



भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited
Amorphous Silicon Solar Cell Plant, Gurgaon
Mailing Address : BHEL-ASSCP, C/O BHEL HOUSE, Siri Fort, New Delhi - 110049
Phones : +91-124-2579217, 219, 222, 223, 224
Fax : +91-124-2579221 E-mail

To:

Ref: **ASP: TPT: AK:510D**

Date: **29.02.16**

Sub: **Requirement of two 4+1 seater and one 6+1 seater Vehicle on Monthly Rate Contract**

Sir,

1. Quotations are sought from reputed transport contractors with sound financial background for transportation of our company staff from
 - a) Sector 5 Gurgaon,(4+1 Seater)
 - b) Sector 10A Gurgaon,(6+1 Seater)
 - c) Sector 8 Dwarka, Delhi (via Vasantkunj) (4+1 seater)to BHEL- ASSCP, Gurgaon and other official duties on monthly contract for a period of two years w.e.f. 01/04/2016.
ASSCP is located at Gwalpahari on gurgaon-Faridabad Highway and is about 3 Km from Mandi village and about 10 Km from Mehrauli

Last date for receiving bids at:

- a. BHEL-House, Siri Fort, New Delhi-110049 is 1500 Hrs , 25.03.16
- Or
- b. BHEL-ASSCP Gurgaon - Faridabad Road, Gwalpahari, Gurgaon is 1000 Hrs.26.03.16

Opening of Tender is at BHEL-ASSCP Gurgaon - Faridabad Road, Gwalpahari, Gurgaon on 26.03.16 from 1100 Hrs onwards.

Price Variation:

Any increase / decrease in hiring rates will be regulated as per the following formula based on the cost of fuel:

$$\text{(Revised rate of fuel – base rate on which contract was awarded*)} \times 0.60$$

Base rate of Fuel

*** Base rate will be Cost of CNG (In Gurgaon)per Kg at the start of contract**

Present rate as on 29.02.16 is Rs 37.8/Kg (in Gurgaon)

Quotations should to be submitted in two parts – Techno-Commercial bid and the financial bid in two separate sealed covers. (Formats enclosed).

The above mentioned two sealed envelopes must be packed together in third sealed cover along with Annexures and addressed to:

**Dr A K Saxena
AGM & Head/ ASSCP Gurgaon
C/o BHEL House, Siri Fort,
New Delhi 110049**

Quotation can also be deposited in the tender box located at security Gate of BHEL ASSCP.
Alternatively tender documents can be downloaded from our website **www. bhel.com**

Offers can also be submitted through email and have to be sent in PDF format to Email ID asscptender@bhel.in. Copies should not be marked to anyone. The email offer should have two attachments. One attachment shall contain technical and commercial bid. The second attachment shall contain Price bid. The subject of email should contain Enquiry No, Enquiry date and Due date.

Yours faithfully,

For ASSCP-gurgaon

Specifications for rate contract of Transport Services on Sector 5, Sector 10 A
Gurgaon and Dwarka ,Delhi (via Vasant Kunj) to ASSCP, Gurgaon route

1 Quotations are sought from reputed transport contractors with sound financial background for running three vehicles (not older than **December 2011** model) to transport our company staff from

a Sector-5 Gurgaon, (4+1 seater vehicle)

b Sector-10A Gurgaon, (6+1 seater vehicle)

c Sector 8 Dwarka, Delhi(via Vasantkunj)(4+1 seater vehicle)

to BHEL- ASSCP, Gurgaon and other official duties on monthly contract for a period of two years w.e.f. 01/04/2016.

The following Price Variation Clause shall be used*

Any increase / decrease in hiring rates will be regulated as per the following formula based on the cost of fuel:

(Revised rate of fuel – base rate on which contract was awarded*) x 0.60

Base rate of fuel

****Base rate of CNG (in Gurgaon) as on start date of contract i.e. 01.04.2016 will be taken***

Current rate of CNG is Rs. 37.8 /Kg

SCHEDULE OF WORK / VEHICLE

Particulars	Value
1. Assured Kms.	: 2500 Km/Month
2. Assured Minimum Amount *	: To be quoted in Price Bid
3. Rate / extra km.*	: To be quoted in Price Bid
4. Normal duty hours	: 7 AM to 7 PM (12 hours per day)
5. Extra duty rate / hour	: To be quoted in Price Bid
6. Night Duty rate (after 11.00 midnight) :	To be quoted in Price Bid
7. Parking, Toll, taxes, if any	: Extra, as applicable, will be paid by BHEL

