



**BHARAT HEAVY ELECTRICALS LIMITED: RUDRAPUR
(HUMAN RESOURCE MANAGEMENT DEPARTMENT)**

No: BHE: RU: HR: GM (I) Car:

Dated 13.11.2014

M/s _____

Open Tender Notice No: BHE: RU: HR: GM (I) Car Services/14-15

Instructions & Opening of tenders:

1. Receipt & Opening of tenders:

- A. The bids in sealed cover I containing technical Bid and sealed cover II containing "Price Bid" should be placed in third envelope super scribing **Supply of A/C Dzire car (model VDi) on rental basis for exclusive use of BHEL.**
- B. Sealed tenders will be received on behalf of Sr. Executive (HR) in his office up to **1400 hrs. (2:00PM) on 28.11.2014** from firms/ agencies having adequate experiences in this field.
- C. Tenders shall be opened on at **1500 hrs. (03.00 p.m.) On 28.11.2014** in presence of parties who wish to be present on the occasion.

2. Miscellaneous:

- A. All entries in the tender document should be in one ink. Erasing and over writing is not permitted. All cancellations and insertions should be duly signed by the tenderer concerned.
- B. Tenderer shall fill in all required particulars in the blank space provided for this purpose in the tender documents and also sign each and every page of the tender documents before submitting the tenders.
- C. In quoting the rates the tenderers are advised to take into account relevant factors, including fluctuations in the market rates etc. No claim will be entertained on this account at a later date.
- D. In the event of tender being submitted by a partnership firm, the tender must be signed separately and legibly by each partner or member of firm, or in their absence by the person holding the power of attorney on behalf of the other partners of the firm concerned. Copies of the partnership deed and the power of attorney must accompany the tender.

- E. BHEL reserves the right to reject any or all of the tenders, partially or in full, without assigning any reasons thereof.
- F. Tenders not submitted on the prescribed form shall be summarily rejected.

3. Validity of Contract:

- A. The contract will be valid initially for a period of one year from the date of its commencement.

4. Earnest money & Security Deposit:

- A. The tenderer shall be required to deposit earnest money of Rs 20000/- (Rupees Twenty thousand) only while submitting their tender and the tender will not be accepted unless earnest money is deposited along with the tender. The Earnest Money shall be in any of the following forms and payable to Bharat Heavy Electricals Ltd. Rudrapur :-
 - (a) Banker cheque / Demand Draft in favour of 'Bharat Heavy Electricals Ltd.'
 - (b) Cash may be deposited with Sr. A.O. (Fin.) in advance and receipt may be attached with offer.
- B. Earnest money shall be refunded to unsuccessful tenderers after finalization of the contract. EMD of successful bidder will be converted into security deposit and will be refunded after completion of tender. SD shall be as per works policy.
- C. If a tenderer withdraws his/her offer after submission of his/her tender after acceptance of his/her tender, fails to start the work in accordance with the instructions, the earnest money deposit shall stand forfeited.

5. Payment

- A. The bill for the work completed will be presented to the HR Department, BHEL, Rudrapur every month. Payment will be made through E-Payment mode only, within one month of submission of bills by the contractor.

6. Termination of the contract:

- A. If the contractor(s) fails or neglects or refuses to observe/performs any of the terms and conditions/obligations of/or under the contract, BHEL may without prejudice to other right terminate the contract without assigning any reason thereof and without any notice and recover from the contractor(s) any damages suffered by it on account of the failure, neglect, refusal, violation or any part thereof including the amount by which the cost of completing the work left by any other agency shall exceed the amount in the contract under this contract.

7. General terms and conditions which will part of contract Agreement:

- A. The car proposed to be hired should be brand **new Swift Dzire AC car (model VDi)**.
- B. The contract shall be initially valid for a period of 01 (one) year, with a provision to extend it further on same terms and conditions at the sole discretion of BHEL depending upon requirement of the company and the performance of the vehicle.
- C. BHEL shall pay monthly rent as per work order awarded. The charges so paid shall be inclusive of all taxes, duties and levies as charged by Govt. from time to time and the total cost of maintenance of the vehicle.
- D. The vehicle should be insured with Insurance agencies under 'Comprehensive' Insurance' terms and Insurance charges, Accidental claim insurance of driver during the contract period shall be borne by the contractor.
- E. The **Driver for the Car will be provided by the contractor**. The driver of the car should hold valid driving license, be well mannered and be free from any infectious disease. The driver should be in a proper uniform, to be supplied by the contractor at his own cost, at all times of duty. The contractor shall arrange to make available the police verification in respect of driving staff arranged by them, from the place of his/their permanent residence. In case it is found that that the service rendered by the hand(s) provided by the contractor is/are not satisfactory, they shall make immediate alternate arrangements.
- F. **The vehicle shall be on normal duty for 12 hours daily on all days of the week (Seven) days.**
- G. The vehicle taken on hire shall be used exclusively by BHEL and after duty the vehicle should be parked in the premises of BHEL.
- H. **The cost of fuel (diesel) for running the car will be reimbursed by BHEL as per the mileage agreed upon which shall not be below 18 (Eighteen) kms. Per litre of diesel. Diesel prices prevailing at Rudrapur shall be applicable for making reimbursement.**
- I. That the contractor will ensure availability of the vehicle at all times. The vehicle shall be released by BHEL for servicing and maintenance on any day for maximum two days in a month, the dates shall be at the sole discretion of BHEL. In case the vehicle is withheld by the contractor for the days over and above the 02 (Two) off days, they shall make immediate alternate arrangement of vehicle. In case of failure to provide an alternative vehicle proportionate deduction shall be made from the dues/monthly bill of the contractor for that particular period.
- J. Two sets of white seat covers and curtains in the vehicle shall be provided with the vehicle and it should be ensured by the contractor that the canvas roof, side and back coverings, Tyres etc. are always in perfect condition.

