



BHEL, ROD - SECUNDERABAD

**TENDER ENQUIRY NO: ROD/SEC/TAXI/2020
DATED 21.08.2020 DUE ON: 10.09.2020.**

Tender Document

For

Rate Contract for Taxis on Hourly/Daily basis

For

“Local/Outstation Trips”

[TECHNO-COMMERCIAL BID]

This Tender document contains 23 Pages

Bharat Heavy Electrical Ltd. (BHEL)
Regional Operations Division (ROD)
EKTARA Building, 39, SD Road,
Secunderabad-500 003
Phone:040-27703209

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**ANNEXURE I****NOTICE INVITING TENDER**

1. Tender Enquiry No. & Date : **ROD/SEC/TAXI/2020 dated 21.08.2020**
2. Name of the work : Rate Contract for Taxis on Casual Hire basis for use within Hyderabad/Secunderabad City, Airport/Railway station trips and outstation trips.
3. Duration of Contract : Two years.
4. Estimated Business : **Rs 50 lakhs for 2 years (approx.)**
5. Last date and time for the Submission tender : **14.30 HR on 10.09.2020**
6. EMD : **Rs 1,00,000/- (In the form DD in favor Bharat Heavy Electricals Limited, payable at Chennai/NEFT (Account No: 00000010610819568, State Bank of India, Saidapet, Chennai- IFSC:SBIN0000912))**
7. Date & time for techno-commercial bid opening : **10.30 HR on 11.09.2020**
8. Place of submission of tender : BHEL, ROD Office,
Ektara Building, 39 SD Road
Secunderabad – 500 003
9. Contact details for query : **Manager/ROD-Secunderabad,**
Resolution : email id: **ssujatha@bhel.in,**
Phone no.:040-27703209/9440175333

Date and time of Price Bid Opening will be intimated later.

LATE TENDERS WILL NOT BE ACCEPTED.

Note: The bidder shall return the duly filled in Tender Documents after affixing signature on all pages.

[SIGNATURE & DESIGNATION OF ISSUING OFFICER)



RATE CONTRACT FOR TAXIS ON CASUAL HIRE BASIS FOR LOCAL/OUTSTATION TRIPS

1.0 GENERAL INSTRUCTIONS TO BIDDERS

1.1 Sealed tenders for the work as stated in Tender Notice are invited from the Authorized tourist taxi operators. Tenders will be received by **Manager/ Comml. & Admn.** Bharat Heavy Electricals Limited, Regional Operations Division, 39 SD Road Secunderabad 500003 upto 1430 hrs on or before 31.08.2020 as per procedure mentioned below

1.2 BHEL, Regional Operations Division intends to hire vehicles like AC Indigo Ikon/Etios, Dzire, Lancer/Honda City, Corolla, Innova, Mercedes Benz, BMW, Camry for local and outstation Trips on Hourly / Daily Rate Contract basis.

1.3 Tour & Taxi Operators/ Travel Agencies bidding for the contract are required to go through the instructions carefully and complete all the formalities as required. In the event of furnishing false information/ incomplete information, the offer(s) is liable to be rejected. In case bidders require any clarification, they may contact Administration Department of BHEL-ROD before submitting their bids.

1.4 The Tour & Taxi Operators / Travel Agencies are required to submit the offer in **two separate parts (i) Technical and commercial Bid and (ii) Price Bid**. Each bid has to be kept in separate envelope duly sealed and super-scribing on the envelopes the [Part-II, Technical and commercial Bid], [Part-I, Price Bid] and Tender Enquiry No. and its date of opening. Both these envelopes have to be put together in another large envelope and sealed and then submitted finally.

1.5 Information in respect of Technical & commercial bid and Price Bid are to be submitted in the prescribed Proforma only as per Annexure: V, VI(1) & (2) and VI (1) &(2) respectively.

1.6 Bidders shall fill-in all the required particulars in the blank spaces provided for the purpose in the tender document and also sign & seal on all pages of the tender document and submit the tender. All the entries in the Technical and commercial bid & Price bid should be clearly written in ink or typed. Corrections, if any, are to be duly authenticated by the signature of the Bidder.

1.7 Technical and commercial bid should also be accompanied with other relevant supporting/qualification documents as per tender requirement.

1.8 The Bidders are required to submit / drop the duly filled in tender document before 14.30 Hours on 10.09.2020 at ROD Office, BHEL, EKATARA Building, 39 SD Road Secunderabad 500003. The tenders received after the stipulated time are treated as Late Tenders and shall not be considered.

1.9 The technical and commercial bid shall be opened on 11.09.2020 at 10:30 Hours in the Conference Room at ROD Office in the presence of Bidders who choose to be present.



1.10 Bidders or their representatives may attend the tender opening on the above mentioned date, time & place. No separate intimation will be given to Bidders for technical bid opening.

1.11 The sealed Price Bids of only those offers which are technically qualified shall be opened later, and the qualifying Bidders in Technical bid will be intimated separately the date of opening of the Price Bid for their participation.

