

Tender Details

Tender no.	02/2012-13
Unit	BHEL,IVP Goindwal Sahib
Address	433, Industrial complex , Industrial Valves Plant Goindwal Sahib,-143422
Telephone no.	01859-224621
Fax No.	01859-222061
Tender Title	Hiring of Indigo CS/AC Car on contract Basis for a period of one year.
Estimated Tender value	Rs. 4.32 lacs.
EMD Value	Rs.10000/-(Rs Ten thousand)
Tender document cost	Rs.200/- (Rs. Two Hundred only)
Date of issue of notification	11.01.2013
Date of closer of sale of tender documents.	1st Feb. 2013. At 1300 hrs.
Date of submission of completed documents.	1st Feb .2013 upto 1430 hrs
Date of opening of Techno commercial Bid	1st Feb. 2013 at 1500 hrs.

The tender documents can be taken from the office of Sr DGM/HR,Civil & MM on any working day from 11.01.2013 AN to 01.02.2013 upto 1300 Hrs. by paying Rs.200/- (The tender document cost) .The same can be obtained thru post by sending a DD of Rs .200/- in favour of BHEL Goindwal ,payable at Goindwal from above said office.

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BHARAT HEAVY ELECTRICALS LIMITED
INDUSTRIAL VALVES PLANT,
433, INDUSTRIAL COMPLEX, GOINDWAL
TARN TARAN, PUNJAB, PIN-143422
Web site: www.bhel.com

Telephone Number-01859-224621, Fax No-01859-222061

Sealed tenders in two parts (i) Part A:Techno Commercial Bid & (ii) Part –B: Financial Bid) are invited on behalf of the BHEL,IVP,Goindwal for Hiring one vehicle i.e. 01 Indigo CS(AC)for local /out station travels for a period of 01 years and the same can be extended for another one year with mutual consent on same terms and conditions. The vehicles model should not purchase earlier than December 2012.The bids are invited from Proprietor/Prospective contractors /Agencies for deployment of above said vehicle.

The tender document may be purchased directly from the office on any working day by paying Rs.200/-(Two Hundred only) as the cost of the tender document or the tender document can be directly downloaded from the BHEL, website.www.bhel.com and tender cost of Rs.200/-(Two hundred Only) may be attached in the form of DD favoring Bharat Heavy Electricals Limited and payable at Goindwal only towards the cost of tender document.

Important Conditions

- i) Charges shall be paid as per mentioned in price bid.
- ii) The contract shall be initially for a period of 1 year with immediate effect and extendable for further period of 01 year or more as decided mutually.
- iii) If the company is not satisfied with the service/condition of the vehicle, the company is at liberty to terminate the contract at any time.
- iv) Statutory deductions will be applicable

- v) The vehicle shall normally operate in and around Goindwal, Amritsar, Jalandhar, Kapurthala Ludhiana, in addition to local travel, the vehicle may also be required to go to cities like Delhi and other cities for which the intending bidder must have all valid permits for such out station journeys or the bidder shall arrange the permit for the journey with his own cost. No payment shall be made by BHEL for procuring such permits.
- vi) The vehicle will be called normally on working days .However the vehicle may be called on Sunday and holidays', as per requirement. The extra charges for Sunday/Holiday will be given as mentioned in the price bid format.

(Signature of authorized signatory of the Party)

GENERALS TERMS & CONDITIONS FOR TAXI HIRING CONTRACT

Vehicle

- 1) EMD: Rs.10000/-(Ten Thousand Only) will be deposited by the contractor towards earnest money deposit. The successful bidder's earnest money will be converted towards the security deposit and the unsuccessful bidders EMD will be refunded within 15 days' time from the date of execution of the contract with the successful bidders.
- 2) Security deposit: Rs.10000/-(Ten Thousand Only) has to be deposited before the execution of the contract. However the successful bidder's EMD will be converted towards security deposit.
- 3) The vehicle provided by the contractor shall be maintained in excellent running condition during the period of contract and the vehicle provided should be thoroughly washed and cleaned. The vehicle model should not be purchased earlier than December 2012.
- 4) The vehicle shall be used for local/outstation journeys by BHEL officials/Guests depending upon the requirement.
- 5) Air-conditioning system (Cooling/heating) should remain in operation as per requirement of travelling officials. No extra charges will be paid for it.)

