

Name of work: Rate contract for hiring of various segment vehicles (Taxies).
NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017



Bharat Heavy Electricals Limited
Heavy Electrical Equipment Plant, Haridwar-249403
Works Engineering & Services
Works Contract Section
Tender Document

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

Tender Enquiry No.: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

Due date of Tender Opening (Part-1): 27.10.2017

Type of Bid: Two Part

Place of Submission of Tender / Bid:

*“Tender Room, Purchase Deptt.,
4th floor, Main Administrative Building,
BHEL, HEEP, Haridwar-249403 (Uttarakhand)”*

Contact Person: Contact Person: Manish Kumar (Dy.Manager/WCS)

*Contact Address: WCS, ADM-4, BHEL (HEEP), Haridwar-249403
Email: omanish @bhelhwr.co.in, ppaul@bhelhwr.co.in, azadd@bhelhwr.co.in
Phone: 01334-28- 1932/1332/1022
Fax: 01334-226460*

Document downloaded from www.bhel.com/www.bhelhwr.co.in

Note: All corrigenda / addenda / amendments / time extensions / clarifications, etc. to the tender will be hosted on our website i.e. www.bhel.com/www.bhelhwr.co.in only and will not be published in any other media. Bidders should regularly visit above website to keep themselves updated.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

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Details of Tender Document

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The Tender document has been detailed as follows:

Part-I (TECHNO-COMMERCIAL BID)

1. Cover page-1
2. Index- at page no 2
3. Notice Inviting Tender (NIT) - at page no 3
4. General Instructions To Tenderer: at Page No 4-6
5. General Terms & Conditions Of Tender at Page No 7-12
6. Scope Of Work & Qualifying Requirements at Page no 13
7. Special Terms & Conditions at Page No 14-16
8. Bill Of Quantity at Page No 17
9. Annexure-F for MSME / EM-II at Page no -18
10. Duty Slip & Feedback Format at Page No 19
11. Details of Bid & Bidder (To be filled by bidder) at page no-20
12. Declaration at Page No-21
13. Unpriced Price Bid at Page No 22-23
14. Check List for Tenderer at Page No 24

Part-II (PRICE BID)

1. Price Bid : at page no 25-26

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NOTICE FOR TENDER (NIT)

BHARAT HEAVY ELECTRICAL LIMITED
HEEP, Haridwar-249403 (UTTARAKHAND)

Name of Dept	Works Engineering & Services (Works Contract Section)		
Phone	01334-281932	Fax	01334-226460
Email Address	omanish@bhelhwr.co.in, ppaul@bhelhwr.co.in, azadd@bhelhwr.co.in		
Contact Person	Manish Kumar		
NIT Key.	20170062		
NIT No.	BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017		
NIT No. on www.bhel.com	2846		
NIT No. on www.bhelhwr.co.in	34917		
Type Of Tender	Open Tender		
#Tender Cost (in INR)	Rs.500/- (NIL for tender downloaded from website)		
EMD (in INR)	Rs. 30000/-		
Period of completion of work	12 Months		
Two Part Bid /single bid	Two part		
NIT Value (in Rs.)	Rs.2591603/- (GST will be paid extra on actual basis)		
Last Date of Sale of Tender	26.10.17	Time :	03:30PM
Last Date of submission of Tender	27.10.17	Time :	01:45PM
* Date and Time for opening of Technical	27.10.17	Time :	02:00PM
Place Of submission of Tender	Tender Room, Purchase Deptt., 4th floor, Main Administrative Building, BHEL , HEEP, Haridwar-249403 (Uttarakhand)		

* In case of two part bid, date of opening of Tender means the date of opening of Techno-commercial bid.
However date of opening of price bid shall be intimated to technically qualified parties. If the due date of tender opening happens to be a holiday, the tenders will be opened on the next working Tuesday/Friday.

Tender cost & EMD shall be submitted either in form of cash receipt issued by cash section, BHEL, HEEP, Haridwar (subject to provision of Income tax act) or Demand draft issued by any nationalised bank in favour of Sr. Accounts Officer (Cash), BHEL, HEEP, Haridwar separately in two different envelopes superscribed as Tender cost and EMD respectively. However Tender cost is non-refundable. EMD shall be exempted for valid MSME/EM-II/NSIC Certificate.

#EMD shall be submitted in the only form as specified in tender document.

Tender cost is exempted for the tender downloaded from Website

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Contracting Executive Name: Manish Kumar

Date:

1. BHEL reserves the right to accept or reject any/ all application(s) without assigning any reason thereof.
2. If any document submitted by tenderer found false at any stage, the tender/ work order will be cancelled immediately and the financial loss to BHEL if any in making alternative arrangement will be recovered from the contractor.
3. BHEL will not be responsible for the loss or delay of tenders in transit in any case.
4. All further corrigenda, addenda, amendments, time extensions, clarifications & etc. to the tender, if any shall only be notified on BHEL websites (www.bhel.com / www.bhelhwr.co.in) as applicable.
5. For detailed instructions/information refer the tender document on BHEL website.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

GENERAL INSTRUCTIONS FOR TENDERER

The Bidders who wish to participate should **go through the Tender documents thoroughly** and plan well before quoting, to ensure that the Tender process is not aborted / vitiated, due to their reasons.