1.12 All the rates quoted shall remain valid for acceptance for a minimum period of 90 (ninety days) from the date of technical Bid opening. **Base rate** of fuel i.e. diesel/petrol will be the prevailing rate on the date of technical bid opening.

RATE CONTRACT FOR TAXIS ON HOURLY/ DAILY BASIS FOR LOCAL / OUTSTATION TRIPS
2.0 SCOPE OF WORK AND TERMS & CONDITIONS
2.1 SPECIFIC TERMS & CONDITIONS:

2.1.1 BHEL/Regional Operations Division, Secunderabad intends to hire various types of AC vehicles for Local/Outstation Trips on Hourly/Daily Rate Contract basis.

2.1.2 The normal requirement of vehicles on Hourly Rate basis may be 02 (Two) to 05 (Five) vehicles per day. However the contractor shall be prepared to supply additional vehicles as per requirement at short notice during peak requirement. The requirement of vehicles for Outstation Trips on Daily Rate basis may be 02(Two) to 3 (three) vehicles per month. However, advance information would be given and the contractor shall be prepared to supply the specified vehicle[s] covered within this Tender. They should be available for contact/ communication at all times.

2.1.3 The total estimated value indicated in the tender is subject to variation (may increase or decrease) depending upon the requirement of vehicles during the contract period.

2.1.4 The contractor shall quote for the following categories of vehicles.

(a) The types/category of vehicle are given below.

S.No	Category/	Type of Vehicles	Approx. Usage %
01	Premium Category	AC Indigo,Ikon/Etios/Dzire	80
02	...do...	AC Lancer/Honda City/Ciaz	5
03	...do...	AC Corolla	5
04	...do...	AC Innova	10
05	...do...	AC Innova (bucket seat)	Shall not considered for evaluation
06	...do...	AC Mercedes Benz/ Camry /BMW	

(b) The approximate weightage for each slab is as given below:

SNo.	Slab details	Weightage %
01	4Hrs / 40 KM	2.5
02	8 Hrs / 80 KM	90
03	Airport Transfers	2.5
04	Outstation trips	5

(c) Selection of Contractor/s will be based on the over-all Lowest Rates quoted in the Price Bid i.e., L-1 as evaluated based on the weightage indicated above.



- 2.1.5. The charges quoted in the tender shall be inclusive of all overhead charges like fuel, taxes, Comprehensive Insurance, Payment to staff, vehicle maintenance, office overhead etc., but shall not include GST. Applicable GST may quote separately and **GST will be considered for evaluation.**
- 2.1.6. All the rates should be quoted in figure and also in words in Price Bid Annexures: VI-1 & VI-2. Any overwriting / Correction should be attested by the Bidder. In case, the rate quoted in figures differ from those quoted in words, the lower rates will be taken as the tendered rate which shall be binding on the tenderer(s).
- 2.1.7. All the offers received will be scrutinized and only the technically qualified offers will be considered for Price Bid opening. **Technically unqualified offers will be rejected.**
- 2.1.8. *Conditional tenders and tenders which are incomplete and not furnished in the format given in the NIT or otherwise considered defective and tenders not in accordance with the tender conditions will not be considered for further evaluation.*

Note: For evaluation purpose the excess HR/KM will be 1 hour and 10 KM for all usages.

2.1.8. EVALUATION CRITERIA FOR PRICE BIDS

The following criteria will be followed:-

- i) Bidders are required to bid by quoting their Best rates for all the named categories of vehicles for all the slabs i.e., [a] 4 Hrs/40 Kms [b] 8 Hrs/ 80Kms, [c] Extra rate per Km beyond the slabs indicated [d] Extra rate per Hour beyond the slabs indicated and [e] Airport transfers. For the purposes of evaluation extra one hour and extra 10 kilometers will be considered as per the rates indicated by you in Annexure VI-1.
 - ii) For outstation trips, rate per Km shall be quoted in Price Bid Format for Outstation trip provided vide Annexure: **VI-2**. Rate for driver's Bata and night halt charges if any shall also be indicated in the Price bid in respective columns.
 - iii) The evaluation criteria to decide the relative position of Bidders shall be based on the weightage table vide 2.1.4(a) & 2.1.4 (b) above for Local Trips.
 - iv) **Vehicles AC Innova (bucket seat) and AC Mercedes Benz/ Camry /BMW are needed for specific requirement, hence these two categories shall not be considered for evaluation.**
- 2.1.9. The selection of Contractor will be based on the over-all Lowest Rates quoted by the Bidders i.e., L-1 in respect of each class of vehicle which is applicable both to Local Trips as well as Outstation Trips.
- 2.1.10 Bidders are required to quote for all the named categories of vehicles for all slabs, including the rates for extra hour, extra Km, driver's Bata, compulsorily, failing which, their offer will be summarily rejected. In the premium car segment bidders have the option to quote for other types of vehicles also. However for evaluation purpose only the categories mentioned will be considered.



