

Bharat Heavy Electricals Limited
Electronics Division
Mysore Road, Bangalore — 560 026

**Tender Document for Hiring of Taxi vehicle for
daily transportation at NTPC Singrauli 15MWp SPV plant
site at Singrauli.**

TENDER DOCUMENT SUBMISSION DUE DATE: 15/02/2016, 13.00 HOURS
TENDER OPENING DATE: 15/02/2016, 13.30 HOURS

This Tender Document contains 6 sheets as below

(j)	Covering letter:	1 sheet
(ii)	Section 1 — General terms:	2 sheets
(iii)	Section 2- Scope, Terms & conditions:	2 sheets
(iv)	Section 3 — Bid format for Indigo:	1 sheet

After filling in the relevant data and with signature / signing on all sheets.
the entire bid document should be enclosed in a sealed envelope and
superscribed with the name & address of the tenderer.

The sealed envelope should be addressed to:

**DGM (SC & PV — Engineering),
Fifth floor, NEB building. BHEL Electronics Division,
Mysore Road,
Bangalore — 560 026.**

SECTION 1
GENERAL TERMS

The offer shall be submitted as a single part in a SEALED ENVELOPE and prominently superscribed with the Tender Enquiry Ref. Number and due date as mentioned in the covering letter.

The bidder is requested to carefully and thoroughly read the instructions/ documents sent to them. For any further clarifications BHEL Singrauli Site Engineer may be contacted.

The bidder is advised to visit site to familiarize themselves with the site conditions before submitting the offer.

Type of vehicle : TATA Indigo A/c. Also indicate whether having Taxi permit (Yes or No), if yes, please indicate type of permit.

Payment terms : Payment will be made from Head quarters (Bangalore) within 30 days from the date of receipt of bill along with log book entries as certified by BHEL's Singrauli Site Engineer.

Payment can be released by EFT (Electronic Fund Transfer). The Contractor shall confirm his acceptance for this arrangement of payment as per point no. 3 of 'Notes under Section 3 "Bid Format"'.
Price quoted under Sl. No. 2 of "Section 3" shall be increased or decreased based on the diesel price variation from subsequent month.

TDS deductible:

Income tax as applicable shall be deducted while releasing the payment. TDS certificate for the year will be issued in the next financial year. For this purpose contractor shall furnish photo copy of PAN card issued by Income Tax Department. TDS at 1% will be deducted when the Contractor has submitted copy of PAN card, otherwise 20% will be deducted.

Sub Contract: The contractor shall not sublet any portion of the contract without written permission of BHEL's representative.

Arbitration : Except if otherwise provided for in the contract all questions and disputes relating to the specification, instructions, orders of the execution or failure to execute the same whether arising during the tenure of contract or on completion shall be referred to the sole arbitration of Additional General Manager/SCPV-Engg, BHEL-Electronics Division, Bangalore.

Validity : The offer submitted by the contractor shall remain valid for acceptance for a period of 90 days from the date set for opening of tender.

Scope of work and acceptance of Terms and conditions : The contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by BHEL-EDN, which are based on the lack of such dear information or its effect of the cost of the works to the contractor.

Submission of offer by the contractor implies that he has read all the tender conditions and has made himself aware of

- the scope of work
- Specification of the work to be done
- Local conditions
- Other factors bearing on the execution of work.

Firm price : The rate quoted shall be firm throughout the tenure of the contract and shall be inclusive of all applicable taxes as may be applicable and BHEL-EDN shall entertain no claim, whatsoever, on this account.

Validity and termination of the contract: The contract shall be valid initially for a period of EIGHT months from the date of award which can be extended further on same terms and conditions based on site requirement. The contract may be terminated by BHEL-EDN by giving a notice of 07 (seven) days' notice and no compensation shall be paid for remaining period of the contract period.

Maintenance of vehicle : One day per month shall be allowed for maintenance purpose. In such a case the contractor shall arrange an alternate vehicle.

