



Tender Document for

**Hiring of Vehicles at BHEL-CCIP-KAPP (3&4), KAKRAPAR ANUMALA
Gujarat**

Tender Ref:- BHEL/EDN/CCIP/KAPP-3&4/TRNP/01/1718

Last Date of Submission:-

24-Nov-2017 at 1700 HRS

Bids should be sent to Address :

Mr. Prabhat Kumar, Manager (CCIP/KAPP-site)
BHEL Site Kakrapar Unit 3 &4, Anumala (Gujarat)
Phone: 02626-231003
Mobile: 8762824320
Email: prabhat@bheledn.co.in

Please submit your lowest quotation for the work mentioned above, subject to our terms and conditions. TWO PART BID 1. Part-I (Techno-commercial Criteria i.e. UN-PRICED offer along with duly filled in Commercial Terms and Conditions after affixing Signatures and Seal on all pages in a sealed envelope and 2. Part-II (Price Bid) in a separate sealed envelope, both the envelopes be kept in a single sealed envelope super scribed with Ref. No. and due date, should reach us on or before 24-11-2017 by 17.00 hours IST . THE OFFER SHOULD BE SENT BY REGISTERED POST / By Hand/ COURIER TO ABOVE ADDRESS



BHEL-EDN, CCIP KAPP Site intends to engage services of two vehicles for a period of 13 months for its operation at KAKRAPAR NPCIL Project at Vyara, Gujrat. The details of vehicles and tender requirements are described as below mentioned.

Vehicle requirement:-

Two number of Vehicles (Tavera/Innova-2 numbers) DIESEL-AC (7+1 seater excluding driver's seat with rear seat AC facility).The model of the vehicle shall not be earlier than 2010.

Part-I

1. Techno-commercial Criteria:

Envelope-1 (to be labeled as “Techno-Commercial Bid”) should contain:

- i. Duly signed and stamped unpriced offer of all the 10 pages of tender document.
- ii. GSTIN registration certificate
- iii. PAN Card Copy
- iv. Vehicle registration certificates (not be earlier than January-2010) [Vehicles as mentioned in the certificates shall be used for entire duration of contract except the cases of major accident, theft].
- v. Submission of Electronic Fund Transfer form-Annexure I (duly signed and sealed by Bank) along with one cancelled cheque.

Part-II

2. Envelope-2 (to be labeled as “Price Bid”) should contain:

- i. Filled Price bid (**Annexure -II**)

Above two envelopes properly labeled and sealed, to be enclosed in another envelope duly sealed and labeled as “**Hiring of Vehicles at BHEL-CCIP-KAPP (3&4), KAKRAPAR ANUMALA,Gujarat**”

Bids should be addressed to Mr. Prabhat Kumar, Manager (CCIP/KAPP BHEL Site), NPCIL-KAPP 3 & 4, Kakrapar, Via Vyara on or before due date for submission.

Incomplete bids, unclear bids will be rejected. Bids with any over writing or erasures are likely to be rejected.

- 3. Techno-commercial bids** will be opened at BHEL EDN, Mysore Road, Bangalore-560026 office on 27/11/2017(27th November, 2017) at 1:30 PM in the presence of bidders/ their representatives, who wish to be present.

Corrections, if any, would bear authenticated signature with stamp.



Bids sent by Fax / e-mail shall be rejected.

Bids cover shall be superscripted with the Tender Enquiry Number, Due date and Time. The bidder is requested to carefully and thoroughly read the instructions/ documents sent to them.