- 2.1.11. A copy of the annexure VII-1 and Annexure VII-2 should be attached to the technical and commercial bid where in you are expected to indicate under each column whether you have 'Quoted' or 'Not Quoted'. Please note that you are not expected to indicate the price in these annexures. **The prices will only be indicated in the Annexures furnished with the price bid in a separate cover.**
- 2.1.12 BHEL reserves the right to award the Contract either to a single Contractor or distribute or split the total requirements amongst maximum of two contractors. The over-all L-1 party will be offered the lowest picked up rates in all categories for acceptance and the same rates will be **counter-offered** to L-2 party for acceptance. In case of such distribution of Taxi Services amongst Contractors, notwithstanding the rights of BHEL to change the allocation rates, efforts would be made to distribute the work in the ratio @60%: 40%. Best performer will get more weightage in load share on time to time basis.
- 2.1.13 However, BHEL reserves the right to negotiate the rates quoted by the L-1 Bidder.
- 2.1.14 Mere participation in the Tender shall not grant any Right/Claim in favour of any Tenderer. BHEL reserves the right to accept/reject the Tender in full/part after due verification and assigning reasons thereof.
- 2.1.15 If any Bidder fails to deploy the vehicle after issuance of the Work Order in his favor, BHEL may terminate the contract and also initiate action to blacklist / ban future business dealings with such party as per Policies/Rules laid down by BHEL.
- 2.1.16 All the Rates quoted shall remain valid for acceptance for a minimum period of 90 (ninety) days from the date of Technical Bid opening.
- 2.1.17 Notwithstanding the quote/bid, the base rate of fuel (Normal Diesel) will be the one prevailing on the date of Technical Bid opening.
- 2.1.18 All entries in the tender documents should be neatly written in ink or typed. Erasing and/or overwriting are not permitted. Bidder should attest the correction and insertions, if any, by putting his signature thereon.
- 2.1.19 The name, full address and phone numbers of the Tour & Taxi Operators/Travel Agencies should be furnished at appropriate places in the tender documents. In case of a partnership firm, the name and address of all the partners with a certified copy of the partnership deed shall be furnished along with the tender. All partners have to sign the tender documents unless the power of attorney has been given to any partner. In such case, copy of the power of attorney duly attested by a Gazetted officer must be attached with the tender. In case of Limited Companies, duly authorized representative shall only sign the bid and in case of proprietorship, proprietor shall himself sign the bid document, for proper validation.
- 2.1.20 The taxis supplied should not be owned by BHEL Employees and their dependents.
- 2.1.21 Vendors must accept all commercial terms of BHEL. For vendors not accepting commercial terms, BHEL will consider loading criteria to arrive at L1 status as per BHEL Terms.
- 2.1.22 **Minimum Qualification Requirements of the Tour & Taxi Operators / Travel Agencies at the time Technical Bid opening:**

- i) The Bidder must be a registered Tour & Taxi Operator / Travel Agency with the concerned Govt Agency/Department for operating Taxis on hire. Copy of such registration certificate shall be enclosed.
- ii) The Bidder should have regular establishment / office at Hyderabad. The office shall have telephone, SMS, electronic messages, E-mail & Fax facilities for accepting booking of taxis and also for day-to-day transactions/communications.
- iii) The Bidder should have adequate number of fleet to meet our requirement and also have a minimum of 10 [Ten] vehicles at least 3 vehicles under each category as per Table 2.1.4.(a) under their disposal for deployment and the details of vehicles shall be provided along with the Techno-commercial Bid. The vehicles can be in the name of agency, proprietor/partner or attached vehicles. Agreement between the owner and Bidder on Rs 100/- Non judicial Stamp paper to be submitted for attached vehicles.
- iv) The Bidder should be in a position to supply taxis within one hour of booking under normal circumstances. However, under emergencies, they should be able to provide the Taxis at least within half-an-hour of booking and should be agreeable for such supply in urgency. If the bidder does not supply the car within the time stipulated, the company will be at liberty to engage vehicle from other operators at the risk and expenses of the contractor, and recover the extra expenditure from their pending/future bills.
- v) Thorough background check of the driver including police verification should be done by service provider before engaging them for BHEL duty.
- vi) The driver deployed for BHEL must be fully knowledgeable about defensive driving.
- vii) The Bidders should have PAN No. as per Income Tax Act and GSR registration number as per GST Act and furnish copy of the same.
- viii) The average annual financial turnover of the Bidder during the last three years ending 31st March [i.e., Assessment year 2017-18, 2018-19 and 2019-20] should at least be 15% of the estimated value indicated in the NIT. Proof of same has to be attached with tender (Audited and Authenticated reports should be attached).
- ix) The Bidder shall have the experience of having successfully completing similar works during last 03 [three] years and furnish proof*. (Similar work means supply of taxis and Vans on Hourly / Daily / Monthly hire basis).

