



Bharat Heavy Electricals Limited

(A Government of India Undertaking)

Electronics Division

P.B. No 2606, Mysore Road, Bangalore - 560 026.

External Services Department

Notice Inviting Tender (NIT)

for

Hiring of Vehicle on monthly rental basis

at

**BHEL EDN Site Office,
2 x 800 MW Thermal Power Plant
NTPC-Gadarwara
Dist. Narsinghpur, Madhya Pradesh.**

NIT Ref. : CE-ES/2017-18/04/NTPC-GDR-VEHICLE/VJC

Date: 29.07.2017

Tender due Date and Time: 09.08.2017 at 13:00 hrs

Tender Opening Date and Time: 09.08.2017 at 13:30 hrs

Total Number of Pages: 11



Sub: Tender enquiry for Hiring of Vehicle on monthly rental basis at 2x800MW, NTPC-Gadarwara, Dist. Narsinghpur, Madhya Pradesh.

Tender Enquiry Number : CE/ES/2017-18/04/NTPC-GDR-VEHICLE/VJC
Tender date : 29.07.2017
Tender due Date and Time : 09.08.2017 at 13:00 hrs.
Tender Opening Date and Time : 09.08.2017 at 13:30 hrs.

Sealed tenders in single part are invited for Hiring of Vehicle on monthly rental basis for daily transportation for a period of 13 months at BHEL-EDN Site Office, NTPC - Gadawara (2 x 800 MW), Dist. Narsinghpur, Madhya Pradesh. The following details may be carefully studied and considered in responding to this enquiry.

1. No extension of time will be given for submission of offer under any circumstances.
2. This tender specification as a whole, furnishing all the details and other documents as required in the following pages, shall be duly signed and sent/submitted in a sealed cover super scribing the Name of work, NIT Number, Due Date and Time as given in the tender notice.
3. Offer can also be submitted to Mr.Pramod More, Resident Manager - NTPC Gadawara site, Gadawara, Narsinghpur dist.MP by **03.08.2017** or sent by post/courier addressed to **Mr. G. Saravanan, Addl. General Manager / External Services Department, NEB 5th Floor, BHEL-EDN, P. B. No. 2606, Mysore Road, Bangalore - 560 026** so as to reach before the due date and time.
4. Offers will be opened at Tender opening room situated near Reception, BHEL-EDN, and Mysore Road, Bangalore on 09.08.2017 at 13.30 hours in the presence of Bidders who wish to be present.
5. The tender is for Hiring of vehicle on monthly Rental Basis.
6. The validity of offer shall be for 90 days from the date of opening.
7. The prices quoted shall be FIRM throughout the period of contract. No escalation in prices will be allowed.
8. The tender is likely to be finalized in a very short time.
9. Advance payment and interim payment will **not** be paid.
10. For any clarification on this tender, AGM – External Services may please be contacted on phone no. 09900541230 / 080 - 26989240 / 080 - 26998658, email id: saravang@bheledn.co.in.
11. This Tender Document has following sections



**BHARAT HEAVY ELECTRICALS LTD.
ELECTRONICS DIVISION, BANGALORE**

**TENDER REF: CE/ES/2017-18/04/NTPC-GDR-VEHICLE/VJC
DATE: 29.07.2017 DUE DATE: 09.08.2017**

- a. Section-1 : Scope of Work and General Terms
- b. Section-2 : Special Terms & Conditions
- c. Section-3 : Rate Schedule

Kindly acknowledge receipt of this tender enquiry.

BHEL reserves the right to cancel or reject the offer either partly or in full without assigning any reasons thereof.

Bidder is advised to return one set of this Tender Document duly signed in all the pages along with the offer.

AGM / EXTERNAL SERVICES



SECTION 1: Scope of Work and General Terms

1. **Scope of Work:** Providing one No. Diesel fuelled Vehicle with seating capacity of minimum 7 Passengers + 1 Driver and of Model 2014 or later with Air-Conditioning on monthly hiring contract for the official use of BHEL-EDN staff at BHEL-EDN SITE Office, NTPC-Gadarwara, Dist. Narsinghpur, Madhya Pradesh subject to the terms and conditions stated below. The Vehicle is to be made available for the service of BHEL within 7 days of award of Work Order. The Contract Period shall be 13 months from the date of deployment of Vehicle as certified by BHEL Resident Manager at Site.