- 6) In no case a vehicle that is not registered, shall be supplied to BHEL, Goindwal and taxes, insurances, road taxes etc due on such vehicles shall be liability of the contractor.
- 7) In case of break down, the vehicle can be replaced by suitable vehicle immediately. In case the alternate vehicle is not provided, BHEL is free to engage another vehicle to complete the remaining journey at the cost of the contractor. In addition a penalty of Rs.200/- will be imposed on each such occasion.
- 8) If the number of break down exceeds three in a month, the penalty of Rs.500/- per break down per vehicle will be charged from the fourth break down.
- 9) In case of non-availability /non providing the vehicle on any day, alternative vehicle shall be hired by BHEL at the cost of the contractor. A penalty of Rs.500/- Per taxi per such occasion shall be imposed.
- 10) The monthly running of the vehicle should be 3000 kilometers approximately for both local and outstation travels. This is only indicative and the vehicle would require to run more or less than this figure as per requirement without any limit. The speedometer of the vehicle will be jointly signed by the owner or his authorized representatives and a person in charge, BHEL. No vehicle without working Speedo meter shall be acceptable. The extra charges for running more than 3000 kilometers is mentioned in the Price bid.

11) Documents:

- 2.1 The vehicle must have proper and complete documents in compliance to Motor Vehicle Act. The liability under relevant sections of motor vehicle act 1968 and IPC causing death or permanent disability developed in the

vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law.

2.2 The vehicle should have comprehensive insurance coverage including for the driver.

2.3 The contractor has to ensure that the vehicle fulfills all the norms prescribed by the Central Government / State Transport Authorities in regards to Pollution, Road Tax etc from time to time and any liability on account of above will have to be borne by contractor.\

2.4 Submit copy of PAN Number

3) **Timings:**

3.1 The Vehicle shall normally be deployed for 10 hours and should be parked inside the factory premises as space provided by BHEL .The driver has to report for duty at 9.00 AM) and driver retained or worked more than 10 hours will be provide over time @ Rs.30/-(Rupees thirty Only) per hour. .In case non providing or delays in reporting more than 15 minutes(as time schedule mentioned) or a part thereof a penalty of Rs.100/- will be charged beyond the stipulated reporting time.

3.2 The Contractor shall ensure the running of Taxi on the stipulated timings given by the Company and also in compliance to any further direction given by the officials of the Company or officials travelling by the taxi.

4) **Driver:**

- 4.1 The contractor shall provide driver, in proper uniform fully conversant with different routes to undertake journey by the shortest route.
- 4.2 The driver should always be polite, courteous and able to communicate properly
- 4.3 The contractor shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. BHEL, Goindwal shall have no direct or indirect liability arising out of such negligence, rash and impetuous driving which is an offence under section -29 of IPC and any loss caused to BHEL, Goindwal have to be suitably compensated by contractor.
- 4.4 The driver should have sufficient cash to pay any toll tax / parking charges / entry tax as and when required and also should be in position to pay for any minor repairs necessitated due to sudden breakdown of the vehicle on the road. In no case, money should be borrowed from the occupant of the taxi. Any payment to driver including his food and incidental shall be borne by contractor.
- 4.5. The engagement and employment of driver and payment of wages to them as per the existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws and regulations shall be deemed to be breach of this contract. The contractor or the agency has to ensure the payment of minimum wages to the driver as per the minimum wages act 1948. In no such case the driver will be paid under

wages, by taking in to consideration of the minimum wages of the driver, the party can quote the price accordingly.

4.6 He will abide by all the rules & regulation required for drivers of commercial vehicle. He must be provided a mobile by the contractor.

4.7. In case of any emergency payment of money by BHEL official for purposes mentioned in Para 4.4, the same will be recovered from next bill along with 10% overhead charges.

5) Validity of Rates:

The quotation will remain valid for a period of 45 days from the date of opening tender.

6) Rates:

6.1 The quoted rates will be FIRM during the validity of the contract.

6.2 The Company will reimburse the toll tax / parking charges against production of proper receipts and should be claimed by contractor from the Company along with the monthly bill. Without proper receipt Company is not liable to pay any toll tax / parking charges.

6.3 Payment for vehicle running, duty in excess of 10 hrs / day, running more than 3000 kilometers , night halts at outstation and duty on Sundays shall be paid extra at the rates specified in the price bid format (under fuel and extra charges).

6.6 Service Tax shall be paid extra (if applicable).

7) Billing & Payment:

- 7.1 Bills shall be submitted for payment within 30 days after use of vehicle.
- 7.2 Vehicle owner will maintain logbook and will get each journey signed from the concerned official. Copy of the logbook will be submitted along with monthly bill. Starting & closing journey will be reckoned from the garage notified in the offer.
- 7.3 Income Tax shall be deducted at source from the running bill as per applicable Income Tax Rules and other statutory requirement from time to time.
- 7.4 In case of award of the work, the payment will generally be made on monthly basis within 15 days through A/c Payee Cheque / NEFT after receipt of the complete bill in duplicate and verification within BHEL by actual user and certification by Officer-in Charge for satisfactory completion of the work. Only bill will be processed when the log book is properly filled, meter starting and Ending, purpose of journey is clearly mentioned, driver signature, user signature is made otherwise the bill cannot be processes. No advance money will be paid under any circumstances.
- 7.5 The Company shall not be responsible for any other payments either towards running expenses, repairs or salaries and wages of driver, local/outstation boarding & lodging of driver etc and also the whole responsibility rests with contractor in case of accident or any other matter.