*Documentary proof such as the Work Order/Purchase Order indicating value of work along with certificate of satisfactory services from the Agencies/Companies/ Establishments to whom similar services were provided should be enclosed. If the Bidders have provided/providing services to BHEL Units, their performance during the contract will be taken into account while evaluating their technical capability.

3.0 GENERAL TERMS & CONDITIONS

3.1 SPECIFICATIONS OF THE JOB TO BE AWARDED

3.1.1 The successful Tour and Taxi Operators / Travel Agencies will be listed for supply of the following category of the vehicles:

S.No	Category/	Type of Vehicles	Approx. Usage %
01	Premium Category	AC Indigo,Ikon/Etios/Dzire	80
02	...do...	AC Lancer/Honda City/Ciaz	5
03	...do...	AC Corolla	5
04	...do...	AC Innova	10
05	...do...	AC Innova (bucket seat)	Shall not considered for evaluation
06	...do...	AC Mercedes Benz/ Camry /BMW	

3.2 MEASUREMENT OF THE JOB:

The following methods will be adopted for measuring the job/s carried out by the contractor.

3.2.1 LOCAL TRIPS:

3.2.2 Kilometers and Hours used shall be calculated from garage to garage. The distance from shed to the place of reporting and distance from place of closing to shed would be considered for calculation of total distance and for payment purposes. However, Maximum of 15 Kms or Actuals whichever is less would be paid for pick up points from Garage. In specific pick up points like BHEL Ramachandrapuram, Airport etc- Actual Kms would be applicable. Local Trip will be further governed by the following Slabs:

- i) 4 Hrs. / 40 Kms ii) 8 Hrs. / 80 Kms
- iii) Extra Running (Kms) iv) Extra Hours

Note:

- a) Extra running Kms (exceeding slab limit) would be paid at actual, i.e., Slab rate + Extra Kms exceeding slab Kms x rate for extra running (Kms)
- b) For computing Extra hours below half-an-hour (below 30 Minutes) would be rounded off to be previous hour and above half-an-hour (above 30 minutes) would be rounded-off to the next hour.



3.3 OUTSTATION TRIPS:

- 3.3.1 The outstation hiring charges will be paid for a minimum of 250 Kms per day. A Day means a calendar day from 06:00am to 06:00am on the following day.
- 3.3.2 Specific instances of Out-station Trips are also covered in this Contract. During Outstation trips, where there is variation (excess or less) either in terms of Kms run and/or the No.of Days involved, then the payment will be calculated as follows:

- [a] Where Kms run exceed the No. of Days, then Rate/Km x No. of Kms;
[b] Where No. of Days exceed the Kms run, then No.of Days x 250 x Rate/Km
[c] Outstation Hire charges are regulated as Minimum 250 Kms per day on
The following criteria

- i) Rate in Rupees per KM
- ii) Driver Bata for outstation trip.
- iii) Night charges if any.

3.4 PAYMENT TO THE CONTRACTOR

- 3.4.1 Bills for casual booking of vehicles and other bookings may be submitted in duplicate on completion of the assigned work once in 30 days in one lot. Payment will be made on or after 30 days from submission after due verification and certification by the Transport In-charge. All payments will be made only through National Electronic Fund Transfer (NEFT) only. Bills shall be signed and stamped in duplicate. Payment will be made to the contractor on the basis of actual work carried out.
- 3.4.2 The parking charges, toll tax, barrier tax, state border entry tax etc., during BHEL duty, will be paid extra by BHEL at actuals on production of original Bills/Receipts.
- 3.4.3 The Contractor shall obtain the signature of the BHEL/ROD Official/Customer/actual users in respect of each trip/Taxi service carried out for BHEL/ROD in the Trip Sheet. Also the feedback shall be collected from the guest as per the format given by us. No overwriting is allowed on the trip sheet. Trip sheet without signature of the user would not be considered and bill will not be processed. **Overlapping of meter reading shall not be entertained and such bills shall be passed for minimum**
- 3.4.4 The total hiring charges payable will be rounded off to the nearest full rupee value. Income tax shall be deducted at source as applicable under relevant Act / Law. GST shall also be applicable under relevant Act/Law.

4.0 PRICE VARIATION (PVC)

- 4.1 The rates finalized will be firm during the contract period. However, in case of variation in fuel prices, a change in the rate will be allowed. Revised Rates as per PVC will be given effect from the actual date of effect of change in Fuel price. The rate for extra hours and driver Bata will remain firm and no change will be admissible on any other account whatsoever. The fuel price prevailing on the date of award of contract will be the base price for effecting the PVC clause. The fuel price variation clause is applicable both for Local/Outstation trips.
- 4.1.1 Price variation clause will be applicable only when there is increase/ decrease in fuel (Normal Diesel) price per Liter to the tune of 10% over the base price i.e. diesel price prevalent at the



time of conclusion of contract. Variation in fuel charges: For every 10% increase in the fuel price over and above the base rate on the date of conclusion of the contract would be compensated @ 1/10th per KM for all vehicles (for e.g. for a Re.1/- per litre increase Rs.0.10 per KM would be compensated. Similarly for every 10% decrease in the fuel charges from the base rate i.e. rate of diesel prevalent at the time of conclusion of contract, the reduced fuel charges will apply. Fixation of new rates for all types of vehicles will be uniform.

