



# **Bharat Heavy Electricals Limited, Jhansi**

**COMMUNICATIONS & PUBLIC RELATIONS**

Tender Enquiry No : CPR/TPT/ 04 SD TAXIES/20-21

## **TENDER DOCUMENT**

**For Tender Enquiry No.: CPR/TPT/04 SD TAXIES/20-21**

**For**

**“Tender for Hiring of 04 Nos. Tata Indigo/Maruti Swift Dzire/Toyota Etios/Honda Amaze/Hyundai Xcent/Ford Aspire Sedan Taxis for four to five months”**

### **Contact Persons:**

Name: Anshuman Sharma  
Designation: Dy. Manager (MM-CCC)  
Email: [anshuman.sharma@bhel.in](mailto:anshuman.sharma@bhel.in)  
PH: 0510-2412784

**OR**

Name: P B S Ekka  
Designation: AGM(CMM)  
Email: [pbsekka@bhel.in](mailto:pbsekka@bhel.in)  
Ph: 0510-241-2549

Tender Due Date: 12.05.2020 at 13:15 Hrs.  
Tender Opening Date: 12.05.2020 at 14:00 Hrs.

**Communications & Public Relations  
Bharat Heavy Electricals Limited,  
PO: BHEL, Jhansi 284120**

**Accepted**

**Signature and Seal of Bidder**



# Bharat Heavy Electricals Limited, Jhansi

## COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : CPR/TPT/ 04 SD TAXIES/20-21

### CONTENTS

| Sl No. | Description   | Schedule |
|--------|---|----------|
| 1.     | Cover Page  | -        |
| 2.     | Contents  | -        |
| 3.     | Notice Inviting Tender  | A        |
| 4.     | Scope of Work / Instructions for furnishing of offer.                                       | B        |
| 5      | Pre-Qualifying Requirements & Detail of documents to be submitted along with Technical Bid. | C        |
| 6.     | General Terms and Conditions<br>(Separately attached 1 to 14 pages)                         | D        |
| 7      | Special Terms & Conditions  | E        |
| 8.     | Format of Self-Certificate Cum Affidavit  | F        |
| 9      | Blank Price Bid   | G        |
| 10.    | Price Bid   | H        |

Accepted

Signature and Seal of Bidder



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## COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : CPR/TPT/ 04 SD TAXIES/20-21

### Schedule "A"

### NOTICE INVITING TENDER

Sealed Tenders are invited for the work: - For Hiring of 04 nos. Tata Indica/Maruti Swift Dzire/Toyota Etios/Honda Amaze/Hyundai Xcent/Ford Aspire Sedan Taxis for four to five months, extendable for 02 more months.

#### **Important Information**

| S. No. | Particulars                                 | Description  |
|--------|---|--|
| 1      | Name of Work                                | Hiring of 04 No. Sedan Taxies (Tata Indica/Maruti Swift Dzire/Toyota Etios/Honda Amaze/Hyundai Xcent/Ford Aspire) 2015 or younger model. |
| 2      | Tender Evaluation Criteria                  | As per Annexure "F"  |
| 3      | Duration of Contract                        | Four to five months from the date of award, extendable for two more months. Rates shall be kept valid for one year.                      |
| 4      | Last date of receipt of the Tender          | 12.05.2020 on 13.15 Hours.   |
| 5      | Date of opening of Techno - Commercial Bid. | 12.05.2020 on 14.00 Hours.   |
| 6      | Address for submitting the tender           | Tender Box at CISF office Administrative Building gate BHEL, Jhansi-284120.  |
| 7      | Earnest Money Deposit                       | Nil  |
| 8      | Cost of Tender                              | Nil  |
| 9      | Security Deposit                            | 5% of contract value. As per Para 9 of schedule "D" of tender documents.   |
| 10     | Validity of Offer                           | 120 Days from tender opening date.   |

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

## COMMUNICATIONS & PUBLIC RELATIONS

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### Schedule -“B”

#### SCOPE OF WORK

1. Sealed Bids are invited in two parts for Contract of hiring of following vehicles as under:
  - a. 04 nos. Tata Indica/Maruti Swift Dzire/Toyota Etios/Honda Amaze/Hyundai Xcent/Ford Aspire Sedan Taxis for four to five months. 2015 or younger model.
2. The commencement date of the contract shall be the date of the LOI or LOA, whichever is earlier.