The Bidder preferably shall own the vehicle and the Vehicle has to be maintained in good running condition. The vehicle should be registered preferably in the name of Bidder. In case the Bidder is offering a vehicle not registered in his name, an agreement between the Bidder and vehicle owner prior to the date of bid opening shall have to be produced. The agreement should be valid for the Contract period.

2. **Type of Vehicle:** Air conditioned vehicle with seating capacity of seven people + driver (Bolero plus/XYLO/Innova or equivalent) of make 2014 or later. The Vehicle should have Vehicle Permit. Please indicate type of permit in "Section-3: Rate Schedule".
3. **Payment Terms:** Payment shall be made on monthly basis for the services offered during previous month as per Rates quoted in "Section-3: Rate Schedule".

- 3.1 Sl. No. 1 in Rate Schedule pertains to fixed monthly hiring charges that is payable towards services offered during a month on all days as required by BHEL Site Engineers excluding one day paid holiday for maintenance of vehicle. No amount shall be deducted from monthly hire charges in case vehicle is not utilised by BHEL Engineers on any of the days of the month due to non-requirement of the same. But in case Bidder fails to provide service of vehicle on any of the days of the month when it is required by BHEL Engineers, BHEL Engineers shall hire Vehicle from third party and the cost incurred for the same will be deducted from the monthly payments.
- 3.2 The cost of diesel shall be reimbursed at prevailing market rates as per the mileage quoted in Sl. No. 2. The copy of cash receipt for filling diesel on any of the days of the month of billing should be submitted as proof of cost of diesel during that month. However, BHEL will take the Diesel rates from web site pertaining to Narsinghpur in Madhya Pradesh.
- 3.3 The cost of mobil/engine oil shall be reimbursed at prevailing market price as per the mileage quoted in Sl. No. 3. The copy of cash receipt for purchasing mobil/engine oil on any of the days of the month of billing should be submitted as proof of cost of mobil/engine oil during that month.
- 3.4 In case, the service of vehicle is required beyond the 12 Hrs. time Over-Time Charges shall be paid as per rates quoted in Sl. No. 4.
- 3.5 Payment will be made from BHEL-EDN Headquarters at Bangalore within 30 days from the date of receipt of bill along with log book entries as certified by BHEL's Resident Manager at NTPC-Gadarwara. Payment will be released by EFT (Electronic Fund Transfer) only.



The Bidder has to submit EFT Mandate Form in BHEL prescribed Format duly certified by the bank. The Format shall be furnished to successful Bidder along with Work Order.

4. **TDS Deductible:** 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.

5. **Taxes –GST**

Bidder to note following.

In case bidder is GST registered, the bidder's GST ID is to be furnished. The declaration is to be provided whether they are availing input tax credit or not availing input tax credit along with each tax invoice. BHEL EDN BANGALORE GST ID is **29AAACB4146P1ZB**. Proof of registration "**Form GST REG-25**" to be furnished. The SAC /HSN codes (item wise) to be indicated in the invoice.

If the bidder is not registered for GST ID, they need to submit a declaration that they are not registered and are not availing any input tax credit. The BHEL GST ID is to be mentioned mandatorily in the bill.

GST is applicable extra on the quoted price.

6. **No interest** shall be payable by BHEL on any moneys due to the Bidder.
7. **Sub Contract:** The Contractor shall not sublet any portion of the contract without written permission of BHEL's representative.
8. **Arbitration:** Except if otherwise provided for in the contract all questions and disputes relating to the specification, instructions and orders of the execution or failure to execute the same whether arising during the tenure of contract or on completion shall be referred to the sole arbitration of Additional General Manager/External Services, BHEL-Electronics Division, Bangalore.
9. **Validity:** The offer submitted by the Contractor shall remain valid for acceptance for a period of 90 days from the date set for opening of tender.
10. **Acceptance of Terms and conditions:** The Contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by BHEL-EDN, which are based on the lack of such clear information or its effect on the cost of the works to the Contractor. Submission of offer by the Contractor implies that he has read all the tender conditions and has made himself aware of
- Scope of work
 - Specification of the work to be done
 - Local Conditions
 - Other factors bearing on the execution of work.