Annexure-1

Techno-Commercial Bid With Terms & Conditions

*(Fill appropriate Columns and put this bid along with Annexure A ,B&C in a separate sealed cover and super-scribe
"Techno-Commercial Bid – Dwarka and Gurgaon Route*

Pre Qualification Criteria

Sl.No	Description	Details
1	Experience of successfully completed similar work during last 7 year ending 31.01.2016, should be either of following (kindly attached proof) <ul style="list-style-type: none">• Three Similar* completed work costing not less than amount equal to Rs.8.7 Lakhs.• Two similar completed work costing not less than amount equal to Rs. 11.6 Lakhs.• One similar completed work costing not less than amount equal to Rs. 17.4 Lakhs.	
2	Financial Turnover of Last 3 years ending 31.03.2015 should be at least Rs. 8.7 Lakhs. <ul style="list-style-type: none">a. Year 2012-13b. Year 2013-14c. Year 2014-15	
3	PAN/TAN No.	
4	Acceptance to E-Payment	
5	Service Tax Registration number	
6	Solvency Certificate for a value of minimum Rs. 2 Lakhs	

*** Similar work is defined as running of passenger transport /cab operator/taxi services for central/State Govt. Department/Autonomous bodies /PSUs/Industries /Schools/ others.**

Additional Information

1	Name of vehicle owner	
2	List of vehicles available	Attach list as Annex-1 (in case of breakdown of regular vehicle, alternate vehicle of same capacity should be available)
3	Experience (existing clients)	Attach list as Annex-2
4	Constitution of company	(Proprietorship/ Partnership firm/ Company)
5.	Service tax scheme opted (submit Annex A/B in case of abatement/non-abatement)	

Terms and conditions

1. Garage Location :

Vehicle 1: Sector-5, Gurgaon

Vehicle 2: Sector-10A, Gurgaon,

Vehicle 2: Sector-8, Dwarka, Delhi

2. Type of Fuel used : CNG

3. Model of vehicle : Not older than December 2011

4. The vehicle must have commercial registration with all due permits required to run such transport services as per Motor Vehicle Act. The deployed vehicle should be company approved for 6+1 and 4+1 seating arrangement

5. The work to be carried out under this work order will be in the manner approved by Bharat Heavy Electricals Limited, ASSCP Plant, therein after called BHEL.

6. All charges on account of fuel, License fee, Insurance and other connected expenses in connection with the vehicle shall be borne by the contractor.

7. The Toll Tax, Haryana / Delhi state Passenger Tax and parking charges if any will be paid by contractor and the same will be reimbursed by BHEL/ASSCP on submission of actual / original receipts.

8. Period of Contract: 2 years w.e.f. 01/04/2016 to 31/03/2018 (with Trial period of 3 months from 01/04/2016 to 30/06/2016 and extension upto 31/03/2018 on successful completion of the trial period)

9. No work under this work order shall be assigned or sublet without the previous written approval of BHEL. Vehicle(s) deployed shall be owned by the proprietor / the company submitting the quotation. It is required to deploy one vehicle and one driver for the entire period of the contract except for emergency reasons. The driver shall be provided with a working mobile phone.

10. The contractor shall indemnify and keep BHEL indemnified against all claims arising out of the negligence or misconduct in the execution of this work order.

