

**BHARAT HEPAVY ELECTRICALS LIMITED**

(A Govt of India Undertaking)

High Pressure Boiler Plant, Tiruchirappalli – 620 014, Tamil Nadu  
Ph No.0431-2571519, 1579, e-mail: aitr@bhel.in, website: www.bhel.com**WORKS CONTRACTS MANAGEMENT DEPT.**

Ref: WCM / 19-20 / 4020E

dt.11.05.2020

**NOTICE INVITING TENDER (NIT)**

SL	Description	Details
1	Scope of Work	Collection, Speedy Transportation and Safe delivery of consignments (upto 3000 kg), by road, for BHEL Tiruchirappalli, on All India basis, for a period of One Year.
2	Quantity	Approximately 333 consignments
3	Duration of Contract	One year from date of award of work
4	Last date of receipt of filled-in Tender / Offer	<b>10.00 a.m. on 26.05.2020</b>
5	Date & Time of opening of techno-commercial bid (Part-I)	<b>10.30 a.m. on 26.05.2020</b>
6	Date & Time of opening of Price Bids (Part-2)	The date/time of opening of Price Bids will be intimated to all the technically qualified carriers at a later date by BHEL.
7	Place of opening of Techno Commercial Bids (Part-I)	53, 1st Floor Bharat Heavy Electricals Limited High Pressure Boiler Plant Tiruchirappalli – 620 014.
8	Tender Shall be addressed and submitted to	DGM / WCM, Building: 53, 1st Floor Bharat Heavy Electricals Limited High Pressure Boiler Plant Tiruchirappalli – 620 014.
9	EMD	NIL

The tender documents comprise the following:-

**(I) This Covering letter : WCM / 19-20 / 4020E , dt.11.05.2020****(II) Part-1 – Techno Commercial Bid**

- Annexure-T1 : Terms & conditions for finalizing the Contract
- Annexure-T2 : Terms & conditions for submitting the offers
- Annexure-T3 : Terms & conditions for operation of the Contract
- Annexure-T4 : General Terms & Conditions of the Contract
- Annexure-T5 : Safety Conditions
- Annexure-T6 : Operational Control Procedures
- Annexure-T7 : Pre-Qualification Requirements (PQRs)

**(III) Part-2 – Price Bid**

- Annexure-P1 : Price bid proforma

Date :  
Place:Signature of the Bidder with seal  
(Authorized Signatory)

**TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

Kindly note that the bidders have to submit Part-1 and Part-2 at the same time. The Part-1 will be opened initially. The price bids (Part-2) of the technically qualified carriers only will be opened for further processing.

Please note that this is only a request for an Offer and not a Contract.

**Note:** Tender shall be addressed to the communication address given. It may be noted that the Works Contracts department is at a walking distance from Building 53 Entry gate. In case of submission in person, the vendor is advised to send us an email for one-day temporary gate pass preferably at least one day prior to visit. The email shall contain Vendor name & address, Tender No & date, Date of visit for submission, name of person visiting, and contact nos.

Sr. Engineer / WCM  
( Krishna Samad )

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

# **PART-1**

## **TECHNO-COMMERCIAL BID**

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**ANNEXURE-T1****TERMS & CONDITIONS FOR FINALIZING THE CONTRACT****1. REGION OF OPERATIONSs**

The despatches are spread into **six regions** (region- 1 to 6) and the details are given below:-

<b>Region</b>	<b>Scope</b>
South	Tamil Nadu, Puducherry, Kerala, Karnataka. Andhra Pradesh, Telangana
West	Goa, Maharashtra, Gujarat (Including - Daman and Diu, Dadra and Nagar Havel i) - (including Mahe & Yenam)
East	Odisha, Chhattisgarh, West Bengal, Jharkhand. Bihar
North	Madhya Pradesh, Rajasthan, Uttar Pradesh, Haryana, Delhi, Punjab (Including : Chandigarh)
North Eastern	Tripura, Mizoram, Meghalaya, Manipur, Assam, Nagaland, Arunachal Pradesh, Sikkim
Hills	Uttarakhand, Himachal Pradesh, Jammu & Kashmir

**2. QUANTUM OF WORK**

- 2.1 The approximate quantum (in kg) of materials to be transported for one-year validity of the contract is given below.

