

BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM – HYDERABAD – 502032
M&S TRANSPORT SECTION
NOTICE INVITING TENDER

Phone No. 040 - 2318 4680/2525

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Tender Notice No: HY/M&S/TPT/ED_Car_WD/16

12-Feb-2016

Tender in single part bid will be received in sealed cover from the contractors satisfying the pre-qualification requirements. The following should be legibly written on the cover – Tender Notice Number, Tender Date, Name of work & Due date of 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) RC Puram, Hyderabad – 502 032.

1	Name of the work	:	Hiring of TOYOTA ETHIOS GD (AC) Car (Any Version of Silver, White or Grey Colour) – 1 No. for 6 months.
2	Cost of Tender Documents	:	Rs.500/- (non-refundable)
3	Tender Sale start Date	:	12-Feb-2016
4	Tender Sale Close Date	:	05-Mar-2016 – 1100 Hrs.
5	Last Date of receipt of tenders	:	08-Mar-2016 – 1100 Hrs.
6	Date & time of opening of tenders	:	08-Mar-2016 – 1330 Hrs.
7	Tender should be addressed to	:	Manager / Transport (M&S), BHEL, RC Puram, Hyderabad – 502 032. Telangana State

Name & Address of the Contractor:

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Tenderers are requested to sign and affix seal on all the pages of the tender document.

Signature of Contractor with seal

PRE QUALIFICATION REQUIREMENTS

The following conditions have to be satisfied by the tenderer, with documentary proof to be enclosed with tender bid:

i) Document Fee (Rs. 500/-)

ii) Bidder should be an owner of a Toyota Ethios GD A/C Car (Any Version of Silver, White or Grey colour) of June 2014 or later models. Vehicle document proof(s) to be enclosed. Bidder should be willing to comply with the following:

a) The car will be at the disposal of BHEL for 24 hours in a day for the entire period of the contract, including extensions, if any.

b) The Fuel, Maintenance, Road tax, Insurance, Fitness & PUC costs shall be in the scope of Contractor only.

b) **The car will be driven by BHEL hired Drivers only.**

iii) PAN No. (In case not available, proof of having applied with acknowledgement from concerned authority).

iv) Service Tax certificate has to be submitted, in case Annual Turnover exceeds Rs.10 Lakhs.

v) "The offers of those bidders who are on the banned list and also the offer of those bidders, who engage the services of the banned firm, shall be rejected. The list of banned firms is available on BHEL website www.bhel.com".

General Terms & Conditions:

1. BHEL, Ramachandrapuram, Hyderabad a Maharatna PSU , needs ONE TOYOTA ETHIOS GD AC Car (Any Version of Silver, White or Grey Colour) for the use of Sr. official in BHEL, RC Puram, Hyderabad. The Car should be of **JUNE 2014 or later model** and should be in good working condition.
2. Contractors in possession of above car, should submit vehicle documents at the time of submission of tender.
3. **Contractors not in possession of above car cannot take part in the tender.**
4. The Fuel, Maintenance, Roadtax, Insurance, Fitness & PUC costs shall be in the scope of contractor only.
5. **The car will be driven by BHEL hired Drivers only.**
6. Parking, Interstate permits, Toll fees shall be in BHEL scope.
7. The following documents (applicable and valid) need to be submitted during the time of inspection of the cars.
 - a) Registration Certificate
 - b) Comprehensive Insurance
 - c) Pollution Certificate
 - d) Permit
 - e) Road Tax
8. If any of the above certificates gets 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.

As mentioned earlier, tenderers shall submit their bids in single part only.

The Tender documents should be enclosed in a cover and shall be super-scribed with **“Quotation for Hiring of TOYOTA ETHIOS GD AC Car”** and shall be sent to **Tender Box, Vendor Complex, Admn. Bldg. Bharat Heavy Electricals Limited, RC Puram, Hyderabad – 502 032.**

BHEL will not be responsible for any postal delays. *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.*

Signature of Contractor with seal

BHARAT HEAVY ELECTRICALS LIMITED
RAMACHANDRAPURAM – HYDERABAD – 502032

M&S TRANSPORT SECTION

Tender Notice No: HY/M&S/TPT/ED_CAR_WD/16

Date: 12-Feb-2016

Name of Job Work: Hiring of TOYOTA ETHIOS GD (AC) CAR – 1 No. for Six Months

The tender schedule must be submitted along with the General terms & conditions and Annexure I & II enclosed herewith duly signed & stamped on each page with bidder's covering letter. Quotations should be typed on tender schedules only. Any deviations/deletions should be brought out separately on bidders letter pad and enclosed to the bid documents.