1. Quoting & Signing the Tender

- a. Before Quoting the Bidders are advised to inspect the site of work and its environments and be well acquainted with the actual working and other relevant conditions. Bidders are also requested to go through General-Terms & conditions, Special-Terms & conditions of Contract, Scope of work, Technical Terms & Conditions, and specifications and all other documents which form part of the agreement to be entered into.
- b. While quoting the rate, the Bidder is advised to take into account the likely expenditure, taxes what so ever, etc. during the operation of the Contract period from the date of commencement of work as directed by BHEL.
- c. While quoting the rates the Bidder is advised to take into account all factors including any fluctuations in market rates. No claim will be entertained on this account after acceptance of the tender or during the currency of the contract.
- d. All entries in Tender documents shall be clearly written in one ink or typed. All the corrections / cancellations / insertions, if any, shall be duly attested by the Bidders concerned.
- e. Rates should be quoted as per the Price Bid. Rates quoted in any other form will not be accepted and will be rejected.
 - i. If, in the price structure quoted for the required goods / services / works, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
 - ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject of e(a) and e(b) above.
 - iv. If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.
- f. The Bidder shall fill in all the required particulars of the Tender documents and also sign on each and every page of the Tender documents (Techno- Commercial Bid, Price Bids, Terms & Conditions etc.) including corrigendum & other documents attached there to while submitting their tender.
- g. Should a Bidder find discrepancies or omissions in the Tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the Tender, for clarification well before the due date, so as to submit his Tender in time.
- h. Every endeavour is made to avoid any error which can materially affect the basis of the tender but the successful Bidder shall take upon himself to provide for the risk or any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
- i. Tenders not in accordance with the Tender conditions herein contained and the Tenders not in original ARE LIABLE TO BE REJECTED
- j. If a Bidder deliberately gives wrong information in his Tender or creates conditions favourable for the acceptance of his Tender, BHEL WILL REJECT SUCH TENDER AT ANY STAGE.
- k. Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.

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- l. Canvassing in any form, in connection with the Tender is strictly prohibited and such Tenders are bound to be rejected. All information furnished is taken to be authentic by the bidder for evaluation of Tender priorities. Should any information found to be incorrect subsequently, at any later time, the Tender / Contract shall be rejected / terminated and the / action as per BHEL Policy shall be taken.
- m. Should a Bidder's in the case of a firm or company of Bidders / any of its shareholder's or shareholder's relative is employed in BHEL Haridwar, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the Tender, failing which the Tender may be disqualified, or if such fact subsequently comes to light, the Contract may be cancelled.
- n. The Tender schedule and the Tender shall be deemed to form an integral part of the Contract to be entered into for this work.
- o. Late and Delayed Tenders are liable to be rejected.
- p. Price bid should not be enclosed along with the techno commercial bid and other documents in the same cover/envelope. The price bids have to be given category wise in a sealed cover and the entire lot of price bid sealed covers will have to be kept in a separate large cover, duly sealed.
ALL THE REQUIRED DOCUMENTS SHALL BE FILLED IN THE SAME SERIAL ORDER AS PER THE FORMAT / COLUMN OF THE "TECHNO-COMMERCIAL BID". ALL THE PAGES SHALL BE SERIALLY NUMBERED ON THE RIGHT HAND SIDE TOP CORNER. PAGE NUMBERS AND DETAILS OF THE CONCERNED DOCUMENTS ALSO SHALL BE FILLED IN "TECHNO-COMMERCIAL BID" IN THE BOXES PROVIDED. ALL THE PAGES OF TENDER DOCUMENTS ARE TO BE DULY SIGNED AND STAMPED BY THE BIDDER.
- q. All the envelopes shall be super-scribed with Name of work, NIT No. & Date of Tender Opening with the Name & Complete address of the bidder.
- r. The envelope Containing Price Bid shall additionally be super-scribed as "PRICE BID" and the envelope containing Techno-commercial bid shall be additionally super-scribed with "TECHNO-COMMERCIAL BID"
- s. Tender Fees & EMD or Proof related to exemption as required as per Terms & Conditions of Tender shall be kept in Techno-commercial bid envelope.
- t. The Bidder must ink sign and stamp on each page of tender document including supporting documents submitted with tender.
- u. The annual maintenance and service contract shall be governed as per the BHEL Works policy, Rules & General conditions of the contract.
- v. Vendor shall ensure meeting all statutory obligations as applicable during the contract period.
- w. Deviation from any of the specified requirements should be clearly brought out on a separate sheet titled as deviation. In case of no deviation a "NO DEVIATION STATEMENT" shall be submitted with the tender (Techno-commercial offer).

2. Signing the Tender

- a. The Tender shall be signed by the Authorized Signatory Only. Authorized signatory shall be the person holding 'power of attorney' on behalf of the firm / company / bidder-concerned authorized / empowered to act on behalf for the specific purpose
- b. Authorized signatory should have Power of Autonomy issued by MD or Board of Directors or authorized person for this purpose for quoting Tender and all procedures connected with, till finalization and execution of the Contract.
- c. In case the Bidder is a Partnership Firm under Partnership Act, the Tender shall be signed by all the Partners of the firm or by the Managing Partner who have Signature and Seal of the Bidder authorized to do so or by a person holding the Power of Attorney on behalf of the Partnership Firm.
- d. A copy of the Partnership Deed and / or a copy of the Power of Attorney, Self-attested shall accompany the Proprietor or Partner of the Company.
- e. BHEL will not be bound by any other Power of Attorney granted or the change in the composition of the firm made, subsequent to the execution of the Contract agreement. They may however recognize such Power of Attorney or change in status after obtaining legal advice and the cost involved in that connection shall be chargeable to the bidder concerned.

3. Date / Time for opening of Tender

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- a. Sealed covers so received will be opened at **Tender Room, Purchase Deptt., 4th floor , Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand)** at 02:00 PM on the same day of due date of tender submission as per NIT (Notice inviting Tender) in the presence of the Bidder/s or their Authorized Representatives who may choose to witness the same.
- b. The Techno Commercial bids only will be opened in case of two part bid.
- c. In case of two part bid, the PRICE BIDS of bidders, who are technically qualified will be opened later. The date & time of price bid opening will be informed to the technically qualified Bidders.

4. Witnessing the Tender opening

- a. The representative of the Bidder may choose to witness the Tender opening and have to produce the Authorization Letter in the tender room, before opening of the Tender. The representatives without Authorization Letter will not be allowed to participate in the Tender opening.
- b. Only one representative from one bidder will be allowed to participate in the Tender opening.

5. Quoting

- a. Quoting best rate and the sanctity of the L1 status.
- b. Quoting the lowest best rate is a must against this Tender. However, bidders are required to understand that the lowest rate offered by them or accepted by them, as the case may be, should be honoured throughout the period of the Contract.

6. Participation

The Parties who have been suspended or black listed or banned by BHEL HEEP, Haridwar or any other BHEL Unit will not be allowed to participate in **the Tender** and the bidder should declare the same in the Tender. Even during the course of evaluation / finalization of Tender if it is found that some of the parties are black listed / barred from business transactions / under business hold, BHEL will reject their offer.

