



**BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM :: HYDERABAD-32**

C&PR - TRANSPORT SECTION

NOTICE INVITING TENDER

Phone No. 040 – 2318 4680 / 2525

Fax No.: 040 – 2318 6003

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Tender Notice No: HY/C&PR/TPT/Taxi_2016-'18

21-Oct.-2016

Tender in two parts (Techno-Commercial & Price bid) will be received by the undersigned in sealed cover from the Transport Contractors satisfying the Pre-Qualification requirements for hiring of AC cars in BHEL, RC Puram, Hyderabad - 32. The following should be legibly written on the cover – Tender Notice Number, Tender date, Name of work & Due date of tender opening. Tenders will be opened at 13:30 hrs. on the due date in the presence of bidders or their authorized representatives in BHEL, Administrative Building (Vendor Complex) Ramachandrapuram, Hyderabad – 502 032, Telangana State.

1	Name of the works	:	<p>1) Hiring of ** 35 AC Cars for a period of six months i.e from 01-12-2016 to 31-05-2017. Models : June 2013 or later models with RTO permit T-Board (Diesel/Petrol)</p> <p>2) Hiring of ** 7 Nos.of AC Cars for a period of six months i.e from 01-12-2016 to 31-05-2017. Models : January 2016 or later models with RTO permit T-Board (Diesel/Petrol)</p> <p>3) Hiring of 42 Nos.of AC Cars for a period of six months i.e from 01-06-2017 to 30-11-2017. Models : January 2016 or later models with RTO permit T-Board (Diesel/Petrol)</p> <p>** NOTE : The actual Nos. of cars in Items Nos. 1 & 2 as above will be decided based on the tender response.</p>
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			For all above 3 line items , any variant & version of the following AC cars will be accepted : (i) TATA Indica/EV2/Vista/Bolt (ii) TATA Indigo (iii) Maruti Swift (iv) Maruti Swift D'zire (v) Maruti SX4 (vi) Mahindra Verito
2	Earnest Money Deposit	:	1) Rs. 3,500/- (Rupees Three Thousand and Five Hundred only) per car. 2) & 3) Rs. 4,000/- (Rupees Four Thousand only) per car
3	Estimated Cost	:	1) Rs.1.68 Lakhs per car for six months 2) & 3) Rs.1.89 Lakhs per car for six months.
4	Cost of Tender Documents	:	Rs.500/- (non-refundable)
5	Tender Sale Start Date	:	21 st Oct'16 - 11.00 AM
6	Tender Sale Close Date	:	18 th Nov '16 - 11.00 AM (Extended)
7	Last Date for receipt of Tenders	:	19 th Nov '16 - 11.00 AM (Extended)
8	Date & time of Techno-Commercial Tender opening	:	19 th Nov'16 - 13.30 AM (Extended)
9	Tender should be addressed to		Manager/Transport BHEL, RAMACHANDRAPURAM, HYDERABAD-502 032,TELANGANA State

Name & Address of the Contractor:

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Tenderers are requested to sign and affix their Seal on all pages of tender documents.

PART-I (TECHNICAL BID)**SECTION-I****PRE QUALIFYING REQUIREMENTS**

The following conditions have to be satisfied by the tenderer, with documentary proof to be enclosed with Techno-Commercial bids:

- i) Average annual Income during the last three years, ending 31st March of the previous financial year (should submit Balance sheet & P&L account and/or IT returns for last 3 years – certified by Chartered Accountant), should be at least 30% of the estimated cost i.e. Rs.51,000/- (Rupees Fifty One Thousand Only) per quoted car for Item-1 and Rs. 57,000/- (Rupees Fifty Seven Thousand only) per quoted car for Items-2&3. Further, if the tenderer fails to submit the figure (s) for three years, non-submitted year will be considered as “0” (Zero) for averaging the turnover. In the three years turnover/Income, previous year turnover is compulsory.

For partnership firms/limited Company, registered on or after 01-01-2016 but before technical bid opening date, the income will be reckoned based on IT returns of individual partners/directors on aggregated value duly certified by Chartered Accountants. In such cases the aggregated average turnover of all the partners/directors should be at least 30% of the estimated cost.

- ii) Particulars of experience / credentials for the works executed of similar nature not older than 7 years (Completion and experience certificate of the works to be enclosed and related Income Tax Form 26AS also to be enclosed. In case Income Tax is not deducted at source, undertaking to that respect duly certified by Chartered Accountant to be furnished) ending last day of month previous to the one in which applications are invited should be either of the following:

- a) i) Three similar completed works each costing not less than 40% of the estimated cost i.e Rs.1,68,000/- lakhs per car.
ii) & iii) Three similar completed works each costing not less than 40% of the estimated cost i.e Rs.1,89,000/- lakhs per car

OR

- b) i) Two similar completed works each costing not less than 50% of the estimated cost i.e Rs.1,68,000/- per car
ii) & iii) Two similar completed works each costing not less than 50% of the estimated cost i.e Rs.1,89,000/- lakhs per car

OR

- c) i) One similar completed work costing not less than 80% of the estimated cost Rs.1,68,000 per car
ii) & iii) One similar completed work costing not less than 80% of the estimated cost i.e Rs.1,89,000/- per car

Experience certificate issued by BHEL, Ramachandrapuram in case any work executed in BHEL, Ramachandrapuram will also be considered for the above. Any adverse remarks in the experience certificate will be a disqualification factor.

- NOTE:** (i) "Similar Job / Service" refers to "Providing of AC Cars on hire (Daily / Monthly /yearly basis) for local and/or outstation duties".
- (ii) Experience in case Proprietorship Firms/Partnership Firms/ Limited Company, experience of individual/ Partners/ Partnership Firm/ Director/ Limited Company will be acceptable.
- iii The offers of those bidders who are on the banned list and also the offers of such bidders, who engage the services of the banned firms shall be rejected. The list of banned firms is available on BHEL website www.bhel.com ".