#### Instructions for furnishing of offer

1. Offer to be submitted in two bid, i.e. Techno Commercial Bid and Price Bid. Techno commercial bid consist of General Terms & Conditions (14 pages attached with TD), and all its sections, all enclosures in support of various clauses and Pre - Qualifying requirements as per Schedule-C, and blank price bid as per Schedule - G.
2. Price bid to be submitted duly filled as per schedule – H.
3. Price bid shall be opened of the technically qualified bidders only.
4. Bidders must properly sign all documents, on each page.
5. **Techno commercial bid** (From page no. 01 to 22) along with supporting documents attached by bidder and **Price bid (Only Page no.23)** to be submitted in separate sealed envelopes mentioning/ boldly super-scribing **“PART-I TECHNO COMMERCIAL BID FOR** tender enquiry no. & tender opening date and **“PART-II PRICE Bid FOR** tender enquiry no. & tender opening date respectively. Both the envelop (price bid and Techno commercial bid) to be kept in third envelop mentioning tender no. and tender due date with the name of bidder, addressed to Manager CPR BHEL Jhansi. This offer to be dropped in tender box located at CISF post ADM Gate BHEL Jhansi.
6. Overwriting /correction may attract for rejection of offer.
7. Tender Cost –NIL
8. EMD - NIL
- The contractors may physically visit the work place before quoting their rates. For relevant details, please visit our website “www.bhel.com” & “www. <https://jhs.bhel.com/>”

**Note: BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post. Late tenders shall be rejected outright.**

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

## COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : CPR/TPT/ 04 SD TAXIES/20-21

### Schedule -“C”

#### Detail of Bidder and Documents to be submitted along with Techno-commercial Bid

| S.No. | Particular                      | Detail (Please mention) |
|-------|---------------------------------|-------------------------|
| 1.    | Name of the firm                |                         |
| 2.    | Name of the Proprietor/Partners |                         |
| 3.    | Address                         |                         |
| 4.    | Mobile No.                      |                         |
| 5.    | E-mail ID                       |                         |

### Pre - Qualifying Requirements

Essential documents to be submitted as per PQRs. And mention the detail in the last column of table shown below-

| SL. No. | Particulars  | Supporting documents<br>(Pl. attach copies)   | Detail of attached docs.<br>(Pl. fill)          |
|---------|--|---|---|
| 1.      | Valid GSTIN  | Certificate copy of GST Registration.   |   |
| 2.      | PAN No.  | Copy of PAN   |   |
| 3.      | AADHAR   | Copy of AADHAR Card (in case of Proprietor/ Partnership).   |   |
| 4.      | Ownership of minimum one taxi/Car.   | Copy of Registration of one owned Taxi/Car in the name of Co./Firm/Proprietor/son/ Daughter /Father/Mother. |   |
| 5.      | Average Annual Financial turnover during the last 3 years ending 31 <sup>st</sup> march of the previous F.Y. should be at least- Rs.1.47 lakhs   | Audited and certified Balance Sheet of related financial years <u>or</u> ITR copies of related years.       |   |
| 6.      | Having experience of similar work during last 07 years-<br>(i) one work of min Rs.3.92 Lakhs.<br>(ii) Two works of min Rs.2.45 Lakhs each.<br>(iii) Three works of min Rs.1.96 Lakhs each. | Work completion certificates/copy of invoices/TDS certificates/copies of work orders.                       |   |
| 7.      | Self-declaration regarding not guilty/not black listed and timely deployment of taxies..   | Affidavit on stamp paper of Rs.100/- as per attached annexure   | Submitted / Not submitted                       |
| 8.      | Capability to provide all 04 vehicles.   | Pl. agree and sign to confirm your capability.  | I agree to provide all 04 vehicles<br>Sign..... |
| 9.      | Blank Price Bid  | Signed copy of blank price bid.   | Submitted / Not submitted                       |

We will fulfill all the obligations of the contractor and abide by the terms & Conditions mentioned in the enquiry.

#### Self Declaration

I declare that i will provide all 04 vehicles quoted above.

Sign & Seal.