7. Validity of Offers:

The rates quoted shall be valid for acceptance for a minimum period of **120 days** from the date of tender opening. Withdrawal of Tender or increasing the rates during this validity period is not allowed. Date of tender opening shall be date of opening of Techno-commercial bid.

8. Address for sending the offer:

The offer should be sent to address as below well in advance so that it reaches before or on due date and time through registered post or in person.

In charge, Tender Room, Purchase Deptt., 4th floor, Main Administrative Building, BHEL, HEEP, Haridwar-249403 (Uttarakhand).

Note: In case of any ambiguity between any clause of General Terms & Conditions and Special Terms & Conditions, only the Special Terms & Conditions shall prevail.

I/We agree with the above

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GENERAL TERMS & CONDITIONS OF TENDER

1. Definitions:

In these general conditions of contract the following terms shall have the meaning hereby assigned to them except where the context otherwise requires:

- a. **THE CONTRACT** shall mean the notice inviting the tender and acceptance thereof and the formal agreement if any, executed between the Bharat Heavy Electricals Ltd., Heavy Electrical Equipment Plant, Haridwar and the Contractor together with the documents referred to there in including **prescribed** terms & conditions, and any special conditions, specifications, designs, drawings etc. All these documents taken shall be deemed to form one contract and shall be complementary to one another.
- b. The **TENDER DOCUMENT** means the form of tender as applicable with General and Special terms & conditions of contract, and the specifications and/or drawings as given to Bidders for the purpose of preparing their tender including "Notice Inviting Tender".
- c. The **WORK** means the work described in the tender documents in individual work order and/ or accompanying drawings and specifications as may be issued from time to time to the Contractor by the Engineer-In-Charge in writing the power conferred upon them, including all modifications or additional works and obligations to be carried out either at the site or in factory, workshop or any other place as may be essentially required for the performance of the work.
- d. The **"BIDDER"** shall mean the individual of firm or company whether incorporated or not, undertaking the work and shall include legal representatives of such individual or persons composing such firm or incorporated company or successors of such person, firms or company as the case may be and permitted assignee of such individual or firm or company.
- e. The **"SITE"** means the land and/ or other place on into or through which the work is to be executed under the contract or any adjacent land, part or structure which may be allotted to or used for the purpose of carrying out the contract.
- f. The abbreviations " Engr/SE/ Dy.Mgr/ Mgr./ Sr.Mgr/ DGM/ Sr.DGM" means Engineer/ Senior Engineer/ Deputy Manager/ Manager/ Senior Manager/ Deputy General Manager/ Sr. Dy. General Manager respectively who will direct the contract.
- g. The **"ENGINEER-IN-CHARGE"** means the Engineer/ Sr. Engineer or any other executive deputed by BHEL to supervise the work or part of the work on behalf of the First Party.
- h. **"APPROVED"** means the approval of directions of the Engineer/ Sr. Engineer or any other executive or person deputed by them for the particular purpose.
- i. **"Bharat Heavy Electricals Limited"** hereinafter referred to as BHEL shall mean the Director / Resident Director/ Project Administrator / Other Administrator or other Administrative Officers of the said Company including the Project Officer, Executive authorized to invite tenders and enter into contract for works on behalf of the Company. BHEL means the Bharat Heavy Electricals Limited/ HEEP plant of the said Company at Ranipur, Hardwar.
- j. The **"CONTRACT SUM"** means the sum accepted or the sum calculated in accordance with the prices accepted in tender and/ or the Contract rate as applicable to the Contractor for the entire execution and full completion of the work.
- k. The **"FINAL SUM"** means the actual amount payable under the contract by BHEL to the Contractor for the entire execution and full completion of the work.
- l. The **"TIME OF COMPLETION"** is the date or dates for completion of the work or any part of the work as set out in or ascertained in accordance with the individual work or the tender documents or any subsequent amendments thereto.
- m. A **"DAY"** shall mean a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
- n. A **"WEEK"** means seven days without regard to the number of hours worked in any day in that week.
- o. **"DEVIATION ORDER"** means any order given by the Engineer-In-Charge to effect an alteration, addition or deduction, which does not radically affect the scope and nature of the contract.

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- p. "**EMERGENCY WORK**" means any urgent measures which in the opinion of the Engineer-In-Charge become necessary during the progress of the work to obviate any risk of accident or failure or which become necessary for security.
- q. "**PROVISIONAL SUM**" or "**PROVISIONAL LUMP SUM**" means a lump sum included by the BHEL in the work for which details are not available at the time of inviting tender.
- r. "**PROVISIONAL ITEMS**" means items for which approximate quantities have been included in the tender documents.

2. Earnest Money Deposit:

- a. Vendor is required to deposit the EMD as specified in NIT.
- b. EMD shall not carry any interest.
- c. Modes of deposit:
The EMD may be accepted only in the following forms:
 - i. Electronic Fund Transfer credited in BHEL account (before tender opening).
 - ii. Banker's cheque/ Pay order/ Demand draft, in favour of Sr. Accounts Officer (Cash), HEEP, BHEL (along with offer) in separate envelope super scribed as EMD for respective NIT No.
- d. Forfeiture of EMD
EMD by the Bidder will be forfeited as per NIT conditions, if:
 - i. After opening the tender and within the offer validity period, the Bidder revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
 - ii. The Bidder fails to deposit the required Security deposit or commence the work within the period as per LOI/ Contract.
- e. EMD by the Bidder shall be withheld in case any action on the Bidder is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with Contractors/ Bidders" and forfeited/ released based on the action as determined under these guidelines.
- f. EMD given by all unsuccessful Bidders shall be refunded normally within fifteen days of award of work.
- g. EMD of successful Bidder will be retained as part of Security Deposit.
- h. EMD not deposited OR deposited in any modes other than specified at (c) above shall lead to cancellation of the offer.