SECTION-II**COMPANY PROFILE**

Techno-Commercial bid for "Hiring of 35 AC Cars of June 2013 or later models for six months from 01-12-2016 to 31-5-2017 for Item No.1 & Hiring of 7 AC Cars of January 2016 or later models for a period of six months from 01-12-2016 to 31-5-2017 for Item No.2 & Hiring of 42 AC Cars of January 2016 or later models for a period of six months from 01-06-2016 to 30-11-2017 for Item No.3 "

All the below documents shall be submitted for technical qualification, failing which the offer shall be liable for technical disqualification.

#	Description	Contractors response
1	Name of Contractor : Proprietor/ Partnership Firm/Limited Company	
2	Self Certified Copy of Notarised Regd. Partnership deed / Certificate of Incorporation in case of Limited company / Trade license for Proprietary units.	
3	Address, contact numbers, email id and Name of authorized representative	
4	Name of Job work	<p>1) Hiring of ** 35 AC Cars for a period of six months i.e from 01-12-2016 to 31-05-2017. Models : June 2013 or later models with RTO permit T-Board (Diesel/Petrol)</p> <p>2) Hiring of ** 7 AC Cars for a period of six months i.e from 01-12-2016 to 31-05-2017. Models : January 2016 or later models with RTO permit T-Board (Diesel/Petrol)</p> <p>3) Hiring of 42 AC Cars for a period of six months i.e from 01-06-2017 to 30-11-2017. Models : January 2016 or later models with RTO permit T-Board (Diesel/Petrol)</p>

		** NOTE : The actual Nos. of cars in Items Nos. 1 & 2 as above will be decided based on the tender response. For all above 3 line items , any variant & version of the following AC cars will be accepted : (i) TATA Indica/EV2/Vista/Bolt (ii) TATA Indigo (iii) Maruti Swift (iv) Maruti Swift D'zire (v) Maruti SX4 (vi) Mahindra Verito			
5	Tender Notice No. & Date	HY/C&PR/TPT/Taxi_2016-'18 dated 22-Oct-2016			
6 a)	No. of Cars quoted for each Item No.:		Item 1	Item 2	Item 3
		No. of cars			
b)	To be filled by in by those bidders who are in possession of cars before quoting for the tender :				
	Item 1	Make/Version	Model (Month/Year)	Regn.No.(s).	
	Car 1				
	Car 2				
	Car 3				
	Car 4				
	Car 5				
	Item 2	Make/Version	Model (Month/Year)	Regn.No.(s)	
	Car 1				
	Car 2				
	Car 3				
	Car 4				
	Car 5				
	Item 3	Make/Version	Model (Month/Year)	Regn.No.(s)	
	Car 1				
	Car 2				
	Car 3				
	Car 4				
	Car 5				
7	Details of EMD				
8	Document cost payment details				

9	PAN with documentary proof	
10	Copy/Copies of Registration certificates (As applicable)	Yes/No
11	Submitted copy of valid driving license(s), in case answer is yes, documentary evidence with regards to TWO years' experience for drivers	Yes/No
12	Service tax registration as applicable (To ensure before commencement of work)	
13	Comprehensive Insurance Copy/Copies including third party (To be ensured before commencement of work)	
14	Copy/Copies of Valid PUC (To be ensured before commencement of work)	
15	Copy of valid Fitness certificate(s) wherever applicable	
16	Copy of Road tax payment as applicable	
17	Banker's Name & Address	
18	Bank A/C No., IFSC code & Branch	
19	Financial Turnover / Income for preceding three years duly certified by qualified Chartered Accountant: ex. 2013-'14, 2014-'15 & 2015-'16	
20	Any other comments	

Note: Photocopy in support of above wherever applicable should be attached and the same should be self certified with seal.

SECTION-III
INSTRUCTIONS TO BIDDERS

1.	<p>Bidders are required to go through the instructions carefully and complete all the formalities as required. In the event of furnishing false or incorrect information/refusal to honour to deploy the quoted no.of cars , the offers of such bidders shall be rejected with forfeiture of EMD and no correspondence will be entertained in this regard. Further, punishable action as per BHEL policy will be revoked.</p>
2.	<p>Bidders are required to submit the offer in two parts:</p> <ol style="list-style-type: none"> a. Techno-Commercial bid consisting of Part-I (Sections I,II,III & IV) & Annexure-I duly signed and stamped on all pages along with Original DDs for Rs.500/- (cost of tender documents) & Earnest Money Deposit of Rs. 3,500/- (For Item No.1) /4,000 (For Item Nos.2&3) per quoted car. b. Price bid consisting of Part-II duly filled in & duly signed and stamped. <p>The above two bids are to be placed in separate covers duly sealed. The cover for Techno-commercial bid should be super-scribed as “Techno-Commercial bid for Hiring of AC Cars for 2016-'18 ” and Price bid shall be super-scribed as “Price bid for Hiring of AC Cars for 2016-'18”.</p> <p>Both the above two envelopes shall be kept into another sealed cover. The cover shall be super-scribed with “Quotation for Hiring of AC Cars for 2016-'18”, Tender Notice No. HY/C&PR/TPT/Taxi_2016-'18 dated 22-10-2016 and Due date 5th-Nov-2016 and shall be sent to Tender Box, Vendor Complex, Admn. Bldg. Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad – 502032, Telangana State.</p>
3.	<p>Bidders can also download the tender document from BHEL website and send the same by Post / Courier to Tender Box, Vendor Complex, Admn. Bldg. Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad – 502032, Telangana State.</p>