<b>Loading → Point Unloading Point ↓</b>	<b>South Region</b>	<b>North Region</b>	<b>East Region</b>	<b>West Region</b>	<b>North Eastern (NE) Region</b>	<b>Hill Region</b>
<b>South Region</b>	From South to South (Sch SS1) 36446.11 kg	From North to South (Sch NS1) 100 kg	From East to South (Sch ES1) 100 kg	From West to South (Sch WS1) 100 kg	From NE to South (Sch NES1) 100 kg	From Hill to South (Sch HS1) 100 kg
<b>North Region</b>	From South to North (Sch SN1) 38712.31 kg	From North to North (Sch NN1) 100 kg	From East to North (Sch EN1) 100 kg	From West to North (Sch WN1) 100 kg	From NE to North (Sch NEN1) 100 kg	From Hill to North (Sch HN1) 100 kg
<b>East Region</b>	From South to East (Sch SE1) 27080.78 kg	From North to East (Sch NE1) 100 kg	From East to East (Sch EE1) 100 kg	From West to East (Sch WE1) 100 kg	From NE to East (Sch NEE1) 100 kg	From Hill to East (Sch HE1) 100 kg
<b>West Region</b>	From South to West (Sch SW1) 15216.01 kg	From North to West (Sch NW1) 100 kg	From East to West (Sch EW1) 100 kg	From West to West (Sch WW1) 100 kg	From NE to West (Sch NEW1) 100 kg	From Hill to West (Sch HW1) 100 kg
<b>North Eastern Region (NE)</b>	From South to NE (Sch SNE1) 5609.26 kg	From North to NE (Sch NNE1) 100 kg	From East to NE (Sch ENE1) 100 kg	From West to NE (Sch WNE1) 100 kg	From NE to NE (Sch NENE1) 100 kg	From Hill to NE (Sch HNE1) 100 kg
<b>Hill Region</b>	From South to Hill (Sch SH1) 1166.67 kg	From North to Hill (Sch NH1) 100 kg	From East to Hill (Sch EH1) 100 kg	From West to Hill (Sch WH1) 100 kg	From NE to Hill (Sch NEH1) 100 kg	From Hill to Hill (Sch HH1) 100 kg

- 2.2 The above quantum is only indicative and there is no fixed quantum will be assured to the contractors as Speed Cargo service will be utilized on emergency basis only.

**3. METHOD OF EVALUATION OF PRICES**

- 3.1 BHEL will finalize the rates through paper price bid opening. Hence Tenderers are requested to give their best prices at the first instance itself.
- 3.2 BHEL would negotiate or re-float the Tender opened if L1 price is not the lowest acceptable price to them inter-alia other reasons.

Date :  
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Signature of the Bidder with seal  
(Authorized Signatory)

- 3.3 Lowest prices received against BHEL Tenders need not be acceptable price to BHEL and in that case BHEL would not consider the same for award of Contract, despite the price being L1 in the Tender.
- 3.4 In the event of the final L1 prices are not reasonable / acceptable to BHEL; BHEL also may resort to short closure of this Tender

#### **4. RANKING**

- 4.1 Individual rate schedule wise ranking of Carriers will be done.
- 4.2 The basic rates i.e. rates for freight including all taxes, duties, charges, costs, incidentals etc., excluding GST will be the basis for deciding the rank of the Bidder in the Rate schedules.
- 4.3 The lowest rate quoted by the Bidder will be identified as L1 Bidder and so on.
- 4.4 In case identical rates are quoted by more than one Bidder for a particular rate schedule, then following action will be taken:
- (i) In course of evaluation, if more than one bidder happens to occupy L1 status, effective L1 will be decided by soliciting discounts from respective L1 bidders.
  - (ii) In case more than one bidder happens to occupy the L1 status even after soliciting discounts, the L1 shall be decided by a toss / draw of lots, in the presence of the respective L1 bidder(s) or their representative(s).
  - (iii) Ranking will be done accordingly. BHEL decision in such situation shall be final and binding.

#### **5. NUMBER OF CARRIERS REQUIRED FOR OPERATION**

- 5.1 BHEL requires two carriers for each rate schedule for award of contract and carryout the subject transportation.