Accepted

Signature and Seal of Bidder



**Bharat Heavy Electricals Limited, Jhansi**

**COMMUNICATIONS & PUBLIC RELATIONS**

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**GENERAL TERMS AND CONDITIONS OF ENQUIRY (JHS2055C R00)**

**UPLOADED IN SEPERATE FILE - PAGE NO 01 TO 14**  
**(To be signed by contractor and submitted along with bid)**

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

## COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : CPR/TPT/ 04 SD TAXIES/20-21

### Schedule - E

#### Special Terms & Conditions

1. Contractor/Operator will have to fulfill all legal obligations regarding minimum wages, PF, ESI, Pollution Norms, Motor Vehicle Act (Amendment) - 2019, GST etc. as may be applicable to him. The vehicles should have valid taxi permit issued by R.T.O., Jhansi. The vehicle must be comprehensively insured for driver, passengers & the third party for the period of the contract.
2. The contractor has to abide by all laws, rules & regulations of Government, applicable to this type of work. Ignorance of the same does not entitle him to any concessions or claims.
3. The vehicle(s) may be required to go outside Jhansi. Permit charges/Toll tax of other States shall be reimbursed against documentary proof.
4. Driver should have valid driving license for light Motor vehicles. Driver without license shall not be permitted.
5. The Vehicle will have to be properly maintained as per RTO norms, dust proof and in good running condition, which includes at least the following:
  - i. Upholstery in good condition including washed and ironed white seat covers;
  - ii. Dusting of dashboard, rear board, matting, windscreen, windows and body.
  - iii. BHEL may inspect the vehicle for above parameters and reserves the right to call replacement, if the vehicle is not found satisfying the above conditions, LD/Penalty shall be levies as mentioned on price bid.
6. Penalty/ LD: As mentioned in 2<sup>nd</sup> table of price bid.
7. In case a road accident occurs it shall be the total responsibility of the contractor to deal with the Police and administrative/legal authorities, affected parties, staff deployed, courts etc. BHEL shall not be responsible for any such incidences.
8. Offer with any deviation or any comments/additional remark/condition on price bid shall be liable for rejection of offer.
9. Security Deposit: Contractor shall be liable to Security Deposit @ 5% of the contract value.  
  
Mode of deposit: As per General Terms & Conditions.  
(Any other conditions related to security deposit shall be applicable as per General Terms & Conditions).
10. Monthly Bills will have to be submitted along with a copy of logbook to Transport Pool. Certified bill will be routed for payment to CPR department & CPR will make appropriate necessary corrections (if required) before forwarding the bills for payment to finance dept.
11. **Payment Terms:** As mentioned in 'General Terms & Conditions'.
12. **Taxes & Duties:** GST shall be paid extra as applicable.

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

## COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : CPR/TPT/ 04 SD TAXIES/20-21

Schedule - F

### AFFIDAVIT

(On Rs.100/- Non Judicial Stamp paper.)

I / We M/s.....proprietorship / Pvt. Ltd. / partnerships firm represented by Shri.....s/o.....aged about .....resident of .....do here by solemnly affirm and state as follows:

1. That the firm stated hereinabove holds all statutory requirements such as under: -
  - A. PAN number in the name of the firm.
  - B. Income Tax Return for the last three years (Desirable).
  - C. GST number.
2. That the deponent declares that no criminal trial/prosecution for any offence involving fraud dishonesty and moral turpitude is pending against the deponent in any court of law. Further no penalty/guilty/conviction was awarded against the deponent by any court of law/statutory authority in India.
3. That the deponent hereby declares that neither myself & my firm was declared as insolvent by any court of law nor any insolvency proceedings pending in any court of law.
4. That the deponent declares that the firm referred herein above never been blacklisted/banned/delisted on the date of tender by any establishment of any PSU / State Govt. / Govt. of India.
5. That the deponent declares that he is not Blacklisted / under hold from BHEL Jhansi OR banned by any unit / region / office of BHEL.
6. That the deponent declares that he will deploy all 04 vehicles meeting specifications within Ten Days from the date of receiving of Letter of Award.

Deponent

### VERIFICATION

The facts stated herein above are true and correct to the best of my knowledge and nothing has been concealed. Verified on ...../...../2020 at Jhansi (U.P.).

Accepted

Signature and Seal of Bidder





# Bharat Heavy Electricals Limited, Jhansi

## COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : CPR/TPT/ 04 SD TAXIES/20-21

### Schedule – G

## Blank Price Bid

(Not to be filled, but to be signed only)

**NAME OF WORK:** Hiring of 04 Nos. Tata Indigo/Maruti Swift Dzire/Toyota Etios /Honda Amaze/Hyundai Xcent/Ford Aspire Sedan Taxis, for four to five months.