	In case, tender documents are sent by post, BHEL-HPEP shall not be responsible for any postal delay. Bidder should ensure that the bid document reaches the tender box on or before the tender due date and time as indicated in NIT.
4.	<p>Bidders can also submit offers through email at their own risk. The offers have to be submitted in two parts. Technical offer to be submitted to technicalbid@bhelhyd.co.in, and price bid to be submitted to pricebid@bhelhyd.co.in. Interchanging the information in the mails may lead to rejection of the offer.</p> <p>Offers sent through emails have to be received only before 10.00 AM on or up to 5-11-2016. Contractors shall have no claim on e-mail offers sent on any other e-mail ID or received after the due date & time. BHEL is no way responsible for non-receipt of offers sent thru email due to Server break down / Internet failure / Transmission error etc. In case of e-mail offers Contractor name, Address including contact details shall be mentioned in the email Subject should necessarily contain Enquiry No and Tender Due date.</p> <p><i>All corrigenda, addenda, amendments, time extensions clarifications, etc., to the tender will be hosted on BHEL website (www.bhel.com) only. Bidders should regularly visit BHEL website to keep themselves updated.</i></p>
5.	Bidders are required to ensure that all columns of the bid are duly filled in. If any incorrect rates or unusually low rates are mentioned in the offer, the same shall be rejected and no correspondence will be entertained in this regard.
6.	The techno-commercial bid should accompany the Demand Draft for Earnest Money Deposit and cost of tender document along with other relevant supporting documents. In case of non-submission of Earnest Money Deposit/ Document cost along with the technical bid, the offer is liable to be rejected.
7.	Bidders are required to submit duly filled in tender documents before 11.00 hrs as mentioned earlier at Vendor Complex, Administrative Building (BHEL).

8.	All entries in the Tender should be clearly written in ball point pen of one ink and corrections, if any, are to be duly attested by the tenderer. Erasures and over-writing are not permitted.
9.	Unit rates should be quoted in figures as well as in words for all the items shown in PART-II of price bid. If there is a discrepancy in the words and figures, the amount in words shall prevail.
10.	The Techno-Commercial bids will be opened on the same day as mentioned earlier at 13.30 hrs. at Vendor complex, BHEL, Ramachandrapuram, Hyderabad-502 032, Telangana State.
11.	Bidders or Bidder's representatives may attend the tender opening on the above mentioned date, time and place. No separate intimation will be given to bidders.
12.	Quotation should be valid for a period of three months from the date of opening of Techno-commercial bid. No other person except Contractor's authorized representative will be allowed in BHEL premises.
13.	Issue of Tender documents does not mean that the bidder fulfills the qualifying requirements of the contract.
14.	Submission of offer shall mean that the bidder has read the bid documents and agrees to abide by the terms & conditions mentioned in the documents.
15.	Canvassing in any form in connection with the Tender is strictly prohibited and tenders submitted by bidders who resort to canvassing will be liable for rejection.
16.	The Contractor should cover PF & ESI for all the Drives engaged for duty. All applicable statutory payments shall be complied by the contractor.
17.	REVERSE AUCTION: BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non-acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. In

case BHEL decides to go for Reverse Auction, only those bidders who have given their acceptance to participate in RA will be allowed to participate in the Reverse Auction. Those bidders who have given their acceptance to participate in Reverse Auction will have to necessarily submit "online sealed bid" in the Reverse Auction. Non-submission of online sealed bid by the bidder will be considered as tampering of the tender process and will invite action by BHEL as per extant guidelines in vogue. Start price for Reverse Auction will be the estimate or L1 of on-line sealed bids, whichever is less.

In case BHEL decides to go for Reverse Auction, the H1 bidder(s) (whose quote is Highest in online sealed bid) will not be allowed to participate in further reverse auction process, provided minimum 10 bidders are left after removal of all such HI bidders.

SECTION-IV**TECHNICAL REQUIREMENTS OF CONTRACT :**

1. BHEL, Ramachandrapuram is in requirement of 42 AC Cars with RTO permit T-Board for six months for each line item for official use on 28 days in a month (including Holidays & Sundays).
2. Contractors in possession of AC Cars / in possession of agreement for right to use of AC cars as per NIT requirement should submit the documentary proofs regarding ownership of cars/agreement for right to use of cars.
3. The colour of the AC Car shall be 'Silver/Grey/White' with any Version & Variant of the following (with fuel as Petrol/Diesel) :

(i) TATA Indica/EV2/Vista	(ii) TATA Indigo	(iii) Maruti Swift
(iv) Maruti Swift D'zire	(v) Maruti SX4	(vi) Mahindra Verito
4. The maximum meter reading for each car in Item No.1 should not exceed 1,00,000 kms & for each car in item no. 2 & 3 should not exceed 30000 km on the date of opening of Technical bid. The condition of the cars will be evaluated by a Committee constituted for the same and accordingly Cars will be either accepted or rejected. The decision of the evaluation Committee will be final & binding.
5. The Year of Registration of the AC Cars shall be June 2013 or later Models for Item-No.1 and January 2016 or later models for Item Nos-2&3.
6. Contractors not in possession of AC Cars can also take part in the tender process by signing an undertaking as in Annexure-I.
7. Ownership of vehicle has to be in the name of Individual/Proprietor / Proprietary Firm / Partner /Partnership Firm / Director / Limited Company. Right to use of vehicle for the contract period shall be registered in the name of proprietor / proprietary firm / partner / partnership firm / Director / Limited company.
8. BHEL employees & their dependents are not eligible for participating the tender.
9. Transport Contractors shall quote for a minimum of 1 (ONE) and a maximum of 5 (FIVE) for Item Nos.-1,2 together for the period from 01-12-2016 to 31-05-2017 and a minimum of 1 (ONE) and a maximum of 5 (FIVE) cars for Item No.- 3 for the period from 01- 06-2017 to 30-11-2017.