#### **6. COUNTER OFFER**

- 6.1 BHEL will counter offer the L1 Rate / Negotiated final L1 rate / lowest acceptable price to BHEL, if required, to the L2, L3, ... Ln carriers till the required carriers accepts the counter offer for award of Contract.
- 6.2 H20% of the Bidders for each rate schedule will not be considered for counter offer for the respective rate schedule. The fractional advantage to be given to the bidders i.e. for example, if elimination is 10.9 bidders, then only 10 bidders will be eliminated. However, H1 will be eliminated from counter offer, in case more than two bidders will get technically qualified.
- 6.3 If the counter offer given by BHEL to other than L1 Vendors is not accepted by them, then BHEL will place Contracts totally on the respective L1 Vendor – rate schedule wise, and those Carriers have to place required number vehicles for that rate schedule as per dispatch requirement of BHEL otherwise **NON PLACEMENT PENALTY WILL BE LEVIED FOR ALL THE DEMANDS ALLOTTED.**
- 6.4 If the counter offer given by BHEL to other than L1 Vendors is accepted by only few or lesser than the required number of Carriers (Clause 6.1), then BHEL will place Contracts to those Carriers only, and those Carriers have to place required number vehicle for that rate schedule as per dispatch requirement of BHEL otherwise **NON PLACEMENT PENALTY WILL BE LEVIED FOR ALL THE DEMANDS ALLOTTED.**

#### **7. LOAD DISTRIBUTION**

- 7.1 BHEL will allot the load through BHEL's VIS (Vendor Information System) Demand System, **Individual rate schedule wise**, based on the price bid ranking of the Carriers

Date :  
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- 7.2 Against a particular demand, if the original allottee is not placing vehicle within the stipulated time, then the same demand will be displayed as “Open Demand” to all the Carriers available **in that particular rate schedule**, including the original allottee (duly recovering the non-placement penalty). For such open demands, allocation will be made on first come first served basis. If the original allottee lifts the same consignment in Open Demand then non-placement penalty will be waived.
- 7.3 The L1 Bidder of each rate schedule will be given two demands in each turn (demand cycle), whereas others will get one demand in each turn (demand cycle).
- 7.4 If the L1 bidder have not placed the additional loads, NON-PLACEMENT PENALTY WILL BE LEVIED FOR ALL THE DEMANDS. HENCE KEEPING THIS IN MIND THE CARRIERS ARE REQUESTED TO QUOTE ACCORDINGLY. However RP is not applicable for the additional loads to L1 bidder.
- 7.5 However it may be noted that these additional one demand for L1 bidder will not be given at the same instance, but with a turn (within the demand cycle) suitably spaced & given to facilitate vehicle placement. The VIS will be suitably made for this purpose. It may be noted that if the additional demand given to L1 bidder are not lifted by them within the time limit given in System, those demand will be automatically goes to “Open Demand” and defaulted L1 carriers cannot demand these additional load at any point of time of the demand cycle or beyond.

Date :  
Place:

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(Authorized Signatory)

**ANNEXURE-T2**

**TERMS & CONDITIONS FOR SUBMITTING THE OFFERS**

**1. SIGNING THE TENDER DOCUMENTS**

- 1.1 The tender & all other connected documents 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, by MD or Board of Directors or authorized person, to act on behalf for the specific purpose of quoting Tender and all procedures connected with, till finalization and execution of the Contract.

**2. QUOTING OPTIONS**

- 2.1 Eligibility for participation against this tender
- 2.1.1 Contractors who have been presently put under Hold by BHEL Trichy or De-listed by BHEL Trichy or Banned by BHEL Trichy or any other BHEL unit / office are not eligible to participate in this Tendering process. Also Contractors on whom Show Cause Notice are served & banning action initiated by BHEL Trichy are not eligible to participate in this Tendering process. If any offer received from such Carriers will not be considered against this tender and will be rejected.
- 2.1.2 During the Tender finalization process also, if any bidder put under Hold by BHEL Trichy or De-Listed by BHEL Trichy or Banned by BHEL Trichy or any other BHEL unit / office, then the offer of such Carriers will be rejected and contract will be finalized without considering their offer.
- 2.2 Quoting option
- 2.2.1 This Tender covers 36 Rate schedules.

**2.2.2 The Bidders may choose to quote for any of the rate schedules.**

- 2.3 Quoting best lowest rate and the sanctity of the L1 status
- 2.3.1 Quoting the lowest best rate is a must against this Tender. However, Transporters are required to understand that the lowest rate offered by them or accepted by them, as the case may be, should be honored throughout the tenure of the Contract. During the tenure of the Contract, if any such Transporter who have quoted/accepted the lowest rate, do not place the vehicle as per BHEL's requirements or shun away from doing business with BHEL on some pretext or other, and on whatsoever may be the reason, will be considered as a defaulter and that will purport to sabotaging the total Tendering process of BHEL. Hence BHEL will exercise their right in taking severe action under Contractual obligations including legal action against those Transporters.