4. Bid validity :

The offer submitted by the contractor shall remain valid for acceptance for a period of 90 days from the due date of opening of tender

5. The bidder is advised to visit site to familiarize themselves with the site conditions before submitting the offer.
6. No extension of time will be given for submission of offer under any circumstances
7. The vehicle should be maintained in good running condition for usage and rear AC facility to be provided at rear seat.
8. The vehicles should have Gujarat Road permit / Road tax paid challan as per RTA regulations. The vehicles should have valid insurance and pollution certificate and the liability for renewal of these statutory obligations rests with the bidder.
9. Vehicle may be retained beyond 12 hours duty (8.00 AM to 8.00 PM) as may be required for which overtime payment at agreed rate per hour shall be paid extra. Daily Meter Reading of Vehicle(s) will start at Vyara and end at Vyara
10. An experienced and trained driver having a valid licence should be provided. He should be free from bad habits of Smoking, Drinking or Chewing of any kind of Pan Masala or Tobacco. Also he should behave in disciplined manner with all staff and people inside / outside plant
11. The payment to vendor will constitute fixed charges (as quoted) for first 2500 KMs and fuel charges at the quoted average by vendor for the total KM run by BHEL for first 2500 KMs plus per KM rate charges as quoted by vendor beyond 2500 KMs (if any) and over-time charges of drivers as quoted (if any). The fuel charges will be paid based on diesel rate at Vyara (Gujrat) of any day from 1st to 5th of each month. Vendor must furnish one diesel bill used for the vehicle(s) provided of any day from 1st to 5th of each month from IOCL/BPCL/ HPCL petrol bunk at Vyara (Gujrat).
12. Owner will maintain and carry out necessary repairs and servicing and replenish consumables like lubricating oil etc. at his own cost and keep the vehicle in good condition always. No charges are payable on account of Renovation & Maintenance of the vehicles. One day OFF in a month will be provided for Drivers and Vehicle for servicing purpose preferably on holiday.
13. Necessary Safety Rules shall be followed inside KAPP (3&4) Plant and Colony. While driving outside on the Roads, RTO Rules and Regulations must be followed.



14. Owner and Driver must cooperate with BHEL in building mutual trust and goodwill for carrying out all Site activities of KAPP (3&4) which may sometime need round the clock services at KAPP Site depending on the work load and as demanded by NPCIL.
15. Vehicle is required to perform local station travel which is defined as 200 KM from Vyara.
16. If the vehicle(s) are withdrawn by the tenderer during the order validity period, payment of min 15 days will not be paid to the bidders.
17. The rates quoted shall be FIRM. No escalation in rates will be allowed.
18. Advance payment / Interim payment will not be made to the contractor.
19. The contractor shall not sublet any portion of the contract without written permission of Project Manager/CCIP-KAPP BHEL.
20. Kilometre reading meter of the vehicle shall be in healthy condition. Defective meter must be set right by the contractor within 24 hours and a deduction of Rs.100/- shall be imposed on contractor.
21. Toll / Border Tax / Parking charges, if any, will be reimbursed by BHEL upon production of documentary evidence.
22. In case of non-availability of vehicle for minor / major breakdown, an alternative vehicle with all valid documents shall be arranged by the Contractor. This is allowed only for Seven (7) days within which the repairs be completed.
23. The contractor has to pay minimum wages to the driver/s, have insurance for vehicle, and have workmen compensation insurance for driver considering driver as a skilled labour.
24. In the event of the deployed vehicle meets with any accident, claim on account of damage to the vehicle or the persons travelling in such vehicle including the driver cannot be made by the Contractor from BHEL.
25. The contractor shall cover this risk (as called in point 22 and 23) adequately by obtaining comprehensive insurance policies. BHEL shall not bear any expenses on this account.
26. Bidders are advised to make one additional Gate-Pass of driver for entry at site to meet need for long hour duty/ any emergency.



27. Bids Evaluation Criteria:

After techno-commercial qualification of the offer, the bidders will have to bring the vehicles in to BHEL-EDN, CCIP-KAPP Site office at Kakrapar for getting the same inspected by the committee of BHEL Officers. Subsequent to physically witnessing the condition of the vehicles, clearance will be given by the committee for the acceptance of vehicles. Based on the acceptance of the vehicles and techno-commercial qualification of the offer, it will be considered as technically qualified bidder.

Price bids of the technically qualified bidders shall be opened at BHEL-EDN, Mysore Road, Bangalore in presence of the bidders who wish to be present. BHEL will inform technically qualified vendors for opening date and time of price bid.