10. EVALUATION OF TENDER: Price bids of all technically qualified contractor(s) will be considered and scrutiny shall be carried out. Evaluation will be made in two phases – (i) For Line item 1&2 combined and (ii) For Line item 3. In case of first evaluation, quote for item 1 will be loaded by 13% on item one quote to make the same comparable with line item 2 rate. L1 will be chosen among the lowest of item 2 rate and loaded item 1 rates. All the qualified Price bids shall be arranged in ascending order of basic rate (local trips). L1 Contractor shall be identified based on the basic rate (local trips) only.

- a. If L1 Contractor rates (all rates) are not greater or less than our estimation and agreed by the committee as reasonable, the same will be counter offered to the next in the tender priority for acceptance. Counter offers will be continued until our requirement of 42 cars is fulfilled.
- b. If L1 Contractor rates are greater than our estimation or otherwise, negotiations will be conducted with L1 Contractor and the negotiated rates would be finalized. The same rates would be counter offered to the next in the tender priority for acceptance. Counter offers will be continued until our requirement of 42 cars is fulfilled.
- c. In case the requirement of 42 cars is not met by following the above procedure then L1 Contractor and others as per tender priority will be offered to provide balance number of cars to meet our requirement in proportion to their original quantity offered .
(Similar process (a, b) would be applied for outstation trips)
- d. During finalization of Contractors - In case of tie based on basic rate, the second parameter i.e. rate for extra Kms. will be considered to break the tie. If further tie exists, the third parameter i.e. rate per extra hour will be considered to break the tie. If further tie exists, rate per Km. quoted for outstation trips will be considered to break the tie.

11. BUSINESS DISTRIBUTION: L1 vendor will be worked out considering basic rate (local trip) per car as defined in Clause 10 above ignoring the no. of cars quoted.

Step 1:

Qualified Bidders as per tender priority quoted for 5 cars/4cars/3cars/2cars/1car and whose price stands greater than L1 price will be asked to match the L1 price/L1 negotiated price until fulfilment of 42 cars. Bidders who fail to match the L1 price shall

be eliminated.

Step 2:

L2 , L3 ...Ln bidders, mathed L1 price, will be offered no.of cars as per their quoted no of cars.

In case any bidder fails to honour the offered nos.of cars (based on their quoted nos.), the offers of such defaulting bidders will be rejected and appropriate action will be initiated in line with prevailing rules & regulations in BHEL.

- 12.No contractor can object on the above distribution.
- 13.Company reserves the right to not issue the work order to any agency / firm / contractor if the required no. of cars (42 No's) has been fulfilled already. The EMD of all those contractors/firm/agencies on whom the work order is not placed will be refunded.
- 14.Contractor is solely responsible for payment of Statutory payments like minimum Wages / Salaries, PF, ESI, Bonus etc. to his Drivers/Staff. BHEL will have no liability whatsoever in this regards.
15. The AC Cars shall be supplied along with the Driver / Drivers with all necessary fittings. The Fuel, Maintenance, Road Tax, Insurance and PUC shall be in scope of the Contractor only. However, fuel escalation charges as applicable will be paid
- 16.All the terms and conditions stated in the NIT shall be applicable for each AC Car.

COMMERCIAL CONDITIONS OF CONTRACT :

1. If the AC Car runs for a Minimum of 28 days (@ 10 hrs/day) every Month, basic payment as finalized shall be made. However, in case the vehicle does not run for minimum 28 days @ 10hrs/day, proportionate hourly/daily penalty shall be levied as mentioned in Penalty clause 5.1 under special terms and conditions.
2. Basic rate per day shall be arrived at by diving the finalized basic rate per month by 28 (twenty eight) irrespective of number of days in a month.
3. Breaks may be given on Sundays or Holidays or Working days for vehicle maintenance purpose as per the discretion and requirement of Transport Pool and it shall be adhered to unless it is mutually agreed. Penalty shall also be levied for refusing to take the break.

4. The starting and closing Km. readings and reporting and closing time shall be reckoned from BHEL Ramachandrapuram, Hyderabad Transport Pool only. The prices shall be quoted accordingly. No empty Km. Run/ Garage km. run will be considered. However, in case of city trips (for pickup from city and drop in city) the Kms. reading and time will be calculated from the pickup /drop place subject to certification by the Transport pool Incharge. Such a requirement and allocation of duty is at the sole discretion of Transport pool Incharge.
5. The basic km run per month per AC Car is 2000 Kms. and extra Kms. shall be paid thereafter. Extra hour charge shall be paid only in case the daily run exceeds 10 hrs. per day.
6. Parking Charges / Toll fees / Interstate permit charges etc. (for Airport & outstation duties) are to be paid by the Contractor/Driver and the relevant bills may be submitted along with the Monthly bill for claims duly certified by the Transport pool official. Drivers will not be allowed to be reimbursed for breakfast/lunch/tiffin/dinner or any other expenses.
7. The basic rate for 10 Hrs. operation per day and 2000 Kms. run in a Month should be quoted in Part-II along with rate per Extra Hour beyond 10 Hrs. operation per day & Rate per extra Km. beyond 2000 Kms. run in a Month. Out station rates should also be quoted in Part II of Price bid.
8. The breakdown / overhauling / preventive maintenance hours will not be counted in hours of operations.
9. The Contractor shall make available relief AC Car immediately in the event of any accident/breakdown. Such relief AC Car shall be in good running condition and should be of June-2013 or later model only . Such relief Car will be inspected by Transport Pool Authorities and only on their written consent, the AC Car shall be put-in operation for a maximum period of two months. The original car shall be put back in operation only after inspection by the Transport Pool authorities. If the AC Car does not pass the inspection test, the contract shall be terminated with forfeiture of Security Deposit.
10. The Rates quoted shall remain valid for entire period of contract including extensions, if any. However reimbursement/ recovery will be made for increase / decrease only in the cost of fuel. No other variations other than the cost of fuel will be allowed by BHEL during the tenure of the contract period, including extensions, if any. The escalation is based upon Diesel cost on the date of opening of technical bids. Escalation for increase / decrease in Diesel cost will be reimbursed / recovered at the rate of 0.0067 rupee per Km. for every 10 paise per liter increase / decrease in Diesel cost (prevailing on the last date of the Calendar month). The escalation is applicable at actual Km. run for reimbursement / recovery.