8) General

- 8.1 The contractor shall ensure that no inconvenience is caused to the user of the Taxi due to noncompliance of rules and regulations pertaining to running of the vehicle under the Motor Vehicle Act and other statutory provisions.
- 8.2 In the event of breakdown of the vehicle at any time, the contractor shall arrange replacement of vehicle immediately on break down on same terms and conditions.
- 8.3 In case of non-satisfactory performance/service or poor condition of the vehicle, the management reserves the right to terminate the contract any time without giving notice and without any financial implications to Company
- 8.4 If the contractor wants to terminate the contract, he / she shall give one month notice in lieu thereof, if the party fails to give notice for termination of the contract Security deposit will be forfeiture.
- 8.5 If the contractor is unable to arrange the taxi/vehicle on any day or against breakdown, he shall have to pay the first party compensation by way of charges incurred by the first party by having made alternate arrangements.
- 8.6 In case of dispute of any kind and in any respect whatsoever, the decision of BHEL, Goindwal shall be final and binding.
- 8.7 The disputes, if any, arising out of this contract will be subject to the Jurisdictions of Hon'able Courts in Tarn Taran only.

Tajinder Singh

Sr.DGM (HR , Civil & MM)

Techno Commercial Bid Form

Tender No: 02/2012-13

To

Sr.DGM (HR & Civil)

BHEL, IVP, Goindwal

Sub: Sealed tender for Hiring of Indigo CS /AC Car for local and out station Journeys.

Sir, With reference to tender No.....inviting quotations for hiring of above said vehicle for local and out- station journeys. We have read the terms and conditions in the bid document and accept the same. We bid for this vehicle and furnish the following documents.

- 1. Nature of the firm: Partnership/proprietary/Company**
- 2. EMD: of Rs.....in the form of DD payable at PNB, Goindwal Sahib favoring Bharat Heavy Electricals Limited and payable at Goindwal.**
- 3. Photocopy of RC papers ofwith models and registration number.**
- 4. Copy of PAN**
- 5. Service tax Registration Number (if Applicable).**

***In case the bidder wants to deploy new vehicle, documents in respect of that vehicle are submitted within 15 days from the date of LOI. In respect of new vehicle the part /agency/contractor may give undertaking for supply of new vehicles.**

Yours Truly

Name

Address with Telephone Numbers.

Financial Bid

Before offering rates the bidders are requested to go through the tender documents. The rates should be quoted in the column provided against the type of vehicle to facilitate comparison, failing which the bid may be cancelled without further intimation. The rates should be quoted in figures and word both in case any discrepancy the rates offer in words will be final.

Quotation for Hiring AC vehicle on contract basis

1. Lump sum monthly charges for providing following Taxi/vehicle, Model not purchased earlier than December 2012 along with services of driver:

Type of vehicle	Fuel consumption/ average	Lump sum Monthly charges (Rs.)	Vehicle Model/Year of manufacturing
Indigo (CS) white	14 KM/ltr		

2. Fuel and extra charges as below:-

- i) Fuel Charges /km
(To be calculated on the basis of rate of ordinary diesel taking an Average as per table given above)

- ii) Extra charges for running more than 3000 kilometers will be paid at the rate of Rs.4.00 (Rupees four only) per kilometer.
- iii) Overtime of driver beyond 10 hours duty Rs.30/ per hour
- iv) Extra charges on Sundays Rs. 250/- per day
- v) Night Halts Out station: Rs 200/ -Per night
- (v)Night Charges at Local Stations (at Goindwal) Rs.100 /per night

*Night Charges will be applicable for local and outstation travel commence after 10.00PM.

Note:

1. Quoted price should be exclusive of all the taxes i.e. parking charges, too taxes etc. which will be paid additionally as per actual but only on production of original receipt.
2. Condition of taxi/ Vehicle should be good not older than model December 2012.
3. The award of the contract will be given to the lowest quoted bidder for the above mentioned vehicle. if the price of two bidders found same the latest model of the vehicle will be taken for deciding the lowest bidder.
4. If any bidder wants to provide new vehicle ,the same can be given in the declaration(separate sheet may be attached) along with the approximate time by which the vehicle may be provided after the successful execution of the contract.

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Signature of the Bidder