- 11. Firm price :** The rate quoted shall be firm throughout the tenure of the contract and BHEL-EDN shall entertain no claim, whatsoever, on this account.
- 12. Validity and Termination of the Contract:** The contract shall be valid initially for a period of **Thirteen (13) months** from the date of award which can be extended further on same terms and conditions based on site requirement. The contract may be terminated by BHEL-EDN by giving a notice of 07 (seven) days and **No compensation** shall be paid for remaining period of contract.
- 13. Maintenance of Vehicle:** One day per month shall be allowed for maintenance purpose preferably any one of the Sundays when Vehicle is not required for BHEL Use. Accordingly, the monthly rent shall include one day paid Holiday in a month for the routine maintenance of the vehicle. In case due to exigencies of work, Paid Holiday is not possible additional payment shall be made on prorata basis. In case the vehicle is required for all the days of a month, then charge per day calculated at “Monthly Hiring Charges divided by actual number of days in the corresponding month” (Prorata basis) shall be paid extra. The decision regarding maintenance day solely lies with BHEL Resident Engineer.
- 14. Selection of Lowest Bidder:** Lowest Bidder will be decided on overall cost, assuming one month hire charges plus 3300 km of running and 60 hours of overtime in a month. (Apart from fulfillment of Qualifying Requirements). Tax applicable shall be considered for evaluation of L1 Bidder. For the purpose of evaluation prevailing rates of diesel applicable at Gadawara at the date of opening /litre and Mobil/Engine Oil Rs. 320/litre shall be used. However during execution actual rates will be reimbursed as per NIT terms. No distinction will be made between the Type of Vehicle. (i.e. No distinction shall be made between Bolero/XYLO/Innova etc.,) **BHEL reserves right to reject any one or all tenders without assigning any reason.** It is not binding on BHEL to accept the lowest tender.
- 15. Photocopy of the following documents is to be submitted along with the Bid-**
1. Vehicle Registration Certificate.
 2. All Madhya Pradesh Road Permit / Road Tax paid Challan.
 3. Proof of ownership of Vehicle / Agreement between Bidder & Owner of the vehicle. (Applicable only if Bidder is not the Owner of the Vehicle).
 4. GST Registration Certificate. If not registered and not covered under exemption, a self-declaration to register immediately on award of Work.
 5. PAN Card Copy.
 6. Valid Insurance for the vehicle.



SECTION 2: Special Terms & Conditions

1. The vehicle deployed should have standard tools, first aid kit and Stepney in healthy condition. The vehicle will be maintained clean both inside & outside on a daily basis.
2. Toll / Border Tax / Parking charges will be reimbursed by BHEL upon production of documentary evidence.
3. In case of non-availability of vehicle for minor/major breakdown, an alternative vehicle shall be arranged for maximum of seven days for minor breakdown and about twenty-one days for major breakdown. However, the arrangement of alternative vehicle shall be allowed subject to fitness, roadworthiness and proper documentation of vehicle. The vehicle provided in these conditions shall be of model not earlier than to existing one.
4. The normal hours of vehicle operation will be from 8:00A.M to 8:00 P.M. (12 hours). The vehicle should report to BHEL's garage at 8:00 A.M and will be utilized by BHEL up to 8:00 P.M daily. However reporting time may vary accordingly to the requirement of BHEL.
5. The vehicle should be made available by the Contractor to BHEL on all working days of BHEL. The Contractor should also make available the vehicle on closed and weekly holidays, if required by the BHEL. But there will be no extra payment for providing vehicle on such holidays, except for mileage and over time charges, if any.
6. The Contractor has to pay minimum wages to the driver/s as per the Government notification from time to time considering driver as a skilled labour. And shall ensure the payment by 10th of every month irrespective of whether bills have been paid by BHEL or not.
7. The contractor has to submit documents needed for obtaining HR clearance from NTPC for gate pass preparation, if applicable. The Contractor shall arrange for the gate pass for Vehicle and driver at his expenses.
8. The Contractor shall submit the insurance of the vehicle which includes the insurance of the driver also (valid during the tenure of the contract) after the receipt of work order.
9. All expenses towards salary of driver/s. repair & maintenance, engine oil, damages due to accident, if any, comprehensive insurance, road tax, or any other renewals, etc. shall have to be met by the owner of vehicle.
10. The driver/s so deployed must have the valid driving license and must be provided with mobile phone with valid connection for BHEL's personnel at site to communicate with him. Driver/s so employed should not be under the influence of liquor or intoxicated during the duty hours.
11. Refusal to perform duty by the driver/s will be treated as non-deployment of the vehicle for that particular day and deduction at the rate of three times per day rental charges will be recovered. The decision of BHEL's representative will be final for effecting such penalty after evaluating the merit of such incidence.



12. In case of misbehaviour by the driver/s. the Contractor has to take immediate action and the decision of BHEL's representative in this regard will be final and binding.
13. The driver/Contractors representative will meet the BHEL's representative regularly to get instruction regarding the deployment of the vehicle.
14. Should the vehicle deployed meet with an accident, no claim on account of damage to the vehicle or the persons traveling in such vehicle including the employees of the Contractor, driver/s of the vehicle shall be entertained by BHEL.
15. Should the vehicle deployed by the Contractor meet with an accident due to reasons attributable to the Contractor or his employees and cause damage to the persons/property of the BHEL, the Contractor shall be liable to make good such losses in the manner as prescribed by BHEL.
16. The company shall further be entitled to recover the amount so paid by way of compensation under the aforesaid act or under any other law by deducting the sum from bill or from any other sum due to him.
17. The bill along with log book/trip sheet and any other document/s as required by BHEL's representative will be submitted to BHEL on completion of a month.
18. The bid is to be submitted with covering letter in the Contractor's letter head.

**NO DEVIATION CERTIFICATE**

(To be submitted on Bidders Letter Head)

FORMAT OF UNDERTAKING

REF:

Date:

To
Bharat Heavy Electricals Limited
Electronics Division
Mysore Road
Bangalore 560 026

TENDER Ref. No.:

Dear Sir,

With reference to above, this is to confirm that as per tender conditions noted the job content and site conditions etc. We also confirm that we have not changed / modified the tender documents as appeared in the website and in case of observance at any stage; it shall be treated as null & void. We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT and we hereby confirm our unqualified acceptance to all terms and conditions as stipulated in the tender and NIT. In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void. We confirm to have submitted our offer in accordance with tender instructions.

Thanking you

Yours Faithfully

(Signature, date & seal of Authorized
Representative of the bidder)



SECTION 3: Rate Schedule

Name of the Bidder :

Contact No. :

Address & Email ID :

Type of Vehicle Permit :

Details of vehicle offered :

(Model, Year of Make and

Registration Number)

GST Registration : YES / NO

If Yes - GST ID: _____

INPUT TAX CREDIT : AVAILING (OR) NOT AVAILING

PAN of the Bidder :

PAN Card copy attached : YES / NO

Sl. No.	Description of Item	Rate	In Words
1	Monthly Hire Charges A/C Vehicle with a minimum seating capacity of 7 + 1 (Bolero plus/XYLO/Innova or equivalent), which includes one driver on monthly basis for 12 hours running per day	(Charges Per month) Rs. _____	
2	Diesel consumption Kms per litre	_____ K.M/LTR	
3	Mobil / Engine Oil (Top up) consumption Kms per litre	_____ K.M/LTR	
4	Over time allowance - Rate per hour for duty performed beyond 12 hours.	Rs. _____ Per hour	

**Notes (Part of Section-3):**

- 1. All Rates (exclusive of taxes) shall be entered in figures as well as in words. Taxes payable extra as per GST rules .In case of difference in rates between words and figures THE LESSER OF THE TWO will be treated as valid rate.*
- 2. Lowest Bidder will be decided on overall cost, assuming one month hire charges plus 3300 km of running and 60 hours of overtime in a month. (Apart from fulfillment of Qualifying Requirements). Tax applicable shall be considered for evaluation of L1 Bidder. For the purpose of evaluation prevailing rates of diesel applicable at Gadarwara at the date of opening /litre and Mobil/Engine Oil Rs. 320/litre shall be used. However during execution actual rates will be reimbursed as per NIT terms.*
- 3. TDS will be deducted from the monthly bills.*
- 4. The above offer is valid for a period of 90 days from the tender opening date.*

I hereby affirm that I have read and understood all the terms and conditions of the tender and agree to abide by the same.

I hereby agree to provide the vehicle referred above on monthly rental basis for use at BHEL-EDN Site Office, NTPC-Gadarwara, Dist. Narsinghpur, Madhya Pradesh subject to the Terms and Conditions of NIT No.: CE/ES/2017-18/04/NTPC-GDR-VEHICLE/VJC dated 29.07.2017.

Place:

Date:

(Signature of the Bidder)