11. Item-1: The Contract once finalized will be valid for six months from the date of commencement of work and can be extended for a further period of six months on mutual acceptance with same Scope, Rate, Terms & Conditions and passing fitness test.
12. Items-2&3 : The Contract once finalized will be valid for six months from the date of commencement of work and can be extended for a further period of six months on mutual acceptance with same Scope, Rate, Terms & Conditions.
13. Items 2&3 : BHEL reserves the right to short close the Contracts for Item Nos.2 & 3 by serving a notice period of two months.

SPECIAL TERMS & CONDITIONS:**1.0 REQUIREMENTS OF VEHICLE**

- 1.1 The AC Cars shall be in perfect working condition in all aspects during the entire Contract period, including extensions. The Contractor may be permitted to replace an unfit car during the tenancy of the contract, including extensions, if any. Such replacement cars should be confined to the same parameters of the originally tendered cars, failing which the contract may be liable for termination with forfeiture of Security Deposit.
- 1.2 Periodical service in respect of vehicle/engine/lubrication, wheel alignment and balancing etc. as recommended by the vehicle manufacturer to be carried out without fail.
- 1.3 Random checks will be carried out to check the correctness of the meter. If any tampering or in-correctness is found, the concerned contractor is liable for penalty to the extent of termination with forfeiture of Security deposit.
- 1.4 The vehicle as required should be in perfect working condition, duly registered and insured, having requisite permit and taxes paid up to the date. Taxies must comply with Central/State Government, Pollution & MV Acts.
- 1.5 The vehicles shall be kept clean and immaculate condition (from inside and outside) and as scratch free as possible.
- 1.6 The interior of the cabin must have appropriate additional fittings to provide good comforts and appearance like foot matting, high quality upholstery to provide comfort. Vehicle should have an operational music system fitted in.
- 1.7 Sparkling white (spotless) seat covers of good tapestry cloth shall be provided.
- 1.8 The vehicle should be noise free. Any rattling sound of loose nuts/bolts, windows, shutters, spare wheel, fan belt, loosely kept tool box, etc., should be completely done away with.
- 1.9 The vehicle suspension system shall be maintained in excellent conditions to provide good riding comfort.
- 1.10 Battery, tyres, brakes, head-light beam adjustment, indicator and other lights, starter, wiper, window shutter should be in good working condition. Retreaded tyres will not be acceptable throughout the contract period and extension, if any.

2.0 **DRIVER**

- 2.1 A Passport size photo of the Driver(s), shall be submitted to the Transport Pool authorities before the commencement of work and shall be updated regularly.
- 2.2 The Driver must be in neat & clean uniform with black shoes and possess a mobile phone with roaming facilities in working condition. The colour of the uniform will be communicated to the successful bidders. The driver should not be in drunken condition while on duty and should not smoke inside the car.
- a. The contractor shall arrange alternate Driver(s) immediately in case the any Driver(s) falls ill, is on leave or absconds from duty.
- b. The Transport Contractor should ensure that the AC Car Driver(s) shall meet the following:
- Minimum of 2 year experience of driving vehicles with proof of valid license.
 - Maintain Dress Code, Strict Discipline, punctuality and keep the Car always neat and clean.
- c. Driver should follow Motor vehicle rules strictly while driving.
- All safety equipment such as safety belts & other equipment (as required for this work) are to be positioned by the contractor & used as per requirement.
 - Any casualty or damage caused to the property or person by any untoward incidents while executing this contract will be at the contractors risk & cost.
- 2.3 It is the responsibility of the Contractor to arrange the number of drivers depending upon the operational hours per day.
- 2.4 Contractor has to obtain insurance cover for his drivers and shall take comprehensive insurance (including third party) coverage at his own cost. BHEL will not be responsible for any loss / damage / pilferage or his property and or his employees.
- 2.5 Contractor shall be directly responsible for providing necessary staff like licensed drivers with the prescribed uniform. He will also be responsible for their courteous behavior towards BHEL & CISF authorities.
- 2.6 Under no circumstances shall BHEL be liable to compensate for any loss or damage that may be caused to the AC Car by accident or complications arising out

of such contingencies like theft, fire, riots, strike and terrorism damage whether inside or outside BHEL premises while engaged.

- 2.7 Drivers will be evaluated on a periodic basis based on feedback from end-users. Contracts of such Drivers erring repeatedly will be terminated by serving a notice period of one month.
- 2.8 Following certificates of Drivers issued by BHEL General Hospital to be submitted before commencement of work:
- Fitness certificate.
 - Color vision test (color blindness check) certificate.
- 2.9 Contractor should ensure Police Verification Certificate (with Unique Identification No.'s for both Owner and Driver) for each vehicle.