Overall L1 bidder will be arrived separately based on the total lowest quoted price for both vehicles as per PRICE BID.

Following shall be considered for the evaluation of bids:

- a) Fixed Charges up-to 2500 km (Rs.) : (column "c" of the price bid)
- b) Diesel consumption (Litre/km) up to 2500 Kms : (column "d" of the price bid)
- c) Rate including diesel for beyond 2500 km considering 700 km per month (column "e" of the price bid)
- d) Over time : 50Hrs per month (column "f" of the price bid).
- e) GST whether Input tax credit is availed by vendor or not.

28. Award of Work:

The work order shall be issued to L1 bidder.

29. Period of Contract:

Vehicle is required to be hired for a period of (around 13 Months) up to 31/12/2018 and can be extended for further period based on the need as per agreed terms and conditions. No price escalation will be allowed.

30. Payment term:

100% monthly payment will be made from BHEL, Head Quarter (Bangalore) within 30 days from the date of receipt of bill along with log book entries as certified by the BHEL CCIP/KAPP Site. Payment to be released by EFT (Electronic Fund Transfer) only (Annexure -III). Acceptance for this arrangement to be indicated by the contractor in his offer.

Income tax as applicable shall be deducted while releasing the payment. TDS certificate for the year will be issued in the next financial year. For this purpose contractor shall furnish photo copy of PAN card issued by Income Tax Department



31. BHEL reserves the right to cancel OR reject any offer.
32. Goods and Services Tax (GST):
- BHEL EDN GSTIN number is 29AAACB4146P1ZB
 - The Bidder shall mention GSTIN number in all quotations and Invoices submitted.
 - The Bidder shall also mention HSN (Harmonised System of Nomenclature) / SAC (Services Accounting Code) mandatorily in all quotations and invoices submitted.
 - Invoice submitted should be in the format as specified under GST Laws viz. all details as mentioned in Invoice Rules like GSTN registration number, invoice number, quantity, rate, value, taxes with nomenclature – CGST, SGST, IGST mentioned separately, HSN Code / SAC Code etc.
 - Payment of GST to Bidder will be made only if it is matching with data uploaded by the Bidder.
33. Bidder to mention that bidder will avail input tax credit or not for GST. L1 will be derived considering the impact of input tax credit of GST.
34. Bidders to give undertaking that GST as mentioned in the Invoice has been paid either through cash or admissible input credit and also filed the returns at the time of submission of invoice.

Part A: Information of Vendor

S.N.	Particulars	To be Filled by Bidder
1.0	Name of the Contractor	
2.0	Address (Office)	
2.1	Address(Residence)	
3.0	Telephone Number	
	Office	
	Residence	
	Fax No.	
	Mobile No.	
4.0	E-mail ID	



Part B: Essential Criteria for Techno-Commercial Acceptance of Bid:

I.

S.N.	Particulars	To be Filled by Bidder
1.	Vendor will provide two vehicles as per vehicle requirement mentioned along with drivers and all requisite clearances of RTO to put the vehicles on road.	Agreed / Not Agreed
2.	PAN No of the Tenderer(copy of the Same is to be enclosed)	Enclosed/Not Enclosed
3.	GSTIN of the Tenderer (Copy of the same to be enclosed).	Enclosed/Not Enclosed

II.

Sl. No	TERMS	BHEL ACCEPTABLE TERM	BIDDER'S CONFORMANCE	DEVIATION IF ANY
	BHEL Instruction	Instructions to bidder	Accepted	
1	Payment Terms:	a)No advance payment b) Month wise payments to agency. Payment will be made within 30 working days after receipt of invoice with required supporting documents. Invoices shall be sent along with certification of attendance, duly certified by our BHEL PM/ Representative.	AGREE AGREE	
2	Period of Deployment of Vehicles	This contract shall be valid for a period of 13 months from the date of work order issued. This contract shall further be extended /Short Closed if required with the same terms and condition.	AGREE	
3	Insurance:	Tenderers shall provide insurance of vehicles and provide insurance of the drivers.	AGREE	
4	Escalation	The rates to be quoted by the tenderer shall be firm and shall cover and include all statutory levies, arising from, acts passed by parliament or by state legislature, the rates shall further be deemed to include statutory levies arising from such Acts, Central or State, which may come in to force subsequent to submission of tenders. The tenderer shall note that no claim for enhancement of rates, on the ground that existing statutory levies have been increased, or that new statutory levies have come in to effect after tender, or on any other ground, will be entertained on any account	AGREE	