5.0 CONTRACTUAL AND LEGAL OBLIGATIONS OF THE CONTRACTOR:

5.1 GENERAL

5.1.1 BHEL has the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representatives. BHEL will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BHEL and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.

5.1.2 The successful Taxi/Tour operator shall send the confirmation by SMS to the guest and BHEL ROD office immediately on receiving the booking request. The details of driver name, mobile no. and cab no. etc shall be sent to the guest and BHEL ROD office sufficiently in advance (at least 4 hrs before of reporting time). In case of early morning duties i.e., before 06:00 am, the information may be sent by previous night before 10:00pm.

5.2 DUTIES AND RESPONSIBILITIES

5.2.1 Contractor has to ensure that the taxi drivers are physically and mentally fit and do not have any criminal record. Drivers should possess valid driving license and experience. The drivers should be able to communicate in Telugu, Hindi & English. The drivers of taxis for local trips should have good road knowledge of Hyderabad/Secunderabad and surrounding areas. The taxi drivers for outstation trips should have road knowledge of southern states.

5.2.2 The drivers shall be provided with mobile phone for communication and shall be in uniform. They should carry sufficient money for Parking, Toll Fees, Fuel wherever required. Cash should never be demanded from the guest any cost.

5.2.3 The driver should be sent for periodical medical checkup i.e., at least once in a year for general health check-up, eye check-up & audiometric test by the contractor to rule out possibilities of loss of vision, hearing etc., and furnish proof of the same.

5.2.4 The contractor should ensure to engage the vehicles, with only such drivers who have minimum 2 years experience in driving similar vehicles with valid driving license. The contractor should also instruct and ensure that the drivers follow the following good practices.

- a) **Follow all Traffic Rules & Regulations and ensure safe & efficient driving**
- b) **To keep the vehicle neat and clean always.**
- c) **Report for duty atleast 15 minutes before at the appointed time and place.**
- d) **Allow the passengers to get inside the vehicle, secure the doors properly and only then Driver should enter into car.**



- e) To open and close doors for all passengers/customers while boarding and alighting the vehicle.
- f) Strictly not to smoke / be drunk while on duty.
- g) Strictly not to use mobile phone while driving the vehicle.
- h) Not to indulge in rash & negligent driving

- 5.2.5 Contractor will be responsible for the good conduct of his drivers. In case of any misconduct /misbehavior by any of his taxi drivers on duty, the contractor will replace such drivers immediately.
- 5.2.6 Contractor will keep watch on his taxi drivers and he will be liable for any pilferage / loss to BHEL due to acts of omission and commission by his taxi drivers. Similarly, liability for any compensation to outsiders on account of any act of omission and commission by the drivers deployed by the contractor shall lie exclusively with the contractor.
- 5.2.7 The contractor shall be fully responsible for enforcing all safety and other RTO regulations as applicable under Motor Vehicles Act, 1988 and Rules framed there under as in force from time to time.
- 5.2.8 The contractor has to ensure that taxi drivers wear a distinct uniform i.e., white Shirt & Trouser. The uniform shall be kept in neat and tidy condition.
- 5.2.9 Contractor has to ensure that all precautions are taken for safety of his drivers and vehicles.
- 5.2.10 The Contractor should see that his drivers keep reasonable money to meet contingent expenditures such as Fuel, Parking/Entry/Toll/Permit Fee etc., while travelling local/outstation.
- 5.2.11 The contractor shall maintain effective coordination / communication with the Transport In-charge at all times. Upon booking/allotting Taxis the details such as the vehicle Regn. Number, driver name and his mobile number etc. shall be provided both to the Transport In-charge as well as the User/Guest by means of SMS for smooth operation of the system. They shall also coordinate for submission of Bills with trip sheets and settlement of bills thereof.
- 5.2.12 The contractor shall not sub-let any portion of the contract to anybody or Firm or Agency whosoever.

5.3 STATUTORY LIABILITY:

- 5.3.1 The taxis should have compliance with all the provisions of Motor Vehicle Act, **1988** and Rules framed there under as in force from time to time, and fit to hire.
- 5.3.2 The liability for any compensation on account of injury sustained by a taxi driver/ employee of the contractor will exclusively be that of the contractor.
- 5.3.3 Route permit / National permit / Clearance from RTO or any other authority concerned and compliance of any other legal formalities connected with the contract have to be arranged by the contractor at his cost. BHEL doesn't take responsibility in this regard.