3.0 OPERATION

- 3.1 The vehicle should report at Transport Pool/ Designated point as instructed by Transport Pool authorities.
- 3.2 Reporting time of car: (a) 7:00 AM (b) 8:00 AM (c) 1:00 PM (d) 11:00 PM, as intimated by BHEL to contractor from time to time. This may vary at the discretion and requirement of BHEL. Drivers have to necessarily report at the transport pool at the beginning of the shift and get the reporting time endorsed on the trip sheets by the transport pool incharge, before proceeding for the designated duties. Drivers reporting late will be penalized in line Clause No.5.10
- 3.3 Trip sheets for all hired cars will be supplied by BHEL, It is responsibility of the car drivers to get all the columns for each and every movement filled up and get the entries signed by the User. Instances of Drivers filling up the trip sheets on their own will be viewed seriously and the same will be penalized in line with Clause 5.10.
- 3.4 The following original documents (applicable and valid) need to be submitted during the time of inspection of the AC Cars before commencement of the work.
- a) Registration Certificate
 - b) Driving License
 - c) Comprehensive Insurance
 - d) Pollution Certificate
 - e) Permit
 - f) Road Tax
 - g) Fitness Certificate
- 3.5 If any of the above Certificates get expired during the contract period, the same shall be renewed and copy shall be submitted to Transport Pool authorities in time failing which the bills shall be withheld / Car shall be considered to be under break thereby levying break penalty. All the above documents should be carried in original by the driver, once the contract is awarded in favour of the contractor.
- 3.6 The Contractor shall ensure adherence to all statutory requirements applicable to Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad – 502 032.
- 3.7 Outstation duty allocation – The first outstation duty shall be allotted to the highest bidder . If the duty is refused, penalty (as mentioned below) shall be levied and the same shall be awarded to next in line. This process shall be continued till the outstation trip is accepted by any of the contractor. Once the outstation duty is accepted the next outstation duty shall be allotted to next contractor in line and the loop continues.

4.0 GENERAL TERMS & CONDITIONS

- 4.1 Once the contract is awarded, the AC Car shall be brought for inspection along with the original documents (as mentioned in clause 3.4 as above) as per the Date & Time mentioned in the Work Order / Letter issued by transport pool.
- 4.2 The AC Car should be put into operation only after the same passes the Inspection by BHEL Evaluation Committee.
- 4.3 In case of any change in the contact details of either the Contractor / Driver, the same shall be reported to Transport pool. All the correspondence will be done as per the available contact details only.
- 4.4 The Contractor shall maintain regular contact with the designated employee of BHEL and shall interact on matters relating to the work awarded under this contract.
- 4.5 In case BHEL be held liable for any loss, damage or compensation to third parties arising from or in relation to Transport operations done by the Transport Contractor such loss, damage or compensation shall be paid by Transport Contractor to BHEL together with the costs incurred by BHEL on any legal proceedings pertaining thereto.
- 4.6 The Contractor is directly responsible for injuries / death of occupants or other user arising due to accident or otherwise of AC Car during the contractual period. At any point of time, BHEL will not be responsible for any loss / damage either to the person or to the AC Car arising out of accident of the AC Car for performing contractual obligations.
- 4.7 Any amount recoverable from transport contractor towards the loss / damage will be recovered from the outstanding payments due or from the Security Deposit. In case the amount is insufficient for such recoveries, transport contractor shall make good the balance amount by remitting in the cash office at BHEL. The company reserves the right to enter into Parallel contracts for the same period or any part thereof.
- 4.8 BHEL reserves the right to refuse / cancel the tender at any stage without any reason.
- 4.9 BHEL reserves the right to refuse / engage the Car if the driver or the car engaged does not confirm to any of the regulations of MV Act or TSMV Rules or blacklisted Contractor of BHEL, Hyderabad – 502 032.
- 4.10 The contract may be terminated at any time without paying compensation whatsoever to the transport contractor in case of misbehavior, disobedience, dishonesty, clandestine insolvency, any court order, non-sanction of road permit

or any other related activities on their part or their failure to fulfill the terms & conditions of this agreement.

- 4.11 The orders, notices or any correspondence to the transport contractor will be sent by registered post to the address furnished. This is deemed to have been served on the transporter, on date of report of delivery of such correspondence. The Transport Contractor shall carry out the orders without any delay.
- 4.12 Soon after the acceptance of the Order, the Transport Contractor shall enter into an agreement with M/S BHEL, Ramachandrapuram, Hyderabad – 502 032. The agreement shall be entered on Non-judicial Stamp paper of the value of Rs.200/- to be purchased by Transport Contractor at his own cost.
- 4.13 M/S BHEL, Ramachandrapuram, Hyderabad – 502 032 reserves the right to accept any tender or part of tender without assigning any reasons thereof irrespective of the fact whether the accepted tender is lowest or not.
- 4.14 In case the contractor does not carry out the contractual / statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the anomaly within prescribed time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event no damages will be payable for short closure of the contract.
- 4.15 The Contractor shall not resort to sub-contracting under any circumstances. If found subcontracting at a later date, BHEL reserves the right to cancel the contract and forfeit the security deposit.
- 4.16 Whenever the term Contractor is used, it shall be understood to refer to the particular person, firm or corporation with whom an agreement has been made by the concerned company official for executing the work defined in the concerned agreement and for the purpose of instructions regarding compliance with contract conditions. It shall include the contractors authorized agents, who are entrusted with the work by contractor.
- 4.17 All disputes, claims and demands arising in connection with the contract shall be settled by mutual consultation. If no such agreement is reached between the parties each party can appoint one arbitrator and the arbitrators so appointed can appoint a presiding arbitrator. The proceedings of the tribunal shall be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The venue of the Arbitration shall be at BHEL, Hyderabad or at such place as the arbitrators may direct. The award to be given by the arbitral tribunal shall be a speaking award. The costs, fees and expenses shall be borne by both the parties equally. The award of the tribunal shall be final and binding on both the parties equally. All questions, disputes, differences arising

under, out of or in connection with this contract shall be exclusive jurisdiction of the courts at Sangareddy, Medak District, Telangana.

4.18 Nothing contained in the contract agreement and its conditions shall be deemed to preclude or render in-operative the service of any notice, letter or other communication upon the contractor personally.