Contractor

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SECTION 2

Scope and Terms & conditions :

1. The vehicle deployed should have standard tools, first aid kit and stepny in healthy condition. The vehicle will be maintained clean both inside & outside on a daily basis.
2. Kilometer reading meter of the vehicle shall be in healthy condition. Defective meter shall be set right within 24 hours failing which a deduction of Rs.100.00 per day shall be effected.
3. Toll / Border Tax / Parking charges will be reimbursed by BHEL upon production of documentary evidence.
4. In case of non-availability of vehicle for minor/major breakdown an alternative vehicle shall be arranged for maximum of seven days for minor breakdown and about twenty-one days for major breakdown. However, the arrangement of alternative vehicle shall be allowed subject to fitness, roadworthiness and proper documentation of vehicle. If the alternative arrangement is continued beyond twenty-one days, BHEL-EDN reserves the right to terminate the contract and impose penalty of one month rental charges from the contractor. The vehicle provided in these conditions shall be of model not earlier than to existing one.
5. The contractor has to pay minimum wages to the driver/s as per the Government notification from time to time considering driver as a skilled labour.
6. The contractor shall submit the insurance of the car which includes the insurance of the driver also (valid during the tenure of the contract) after the receipt of work order.
7. All expenses towards salary of driver/s. repair & maintenance, engine oil. damages due to accident, comprehensive insurance, road tax, or any other renewals, etc. shall have to be met by the owner of vehicle.
8. The driver/s so deployed must have the valid driving license. Driver/s so employed should not be under the influence of liquor or intoxicated during the duty hours.
9. Refusal to perform duty by the driver/s will be treated as non-deployment of the vehicle for that particular day and deduction at the rate of three times per day rental charges will be recovered. The decision of BHEL's representative will be final for effecting such penalty after evaluating the merit of such incidence.
10. In case of misbehavior by the driver/s. the contractor has to take immediate action and the decision of BHEL's representative in this regard will be final and binding.
11. The driver/contractors representative will meet the BHEL's representative regularly to get instruction regarding the deployment of the vehicle.
12. Should the vehicle deployed meet with an accident, no claim on account of damage to the vehicle or the persons traveling in such vehicle including the employees of the contractor, driver/s cleaner of the vehicle shall be entertained by the company.
13. Should the vehicle deployed by the contractor meet with an accident due to reasons attributable to the contractor or his employees and cause damage to the persons/property of the company, the contractor shall be liable to make good such losses in the manner as prescribed by the company.

14. The company shall further be entitled to recover the amount so paid by way of compensation under the aforesaid act or under any other law by deducting the sum from bill or from any other sum due to him.
15. The bill along with log book/trip sheet and any other document/s as required by BHEL's representative will be submitted to BHEL on completion of a month.
16. The bid is to be submitted with covering letter in the contractor's letterhead.

Contractor

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SECTION 3**BID FORMAT (INDIGO A/C)**

Name of the Contractor :

Contact No. :

Address :

Type of Taxi Permit : National / State/Mandal

Details of vehicle offered :

Service Tax registration :

PAN No. of the operator :

PAN card copy attached : YES / NO

Service Tax Reg. No :

Sl. No.	Description	Qty (A)	Unit	Unit Rate in Rupees (B)	Amount in Rupees (A)*(B)
1	Hiring of Indigo A/C vehicle with a minimum seating capacity of 1+4, which includes one driver on monthly basis for 12 hours running per day, total run 3000 Kms/month.	5	Month		
2	Rate/Km, considering prevailing diesel Rate of Rs 50.33/ltr	15000	Kms.		
3	Overtime Payment after 12hrs duty (30hrs/month)	150	Hrs.		
4	Out station stay at night	20	Stays		
	TOTAL AMOUNT (Rs) excluding taxes				

Note:

- 1) Value indicated by the bidder on Total Amount will be the basis for finalizing the L1 bidder.
- 2) Service tax @ 14.5% on 40% of billing value works out to 5.8%. The same is applicable on the prices quoted. BHEL shall deduct and remit the service tax amount under Reverse Charge Mechanism. 1% TDS will be deductible from my monthly bills.
- 3) I agree to receive payment through EFT to the above mentioned bank a/c number.
- 4) I hereby affirm that I have read and understood all the terms and conditions of the tender and agree to abide by the same.
- 5) The above offer is valid for a period of 90 days from the tender opening date.

Place:

Date:

(Signature of the contractor)