**
- (ii) **The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.**

**24.** Earnest Money deposit shall not carry any interest.

**25.** The claim for refund of security deposit is governed by the Limitation Act. The period of limitation is 3 years, commencing from the date that the right to the due accrues. In the case of security deposit paid along with the individual contract, the right to the due would accrue after the maintenance period, or the date of payment of final bill, whichever is later.

**26.** If any information/documents submitted by the contractor are found false/fake at any stage, the offer will be cancelled and earnest money/ security deposited shall be forfeited. The suitable action will be taken against the Contractor as per BHEL rules.

27. Banning of business dealings with the contractors may be resorted to for serious lapses in performance/ misdemeanour such as abandoning the work without completing, resorting to unfair means (including false certification), not accepting the contract when awarded etc..
28. Period of validity of offer should be **120 days** from the date of opening of tender.
29. **Documents submitted with the offer shall be signed and stamped in each page by authorized representative of the bidder.**
30. **Documents not signed and stamped by the authorized signatory of the bidder shall not be accepted and considered for evaluation of the bid etc.**
31. Conditional tender is likely to be rejected.
32. **SPECIAL CONDITION FOR MSME:**

“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 (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at **Annexure-D** where deemed validity of EM II certificate of five years has expired) 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 1 in case of two part bid). Non submission of such documents will lead to consideration of their . bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.”

**ANNEXURE-D**

**Certificate by Chartered Accountant on letter head  
(only for those who are submitting EM-II Certificate)**

This is to certify that M/s....., (hereinafter referred to as 'company') having its registered office at..... is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part-II) ..... dtd:....., Category:..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year ..... as per MSMED Act 2006 is as follows:

**1. For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.0.1722(E) dated October 5, 2006 :  
Rs.....Lacs

**2. For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:  
Rs.....Lacs

**(Strike off whichever is not applicable)**

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs for .....Micro / Small (**Strike off which is not applicable**) Category under MSMED Act 2006.

**Or**

The company has been graduated from its original category (Micro/ Small) (**Strike off which is not applicable**) and the date of graduation of such enterprise from its original category is..... (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O.No.3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

**Date:**

**(Signature)**

**Name-**

**Membership number-**

**Seal of Chartered Accountant**

**ANNEXURE-E**

**DETAILS OF BUSINESS**

The Contractor / Service provider shall furnish the following information along with Part-1 bid:-

1. Name of the Firm/Authorized Representative:
2. Status of Firm (whether HUF, Individual etc.):
3. Address for communication:
4. Registered Office, if any :
5. Location of Garage(s) :
6. Telephone No. (Office) (Res)  
(Garage) (Mobile) (Fax)  
(Email Address) (Website Address-if any)
7. Name of proprietor / partner:
8. Name of Bankers:
9. Date / year of commencement of Ambulances:
10. Whether registered with any Govt. Institution / Undertaking / large corporate of repute. If so, furnish particulars with supporting documents:
11. Service Tax - Registration No.:
12. Any other information:

**ANNEXURE-F**

**DECLARATION**

I/ We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institution / Court during the last 48 months and no case is pending with the police / court against our firm/ partner or the company.

Signature with name,

Designation & seal of the firm

Downloaded from BHEL website

**ANNEXURE-G**

**NEFT DETAIL FORMAT**

1. Beneficiary Name
2. Beneficiary Bank Name
3. Beneficiary Bank address
4. Beneficiary Account Number
5. IFSC CODE of the bank
6. Email ID
7. PAN
8. Enclose Blank cancelled cheque No.

Enclosed: An original/ photocopy of blank cancelled cheque of the respective bank account as mentioned above.

I hereby confirm that the above mentioned particulars are in order. To facilitate NEFT credits, I will inform BHEL in case of any changes in the Bank Particulars at a future date.

Thanking you,  
Yours sincerely

Signature:

Name:

Designation:

Company Seal:

Date:

**ANNEXURE-H**

**STATUS OF THE FIRM AND ABATEMENT**

I/ We hereby declare that the status of my/our Firm is \_\_\_\_\_  
(mention whether individual / HUF / Firm / AOP / Public Ltd. / Pvt. Ltd., etc) and that I have/ have  
not (tick the applicable) availed abatement under notification No. 26/2012-ST dated 26.06.12  
(www.servicetax.gov.in/notifications/notfns-2012/st26-2012.htm) and that I/We have not taken  
CENVAT credit on input, input services and capital goods under the CENVAT credit rules-2004.

Signature With name,

Designation & seal of the firm

**ANNEXURE-I**

**CERTIFICATE FOR REPAIR/ MAINTENANCE OF VEHICLES**

*(To be provided by all the bidders)*

We confirm that repair & maintenance of the vehicles would be provided by us through authorized agencies (authorized by the manufacturer) on cashless transaction basis.

S.No.	Type of Vehicle
1.	Tata Indica Car V2 LX

(Signature & stamp of the bidder/service provider)

**ANNEXURE-J**

**CERTIFICATE FOR REPAIR / MAINTENANCE OF VEHICLES**

*(To be provided by the successful bidder before placement of order)*

We confirm repair & maintenance of the vehicles would be provided by us through the following authorized agency of each model on cashless transaction basis:

S.No.	Type of Vehicle	Name of Agency / Location	Contact Person / Phone No.
1.	Tata Indica Car V2 LX		

\* Add more rows for indicating different Agencies in Haridwar

(Signature & seal of the Contractor/service provider)

## **PRICE BID**

### **ANNEXURE-K**

#### **PART-II**

**Name of Work** : Hiring of 04 Nos. brand new, latest model (2016 or later) Tata Indica Car V2 LX, without driver & Fuel, for a period of 48 months with standard accessories, from reputed Taxi/Car/ Bus Service providers, for its use at BHEL Ranipur, Township & Plant duties (local and out station movement) on “monthly hiring basis.”

**Estimated Cost: Rs. 31.84 Lacs**

**Period of Completion: 48 months**

**Tender Cost** : Rs.500/-

**Earnest Money** : Rs.25,000/-

**Date of Opening of Techno-commercial Bid (PART-1):31.01.2017**

<b>SN</b>	<b>Description</b>	<b>Rate (in Rs.)</b>
<b>1.</b>	Monthly charges per Taxi (Brand new, latest model (2016 or later) Tata Indica Car V2 LX) without driver & fuel, for *2000 Kms run per month.	Rs. /Month (In Figure) _____  (In Words) _____  _____

**Note: -**

1. Monthly running of Tata Indica taxis has been finalized for 2000 kms. No extra kilometer charge shall be paid by BHEL up to 2400 Kms monthly running and no less kms shall be discounted by the Contractor/service provider up to 1600 kms. i.e. monthly hiring charges shall be remain same from 1600 kms. To 2400 Kms monthly running.  
  
However, payment shall be made by BHEL for extra kms run @ Rs. 2.00/km beyond 2,400 Kms monthly running and discount shall be provided by the Contractor/service provider for less kms run @ Rs. 2.00/km below 1,600 kms. monthly running.
2. Unavailability of Vehicle (by any reason) shall be deducted on daily proportional basis, and charges in arrangement of substitute shall be deducted from monthly bills, as per penalty clause.
3. Service tax shall be paid extra by BHEL as per government rule.
4. Inter-state taxes shall be reimbursed on actual basis by BHEL on submission of original receipts along with monthly bills, if paid by Contractor/service provider.
5. All type of maintenance & replacements of parts, taxes etc. shall be responsibility of the service provider/ contractor at their cost.