**3. VALIDITY OF OFFERS**

- 3.1 The rates quoted shall be valid for acceptance for a minimum period of 120 days from the date of Tender opening. If bidders indulge in withdrawal of Tender or increasing the rates, within this validity period, it will be treated as backing out from the quoted rate and action will be taken accordingly.
- 3.2 After price bid opening but before placement of LOI / Order, if any carrier withdraws his offer / varies it any manner within the validity period, BHEL will initiate suitable penal action against the bidder as per the guidelines of Suspension of Business Dealings with Suppliers / Contractors.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

#### **4. SUBMISSION OF OFFERS**

##### **Cover-1**

- 4.1 Techno Commercial Bid consists of the documents Annexure T1 to T7 shall be duly signed & stamped by the bidder in all the pages and submitted in full in token of the acceptance of the same.
- 4.2 The photo copies of all the supporting documents enclosed shall duly SELF attested by the Bidder concerned.
- 4.3 All the required documents shall be filed in the same serial as per the format / column of the “Techno Commercial Bid”. All the pages shall be serially numbered on the right hand side top corner.
- 4.4 All the above documents shall be kept in a sealed cover super scribing name of the bidder and “TECHNO COMMERCIAL BID”, Ref. Tender No. WCM / 19-20 / 4020E, dt. 11.05.2020.

##### **Cover-2**

- 4.5 The price bids shall be kept in a separate sealed covers super scribing the cover “PRICE BID FOR TENDER NO. WCM / 19-20 / 4020E, dt. 11.05.2020.
- 4.6 Totally there will be two separate sealed covers viz., (i) Techno-Commercial Bid Cover & (ii) Price Bid Cover. All these 2 covers shall be places in a common single strong cover, seal it and affix seal on the cover and address the same to DGM / WCM, 1<sup>st</sup> Floor, Bldg.No.53 (R&D Building), High Pressure Boiler Plant, M/s. Bharat Heavy Electricals Limited, Tiruchirappalli – 620014, **duly super scribing “OFFER FOR TENDER NO. WCM / 19-20 / 4020E, dt. 11.05.2020, due date and time of opening”.**

#### **5. WITNESSING THE TENDER OPENING**

- 5.1 The representative of the Bidder, who chooses to witness the tender opening, may have to produce the Authorization Letter, as per the enclosed Proforma-I, before opening of the Tender. The representatives without Authorization Letter in the prescribed format will not be allowed to participate in the Tender.
- 5.2 **Please note that Authorization Letter should be brought by the representative personally and not to be enclosed with the bid.**
- 5.3 Only one representative from one Bidder will be allowed to participate in the tender opening.
- 5.4 Cell phones, Camera, Laptop or any other audio / video recording devices are not permitted inside the Tender opening hall. If the bidders are found to be in possession of the same, they will not be allowed to witness the price bid opening.

#### **6. OTHER CONDITIONS**

- 6.1 While quoting their rates, the Bidders are advised to take into account the likely expenditure, taxes whatsoever, etc., excluding GST which are incidental for transit and in deploying the vehicles during the operation of Transport Contract.
- 6.2 The rates quoted in the schedules are applicable for the distances involved from the place of booking to the destination.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

- 6.3 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.
- 6.4 Rates should be quoted as per the Price Bid. Rates quoted in any other form will not be accepted and will be rejected.
- 6.5 If 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.
- 6.6 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
- 6.7 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 (6.5) and (6.6) above.
- 6.8 If there is such discrepancy in an offer, the same will be conveyed to the bidder with target date upto 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.
- 6.9 Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- 6.10 The tender shall fill in all the required particulars of the tender documents and also sign on each and every page of the tender documents before submitting their offer.
- 6.11 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. (No extension of time shall be given for submission of the tender on any account)
- 6.12 Conditional offers, offers which are incomplete or otherwise considered defective with respect to tender Terms & conditions and tenders not in accordance with the Terms & Conditions herein contained and the tenders not in original shall be rejected, outrightly, at any point of time during the evaluation process.
- 6.13 If a bidder deliberately gives wrong information in his offer or creates conditions favorable for the acceptance of his offer, the BHEL WILL REJECT SUCH OFFER AT ANY STAGE and take very severe action as per BHEL procedure/ guidelines/ practices.
- 6.14 Canvassing in any form, in connection with the tender is strictly prohibited and such tender are bound to be rejected. All information furnished is taken to be authentic by the Bidder for evaluation of offers. Should any information found to be incorrect subsequently, at any point of time, the LOI / Contract shall be rejected / terminated and the EMD / SD shall be forfeited and take very severe action as per BHEL procedure/ guidelines/ practices.
- 6.15 Should a Bidder's or a Contractor's or in the case of a firm or company of Bidder/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the Tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the offer may be disqualified, or if such fact subsequently comes to light, the LOI / Contract may be cancelled.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