4.19 Any addition, deletion or changes in the Partnership Deed/ Company MOA should be informed to BHEL.

5.0 PENALTY

5.1 Penalties shall be levied in case of the following defaults:

- Non operation per day – 1.2 times the basic rate per day
- For late hours Rs.100/- per hour during any shift
- For not wearing uniform Rs.100/- per day
- For poor upkeep of Car Rs.200/- per day
- For non-operation of AC by driver Rs.500/- per day
- For refusing duty by the driver as per instructions of pool in-charge Rs.1000/- per day.
- For refusing to take a break as per instructions of pool in-charge Rs.1000/- per day.
- For every instance of Driver filling up trip sheet on his own – Rs.500/-
- Penalty for refusing the outstation duty for the first time – Rs.2,000/-
- Penalty for refusing the outstation duty for the second time – Rs.3,000/-
- Penalty for refusing the outstation duty for the third time or thereafter – Rs.10,000/- per refusal.

5.2 The Contractor may be penalized and the contract may be liable for termination along with the forfeiture of Security Deposit in case , but not limited to the following:

- Tampering the Trip sheet / meter / bills or any case of fraud
- Involving in group strikes
- Not performing the duties as instructed by the pool authorities
- Continuous unauthorized break for more than 7 days
- Altercations with Transport Authorities
- Misconduct / Mischief / Misbehaviour / Smoking / Drunk /under influence of Drugs on duty.

- 5.3 Outstation duty allocation – The first outstation duty shall be allotted to the highest bidder among the awarded (L6 in case the tender is awarded to 6 contractors). If the duty is refused, penalty (as mentioned below) shall be levied and the same shall be awarded to next in line (L5 in case the tender is awarded to 6 contractors). This process shall be continued till the outstation trip is accepted by any of the contractor. Once the outstation duty is accepted the next outstation duty shall be allotted to next contractor in line and the loop continues.

Penalties for refusing the outstation duties shall be levied in line Clause 5.1 as above.

6.0 **PAYMENT TERMS :**

- 6.1 Hiring charges shall be paid on monthly basis on submission of necessary invoice/ bills along with related claim supporting documents duly certified by concerned authorities in BHEL.
- 6.2 The Transport contractor shall submit his bills by 5th day of the following Month. The trips will be authorized by the user or Transport pool authorities. In case the bills are not submitted by 5th of the following Month, these bills cannot be settled in the month in which the bills are received. All payments will be made only in favour of Proprietorship Firms/ Partnership Firms / Limited Company and not in favour of any individual.
- 6.3

Considering the basic rate for month (2000 km & 28 days @10 hrs/day) as 'R', extra/less km as 'x', rate for extra km as 'K', extra/less days as 'y', the billing shall be as mentioned.				
#	Km. run	No of days run	Total amount	Rate per month
1	2000	28	R	Basic rate shall be paid
2	2000-x	28	R	
3	2000+x	28	$R+K*x$	Basic rate along with extra km. shall be paid
4	2000	28-y	$R-1.2*y*(R/28)$	Penalty shall be levied per day from basic rate
5	2000-x	28-y	$R-1.2*y*(R/28)$	
6	2000+x	28-y	$R+K*x-1.2*y*(R/28)$	Penalty shall be levied per day from sum of basic rate and extra km. rate

y= BasicRate/28

Table for calculation of Extra/Less Hours on daily basis :

Considering the basic operation hours per day as 10 hrs. and number of extra/less hour per day as 'x', rate for extra hour as 'K', the billing shall be as mentioned below:.			
#	Hrs/day	Amount to be paid extra hrs	Rate per month
1	10	0	NIL
2	10-x	-x*K	(x*k) amount will be deducted from the total month bill
3	10+x	x*K	(x*k) amount will be added to the total month bill

- 6.4 Tax will be deducted at source from the running bills as per applicable income tax rules and other statutory requirements.

7.0 EMD & SECURITY DEPOSIT

- 7.1 An amount of Rs.3,500 per car for Item No.-1 and Rs.4,000/- per car for Item Nos.2&3 towards EMD shall be paid by Demand Draft drawn in the name of "Bharat Heavy Electricals Limited" payable at Hyderabad and shall be enclosed to the Techno commercial bid. No interest will be paid on EMD. **Any Tender without EMD will be rejected.** The EMD is returned to the unsuccessful bidder only after one month from the date of finalization of tender.

- 7.2 EMD - Earnest Money Deposit will be forfeited in case of the following:

- 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.
- The contractor fails to deposit the required security deposit or commence the work within the period as per LOI/Contract.
- On refusal to enter into a contract after the contract is awarded.
- In case of cheating, committing frauds, providing false information during any stage of tender process.
- If bidder does not participate in Reverse Auction after getting technically qualified and accepted for RA.

- 7.3 EMD furnished by the successful bidder will be adjusted as part of Security Deposit towards contract performance guarantee and shall be refunded within 15 (Fifteen) months of the date of expiry / completion / revocation of the contract. In the event of the agency failing to comply with any provision of the contract, the Security Deposit shall be forfeited by BHEL.

7.4 Successful tenderer shall pay a Security Deposit on the basis of no. of cars awarded. (Details as indicated in Clause 7.8)

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

- i. Cash (as permissible under the 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).
- vi. EMD of the successful tenderer can be converted and adjusted against the security deposit.
- vii. The security deposit shall not carry any interest.
- viii. At least 50% of the required Security Deposit, including the EMD, should 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.

(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).

7.6 Security deposit shall not be refunded to the contractor except in accordance with the terms of the contract.

7.7 If successful contractor fails to commence the work within the stipulated date as per LOI or could not continue the contract during the tenure of the contract, BHEL reserves the right to engage equivalent contractor from alternative sources at the contractors risk, responsibility and cost. Any extra cost incurred in such engagement from alternative source will be recovered from the security deposit / outstanding bill and if the value of the service under risk purchase exceeds, the amount of security deposit and / or outstanding bill, the same may be recovered if necessary by dual legal process.