Following to be filled up by the bidder:

1.	Name of the Contractor/Contact Person	
2.	Full Address	
3.	Phone no./Fax no. Mobile No.	
4.	E-mail Id :	
5.	Service Tax Registration Details (Copy to be enclosed), if applicable.	
6.	PAN Number	
7.	Quotation Validity – 120 days from opening date of techno-commercial bids	
8.	Document Fee details	
9.	Submitted Vehicle Document proof	Yes/No
10.	BHEL Vendor Code (if available)	

Signature of Contractor with seal

ANNEXURE-I

Terms & conditions for entering into rate contract for **“Hiring of TOYOTA ETHIOS GD (AC) Car (Any Version of Silver, White or Grey Colour) for SIX Months”** for the use of BHEL, RC Puram, Hyderabad – 502 032.

1. The basic rate per month is to be quoted in Annexure-II.
2. Once the contract is finalized, the car shall be at the operational disposal of BHEL during the entire period of contract @ 24 hours per day, including extensions, if any.
3. The Cars shall be of June 2014 or later model.
4. The Contract may be short closed after four months or may be extended for a further period of three months. A pre-closure charges of 10% of the monthly basic rate will be paid per month, in case the contract is short closed after four months.
5. Daily mileage will be mailed on the next working day to the Contractor's official email ID. Contractors will be authorized to verify the meter readings on a weekly basis.
6. Minimum basic rate plus extra Kms., if any (Beyond 2000 Kms. / Month) only will be paid along with applicable taxes.
7. The minimum rental charges will be paid as per the basic rate quoted for 2000 Kms. per month, irrespective of the actual mileage. Extra Kms. will be reckoned only in case the usage exceeds 2000 kms. in a calendar month. The first claim / bill will be calculated on prorata basis.
8. Billing cycle will be on monthly basis and payment will be released through NEFT within 15 days of submission of bills.
9. All the offers received will be scrutinized and only the technically qualified offers will be considered.
10. All entries in the tender should be clearly written in ink and all corrections are to be duly attested by the tenderer.
11. Issue of tender documents does not mean that the bidder fulfills the qualifying requirements of the contract.
12. Submission of offer shall mean that the bidder has read the bid documents and agrees to abide by the terms and conditions mentioned in the documents.
13. The contractor will take comprehensive insurance for the vehicle at his own cost.
14. Quotation should be valid for a period of four months from the date of opening of Bid.
15. The contractor shall make available a relief TOYOTA ETHIOS GD (AC) Car immediately in the event of any breakdown or accident. Such relief car will be subject to the same

Signature of Contractor with seal

conditions of maintenance and compliance with statutory requirements as those covered in the original contract.

16. The Transport contractor should obtain at his own cost, all required permits, fitness & pollution certificate etc., and its renewals for running the TOYOTA ETHIOS GD (AC) car without break or any type of difficulty during the entire period of contract. Failure to maintain these requirements will entail BHEL for cancellation of the contract.
17. If the transport contractor is not able to provide his TOYOTA ETHIOS GD (AC) car continuously, alternate arrangement will be made by BHEL and the extra cost incurred will be recovered from the transport contractors pending bills in BHEL RC Puram or any of its Sister units/ROD's/Sectors.
18. The TOYOTA ETHIOS GD (AC) car should be registered and duly insured i.e. comprehensive insurance and the same should be renewed from time to time during contract period at his own cost.
19. The contract once finalized will be valid till the completion of contract. The contract can be extended further for a period of three months on same scope, rates, terms and conditions on mutual agreement.
20. The rates quoted shall remain valid for entire contract period including extension, if any.
21. The transport contractor shall submit his bills on 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 the name of the Contractor through NEFT.
22. The orders, notices or any correspondence to the transport contractor will be sent to the address furnished by registered post. 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.
23. Soon after the acceptance of the tender, the transport contractor shall enter into an agreement with M/s BHEL, RC Puram, Hyderabad – 502 032. The agreement shall be entered on Non-judicial stamp paper of the value of Rs.200/- to be purchased by the transport contractor at his own cost.
24. The contractor shall maintain regular contact with the designated employee of BHEL and will interact on matters relating to the work awarded under this contract.
25. Notwithstanding anything contained in the contract agreement which will be entered after award of work, the contract may be terminated by BHEL, without assigning any reason thereof by giving a notice of 30 days to the contractor.