- K. The vehicle shall be all All India Taxi permitted and the contractor shall be required to take care of Vehicle Registration, Road-tax, Comprehensive and other taxes etc., failing which the vehicle shall not be taken on the duty and BHEL shall have every right to hire another vehicle in its place and adjust the charges from the bill of the contractor.
- L. In case the vehicle meets with an accident while on duty, the contractor shall be responsible for taking care of all the formalities i.e. security of the vehicle, FIR, Insurance & repair etc. and all the claims arising out of it or any other consequential damages as per law. In case any amount is spent by BHEL the same shall be deducted from the dues of the contractor.
- M. This agreement can be terminated after one month's notice from BHEL to the contractor without assigning any reason.
- N. Photocopies of Registration Book, Comprehensive Insurance (of driver & passengers) & Taxi permit and the driver(s)'s driving license etc. shall be deposited in Accounts department of BHEL.
- O. Vehicle will be examined from time to time by HR department of the company and in case any deficiency found by them suitable/necessary and immediate action shall be taken by the contractor.
- P. Monthly charges and/or other charges payable to the contractor shall be paid through E-Payment mode.
- Q. **In case vehicles so hired required to run beyond the specified average of 2500 kms. Per Month, payment for the same will be made for such additional kilometers run in terms of the rates Rs 2.00/- per KM beyond normal fuel charges payable to contractor. The rate of diesel is applicable of Rudrapur city.**
- R. Outstation night Halt Charges beyond 100 KM distance from Rudrapur city will be paid **at the rate of Rs. 200/- per night.**
- S. The vehicles(s) provided by the contractor should always be in good running condition and free from breakdown.
- T. The logbook of the vehicle(s) should be got duly signed at the close of duty everyday by the drivers of the vehicles.
- U. Punctuality/Observance of timings is very important.
- V. Registration of **Employees Provident Fund & ESI** to be submitted along with Tender.
- W. **Rate of over time per Hour for vehicle duty beyond 12Hrs shall be paid at the Rate of Rs. 50/- per Hour.**

8. Miscellaneous:

- A. The contractor should be registered with the appropriate authorities, necessary proof(s) of which should be produced prior to the awarding of contract failing which the contract shall not be awarded under any circumstances.
- B. Parties should be registered/bonafide having a contract phone number (Landlines and/or Mobile)
- C. Any deviation with ulterior motive / manipulation of any sort during the tenancy of the contract shall be /will be considered as a breach of contract and the same will be liable for cancellation immediately without any advance notice.
- D. Contract may also be terminated by BHEL on serving of an advance notice of one month without assigning any reasons thereof.

9. Arbitration:

- A. All disputes between the contractor and BHEL arising out of or relating to the awarding of contract and its operation shall be referred to the arbitration of person to be nominated by Addl. General Manager, Bharat Heavy Electricals Limited, Component Fabrication Plant (CFP), Rudrapur and the decision of the arbitrator shall be final and binding on the parties.

10. Jurisdiction:

- A. All disputes claims or actions arising out of under or in connection with the contract shall be subject to the exclusive jurisdiction of the courts having jurisdiction over BHEL, Rudrapur.

Signature with Seal:

Name:

Address:

E-Mail Address:

Contact Phone No(s)

PRICE BID

(To be submitted in a separately sealed envelope)

For supply of new Swift Dzire AC car (model VDi):

Description of Scope	Rate per month (Rs.)
Monthly Rental Charges for Supply of New Swift Dzire AC car (Including Driver) Fuel charges shall be reimbursed as per clause 7 (H) Additional payment for car running beyond 2500kms per month shall be as per clause 7 (Q) Outstation halt charges shall be as per clause 7 (R) OTA shall be as per clause 7 (W)	

DECLARATION:

This is to declare that the above monthly charge is inclusive of all taxes, duties & levies as charged by Govt. from time to time and the total cost of maintenance of the vehicle. The vehicles to be supplied by the undersigned to BHEL is registered as 'Taxi' with the vehicle registration authorities and vehicle is insured with Insurance agencies under 'Comprehensive' Insurance' terms.

Signature with Seal

Name:

Address:

E-Mail Address:

Contact Phone No(s)