- 5.3.4 The contractor will ensure that all vehicles deployed under this contract agreement, are covered by respective comprehensive insurance policies. Under no circumstance shall BHEL be liable to compensate for any loss or damage that may be caused to /by the vehicles while engaged in discharging of the contractor's obligations under this contract.
- 5.3.5 The contractor shall at his own expenses reinstate and make good to the satisfaction of BHEL management and pay compensation for any injury to any person, loss or damage occurred to any property or rights whatever including property and rights of BHEL or its agents or employee of BHEL, the injury loss or damage arising out of or in connection with or during the execution or performed execution of the contract and further the contractor shall indemnify the BHEL against all claims enforceable against BHEL or any agent, servant or employee of BHEL in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or any other labour legislations or laws/regulation/rules and notification as may be applicable.
- 5.3.6 Compliance to all statutory requirements under various Acts, rules, regulations, notifications in relation to employment of drivers will be the responsibility of the contractor.
- 5.4 SUPPLY OF VEHICLES, MONITORING &TRIP SHEETS**
- 5.4.1 Contractor shall provide well maintained and road worthy vehicles only of model – not older than **three years**. The vehicles provided will be inspected by BHEL representative or by any other person authorized in this regard and if the vehicles are not found in road worthy condition, the same will be sent back on the condition that replacement should be given within reasonable time.
- 5.4.2 This contract will be in operation on 24 x 7 hours basis throughout the period of Contract and the Contractor or his nominated representative shall be available for rendering unhindered service.
- 5.4.3 The Contractor shall be responsible for the safe, comfortable and timely transporting of the passengers/baggage.
- 5.4.4 The Contractor shall supply the demanded number of vehicle[s] within one hour under normal circumstances and within half-an-hour under emergencies in respect of Local Trips. However, for Outstation Trips, BHEL will specify the timings, but at least 04[four] hours advance notice will be given. If there is failure, the Contractor will be intimated of his deficient performance. Chronic deficiency in performance [i.e., more than 3 occasions in a month] may result in termination of the Contract. BHEL reserves its right to engage Taxi from any other Agency at the cost and expenses of the contractor in the event of failure to provide Taxis by Contractor and deduct such charges from the Contractor's Bills.
- 5.4.5 The Contractor shall send the specific type of vehicle requested. If any high end vehicle is provided due to non availability , payment would be restricted to the charges for vehicle requested. The Contractor shall ensure to keep the taxi in full readiness for the entire day's operation in respect of fuel availability and willingness of the drivers to drive the vehicle.



- 5.4.6 The contractor shall replace the taxi in case of a breakdown while in operation within 30 minutes from the time of reporting breakdown in the case of Local Trip. However, in the case of Outstation Trip, alternate arrangements shall be made at the quickest possible time. The bills under such circumstances be prepared for one vehicle only. No detention charges will be paid for breakdown and arranging alternative vehicle. The log/trip sheets shall mention about the breakdown.
- 5.4.7 Contractor shall provide Taxis of specified model only. If any of the taxi models found to be earlier than specified above are in operation at a later date, notwithstanding its rights to terminate the contract, BHEL may not pay the charges with respect to such taxi or may deduct any charges paid with respect to such taxi at a later date from the running bill / SD of the Contractor.
- 5.4.8 The Contractor shall ensure that his drivers will get all the columns in the trip sheets filled and signed by the user. Corrections/over-writing should be avoided in the Trip Sheets and Bills. Corrections, if any, shall be duly attested by the User in the Trip Sheets.
- 5.4.9 The Contractor agrees that timely supply of taxis is the essence of this contract. The taxis will be utilized for VIPs, Customers and Senior Executives etc who are to be treated well. The taxis should report to the required points as directed by Transport In-charge of BHEL/ROD at the given time, date and place.
- 5.4.10 The Contractor must ensure that the vehicles are furnished with following:
- a) *The relevant documents like RC Book, driving license, comprehensive insurance policy, permit, emission test certificate and other legal documents.*
 - b) *A first aid kit with all necessary medicines and allied items should be kept in the vehicle as per the MV Rules and the same shall be subject to inspection by concerned.*
 - c) *The vehicles should be provided with Audio/FM facility.*
 - d) *The cars should be provided with additional emergency accessories like Stepney, standard toolkit, spare bulb, fuses, fan belt, foot mats and hose pipe etc.*
 - e) *Obtaining of insurance cover for his employees/equipment/tools and tackles etc. and taking third party insurance cover will be the responsibility of the contractor.*
 - f) *The vehicles should be provided with News Paper (English) and Packed Mineral Water bottle.*

6.0 RIGHTS AND OBLIGATIONS OF BHEL

- 6.1 BHEL also reserves the right to separately deal with any other taxi / vehicle providers during emergency circumstances or for use by VIPs and other dignitaries.
- 6.2 In case of loss of original trip sheet, BHEL reserves the right not to entertain the claim.
- 6.3 In case the contractor does not carry out the contractual obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring same to his notice and he will be obliged to discharge the obligations and rectify the deficiency/anomaly within specified time failing which BHEL reserves the right to impose the reasonable penalty.
- 6.4 Notwithstanding the above and other rights of BHEL, there shall be no liability on the part of BHEL to pay any compensation whatsoever to the contractor, in case of misbehavior,



disobedience, dishonesty, clandestine insolvency, any court order, non-sanction of road permit or any other related activities on the part of contractor or his drivers/employees deputed under the contract or in case of the failure of the contractor to fulfill the terms and conditions of the contract etc.