Signature of Contractor with seal

26. 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.
27. The contractor shall not resort to subcontracting under any circumstances. If found subcontracting at a later date, BHEL reserves the right to take whatever action it deems fit, including cancellation of the contract.
28. 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 contractor's authorized agents, who are entrusted with the work by contractor.
29. All the works shall be carried out in accordance with the directions and to the satisfaction of the company official in accordance scope of work.
30. In the event of any question or dispute or under this contract, the same shall be referred to a competent Authority in the company for sole arbitration and his decision shall be final and binding on the parties to the contract.
31. In case of any suit or other legal proceeding arising under this contract, the courts at Sangareddy (Medak Dist.) Telangana only shall have the Jurisdiction.
32. Wherever, BHEL/COMPANY standards are mentioned, the same shall be strictly followed.
33. Nothing contained in the contract agreement and its conditions shall be deemed to preclude or render inoperative the service of any notice, letter or other communication upon the contractor personally.
34. 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 arbitration costs, fees and expenses shall be borne by both the parties equally. The award of the

Signature of Contractor with seal

tribunal shall be final and binding on both the parties equally. The award of the tribunal shall be final and binding on both the parties. 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.

35. Tax will be deducted at source from the running bills as per applicable income tax rules and other statutory requirements.
36. **FINALIZATION OF TENDER:** The bids of all the vendors would be opened and the L1 party would be decided on basic cost. If L1 rates are greater than our estimation, negotiation will be carried out and rates shall be finalized. If there is a tie in the basic cost, then the rate quoted for extra Km. (beyond 2000 Kms.) will be considered for breaking the tie. If there is a further tie, the model of the car will be considered for evaluation of tender.
37. **PENALTY CLAUSE:** A penalty equivalent to payment per day shall be recovered from the bills, in case the vehicle is under break down. The maximum penalty will be limited to 7 days payment.
38. Any discrepancies in the tender documents shall be brought out separately on a letter.

TOYOTA ETHIOS (2015)

Signature of Contractor with seal

General instructions to bidders:

1.	Bidders are required to go through instructions carefully and complete all the formalities as required. In event of furnishing false or incorrect information, the offers shall be rejected and no correspondence will be entertained in this regard.
2.	Bidders are required to submit the offer in single part. Bid shall be kept in an envelope, which should be properly sealed.
3.	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 the offer shall be rejected and no correspondence will be entertained in this regard.
5.	Bidders are required to submit duly filled in tender documents before 11.00 hrs. as mentioned earlier at Vendor Complex, Administrative Building (BHEL).
6.	The techno-commercial bids will be opened on the same day as mentioned earlier at 13.30 hrs. at Vendor complex, BHEL, RCPuram, Hyderabad 502 032.
7.	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.
8.	L1 party would be decided based on the 'basic rate'. However, negotiations will be carried out if Rate quoted by L1 party is greater than our estimation. If there is a tie in the basic cost, then the rate quoted for extra Km.(beyond 2000 kms.) will be considered for breaking the tie.

ANNEXURE – II

Quotation “Hiring of TOYOTA ETHIOS GD (AC) Car – 1 No.”

<u>Price Bid</u>			
#	Description	Rate	
1	Basic rate for 2000 Km. Run in a month @24 hrss per day including fuel, maintenance, insurance, fitness and excluding Driver.	(In figures)	(In words)
2	Rate per extra Km. beyond 2000 kms per month.	(In figures)	(In words)
3	Service Tax		

Name, Address of the Contactor

Mobile Number:

Landline Number:

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