5	Tender Validity	Valid up to 90 days from the date of opening of Techno-Commercial Bid	AGREE	
6	PRICE BASIS	Firm i.e., from the P.O. date to completion of supply. (Price Variation Clause not acceptable).	AGREE	
7	Service Rendering	Clause no 16 of the tender document is acceptable to bidder or Not	AGREE	
8	GST	Vendor to mention that the Input tax credit will be availed or Not. (Please tick Yes if the vendor is going to avail tick No if not going to avail.)	Yes / No	



ANNEXURE: 'I'

**Electronic Funds Transfer (EFT) OR
Paylink Direct Credit Form**

Please Fill up the form in **CAPITAL LETTERS** only.

TYPE OF REQUEST(Tick one): _____ CREATE _____ CHANGE

BHEL Vendor / Supplier Code:
Company Name :
Permanent Account Number(PAN):
Address

City: _____ PINCODE _____ STATE _____

Contact Person(s)
Telephone No:
Fax No:
e-mail id:

- 1 Bank Name:
2 Bank Address:

- 3 Bank Telephone No:
4 Bank Account No:
5 Account Type: Savings/Cash Credit
6 9 Digit Code Number of Bank and branch
appearing on MICR cheque issued by Bank
7 Bank swift Code(applicable for EFT only)
8 Bank IFSC code(applicable for RTGS)
9 Bank IFSC code(applicable for NEFT)

A I hereby certify that the particulars given above are true, correct and complete and that I, as a representative for the above named Company, hereby authorize BHEL, EDN, Bangalore to electronically deposit payments to the designated bank account.

B If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible.

C This authority remains in full force until BHEL, EDN; Bangalore receives written notification requesting a change or cancellation.



D I have read the contents of the covering letter and agree to discharge the responsibility expected of me as a participant under ECS / EFT.

Date:

Authorised Signatory:

Designation:

Telephone NO. with STD Code

Company Seal

Bank Certificate

We certify that _____ has an Account No _____ with us
and we confirm that the bank details given above are correct as per our records.

Date:

Place

(.....)

Signature

Please return completed form along with a blank cancelled cheque or photocopy thereof to:
Bharat Heavy Electricals Ltd,
Attn:
Electronics Division, Mysore Road,
BANGALORE - 560 026
In case of any Query, please call : 080-26998461 / 26998403 or fax no. 080-26989217



Annexure -II

PRICE BID

**For hiring of Vehicle(s) for transportation of BHEL Personnel
from Vyara to KAPP (3&4), KAKRAPAR ANUMALA**

Sr. No.	Type of Vehicle	Fixed Charges Payable Per Month Upto 2500 KM per Month (Rs.)	Diesel consumption of your vehicle Distance (Litre per km)	(Fuel Included) Payable Every Month Beyond 2500 KM for Each KM @ (Rs.)	Over Time Payable for Driver Beyond 12 Hrs. of Duty for Each Hr. @ (Rs.)	GST Rate Percent -age (%)
a	b	c	d	e	f	g
1	TAVERA /INNOVA DIESEL_ AC (8 Seater excluding driver)					

GST will be payable extra over the rate quoted.
Rates should be quoted per vehicle (DIESEL-AC).
Total requirement is two number i.e. TAVERA/INNOVA with rear seat AC facility.
L1 to be calculated for two nos. of vehicle.

Note:

1. "Daily Meter Reading of Vehicle(s) will start at Vyara and end at Vyara.

BHEL-EDN

VENDOR'S SIGNATURE WITH SEAL