- 6.5 The decision of BHEL regarding interpretation of any terms and conditions set forth in the agreement shall be final and binding on the contractor.

7.0 DURATION OF THE CONTRACT:

- 7.1 Initially, the duration of the contract shall be for a period of **Two Years** from the date of award of work. .
- 7.2 The successful bidder shall have to execute an agreement with BHEL/ROD on a non-judicial stamp paper of the value of Rs.200/= at his own cost.

8.0 ARBITRATION AND GOVERNING LAW:

- 8.1 All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the parties. The venue of the Arbitration shall be Hyderabad, India. The Award to be given by the Arbitration shall be speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Hyderabad courts.

Hiring of Taxis on Hourly/ Daily Rate Contract basis for Local/ Outstation Trips

Essential Criteria for Evaluation of Technical Bids (Check List):

Sl. No.	Description	Contractor's Acceptance (Yes/No) / Remarks
1	Whether the bidder is a Registered Tour/Travel Operator / Travel Agency (Copy of registration certificate shall be enclosed)	
2	Whether the Bidder has a regular establishment / office at Hyderabad. The office shall have telephone and E-mail facilities for booking of taxis. (Please indicate here your address, Mobile/telephone No. and E-Mail ID).	
3	Whether the bidder agrees to supply taxis for Local Trips within 1(one) hour of booking under normal conditions and within ½ (half-an-hour) under emergency conditions, and for Outstation Trips as specified by BHEL	
4	Whether the bidder has under his disposal a minimum of 10 (ten) vehicles such as Toyota Innova, Corolla, Etios/Veritos, and Honda City etc. registered for operating as Taxis. (Xerox copies of RC book to be enclosed).	
5	Whether the average annual financial turnover of the bidder ending 31 st March of the last 3 financial years (2017-18, 2018-19 & 2019-20) is at least 15% of the estimated value indicated in the NIT (documents showing Financial Turnover duly attested by a Chartered Accountant to be enclosed)	
6	Whether the bidder has the experience of having carried out similar works during last 3 years. (Similar work means supply of taxis on hourly/ daily Rate Contract basis). Copy of work order indicating value of work with certificate for satisfactory services / Completion certificate indicating the value of work executed should be enclosed.	
7	Indicate bidder's PAN details [enclose Xerox copy].	
8	Indicate bidder's GSTIN. No. [enclose Xerox copy]	

9	Nature of Firm / Concern (Proprietor/Partnership/Pvt. Limited/Public Ltd.) Note: Please enclose 1. In case of partnership firm, photo copy of the partnership deed. 2. In case of company, photo copy of the incorporation certificate. 3. In case of proprietorship, photo copy of the registration under Shops & Est. Act. 4. In case of any other legal entity, photo copy of the registration certificate.	
10	Names, address and phone nos. of Partners/Proprietor/Directors	
11	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	
12	Whether bidder is having any relative working in BHEL (if yes, provide name, staff no., designation and department.)	
13	Whether the bidder has quoted rates in the Price bid - Casual Hire (both for local trip in Annexure: VI- 1 & Outstation trip–Annexure: VI-2) for all the types of vehicles and for all items. If rate is not quoted for all the types of vehicles and all items, such Tenders liable to be rejected	

14. Details of the various types of vehicles under the disposal of the bidder for deployment as Taxis (Self attested Xerox copy of RC books to be enclosed). In case the space provided is not sufficient, the bidders may use additional sheets for furnishing complete information.



S.No.	Type of vehicle	Regn. No.	Year of Regn.	Whether registered as taxi	Fitness Certificate	Comprehensive Insurance Validity date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Note: Use additional sheet if required

16. **Declaration:** - I / We _____ have gone through the terms and conditions of this tender No. _____ dated _____ and undertake to accept the same in totality and agree to deploy vehicles as required if the contract is awarded to us.

Place:

Signature with seal of the Bidder.

Date:

Note: All above information should be supported by relevant documents as applicable.