| Item              | Description   | UNIT *                        | Quoted rates Rs.<br>(to be filled in by<br>the cont.) in<br>figures & words |
|-------------------|---|-------------------------------|---|
| <b>1<br/>(R1)</b> | Hire charges per Taxi with fuel & driver for 12 Hrs.<br>(08.00 Hrs. to 20.00 Hrs.) Tata Indigo/Maruti Swift<br>Dzire/Toyota Etios /Honda Amaze/Hyundai Xcent/Ford<br>Aspire Sedan AC Taxi. Model 2015 or later. | Per Day<br>Per Taxi           | <b>R 1</b><br><br>(Please do not fill)                                      |
| <b>2<br/>(R2)</b> | Mileage of Vehicle (For calculating fuel charges)   | Km. per<br>Litre of<br>Diesel | <b>R 2</b><br><br>(Please do not fill)                                      |
| <b>3<br/>(R3)</b> | Night charges   | Per Night<br>per Taxi         | <b>R 3</b><br><br>(Please do not fill)                                      |
| <b>4</b>          | GST   | %                             | (Please do not fill)  |

Diesel Rate for calculating L1, shall be taken on date of Price bid opening = **Rd.**

1. Evaluation formula for L-1 (for 03 Taxies of Day running) =  $R1 + (25/R2 \times Rd)$ .
2. Evaluation formula for L-1 (for 01 Taxi of Night running) =  $R1 + (25/R2 \times Rd) + R3$ .

**PENALTY / L.D** (Pl. refer clause no. 8 of schedule D) Penalty/LD may be levied in case of the following lapses take place. However, penalty can also be levied for other lapses.

| Sl.No.   | Description of Lapses   | Unit          | Deduction/Penalty Amount          |
|----------|---|---------------|-----------------------------------|
| <b>1</b> | Not providing vehicles on time specified by BHEL management (beyond 30 minutes late on each occasion; occasion means reporting time in morning or evening at the starting point. BHEL <b>OR</b> at specified location). If Taxi is late by more than 1 hour, deductions made accordingly. | Each occasion | <b>Rs. 100/-</b>                  |
| <b>2</b> | Not providing Taxi/driver on a day  | Each day      | <b>Rs. 500/-</b>                  |
| <b>3</b> | Not maintaining Taxi in good condition  | Each day      | <b>Upto Rs.100/-</b>              |
| <b>4</b> | Misbehaving/loose/harsh talking with passengers   | Each day      | <b>Upto Rs.100/-</b>              |
| <b>5</b> | Carrying un-authorized persons on BHEL duty   | Each occn.    | <b>50% of trip value (20Kms.)</b> |
| <b>6</b> | Placard indicating name of Guest, name of Company etc.  | Each occn.    | <b>Rs.50/-</b>                    |

The penalty can be waived off at the sole discretion of BHEL subject to satisfactory written explanation submitted by the contractor. However, repetitive defaults by the contractor may entail cancellation of contract by giving one-month notice period.

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

## COMMUNICATIONS & PUBLIC RELATIONS

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Annexure 'H'

### Price Bid

NAME OF WORK: Hiring of 04 Nos. Tata Indigo/Maruti Swift Dzire/Toyota Etios /Honda Amaze/Hyundai Xcent/Ford Aspire Sedan Taxis, for four to five months.

| Item       | Description   | UNIT *                        | Quoted rates Rs. (to be filled in by the cont.) in figures & words |
|------------|---|-------------------------------|--|
| 1<br>(R 1) | Hire charges per Taxi with fuel & driver for 12 Hrs. (08.00 Hrs. to 20.00 Hrs.) Sedan AC Taxi Dzire/Etios/Indigo . Model 2015 or later. | Per Day<br>Per Taxi           |  |
| 2<br>(R 2) | Milage of Vehicle (For calculating fuel charges)  | Km. per<br>Litre of<br>Diesel |  |
| 3<br>(R 3) | Night charges   | Per Night<br>per Taxi         |  |
| 4          | GST   | %                             |  |

Diesel Rate for calculating L1 shall be taken on date of Price bid opening = Rd.

1. Evaluation formula for L-1 (for 03 Taxies of Day running) =  $R1 + (25/R2 \times Rd)$ .
2. Evaluation formula for L-1 (for 01 Taxi of Night running) =  $R1 + (25/R2 \times Rd) + R3$ .

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| 2      | Not providing Taxi/driver on a day   | Each day      | (-) Rs. 500/-              |
| 3      | Not maintaining Taxi in good condition   | Each day      | Upto (-) Rs.100/-          |
| 4      | Misbehaving/loose/harsh talking with passengers  | Each day      | Upto (-) Rs.100/-          |
| 5      | Carrying un-authorized persons on BHEL duty  | Each occn.    | 50% of trip value (20Kms.) |
| 6      | Placard indicating name of Guest, name of Company etc.   | Each occn.    | Rs.50/-                    |

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