3. Security Deposit:

- a. Successful vendor shall require to deposit security. The total amount of Security Deposit will be **3%** of the contract value. EMD of the successful Bidder shall be converted and adjusted towards the required amount of Security Deposit.
- b. Modes of deposit:
The balance amount to make up the required Security Deposit of **3%** of the contract value may be accepted in the following forms:
 - i. Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of Sr. Accounts Officer (Cash), HEEP, BHEL.
 - ii. Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
 - iii. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Bidder, a/c BHEL)
 - iv. Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Bidder furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL)
- c. 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.
- d. The Security Deposit shall not carry any interest.

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- e. **Refund of Security Deposit:** After completion of work awarded, provided always that the Contractor shall first have been paid final bill and have rendered a "No Demand" certificate, the security deposit mentioned in condition above shall be refunded to the Contractor as follows: 100% shall be released after satisfactory completion of the work duly verified by Site/Engineer-In-charge.
- f. 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.

4. **Special Conditions for MSME:**

"MSE Contractors can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -D where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their, bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer."

5. **Arbitration:**

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 & the contractor 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.

JURISDICTION OF COURT: District Court 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.

6. **Default/Breach of contract and Insolvency:**

If the Bidder/ Contractor fails to provide the required services as per the Contract within the period(s) fixed for such service as, not of the contracted quality **or** 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 Service 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 Contractor (Service 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**

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the Contract either in whole or portion thereof without compensation to the Contractor (Service Provider).

7. Risk Purchase Clause:

In case of delays in supplies / defective supplies or non-fulfilment of any other terms & conditions given in the work order the purchaser/contracting executive 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 Contractor. Bidder/ Contractor does not agree to above clause, their offer is liable to be rejected. In case any Bidder/ Contractor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with BHEL.”

8. Fraud Prevention Policy:

The Bidder along with its associate / collaborators / sub-vendors / consultants / service providers shall strictly adhere to BHEL Fraud Prevention Policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL Management about fraud or suspected fraud as soon as it comes to their notice”.

Fraud Prevention policy and List of Nodal Officers shall be hosted on BHEL website, vendor portals of Units / Regions intranet.

9. Suspension of Business Dealings with Contractors/Bidders:

Penal action can be initiated on the Contractors / Bidders in line with extant "Guidelines for Suspension of Business Dealings with Contractors / Bidders". The abridged version of extant 'Guidelines for suspension of business dealings with Contractors / Bidders' has been uploaded on <http://www.bhel.com> on "Contractor registration page”.

10. Adoption of Integrity Pact:

BHEL is committed to fostering the most ethical and corruption free environment and values its relationship with all Bidders, Contractors and Carriers. Conducting business in a transparent, fair and corruption free manner will go in a long way in making the Bidders and Contractors our partners in progress and to reinforce this belief. BHEL has already signed a memorandum of understanding with Transparency India International on adoption of Integrity Pact for all Major Tenders/ Contracts. Integrity Pact first promoted by Transparency India International, an NGO, is a tool to ensure that activities and transactions between a company or government department and its Bidders/ Contractors are handled in a fair, transparent and corruption free manner.

11. Damage & Loss to Private Property & Injury to Contract Employee

The Bidder/ Contractor shall at his own expense reinstate and make good to the satisfaction of BHEL and pay compensation for any injury, loss or damage occurred to any property or rights whatever including property and rights of BHEL (or agents) servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or purported execution of the Contract and further the Bidder shall indemnify, the BHEL against all claims enforceable against BHEL (or any agent, servant or employee of BHEL) or which would be so enforceable against BHEL where BHEL is a private person, 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 otherwise.

12. Involvement in any undesirable activity by Contractor or his workmen will be viewed seriously and attract strict action including cancellation of contract or debarring from tendering.

13. Gate passes / tokens to be issued by the CISF unit shall have to be returned to the pass section of CISF after completion of work, failing of which recovery at the rate as applicable shall be made from the Contractor.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

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

NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

14. No excuses for hindrance viz. jungle, extreme weather condition, non-availability of labor etc. will be entertained for not completing the work.
15. BHEL reserves the right to cancel the tender at any stage of tendering till signing of agreement without assigning any reason(s) thereof. The tender cost in that event shall not be refunded.
16. The Bidder/ Contractor not completing the work as per site requirement & as directed by the Engineer in-charge, action, as deemed fit will be taken including debarring for the issue of further NIT's.
17. If Bidder/ Contractor found or reported for non-compliance of the legal obligations during the execution of the contract, shall be debarred from the issue of NITs for at least 01 year or till the proof of compliance is produced.

18. GST related NIT Terms & Conditions:

- a. Bidder has to specify the following in their techno-commercial bid (part I bid in case of two part bid):
 - i. Legal Name of the bidder as in GST registration, GST registration No., State, Place of business, category of registration under GST i.e. Registered dealer / Unregistered dealer/ dealer opted for Composition Scheme,
 - ii. HSN (Harmonised System Nomenclature) / SAC (Service Accounting Code), description of Goods/Services and applicable IGST / CGST / SGST rate and any other statutory levy, if any, for each item of Goods or Services.

b. i. Unregistered Dealer

Since in case of unregistered dealer, GST will have to be paid by BHEL under reverse charge mechanism, the same shall be added to the quoted price for evaluation bid.

ii. Dealer opting for Composition Scheme

In case of registered dealer, who opt for composition scheme at the time of submission of bid, no GST will be payable to the bidder and also same will not be considered for evaluation of bid. Dealer has to declare in technical bid that no GST is shown separately in price bid. However, in case at the time of actual supply, the bidder charges GST at normal rate, the same shall be reimbursed subject to the availability of GST credit to BHEL. In case GST credit is not available to BHEL, no GST will be payable to the bidder.