ANNEXURE – VI – (1)
PART - 1
PRICE BID FOR CASUAL HIRE (Local Trip)
To be kept in a sealed envelope super-scribed as PRICE BID (Local Trip)

01. Name of the firm / vendor: _____

02. Schedule of rates:

Sl. No.	Rate details in Rs.	4Hrs/40Km	8Hrs/80Km	Airport Pick up/ Drop	For Extra Km	for Extra Hours	Driver Batta/ day
	Category of vehicles						
[1]	[2]	[3]	[4]	[5]		[6]	[7]
	Premium Segment Vehicles:						
01	A/C Ikon/Verito/Etios/Indigo/Swift Dezire						
02	A/c Lancer/Honda City/Ciaz						
03	A/c Skoda /Corolla						
04	A/c Innova						
05	A/c Innova						
06	A/c Mercedes Benz/ Camry/BMW (basic model)						

GST Percentage- Please indicate the present GST % applicable which is considered for tender evaluation (Subject to change as per GST Notifications time to time)

1. Bidders are required to quote their best rates for all types of vehicles for all the slabs, extra running KM and extra hour rate.
2. The fuel prices per liter (Normal Petrol & Normal Diesel) prevailing on the date of Technical bid opening will be considered as base price for PVC clause.
3. Toll charges, parking charges will be paid extra at actual for which documentary proof to be provided with bill.
4. The rates quoted shall be excluding GST.
5. Driver batta is applicable on local trips from 11 PM to 5 AM.



ANNEXURE – VI – (2)

PART - 1

PRICE BID FOR CASUAL HIRE (Outstation Trip)

{To be kept in a sealed envelope super-scribed as PRICE BID (Outstation Trip)}

01. Name of the firm / vendor: _____

02. Schedule of rates:

Sl. No.	Rate details in Rs. Category of vehicles	Minimum km per day	Rate per Km	Driver batta/day	Night halt charges if any
[1]	[2]		[3]	[4]	[5]
	Premium Segment Vehicles:				
01	A/C Ikon/Verito/Etios/indigo /Swift Dezire	250			
02	A/c Lancer/Honda City/Ciaz	250			
03	A/c skoda /Corolla	250			
04	A/c Innova	250			
05	A/c Innova (Bucket Seat)	250			
06	A/c Mercedes Benz/ Camry/BMW (basic model)	250			

GST Percentage- Please indicate the present GST % applicable which is considered for tender evaluation (Subject to change as per GST Notifications time to time)

Note:

1. Bidders are required to quote by quoting their best rates for all types of vehicles and driver Batta.
2. The fuel prices per liter (Normal Petrol & Normal Diesel) prevailing on the date of Technical bid opening will be considered as base price for PVC clause.
3. Interstate permit charges, toll charges, parking charges will be paid extra at actual for which documentary proof to be provided with bill
4. A Day means the Calendar Day from 06:00am to 06:00am on the following day.
5. The rates quoted shall be excluding GST.
6. AC Mercedes Benz/ Camry /BMW



ANNEXURE – VII – (1)

PART - 2

TECHNICAL AND COMMERCIAL BID FOR CASUAL HIRE (Local Trip)

To be kept in a sealed envelope super-scribed as 'TECHNICAL AND COMMERCIAL BID (Local Trip)

01. Name of the firm / vendor: _____

02. Please indicate under each category as Quoted/Not Quoted.

Sl. No.	Rate details in Rs.	4Hrs/40Km	8Hrs/80Km	Airport Pick up/ Drop	For Extra Km	for Extra Hours	Driver Batta/ day
	Category of vehicles						
[1]	[2]	[3]	[4]	[5]		[6]	[7]
	Premium Segment Vehicles:						
01	A/C Ikon/Verito/Etios/Indigo/ Swift Dezire						
02	A/c Lancer/Honda City/Ciaz						
03	A/c Skoda /Corolla						
04	A/c Innova						
05	A/c Innova						
06	A/c Mercedes Benz/ Camry/BMW (basic model)						

PLEASE NOTE PRICES OFFERED ARE NOT TO BE INDICATED IN THIS ANNEXURE. YOU ARE EXPECTED TO INDICATE WHETHER YOU HAVE 'QUOTED' OR NOT QUOTED AND SUBMIT WITH TECHNICAL BID.



ANNEXURE – VII (2)

PART - 2 TECHNICAL AND COMMERCIAL BID (Outstation Trip)

{To be kept in a sealed envelope super-scribed as ‘TECHNICAL AND COMMERCIAL BID FOR CASUAL HIRE (Outstation Trip)’}

01. Name of the firm / vendor: _____

02. Please indicate under each category as Quoted/Not Quoted.

Sl. No.	Rate details in Rs. Category of vehicles	Minimum km per day	Rate per Km	Driver batta/day	Night halt charges if any
[1]	[2]		[3]	[4]	[5]
	Premium Segment Vehicles:				
01	A/C Ikon/Verito/Etios/indigo /Swift Dezire	250			
02	A/c Lancer/Honda City/Ciaz	250			
03	A/c skoda /Corolla	250			
04	A/c Innova	250			
05	A/c Innova (Bucket Seat)	250			
06	A/c Mercedes Benz/ Camry/BMW (basic model)	250			

PLEASE NOTE PRICES OFFERED ARE NOT TO BE INDICATED IN THIS ANNEXURE. YOU ARE EXPECTED TO INDICATE WHETHER YOU HAVE ‘QUOTED’ OR NOT QUOTED AND SUBMIT WITH TECHNICAL BID.