11. A Security Deposit amounting to Rs. **1, 50,000/-** shall be deposited by the successful contractor before the release of Work Order, which is refundable only after successful completion of work order. BHEL shall be entitled to recover any payment made on behalf of the contractor under any law or otherwise.
12. The general conditions of contract of BHEL shall also apply to this work order to the extent they are not inconsistent with any of the conditions stipulated herein.
13. In case of breakdown / failure of the vehicle, the contractor shall arrange and provide alternate vehicle of similar model and condition without any delay and extra cost. If the contractor fails to arrange the designated or alternate vehicle, alternate vehicle may be arranged by BHEL, the actual cost of which along with a penalty as given below will be deducted from the contractor's monthly bill. The **minimum assured KM and minimum assured amount will also be deducted proportionately.**
The penalty rates are as follows
 - a) 1st Time : Rs 400
 - b) 2nd Time: Rs 600
 - c) 3rd Time : Rs 800
14. Non availability of vehicle (for any reason) during office hours shall be penalized on actual expenditure basis incurred by deploying another official vehicle for doing duty. Actual expenditure along with an amount of Rs 400 shall be deducted for each non compliance
15. Punctuality of time should be maintained. Delay of 15 minutes or more (at starting point), for more than two times a month will attract a penalty of Rs.400 / day (3rd time onwards).
16. Contract can be terminated at any time if the contractor fails to fulfill the contract requirement, BHEL / ASSCP also reserve the right to terminate the contract without any notice and or assigning any reason. No compensation will be paid for the termination of the contract before the expiry of the contract. If the contract is terminated in between the month, the payment shall be made on actuals on pro-rata basis. The contractor can also terminate the contract by giving a notice period of at least one month.
17. The driver should be in proper uniform, courteous and well behaved. The driver should be given a working mobile phone and enough money to meet any expenditure on fuel, parking, repair & maintenance etc. Each non-compliance of this will attract a penalty of Rs.400/-
18. If at any time, any question, dispute or difference on matters connected with this work order should arise, the same shall be referred to arbitration of a person to be nominated in this behalf by the AGM & Head, ASSCP, Bharat Heavy Electricals Limited, ASSCP and decision of the arbitrator shall be final and binding on the parties. Subject as aforesaid, the Arbitration Act, 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply the arbitration proceedings under this clause.
19. The bill may be submitted on or around 5th of the month and the payment will be made on or around 20th of the month, subject to verification and completeness of documents.
20. Driver shall maintain a logbook and ensure that all entries for the vehicle duty are signed by our vehicle incharge /person using the vehicle. The log book shall be deposited along with the bill every month.
21. Intended vehicle for deployment should be shown along with all documents to BHEL before work order

I hereby accept all the above mentioned Terms and Conditions.

Date:

Signature of the party with Seal

Financial Bid for 6+1 seater Vehicle
(To be given on company letter head)

Date:

	Garage Location	Sector 10A Gurgaon
1	Assured Kms.	: 2500 Km per month
2	Assured Minimum Amount *	: Rs
	(Taxes Like HaryanaTax, Toll shall be paid extra)	
3	Rate / extra Km.*	: Rs
4	Normal duty hours	12 hours from 7 AM to 7 PM
5	Extra duty rate / hour	: Rs
6	Night duty rate (after 11.00 Midnight till 06:00 AM)	: Rs
7	Government taxes	
	HARYANA TAX	: Rs
8	Total Amount (2+7)	
9	Service tax as per prevalent guidelines:	
10	TOTAL PRICE per month	: Rs
PRICE(in words)		

(Party's Signature with seal)

* Dependent on prevailing fuel rate as per price variation clause

(Put this bid in a separate sealed cover and super-scribe "Financial Bid – Sector 10 A Gurgaon Route")

Financial Bid for 4+1 seater Vehicle
(To be given on company letter head)

Date:

	Garage Location	Sector 5 Gurgaon
1	Assured Kms.	: 2500 Km per month
2	Assured Minimum Amount *	: Rs
	(Taxes Like Haryana Tax and Toll tax shall be paid extra)	
3	Rate / extra Km.*	: Rs
4	Normal duty hours	12 hours from 7 AM to 7 PM
5	Extra duty rate / hour	: Rs
6	Night duty rate (after 11.00 Midnight till 06:00 AM)	: Rs
7	Government taxes	
	HARYANA TAX	: Rs
8	Total Amount (2+7)	
9	Service tax as per prevalent guidelines:	
10	TOTAL PRICE per month	: Rs
	PRICE(in words)	

(Party's Signature with seal)

* Dependent on prevailing fuel rate as per price variation clause

(Put this bid in a separate sealed cover and super-scribe "Financial Bid – Sector 5 Gurgaon Route")

Financial Bid for 4+1 seater Vehicle
(To be given on company letter head)

Date:

	Garage Location	Sector 8 Dwarka, Delhi
1	Assured Kms.	: 2500 Km per month
2	Assured Minimum Amount * (Taxes Like HaryanaTax , MCD Tax and Toll shall be paid extra)	: Rs
3	Rate / extra Km.*	: Rs
4	Normal duty hours	12 hours from 7 AM to 7 PM
5	Extra duty rate / hour	: Rs
6	Night duty rate (after 11.00 Midnight till 06:00 AM)	: Rs
7	Government taxes	
	a)MCD Tax	: Rs
	b) HARYANA TAX	: Rs
	Total(a+b)	: Rs
8	Total Amount (2+7)	
9	Service tax as per prevalent guidelines:	
10	TOTAL PRICE per month	: Rs
PRICE(in words)		

(Party's Signature with seal)

* Dependent on prevailing fuel rate as per price variation clause

(Put this bid in a separate sealed cover and super-scribe "Financial Bid – Dwarka Route")

***Fill appropriate Columns and put this along with Techno commercial bid in sealed cover and super-scribe
“Techno-Commercial Bid – Dwarka and Gurgaon Route***

Annexure A

S No	Description	Individuals/Partnership Firms/HUF/AOP (Amount in Rs)	Others (Public Ltd., Pvt Ltd., etc) (Amount in Rs)
1	Amount of Service Tax payable by the party for the work		
		If claiming abatement, write 0% in the box above . If not claiming abatement ,write 60% in the box above.	If claiming abatement, write 40% in the box above . If not claiming abatement ,write 100% in the box above.
2	Amount of Service Tax payable by BHEL as service recipient under reverse charges.	40% payable by BHEL	0%

BHEL shall work out the "schedule of Rates" after consideration of combined effect of your quote in the price bid plus quantum of service tax , as applicable to respective bidders and accordingly arrive at the L1 rate (Cost to Company).

Signature
With name, Designation & seal of firm

***Fill appropriate Columns and put this along with Techno commercial bid in sealed cover and super-scribe
“Techno-Commercial Bid – Dwarka and Gurgaon Route***

Annexure B

DECLARATION REGARDING THE STATUS OF THE FIRM AND ABATMENT

I/We hereby declare the status of my /our firm is _____ (mention whether individual/HUF/Firm/AOP/Public Ltd/Pvt. Ltd.,etc) and that I have/have not (tick the applicable) availed abatement under notification No 26/2012-ST dated 26.06.12(www.servicetax.gov.in/notifications/notfns-2012/st26-2012.htm) and I/We have not taken CENVAT credit on input , input service and capital good under the CENVAT credit rules-2004.

Signature
With name, Designation & seal of firm

**Fill appropriate Columns and put this along with Techno commercial bid in sealed cover and super-scribe
“Techno-Commercial Bid – Dwarka and Gurgaon Route**

Annexure C

AUTHORISATION LETTER FOR E-PAYMENT/ NEFT / RTGS	
New EFT/Revised EFT (Pl tick one)	
DETAILS OF PAYEE	
1 Vendor code/Staffno	
2 Name	
3 Address	
3a	
3b	
3c	
4 City with PIN Code	
5 State	
6 PAN	
7 TIN	
8 Service Tax Regn No	
9 Contact No. (with STD code)	
10 Contact Person,Design	
11 Fax no(with STD code)	
12 Website	
13 Email Id	
DETAILS BANK ACCOUNT FOR NEFT/RTGS	
14 Vendor Name (as per Bank Records)	
15 Bank Name	
16 Bank Branch	
17 Branch Code	
18 Branch Address	
19 Branch Phone No.	
20 Account No.	
21 Account Type: SB/ Current/Other	
22 MICR Code (9 digit)	
23 IFSC Code (11 char)	
<p>I, as an authorized representative / owner of the above named company/ individual payee, hereby state as under</p> <ol style="list-style-type: none"> 1) Enclosed herewith is a cancelled cheque in support of bank details 2) Request and Authorize BHEL-ASSCP Gurgaon, to make payments electronically to the designated bank account with bank charges, if any, to our account. 3) If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold BHEL / transferring Bank responsible. 4) I hereby certify that the particulars given above are true, complete and correct 5) This authority remains in full force until BHEL receives and acknowledge written notification requesting change or cancellation. 	
Date:	Signature of Authorised Signatory (with Seal) Name/Design
To	Executive (Finance) BHEL-ASSCP Gurgaon