- c. Reimbursement of GST shall be made by BHEL-Haridwar on matching of Bidder inputs as mentioned below at GST portal and after ensuring of availability of input credit to BHEL, Haridwar. Hence, Bidder has to ensure compliance as follows-
 - i. Timely raising & submission of GST compliant Invoices
 - ii. Timely receipt of Goods & Services
 - iii. Timely and correct payment of applicable GST by Contractor/Bidder
 - iv. Timely filing of return
 - v. Compliance of other applicable provisions on Contractor/BidderBidder has to also give consent to accept payment of tax after such matching in all cases where bills are submitted directly to BHEL-Haridwar or through bank or under LC or through any other mode.
- d. In the event of any disallowance of input credit (including reversal of credit) or applicability of interest or arising of any other financial liability on BHEL-Haridwar due to any default of Contractor/Bidder under GST such as non/delayed receipt of Good/Services, delayed raising & submission of invoices, delayed payment of tax, non/wrong declaration of sale by Bidder in return etc. or any other reason not attributable to BHEL, such implication shall be to Contractor's/Bidder's account and will be deducted from bills.
- e. In the event of any change in the status of the bidder after submission of the bid but before the supply/service, GST applicable at the time of supply/service or GST quoted in the bid, based on the registration status of the bidder, whichever is lower shall be payable.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

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

NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

- f.** Statutory Variation in Taxes & duties as applicable at the time of supply shall be payable. However, in the event of no change in law but bidder quoting certain tax structure in bid document which is lower than the applicable one, such amount shall be the maximum amount of tax that can be claimed by bidder.
- g.** In case of Liquidated damage (LD) recovery, the applicable GST shall also be recoverable from the Contractors.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

SCOPE OF WORK & QUALIFYING REQUIREMENTS

Introduction: BHEL intends to have Rate Contract with reputed Taxi/Cab service providers from local market for hiring of various segment of vehicles (as per Annexure-E), on demand basis, for a period of 12 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.

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

Scope of Work: Contractor(s) have to provide of various segment vehicle(s) (as per Annexure-E) equipped with Heater & A/c (except in Bus-52 seater i.e. vehicle at at Sr. No. 8 of Annexure-E) on day to day basis as & when required under rate contract as per General Terms & Conditions (Annexure-B) and Special Terms & Conditions (Annexure-D).

Anticipated requirement of the vehicles during the contract period of the 12 months (segment-wise) is as per Annexure-E and the business volume during the contract period of 12 months is expected to be of **approx. Rs. 29.80 lakh + GST extra**. However, this requirement is indicative for this tender and does not guarantee the exact requirement of the vehicles and may increase or decrease depending upon the BHEL's requirement.

1. PRE-QUALIFYING REQUIREMENTS (PQR)

- i. Bidder must have possessed at least 02 Nos. commercial vehicles registered in the name of bidder at the time of submitting the tender.

Documents Required: Self-attested photocopy of RC, Insurance & fitness of the 02 nos. commercial registered vehicles

- ii. Bidder must have average business turnover in related business area (Rent-a-Cab /Tour operator) of minimum Rs. 5.0 Lakh in financial years 2015-16, 2014-15 & 2014-13.

Documents required: Balance sheet and profit & loss account statement duly certified by Chartered Accountant in which annual business turnover in related business area (Rent-a-Cab /Tour operator) is clearly mentioned.

OR

CA Certificate in which year wise annual business turnover in related business area (Rent-a-Cab /Tour operator) is clearly mentioned.

- iii. The bidder must have PAN as per firm i.e. private/firm/company/partnership & GSTIN. In case registration for GST is not required as per 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.

Documents required: Self-attested copy of PAN Card for Income Tax & PAN based GSTIN duly signed & stamped by the bidder.

OR

Undertaking for producing GSTIN registration certificate in case, registration is required in future due to increase of business.

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

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

I/We agree with the above

Signature of Bidder/Contractor with Stamp

SPECIAL TERMS & CONDITIONS

1. Distribution of work:

- a. L1 shall be picked in each individual segment on the basis of quoted rates against "Min. Charges/ Day (up to 80 kms & 12 hrs.)/ day".
- b. In case there is tie between two or more bidders (i.e. two or more bidders quote same rate), lottery shall be drawn to decide lowest bidder.
- c. Work shall be distributed in each segment on the basis of Vehicles days i.e (C) of Annexure-E, not on monetary value basis.
- d. Finalized Rates of L-1 bidder shall be counter offered to the next lowest bidder i.e. L-2 bidder. In case L-2 bidder does not accept the L-1 rates, the counter-offer shall be extended to next lowest bidder and so on.
- e. Proportion, in which work shall be distributed between the qualified bidders who have accepted to work at finalized L1 rates shall be as follows:
 - i. If none of the qualified bidders (except L1 bidder) accept to work at finalized L1 rates, then 100% work shall be awarded to L1 bidder.
 - ii. If 2 bidders (including L1 bidder) accept to work at finalized L1 rates, then work shall be distributed between these two bidders in proportion of 3:2.
- f. Requirement shown in *Annexure-E* is indicative for this tender. Requirement of the vehicles may increase or decrease depending upon the BHEL's requirement. Hence, nos. of vehicles which shall be awarded to the successful bidders also may vary accordingly.

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 maintain minor repair of Taxi and holding valid **commercial driving license**. The drivers deputed for duty should be polite 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:** Well/ neatly dressed in Shirt & Pant with shoes and must have his 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 driver 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 service(s) under contract period. As well as Taxi provider shall maintain valid medical examination of all his drivers time to time (annually) and ensure to BHEL about medical fitness of drivers.

3. Vehicle Condition: The Taxi provided by the Taxi provider must be in good condition, should be neat and clean with 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).

4. Intimation Time: The requirement of taxi(s) to be hired by BHEL shall be based on 'as & when required' basis, depending upon the requirement and need, and same shall be intimated to the taxi provider **minimum two hours before the start of duty**.

5. In case of non-availability of Taxi, it will be the responsibility of the Taxi provider to provide same or equivalent segment vehicle from any other source(s) without any delay.

In case of sudden breakdown / accident / rejection, the Taxi provider shall provide alternate Taxi of same or equaling segment as the earliest, failing which the Taxi shall be hired from other paneled taxi provider/ outer agency at the risk and cost of the Taxi provider.

6. The Taxi provider shall maintain the Order slip/ duty slip as per Performa enclosed (Refer Annexure-G). The Order slip/ duty slip 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 and **customer feedback with score**.