7.8 As per the policies of BHEL, the amount of Security Deposit shall be as follows:

The total amount of Security Deposit will be 5% of the awarded contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit

ANNEXURE – I**UNDER TAKING**

(for tenderers not in possession of AC Car at the time of submission of tender documents)

I/We, the undersigned have participated in the tender for Hiring of _____ No./s. AC Cars for a period of six months vide Tender Ref. No. HY/C&PR/TPT/Taxi_2016-'18, Dated: 21-Oct-2016 hosted by C&PR Transport Department, BHEL, Ramachandrapuram, Hyderabad – 502032.

In the above said tender I/we have not submitted the details of ____ No./s AC Car(s) as I / we do not own AC Car(s) (Model June 2013 or later models / January 2016 or later models) at present.

If I / we stand L1 in the tender or if order is received for supplying AC Cars for a period of six months , I / we will produce the required number of car(s) with maximum mileage run of 100000 Kms (For Item No. 1) and 30000 km (For Item Nos.2 & 3) physically at the time of inspection, for which the date and time will be intimated by transport department along with requisite documents.

For Sl.No's.2 & 3, I/We will deliver the ____ cars for inspection on or before _____ (Date)

Name, Address of the Contactor

Mobile Number:

Landline Number:

PART-II
(PRICE BID)

Price bid for “Hiring of AC Cars for a period of six months”

Item No.1 : Cars of June 2013 or later models for six months i.e from 01-12-2016 to 31-05-2017

Local trips			
Sl. No.	Description	Rate (INR)	
		In Figures	In Words
1	Basic monthly rate for 2000 kms per month @10hrs operation per day per AC Car with Driver & including fuel and maintenance for minimum of 28 days in a month.	(In figures)	(In words)
2	Rate per extra Km. beyond 2000 Kms. run in a month	(In figures)	(In words)
3	Rate per extra hr. beyond 10 hrs of operation per day	(In figures)	(In words)

Out-station trips			
Sl. No.	Description	Rate (INR)	
		In Figures	In Words
1	Rate per Km.	(In figures)	(In words)
2	Additional charges per day if vehicle does not cover 300 km. in a day	(In figures)	(In words)
3	Driver Batta per day	(In figures)	(In words)

1. **Whenever a Car is deputed for outstation trip, proportionate (full day basis) amount will be deducted in the basic monthly rate. On any given day, bill can be claimed either for local or outstation trip and not both.**
2. Please note that Service tax shall be paid extra. All other taxes & expenses are considered as inclusive in rates. Prices to be quoted accordingly.
3. Considering ensuing GST provisions, GST will be paid extra.
4. If there is a discrepancy between words and figures, the amount in words shall prevail.

Name, Address of the Contactor

Mobile/Landline Numbers:

PART-II
(PRICE BID)

Item No.2 : Cars of January 2016 or later models for six months i.e from 01-12-2016 to 31-05-2017

Local trips			
Sl. No.	Description	Rate (INR)	
		In Figures	In Words
1	Basic monthly rate for 2000 kms per month @10hrs operation per day per AC Car with Driver & including fuel and maintenance for minimum of 28 days in a month.	(In figures)	(In words)
2	Rate per extra Km. beyond 2000 Kms. run in a month	(In figures)	(In words)
3	Rate per extra hr. beyond 10 hrs of operation per day	(In figures)	(In words)

Out-station trips			
Sl. No.	Description	Rate (INR)	
		In Figures	In Words
1	Rate per Km.	(In figures)	(In words)
2	Additional charges per day if vehicle does not cover 300 km. in a day	(In figures)	(In words)
3	Driver Batta per day	(In figures)	(In words)

- 1 Whenever a Car is deputed for outstation trip, proportionate (full day basis) amount will be deducted in the basic monthly rate. On any given day, bill can be claimed either for local or outstation trip and not both.**
- 2 Please note that Service tax shall be paid extra. All other taxes & expenses are considered as inclusive in rates. Prices to be quoted accordingly.
- 3 Considering ensuing GST provisions, GST will be paid extra.
- 4 If there is a discrepancy between words and figures, the amount in words shall prevail

Name, Address of the Contactor

Mobile/Landline Numbers:

PART-II
(PRICE BID)

Item No.3 : Cars of January 2016 or later models for six months i.e from 01-06-2017 to 30-11-2017

Local trips			
Sl. No.	Description	Rate (INR)	
		In Figures	In Words
1	Basic monthly rate for 2000 kms per month @10hrs operation per day per AC Car with Driver & including fuel and maintenance for minimum of 28 days in a month.	(In figures)	(In words)
2	Rate per extra Km. beyond 2000 Kms. run in a month	(In figures)	(In words)
3	Rate per extra hr. beyond 10 hrs of operation per day	(In figures)	(In words)

Out-station trips			
Sl. No.	Description	Rate (INR)	
		In Figures	In Words
1	Rate per Km.	(In figures)	(In words)
2	Additional charges per day if vehicle does not cover 300 km. in a day	(In figures)	(In words)
3	Driver Batta per day	(In figures)	(In words)

- 1. Whenever a Car is deputed for outstation trip, proportionate (full day basis) amount will be deducted in the basic monthly rate. On any given day, bill can be claimed either for local or outstation trip and not both.**
2. Please note that Service tax shall be paid extra. All other taxes & expenses are considered as inclusive in rates. Prices to be quoted accordingly.
3. Considering ensuing GST provisions, GST will be paid extra.
4. If there is a discrepancy between words and figures, the amount in words shall prevail

Name, Address of the Contactor

Mobile/Landline Numbers:
