



**Bharat Heavy Electricals Limited**  
**Central Foundry & Forge Plant, Haridwar-249403**

**Department: M&S**

**Tender Document**

**Name of Work:** Works contract for taxi hiring.

**Tender Enquiry No.:** FF/17/MTP/RM/HC/01

**Due date of Tender Opening** : 31.07.2017 at 2:00 PM

**Place of Submission of Tender / Bid:** Tender Room, BHEL, CFFP, Haridwar-249403 (Uttarakhand)

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# Details of Tender Document

**Name of Work: Works contract for taxi hiring.**

The Tender document has been detailed as Follows:

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## SCOPE OF WORK & QUALIFYING REQUIREMENTS

**Introduction:** BHEL intends to have Rate Contract with reputed Taxi/Cab service providers, for hiring of various segment of vehicles (as per Annexure-F), on demand basis, for a period of 24 months including driver, fuel, all maintenance, taxes, driver's meal/ lodging etc., to perform local\*/ outstation\*\*/ BHEL plant transportations. The vehicles are required having commercial registration certificate (Taxi Registration) with complete maintenance and comprehensive insurance.

### Scope of Work:

1. Contractor(s) have to provide various segment of vehicle(s) (as per Annexure-F) equipped with Heater & A/c on day to day basis as & when required under rate contract as per Terms & Conditions mentioned in Annexure-C (Special Terms & Conditions), Annexure-D (Commercial Terms & Conditions) and Annexure- E (General Terms & Conditions).
2. Anticipated requirement of the vehicles during the contract period of the 24 months (segment-wise) is as per Annexure-F and the business volume during the contract period of 24 months is expected to be of **approx. Rs. 81.31 lakh** in respect of all segments combined. However, this requirement is indicative for this tender and does not guarantee the exact requirement of the vehicles and may increase or decrease depending on BHEL's requirement.

Experienced and resourceful operating service providers meeting qualifying requirements as mentioned below are invited to participate in the tender.

### PRE-QUALIFYING REQUIREMENTS (PQR)

- i. Bidder must have possessed at least 03 Nos. light commercial passenger vehicles i.e. Taxies/Cars and the same must have been registered in the name of bidder as on the date of Tender Opening. Model of vehicles should not be older than three years as on date of tender opening.
- ii. Solvency certificate from bank for an amount not less than Rs. 10.0 Lakh.
- iii. The bidder must have PAN & GST registration No. in Tour operator/Rent-a-cab category. In case registration for GST is not required as per GST rule due to present business volume, bidders have to certify the same. In case, registration is required in future due to increase of business, bidders have to give undertaking for producing registration certificate.
- iv. Bidder must have PF & ESI registration number. In case bidder is exempted for PF & ESI registration till date due to number of man power employed by the bidder being less than the prescribed limit for PF & ESI registration, bidder have to certify the same. However, if awarded the work order, bidder has to get PF & ESI registration within 30 days of awarding the work.
- v. As the Taxies required by BHEL are to operate mostly in and around BHEL, Haridwar, the bidder must have an office establishment for the purpose of similar work i.e. Taxi Hiring, within 10km radius of BHEL, Haridwar as on the date of Tender Opening OR must be ready to establish such an office within 10km radius of BHEL, Haridwar within one month of award of work order in case work is awarded to the bidder.

**Documents Required:**

- i. Self-attested photocopy of RC, Insurance & fitness of the vehicles against Sr. No. (i) of PQR.
- ii. Solvency certificate from any scheduled bank for an amount not less than 10.0 lakh against Sr. No. (ii) of PQR. Solvency certificate should not be prior to one year of the date of opening of technical bid.
- iii. Self-attested copy of PAN Card for Income Tax & Service Tax Registration certificate for Service Tax in the Tour operator/Rent-a-cab category duly signed & stamped by the bidder against Sr. No. (iii) of PQR.
- iv. Self-attested copy of PF & ESI registration certificate against Sr. No. (iv) of PQR.

OR

Declaration regarding not registered for PF & ESI due to current number of man power employed including the commitment about PF & ESI registration within 30 days of awarding the work.

- v. Self-attested copy of details of Office Address along with telephone numbers against Sr. No. (v) of PQR, in case of already having office establishment within 10km radius of BHEL, Haridwar

OR

Letter of acceptance to establish an office within 10km radius of BHEL, Haridwar in case work is awarded to the bidder, against Sr. No. (iv) of PQR.

**\*Local** means under premises of District Haridwar.

**\*\*Outstation** means beyond premises of District Haridwar.

## IMPORTANT INSTRUCTIONS

1. Tender documents may be obtained from the office of undersigned after depositing of required tender cost and same is also available on web site i.e. [www.bhelhwr.co.in/](http://www.bhelhwr.co.in/) [www.bhel.com](http://www.bhel.com). It can be downloaded and used as tender document for submitting the offer. In case the Tender Documents are downloaded from our website, the Tender Fee may be deposited along with the Techno-Commercial Bid. SME vendors are exempted from payment of tender fee against submission of valid SME certificate. Certificates more than two year old should be accompanied with a certificate from a chartered accountant in the format provided at Annexure- G. Please visit our website before submitting your offer for corrigenda, addenda, amendments, time extensions, clarifications & etc. (if any).
2. The offer shall be submitted as per the instructions of tender document. One set of tender document signed by authorized representative of tenderer and stamped on each page & annexures shall be submitted. Price shall not be mentioned anywhere in the techno-commercial offer. Price shall be quoted in the relevant price bid only and must be submitted in separate sealed envelope. In case of any clarification, bidder may contact the office of undersigned. Overwriting / correction in tender documents shall not be allowed. However if correction is unavoidable, the same may be signed by authorized signatory.
3. Tender must be submitted in two parts, i.e., (i) Techno-Commercial bid and (ii) Price Bid. Both the offers i.e., "Techno-Commercial bid" and "Price Bid" must be sealed in separate envelopes super scribed with NIT no. and name of the contractor. Tender cost DD/Cash receipt/ e-payment transaction slip must be submitted in different envelope super scribed as Tender cost. All the Three envelopes must be sealed in another envelope super-scribed with NIT no. , name of the contractor and name of work.
4. On the date of opening of tender, only Techno-Commercial bid shall be opened. Price Bid of technically qualified bidders shall be opened on another day which will be intimated to parties accordingly.
5. Offer without requisite tender cost will not be considered.
6. Tender cost shall be submitted as per NIT either in form of cash receipt issued by cash section, BHEL, CFFP, Haridwar (subject to provision of Income tax act) or Demand draft issued by any Nationalised bank in favour of **Sr. Accounts Officer (Cash), BHEL, CFFP, Haridwar or through e payment in account no- 10667995469, IFSC Code- SBIN0000586.**
7. **SPECIAL TERMS & CONDITIONS:**  
Special terms and conditions are enclosed (**Annexure-C**). In order to evaluate the Techno-Commercial part of the bid, the bidders are required to confirm clearly the acceptance of Special Terms & Conditions. Offers of the bidders who do not accept the Special Terms & Conditions are liable to be rejected.
8. BHEL reserves the right to accept or reject any or all offers without assigning any reason thereof. BHEL also reserve the right to cancel the tender wholly or partly without assigning any reason thereof. BHEL will not entertain any correspondence with bidders in this regard.
9. For any clarification w.r.t. tender document, bidders may seek the same through telephone/ e-mail to the undersigned before submission of tender document. Last moment queries may be avoided and will not be entertained. BHEL will not be responsible for acknowledging of such queries i.e. ample time should be there to address any query.
10. In the event of any typing error / other clerical errors in the tender documents, noticed by the tenderer, the same must be pointed out before submission of offer, or else, BHEL's interpretation shall prevail & shall be binding on the tenderer.

# CHECKLIST

Annexure-B

## CHECK LIST FOR THE DOCUMENTS TO BE SUBMITTED

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

Sr. No.	Documents Required	Enclosed (√ / X)
1.	Self-attested copy of RC, Insurance, Fitness of at least 03 nos. of commercial vehicles, against PQR, Sr. No. (i).	
2.	Solvency certificate from any Scheduled bank for an amount not less than Rs. 5.0 lacs. Solvency certificate should not be older than one year from the date of opening of technical bid, against PQR, Sr. No. (ii).	
3.	Self-attested copy of PAN Card & Service Tax Registration Certificate duly signed and stamped by the bidder, against PQR Sr. No. (iii).	
4.	Self-attested copy of PF & ESI registration certificate OR Declaration regarding not registered in PF & ESI along with commitment to register for PF & ESI within 30 days of awarding the work	
5.	Self-attested copy of details of Office Address along with telephone numbers against Sr. No. (iv) of PQR OR Letter of acceptance to establish an office as required against Sr. No. (iv) of PQR.	
6.	Only Signed & stamped <b>Un-priced</b> price Bid (Annexure- M).	
7.	Each page of the tender document duly filled, signed and stamped.	

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

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

### **(C)Third envelope (Tender Fee)**

Sr. No.	Documents Required	Enclosed (√ / X)
1.	DD/Cash Receipt/Proof of e-payment for Tender Fee of Rs. 250.00 (Rs. Two Hundred Fifty Only)	

## SPECIAL TERMS & CONDITIONS

1. **Lowest Bid Criteria:** Lowest bidder will be decided on total hiring charges of all vehicles for one day. Fixed cost as well as running cost of the vehicles, to be quoted separately, for all category of vehicles. Total hiring charges will include both fixed cost as well as running cost. Average running per day, for each segment of vehicles, will be mentioned in price bid.
2. **Driver:** The Taxi provider shall provide experienced drivers with adequate knowledge of reading, writing and spoken English / Hindi having knowledge of different routes as well as minor maintenance/minor repair of Taxi and holding valid **commercial driving license**. The drivers deputed for duty should be polite and courteous and must possess positive attitude in discharging their duty. The reporting time, place, address etc. should be strictly followed by Taxi provider through driving staff. The Taxi provider must also provide a **mobile phone** to the driver sent for duty and intimate the same along with mobile no. to BHEL.
  - **Uniform:** All the drivers must be well/neatly dressed in Shirt & Pant with shoes and must have their ID issued by Taxi provider's firm.
  - **Conduct:** The Drivers should be polite and well behaved. Chewing of tobacco, smoking and drinking while on duty is prohibited and shall be treated as misconduct.
  - A driver who has been **CHALLANED** more than twice in a year for offences like red light jumping, violation of lane discipline or allowing unauthorized person to drive cannot be employed. A driver who has been challaned even once for the offence of over speeding, drunken driving and dangerous driving etc. cannot be employed.
  - **Police Verification & Medical Fitness:** Taxi provider must maintain a valid police verification of all his drivers being deputed for services under contract. Also, Taxi provider shall maintain valid medical examination of all his drivers from time to time (annually) and inform BHEL about medical fitness of drivers.
3. **Vehicle Condition:** The Taxi provided by the Taxi provider must be in excellent running condition, should be neat and clean with seat covers, perfumes, first aid box, A/c-Heater ready, etc. and must have proper and complete documents. The Taxi should comply strictly with the provision of pollution control in line with the directions of Supreme Court from time to time and should also comply with statutory regulations issued by State Transport Authorities/Central Govt. BHEL shall in no way be responsible for any liability arising due to non-compliance of statutory requirements/regulations w.r.t the vehicle(s) as well as the driver(s). For further details, refer Annexure-F.
4. **Intimation Time:** The requirement of taxi(s) to be hired by BHEL (except sl no 1 of annexure F) shall be based on 'as & when required' basis, depending upon the requirement and need, and same shall be intimated to the taxi provider/driver **minimum two hours before the start of duty**.
5. In case of non-availability of Taxi due to sudden breakdown/accident/rejection or any other cause, it will be the responsibility of the Taxi provider to provide same or equivalent segment vehicle from any other source(s) without any delay.
6. Log sheet for the taxis engaged will be provided by Auto Pool, CFFP. The Taxi provider shall maintain the log sheet and get it verified by auto pool, CFFP. It should be got signed by the driver as well as countersigned by Auto-Pool/User at the end of each journey OR daily which would indicate the details such as opening and the closing meter reading, point of starting & ending of the journey, route detail, date, time of release etc.
7. **Maintenance:** All repairs & maintenance, during journey/duty shall be responsibility of Taxi provider. BHEL shall not bear for any vehicle maintenance related activity.
8. **Fuel Tank:** Fuel level in the fuel tank of the vehicle is to be kept sufficient for the journey of at least 250 kms. Time consumed and distance travelled in intermediate refilling of the fuel shall not be taken into account.
9. Any change in the Taxi, hired for particular duration/ service/ duty is not permissible except due to breakdown or repair/ service. Similarly, change in the driver for whatever reasons will not be acceptable. However, in case the Taxi provider is constrained to replace either the Taxi or driver, prior permission should be taken from Auto-Pool as well as inform to user and Auto Pool about the change.

10. BHEL reserves the right to verify the correctness of any of the document like Service tax registration no., Taxi Registration / fitness/ Insurance, etc. submitted by the taxi provider and also the fleet.
11. The Taxi provider shall furnish under taking about the vehicles being free from all encumbrances.
12. The Taxi provider shall not appoint any sub-provider/sub-agency to carry out any obligation under the contract, however in case of exigencies, service(s) may be arranged through other sub-provider/ sub-agency on Taxi provider's responsibility.
13. Taxi provider should have his office or branch office within 10 kms from BHEL, Haridwar, and provide at least two contact numbers & email-Ids of his local representatives/employees, who shall provide/monitor the service/ backup arrangement and attend any complain or information regarding the contract/service during the contract period on 24x7 basis.

All conflict or complaints must be resolved through Taxi provider's representative. In case of any query or problem, driver will intimate his representative or report in Auto Pool only. Any communication by driver with User/ Customer is prohibited.

14. The Taxi provider shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts/ Rules like Minimum Wages, Provident Fund, ESI, Leave, Bonus etc. as enforced through Labour Laws/ Acts/ Rules from time to time, at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable, by the contractor, there will not be any liability on the BHEL. BHEL will verify documents related to compliance of Laws/Acts as mentioned above, at any point of time. The contractor is bound to produce relevant documents, upon asking. The contractor shall be responsible to compliance to all such rules/acts and shall absolve BHEL of any consequences arising out of non-compliances of any or all such rules/acts.

## Commercial Terms & Conditions

- 1. Rate & Price Variation:** In case of award of contract, the daily fixed rate for hiring in each category, shall remain same for a period of 24 months i.e. the entire period of contract. However, price variation due to increase / decrease in the price of fuel (normal diesel as available at Petrol Pumps in Haridwar) shall be applicable as Rs. 0.10/-per Km of running cost for each 1.5 rupee increase/ decrease in fuel rate, from base rate of fuel submitted on date of tender submission.
- 2. Validity of Offers:** The offers submitted by the bidders shall be valid for a period of 4 months from the date of opening of Part-I bid. Price bid opening shall be limited to techno-commercially acceptable bidders only.

BHEL reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the bidders who have been black-listed / debarred / banned by PSUs / kept on hold by any Central or State Govt. office during the last 48 months will be rejected. Incomplete bids, in any term, are liable to be rejected.
- 3. Validity of Contract:** Initially the work order shall be allotted for one year on trial basis. Upon fulfillment of all terms & conditions as well as satisfactory performance of the service, the order will be extended for another twelve months on the same Rates and Terms & Conditions.
- 4. Termination of Contract:** If at any time the Taxi provider defaults in proceeding with the work with due diligence and continues to do so or commit any fault in complying any of the tender terms and conditions especially indicated in Penalty Clause as Sl. No. 8 i.e. Penalty Clause in Annexure D (*Commercial Terms & Conditions*) even after the notice in writing is given, BHEL may, without prejudice to any other right of BHEL, to remedy which shall have accrued or shall accrue thereafter to BHEL, terminate the contract by giving 15 days' notice in writing. The notice will be deemed to have been served as and when sent to the address given in the tender.
- 5.** The Taxi provider will ensure the **plant permission** of Taxi along with driver(s) (if required) including on Sunday & Holiday. Any inconvenience to the passenger must be informed to the Auto Pool urgently.
- 6. Evaluation Criteria & Terms Of Payments For Journeys:**
  - i. The payment for journeys will be regulated on the following basis:**
    - a. Payment shall generally be made against each serviced bill within 30 days after receipt of the bill in duplicate, verification within BHEL and certification by Officer-In-Charge (Auto-Pool) for satisfactory completion of the work and correctness of bill. No advance money will be paid under any circumstances. Also no interest shall be paid due to delay in making the payment. Bills in duplicate along with log sheets duly signed by In-charge Auto-Pool should be sent to BHEL, Haridwar within 15 days after the completion of each service. It should be ensured that there is no overwriting in the log sheet. Log sheet without signature of Auto-Pool In-charge at the specified places shall not be accepted for payment.
    - b. **Night charges** shall be admissible only in case of duty detained beyond 12:00 am midnight on daily basis.
    - c. Journey kms shall be count 1.25 times of one side traveled distance, in case of pre-intimated one way pick/drop duty.
    - d. All maintenance cost, charges of fuel, road tax, Challan, driver's expenditures like: meal/ boarding/ lodging, overtime of driver, phone charges etc. are the responsibility of the Taxi provider and will be borne by the Taxi provider.
    - e. All expenditures incurred during journey like; parking, taxes, fuel, driver's meal/ lodging, maintenance shall be arrange by driver himself. However parking & toll taxes/ interstate taxes shall be reimbursed on actual basis by BHEL on submission of original receipts along with monthly bills.
    - f. **Taxes** shall be paid on actuals by BHEL as per government rule.

g. **Tax Deduction at Source:** Tax shall be deducted at source from the running bill as per applicable Income Tax Rules and other statutory requirements. Appropriate TDS Certificate shall be issued by BHEL at the end of financial year on request of the service provider.

**7. Deviation:** The Taxi provider must comply with the tender specification and all terms and conditions of contract. No deviation shall normally be entertained. Deviation if any, should be given as per the format attached at Annexure- I by mentioning the related/affected clause number etc.

**8. Penalty Clause :**

**i. Penalty of up to 10% of billed amount shall be deducted from the bill in case of:**

a. **Poor** feedback from the customer and verified by Auto Pool w.r.t. quality of service, behavior & conduct\* of the driver etc.

**\*Misconduct:** Chewing tobacco, smoking, and consumption of Narcotics and drinking (consumption of alcoholic beverages) during duty will be prohibited and the same shall be treated as misconduct.

b. Providing below category vehicle, incomplete paper (RC, Insurance, DL, fitness etc.), bad outlook, uncleaned Seat covers, smell, broken or crack glass panels, abnormal sound, wobbling, missing, non-working of AC/ Heater etc., dilapidated tyre, unmaintained battery etc.

**ii. Penalty of Rs. 500/- per day/ service/ duty/ vehicle shall be imposed in case of:**

a. Non-availability / Non-reporting / refusal to provide the requisite vehicle(s) and same may be hired from any other source at the risk and cost of the Taxi provider. The difference, if any, between the agreed hiring rates with the Taxi provider and the amount payable by BHEL to any third party, shall be recovered from the Taxi provider from the incoming bills in addition to the penalty of Rs. 500/- per day/ service/ duty/ vehicle.

Repeated refusals by the taxi provider will be viewed seriously and appropriate action may be taken or Terminate the contract as 'deemed fit' will be initiated against such defaulting provider. BHEL's decision in this regard shall be final.

b. Late reporting of more than 10 minutes or disappearance without information to user or any inconvenience due to wrong reporting, low fuel, long routing, etc. penalty will be applicable as per Sr. No. 8.ii (a) above.

c. If the Taxi provider fails to replace either the Taxi or Driver within half an hour (30 minutes) after permission from Auto-Pool, penalty will be applicable as per Sr. No. 8.ii (a) above.

BHEL's decision regarding penalty shall be final and binding.

## General Terms & Conditions

### 1. Arbitration :

- i. In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Taxi provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

The venue of arbitration shall be at HARIDWAR.

2. **Jurisdiction of Court:** Courts at Haridwar shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

### 3. Liabilities:

- i. Liabilities on account of third party claim(s) or legal processor shall be the whole responsibility of Taxi provider/ Insurance Company.
- ii. Liabilities on theft or total loss of vehicle(s) shall be considered as closed against the hiring of that vehicle(s) and further no hiring charges will be paid. To maintain the continuity of contract/ work, Taxi provider will have to provide alternative Taxi(s) with equaling specification immediately.

4. **Default/Breach of Contract And Insolvency:** If the Taxi provider(s) fails to provide the required services as per the Contract within the period(s) fixed for such service not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to provide services covered by the Contract either in whole or in part or otherwise fails to perform the Contract or commits any breach of the Contract not herein specifically provided for or in the event of the death or insanity or if the Taxi provider being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Taxi provider being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or breach of Order/Contract shall be entitled to cancel the Contract either in whole or portion thereof without compensation to the Taxi provider. In case of breach of contract by the contractor, security amount shall be forfeited by the BHEL and the firm shall be blacklisted in addition to termination of the contract in question.

5. **Risk Purchase Clause:** In case of delays in supplies / defective supplies or non-fulfillment of any other terms & conditions given in the work order the purchaser may cancel the work order in full or part thereof and may also make the purchase of the material / service from elsewhere / alternative source at the risk and cost of supplier. Vendor does not agree to above clause, their offer is liable to be rejected. In case any vendor accepts risk purchase clause initially and subsequently declines to honor the term in the eventuality of RISK PURCHASE, they may be banned for business with BHEL.

6. **Foreclosure/Termination:** The BHEL reserves the right to terminate the contract any time prior to the expiry of contract period at its sole discretion. In the event of foreclosure/ termination of the contract in respect of vehicles, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, to terminate the contract by giving one month' notice in writing. The notice will be deemed to have been served as and when sent.

7. **Tax deduction at source:** Tax shall be deducted at source from the running bill as per applicable Income Tax Rules and other statutory requirements.

- 8. Deviation:** The Service provider must comply with the tender specification and all terms and conditions of the contract. No deviation shall normally be entertained.
- 9. Security deposit:** Security deposit from successful Tenderer shall have to be deposited before start of the work. The total amount of Security Deposit will be 5% of the contract value. The required Security Deposit may be accepted in the following forms:
- i. Cash (as permissible under the extant Income Tax Act)
  - ii. Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
  - iii. Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
  - iv. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
  - v. Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)  
(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)
  - vi. At least 50% of the required Security Deposit, must be submitted 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.  
If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.  
The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work.

**Please note that:**

- The Security Deposit shall not carry any interest.
  - The claim for refund of security deposit is governed by the Limitation Act. The period of limitation is 3 years, commencing from the date that the right to the due accrues. In the case of security deposit paid along with the individual contract, the right to the due would accrue after the maintenance period, or the date of payment of final bill, whichever is later.
- 10.** If any information/documents submitted by the contractor are found false/fake at any stage, the offer will be cancelled and earnest money/ security deposited shall be forfeited. The suitable action will be taken against the Contractor as per BHEL rules.
- 11.** BHEL reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the parties which have been black-listed/ debarred / banned by PSUs / kept on hold by any Central or State Govt. office will be rejected. Incomplete bids, in any term, are liable to be rejected.
- 12.** Banning of business dealings with the contractors may be resorted to for serious lapses in performance/ misdemeanor such as abandoning the work without completing, resorting to unfair means (including false certification), not accepting the contract when awarded etc.
- 13.** The offers of the Vendors who are on the banned list as also the offer of the Vendors, who engage the services of the banned firms, shall be rejected. The list of banned firms is available on BHEL web site [www.bhel.com](http://www.bhel.com)
- 14.** Documents submitted with the offer shall be signed and stamped in each page by authorized representative of the bidder.
- 15.** Documents not signed and stamped by the authorized signatory of the bidder shall not be accepted and considered for evaluation of the bid etc.
- 16.** Conditional tender is likely to be rejected.

**Bill of Quantity**

SN	SEGMENT	TYPE OF VEHICLE	Average nos. of vehicles required per day	Expected nos. of days of requirement in 12 months	Remarks
1	Taxi No 1	INDICA/ VISTA/ SWIFT	1	360	Required for 24 hours for ED secretariat & Duty Officer. Must be a 2017 Model vehicle
2	Taxi No 2	INDICA/ VISTA/ SWIFT	1	312	Required on demand basis for 8 hours for local operation. Must be a 2015, 2016 or 2017 Model vehicle
3	Taxi No 3	DZIRE / TATA MANZA/ ACCENT/ AMAZE/ INDIGO/ LOGAN/ VERITO. One vehicle will be HONDA CITY/ CIVIC / SX4/ CIAZ/ VERNA	4	360	Required for local demand on requirement basis for 12 hours. Must be Model 2015, 2016 or 2017 vehicle.
4	Hiring charges for taxi no 4 for outstation demand	DZIRE / TATA MANZA/ ACCENT/ AMAZE/ INDIGO/ LOGAN/ VERITO	1	120	Required for outstation demand on requirement basis. Must be Model 2015, 2016 or 2017 vehicle.

The bidder has to mention makes/models of car and it must be in line with the above types of vehicles.

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

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

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

**1. For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006:

Rs.....Lacs

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

Rs.....Lacs.

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

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

**Or**

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

**Date:**

**(Signature)**

**Name-**

**Membership number-**

**Seal of Chartered Accountant**

**DETAILS OF BUSINESS**

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

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

(Signature & seal of the service provider)

**Acceptance/ No Deviation Certificate**

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender. Or we hereby accept all terms and conditions of the above tender except the following: (Give reference to Clause Nos. of Terms & Conditions which is not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

Note: Any deviation specified elsewhere in the tender shall not be considered. Deviations may or may not be accepted by BHEL.

Signature with name,

Designation & seal of the firm

**DECLARATION**

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

Signature with name,

Designation & seal of the firm

## NEFT detail Format

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

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

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

Thanking you,

Yours sincerely

Signature:

Name:

Designation:

Company Seal:

Date:

**PRICE BID (PART-II)**

**Name of Work:** Rate contract for hiring of various segment vehicles (Taxies).

**Estimate Cost : 81.31 Lakh**

**Tender Cost : Rs. 250/-**

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

**Period of Completion: 24 months**

**Earnest Money: NIL**

SN	SEGMENT	TYPE OF VEHICLE	Fixed Rate per day	Running rate per Km*	Average running KM per day**	Total Cost per day (Rs)	Total No of Taxis #	Total Amount (Rs)	
			A	B	C	D = A + (B X C)	E	F = D X E	
1	Hiring Charges for taxi No 1 for 24 hours for ED secretariat & Duty Officer.	INDICA/ VISTA/ SWIFT			100		1	F1	
2	Hiring Charges for taxi No 2 for local demand on requirement basis for 8 hours.	INDICA/ VISTA/ SWIFT			50		1	F2	
3	Hiring Charges for taxi No 3 for local demand on requirement basis for 12 hours (No of taxis may be up to four).	DZIRE / TATA MANZA/ ACCENT/ AMAZE/ INDIGO/ LOGAN/ VERITO. One vehicle will be HONDA CITY/ CIVIC / SX4/ CIAZ/ VERNA			50		4	F3	
4	Hiring charges for taxi no 4 for outstation demand	DZIRE / TATA MANZA/ ACCENT/ AMAZE/ INDIGO/ LOGAN/ VERITO			200		1	F4	
5	Base Fuel (Diesel) Price as on date of submission of the Tender								
	Grand Total Amount for hiring of Taxis for one day G = F1 + F2 + F3 + F4								

Notes:

\*Rate per KM should be without AC charges. AC charge Rs 1.5/ KM shall be paid extra by BHEL.

\*\* These kilometres are for finalisation of lowest bidder only. BHEL does not guarantee any minimum or maximum running kilometres on any day. Payment shall be released based on actual running only.

# Taxi No 1 is required daily. Other taxis will be called only as per requirement. Total cost is therefore tentative and actual cost may vary.

1. Running rate per KM, shall be equal, for all vehicles.
2. Night operation charges will be paid extra @ Rs 150/- per night (For Taxi No 3 & 4 only), if vehicle is detained beyond 12:00 am midnight.
3. All Charges incurred by agency including Inter-State Taxes, Toll Taxes, Parking Etc. shall be reimbursed by BHEL on actual basis.
4. Hill route charges will be 25% extra on running cost.
5. One way pick/ drop charges will be 25% extra on running cost.
6. Price variation shall be applicable at Rs. 0.10/km on each Rs 1.5/- increase/decrease in fuel rate from base rate of fuel submitted in tender.