I/We agree with the above

Name of work: Rate contract for hiring of various segment vehicles (Taxies).
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7. **Maintenance:** All repairs & maintenance, during journey/ duty shall be responsibility of Taxi provider. BHEL shall not bear for any above related activity to vehicle.
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 shall monitor quality of the services provided by the each Taxi provider on each duty basis, based on **customer feedback**. Feedback record shall be kept in term of points scored (out of 10), for each service/ duty performed and monthly scoring analysis (segment wise) shall be done. If monthly cumulative score comes down to 50% or below, hiring of the Taxi from the particular Taxi provider may be stopped/ terminated/ blacklisted.
11. 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.
12. The Taxi provider shall furnish under taking about the vehicles being free from all encumbrances.
13. The Taxi provider shall not appoint any sub-provider/ sub-agency to carry out any obligation under the contract, however service(s) may be arranged through other sub-provider/ sub-agency on his responsibility.
14. 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 representatives/ employees, who shall provide/monitor the service/ backup arrangement and attend any complain or information regarding the contract/ service all days 24x7.

All conflict or complain must be resolve through Taxi provider's representative with our concern. In case of any query or problem, driver will intimate his representative or report in Auto Pool, but he will never create trouble for User/ Customer.
15. The Taxi provider shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts/ Rules like Minimum Wages, Provident Funds, ESI, 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.
16. The Taxi provider will ensure the **plant permission** of Taxi along with driver(s) (if required) including on Sunday & Holiday. Any inconvenience to the customer must be informed to the Auto Pool urgently.
17. **PAYMENT TERMS:** The payment for journeys will be regulated on the following basis:
 - i. Payment shall generally be made against each serviced bill within 30 days after receipt of the bill in duplicate and verification within BHEL 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 Order slip/ duty slip 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 Order slip/ duty slip. Order slip/ duty slip without signature of Auto-Pool In-charge at the specified places shall not be accepted for payment.
 - ii. **Extra Kms shall be paid** only after completion of 80 Kms run in a particular day if applicable and shall be verified by In-charge Auto Pool. This 80 Kms shall include distance run by the vehicle to reach duty start point from Garage and back to Garage from duty end point as per actual (limited to maximum 5 kms on each way i.e. Garage to start point and end point to Garage) subject to the verification by User/ In charge-Auto Pool in respect of the journeys. Extra kms. charges for each segment vehicle are fixed as per Column-B of Annexure-J.
 - iii. **Extra Hill kms. Shall be paid for the running in hilly area as per actual.** Extra Hill kms. charges for each segment vehicle are be fixed as per Column-C of Annexure-J.
 - iv. **Extra Hours** shall be paid only after completion of 12 hrs duty in a particular day if applicable and shall be verified by In-charge Auto Pool. Extra Hour charges for each segment vehicle are fixed as per Column-D of Annexure-J.
No Extra hrs. shall be paid in case of outstation duty.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

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

NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

- v. **Night charges** shall be admissible only in case of duty detained beyond 12:00 am midnight on daily basis. Night charges for each segment vehicle are fixed as per Column-E of Annexure-J.
- vi. Journey kms. shall be count 1.5 times of one side traveled distance, in case of pre-intimated pick/drop duty.
- vii. 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.
- viii. **Outstation Duties:** Payment for the out station duties shall be paid as per minimum charges per day plus extra kms run above 80 kms/day.
- ix. **Rate & Price Variation:**
 - a. **Price variation during peak season of Chaar-Dhaam Yatra:** The hiring rates shall remain fixed during contract period except **during peak season of Chaar-Dhaam Yatra in the months of May-June and** increased payment shall be paid against Minimum Charges/ day. Percentage (%) increase in Minimum Charges/day during peak season for each segment vehicle are fixed as per Column-F of Annexure-J.
 - b. **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 on each one rupee increase/ decrease in fuel rate, from base rate of fuel submitted on date of tender submission.
- x. 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.
- xi. Tax deduction at Source: Tax shall be deducted at source from the running bill as per applicable income tax rules and other statutory requirement.

18. Penalty Clause :

i. Penalty of upto 20% 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, unclean 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 (paneled or other than paneled) 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 disappear without information to user or any inconvenience due to wrong reporting, low fuel, long routing, etc. penalty will be applicable as per Sr. No. 5.ii (a) above.

- c. 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. 5.ii (a) above.

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

19. Termination of Contract: If at any time the Taxi provider(s) 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 specially shown in Penalty Clause as Sl. No. 18 i.e. Penalty Clause in *Annexure-D* (Special Terms & Conditions) even after the notice in writing is given, BHEL may, without prejudice to any other right 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.

Note: Balance work of the terminated Taxi Provider may be allocated to other available Taxi provider.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

Bill of Quantity

Sr. No.	Segment	Type of Vehicle	Average nos. of vehicles required per day (A)	Expected nos. of days of requirement in 12 months (B)	Vehicle Days (C)= (A) x (B)
1	A2 SEGMENT COMPACT CAR	AMBASSADOR/ INDICA/ VISTA/ TIAGO/ ALL HATCHBACK etc.	1	250	250
2	A3 SEGMENT MIDSIZE CAR	DZIRE / TATA MANZA/ ACCENT/ AMAZE/ SAIL etc.	3	200	600
3	B1 MUV/MPV/ SUV SEGMENT VEHICLE	TATA SUMO/ BOLERO	1	100	100
4	B2-B3 MUV/MPV/ SUV SEGMENT VEHICLE	B2: QUALIS /SCORPIO /TAVERA B3: XYLO/ ERTIGA	1	50	50
5	B4 SUV SEGMENT VEHICLE	INNOVA OR EQUIVALENT	10	20	200
6	A3A MIDSIZE SEGMENT CAR	INDIGO/ LOGAN /VERITO	3	200	600
7	DELUXE BUS	BUS 27-SEATER WITH A/C	1	10	10
8	NON A/C BUS	BUS 52-SEATER WITHOUT A/C	1	10	10
9	VAN	FORCE TEMPO TRAVELLER WITH AC (12+1 SEATER) OR EQUIVALENT	1	10	10
10	A4 EXECUTIVE SEGMENT CAR	HONDA CITY/ CIVIC / SX4/ FORD FIESTA/ VERNA etc.	1	10	10

I/We agree with the above

Signature of Bidder/Contractor with Stamp

**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.0.1722(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

I/We agree with the above

Signature of Bidder/Contractor with Stamp

Duty Slip & Feedback Format

टैक्सी ऑर्डर/ड्यूटी स्लिप

ORDER No
AUTO POOL, WEX-MT, HEEP, BHEL,
HARIDWAR-249403 TEL: 01334-284299/5568

VEHICLE ORDER/DUTY SLIP

आपूर्तिकर्ता का नाम: मोबाइल नं:

वाहन का प्रकार/विवरण:

उपयोगकर्ता का नाम/विवरण: मोबाइल नं:

रिपोर्टिंग का स्थान: दिनांक: समय:

गन्तव्य स्थान: दिनांक व समय जिस तक बांछित:

अन्य निर्देश यदि कोई:

Plant Permission sought for hired Vehicle.....
Driver

In-charge/Auto Pool CISF

मांगकर्ता का नाम/विवरण:

स्टाफ नं: पद: विभाग:

मोबाइल / फोन नं:

अनुदेशित द्वारा

वाहन विवरण	दिनांक	कि.मी. आरम्भ	समय आरम्भ	सत्यापनकर्ता उपयेक्त/पुल	कि.मी. अंतिम	समय अंतिम	सत्यापनकर्ता उपयेक्त/पुल

टिप्पणी यदि कोई:

सत्यापनकर्ता उपयोगकर्ता/आटोपूल

Customer Feedback:



उपयोगकर्ता/आटोपूल

I/We agree with the above

Signature of Bidder/Contractor with Stamp

Details of Bid & Bidder (To be filled by bidder)

1. Bidder Offer No.: _____ Date: _____
2. Legal Name of the bidder as in GST registration: _____
3. GST registration No. _____
4. State _____
5. Place of
business _____
6. Category of registration under GST (i.e. Registered dealer / Unregistered dealer/ dealer opted for
Composition Scheme): _____
7. PAN No.: _____
8. Status of Firm (whether HUF, Individual etc.) _____
9. Address of the Bidder: _____
10. Contact Nos.:
 - a. Office: _____ b. Res: _____
 - c. Garage: _____ d. Mobile: _____
 - e. Fax: _____ f. Email Id & Website: _____
11. Tender Fess Related Details (Details of Cash Receipt/ DD / Exempted with details/ reason for exemption
sought): _____
12. EMD Related Details (Form in which submitted with Ref. Detail / Exempted with details/ reason for
exemption sought) : _____

(Signature & seal of the bidder)

I/We agree with the above

Signature of Bidder/Contractor with Stamp

Name of work: Rate contract for hiring of various segment vehicles (Taxies).
NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

Annexure-I

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

I/We agree with the above

Signature of Bidder/Contractor with Stamp

Name of work: Rate contract for hiring of various segment vehicles (Taxies).
 NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

Annexure-J

UN-PRICED PRICE BID
(Prices not to be quoted)

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

Estimated Cost : 25.91 Lakh + GST Extra

Tender Cost : Rs. 500/-

Period of Completion: 12 months

Earnest Money: Rs. 30,000/-

Date of Opening of Techno-commercial Bid (PART-I): 27.10.17

SN	SEGMENT	TYPE OF VEHICLE	Min. Charges/ Day (up to 80 kms & 12 hrs.)/ day	Extra km rate/ km (beyond 80 kms.)	Extra Hill km Rate (Excluding running in plain)	Extra Hour Rate/Hr. (After 12 Hrs/Day in Local Duty only)	Night Halt Rate/Night (After 12:00 am midnight)	% hike on min. charges during peak season (Chaar-Dhaam Yatra) i.e. May-June
			A	B	C	D	E	F
1	A2 SEGMENT COMPACT CAR	AMBASADOR/ INDICA/ VISTA/TIAGO ALL HATCHBACK etc.	XXXXXXXXXX	8.00	2.00	50.00	200.00	10%
2	A3 SEGMENT MIDSIZE CAR	DZIRE / TATA MANZA/ ACCENT/ AMAZE/ SAIL etc.	XXXXXXXXXX	8.50	2.00	50.00	200.00	10%
3	B1 MUV/MPV/ SUV SEGMENT VEHICLE	TATA SUMO/ BOLERO	XXXXXXXXXX	11.00	2.00	50.00	200.00	10%
4	B2-B3 MUV/MPV/ SUV SEGMENT VEHICLE	B2: QUALIS /SCORPIO /TAVERA B3: XYLO/ ERTIGA	XXXXXXXXXX	11.00	2.00	50.00	200.00	10%
5	B4 SUV SEGMENT VEHICLE	INNOVA OR EQUIVALENT	XXXXXXXXXX	12.00	2.00	50.00	200.00	10%
6	A3A MIDSIZE SEGMENT CAR	INDIGO/ LOGAN /VERITO	XXXXXXXXXX	7.50	2.00	45.00	150.00	10%

Contd..

I/We agree with the above

Signature of Bidder/Contractor with Stamp

Name of work: Rate contract for hiring of various segment vehicles (Taxies).
 NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

UNPRICED PRICE BID Contd..

SN	SEGMENT	TYPE OF VEHICLE	Min. Charges/ Day (up to 80 kms & 12 hrs.)/ day	Extra km rate/ km (beyond 80 kms.)	Extra Hill km Rate (Excluding running in plain)	Extra Hour Rate/Hr. (After 12 Hrs/Day in Local Duty only)	Night Halt Rate/Night (After 12:00 am midnight)	% hike on min. charges during peak season (Chaar-Dhaam Yatra) i.e. May-June
			A	B	C	D	E	F
7	DELUXE BUS	BUS 27-SEATER WITH A/C	XXXXXXXXXXXX	25.00	10.00	100.00	300.00	10%
8	NON A/C BUS	BUS 52-SEATER WITHOUT A/C	XXXXXXXXXXXX	30.00	10.00	100.00	300.00	10%
9	VAN	FORCE TEMPO TRAVELLER WITH AC (12+1 SEATER) OR EQUIVALENT	XXXXXXXXXXXX	18.00	4.00	100.00	200.00	10%
10	A4 EXECUTI	HONDA CITY/ CIVIC / SX4/ FORD FIESTA/ VERNA etc.	XXXXXXXXXXXX	20.00	2.00	150.00	250.00	25%
11	Fuel (Diesel) Price in INR as on date of submission of the Tender							
12	Applicable GST Rate in %							

Notes:

1. All Charges incurred by agency including Inter-State Taxes, Toll Taxes, Parking etc. shall be reimbursed by BHEL on actual basis.
2. Extra Kms charges shall be paid after 80 Kms duty, duly verified by Auto pool/shift in-charge.
3. Extra hour charges shall be paid after 12 hours duty, duly verified by Auto pool/shift in-charge. No extra hours charges shall be paid in case of outstation duties.
4. Night halt charges shall be paid if vehicle is detained beyond 12:00 am midnight.
5. Journey kms shall be count 1.5 times of one side traveled distance, in case of pre-intimated pick/drop duty.
6. Price variation shall be applicable as Rs. 0.10/km on each rupee increase/decrease in fuel rate from base rate of fuel submitted in tender.

I/We agree with the above

Signature of Bidder/Contractor with Stamp

CHECKLIST

(A) First envelope (TECHNO-COMMERCIAL BID)

Sr. No.	Documents Required	Enclosed (√ / X)
1.	Self-attested photocopy of RC, Insurance & fitness of the 02 nos. commercial registered vehicles, against PQR, Sr. No. (i).	
2.	Balance sheet and profit & loss account statement duly certified by Chartered Accountant Fin which annual business turnover in related business area (Rent-a-Cab /Tour operator) is clearly mentioned. OR CA Certificate in which year wise annual business turnover in related business area (Rent-a-Cab /Tour operator) is clearly mentioned, against PQR, Sr. No. (ii).	
3.	Self-attested copy of PAN Card for Income Tax & PAN based GSTIN duly signed & stamped by the bidder. OR Undertaking for producing GSTIN registration certificate in case, registration is required in future due to increase of business, against PQR Sr. No. (iii).	
4.	Only Signed & stamped Un-priced price Bid (Annexure-J).	
5.	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-K), should be submitted separately in sealed envelope.	

(C) Third envelope (EMD)

Sr. No.	Documents Required	Enclosed (√ / X)
1.	EMD Cash Receipt/DD	

(D) Fourth envelope (Tender Fee)

Sr. No.	Documents Required	Enclosed (√ / X)
1.	Tender Fee	

I/We agree with the above

Signature of Bidder/Contractor with Stamp

Name of work: Rate contract for hiring of various segment vehicles (Taxies).
 NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

Annexure-K

PRICE BID (PART-II)

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

Estimated Cost : 25.91 Lakh + GST Extra

Tender Cost : Rs. 500/-

Period of Completion: 12 months

Earnest Money: Rs. 30,000/-

Date of Opening of Techno-commercial Bid (PART-I): 27.10.17

S N	SEGMENT	TYPE OF VEHICLE	Min. Charges/ Day (up to 80 kms & 12 hrs.)/ day	Extra km rate/ km (beyond 80 kms.)	Extra Hill km Rate (Excluding running in plain)	Extra Hour Rate/Hr. (After 12 Hrs/Day in Local Duty only)	Night Halt Rate/Night (After 12:00 am midnight)	% hike on min. charges during peak season (Chaar- Dhaam Yatra) i.e. May-June
			A	B	C	D	E	F
1	A2 SEGMENT COMPACT CAR	AMBASADOR/ INDICA/ VISTA/TIAGO ALL HATCHBACK etc.		8.00	2.00	50.00	200.00	10%
2	A3 SEGMENT MIDSIZE CAR	DZIRE / TATA MANZA/ ACCENT/ AMAZE/ SAIL etc.		8.50	2.00	50.00	200.00	10%
3	B1 MUV/MPV/ SUV SEGMENT VEHICLE	TATA SUMO/ BOLERO		11.00	2.00	50.00	200.00	10%
4	B2-B3 MUV/MPV/ SUV SEGMENT VEHICLE	B2: QUALIS /SCORPIO /TAVERA B3: XYLO/ ERTIGA		11.00	2.00	50.00	200.00	10%
5	B4 SUV SEGMENT	INNOVA OR EQUIVALENT		12.00	2.00	50.00	200.00	10%
6	A3A MIDSIZE SEGMENT CAR	INDIGO/ LOGAN /VERITO		7.50	2.00	45.00	150.00	10%

Contd..

I/We agree with the above

Signature of Bidder/Contractor with Stamp

Name of work: Rate contract for hiring of various segment vehicles (Taxies).
 NIT No: BHEL/HEEP/WEX-WCS/17-18/6230/20170062 DT. 23.09.2017

PRICE BID Contd..

SN	SEGMENT	TYPE OF VEHICLE	Min. Charges/ Day (up to 80 kms & 12 hrs.)/ day	Extra km rate/ km (beyond 80 kms.)	Extra Hill km Rate (Excluding running in plain)	Extra Hour Rate/Hr. (After 12 Hrs/Day in Local Duty only)	Night Halt Rate/Night (After 12:00 am midnight)	% hike on min. charges during peak season (Chaar- Dhaam Yatra) i.e. May-June
			A	B	C	D	E	F
7	DELUXE BUS	BUS 27-SEATER WITH A/C		25.00	10.00	100.00	300.00	10%
8	NON A/C BUS	BUS 52-SEATER WITHOUT A/C		30.00	10.00	100.00	300.00	10%
9	VAN	FORCE TEMPO TRAVELLER WITH AC (12+1 SEATER) OR EQUIVALENT		18.00	4.00	100.00	200.00	10%
10	A4 EXECUTIVE SEGMENT CAR	HONDA CITY/ CIVIC / SX4/ FORD FIESTA/ VERNA etc.		20.00	2.00	150.00	250.00	25%
11	Fuel (Diesel) Price in INR as on date of submission of the Tender							
12	Applicable GST Rate in %							

Notes:

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6. Price variation shall be applicable as Rs. 0.10/km on each rupee increase/decrease in fuel rate from base rate of fuel submitted in tender.

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