## **TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

- 6.16 The Tender schedule and the total Tender terms and Conditions shall be deemed to form an integral part of the Contract to be entered into for this work.

### **7. EMD (IF APPLICABLE) SUBMITTED BY THE BIDDER WILL BE FORFEITED, IF**

- 7.1 After opening the Tender, if the Tenderer revokes his Tender within the validity period or increases his earlier quoted rates.
- 7.2 The Tenderer does not commence the work within the period as per LOI /Contract, in case the LOI / Contract is silent in this regard, then it will be taken as -within 15 days- after award of Contract.
- 7.3 After issuance of LOI by BHEL, if the Carrier fails to submit Security Deposit, fails to execute Contract Agreement (if applicable), after award of Contract.
- 7.4 GST will be charged on the EMD/SD amount forfeited from the bidder at the applicable rates. GST tax Invoice will be issued to the vendor on receipt/recovery of GST amount from the vendor.

### **8. LAWS GOVERNING THE CONTRACT**

- 8.1 The Contract to be operated complying with the following Acts / Rules and the Acts/Rules implemented / to be implemented by the Govt. of India regarding road transportation as amended up-to-date
- 8.1.1 Motor Vehicles Act, 1988
- 8.1.2 Central Motor vehicles Rules, 1989
- 8.1.3 Other Central Rules, Notifications
- 8.1.4 Tamil Nadu Motor Vehicle Rules, 1989
- 8.1.5 Tamil Nadu Motor Vehicles Accident Claims Tribunal Rules, 1989
- 8.1.6 Tamil Nadu State Transport Appellate Tribunal Rules, 1989
- 8.1.7 Tamil Nadu Motor Vehicles Taxation Act, Rules and Notes of Cases
- 8.1.8 Road Transport Corporations Act, 1950
- 8.1.9 Carriage by Road Act, 2007.
- 8.1.10 GST & E-Way Bill regulations
- 8.2 The Contract as entered into between BHEL and the successful Bidder(s) shall in no way, nullify, reduce, mitigate or absolve the parties of any responsibility, obligation or liability that may devolve upon them under the Carriage by Road Act, 2007
- 8.3 The Transport Carriers / Fleet owners should ensure to comply with Rules and Regulations and notifications issued by various State Governments in this regard, from time to time.
- 8.4 Transport Carriers/Fleet Owners should ensure that overloading of vehicles is absolutely stopped.
- 8.5 The Transport Carriers/Fleet Owners, should ensure that they comply with the orders and guidelines issued by Hon'ble Supreme Court, with regard to the road transportation so as to ensure safety of not only themselves/ vehicles but also other road users.
- 8.6 The Contractor is responsible for any cost, either explicit or implied payable enroute and penalty levied by State/central Governments. All costs relating to the ownership of the vehicles should be borne by the Contractor.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

- 8.7 The Contractor shall be held responsible for any damage or loss to the company's property that may be caused by their vehicles or staff in the company's premises and the loss shall be recovered from the Contractor. BHEL, Trichy is not responsible for any injuries to the Contractor's personnel inside the company premises.
- 8.8 MOTOR VEHICLE ACT
- 8.8.1 As per the Motor Vehicle Act with the latest amendments/notifications there to, overloading of the vehicles will not be allowed over and above the designated carrying capacity as per the registered document. The Transporter should carry the consignment complying with the applicable provisions of the relevant Motor Vehicle Act/State Act. No payment on account of violation of Motor Vehicle Act/State Act shall be payable. If any of the issues has not been dealt specifically in any schedule then the same will be decided in line with the provisions of other schedules/terms and conditions dealing with the same issue.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**(To be produced before tender opening. This letter should be brought by the representative personally and not to be enclosed with the bid)**

**(ON BIDDER'S LETTER HEAD)**

REF:.....

DT:.....

**AUTHORIZATION LETTER FOR PARTICIPATING TENDER OPENING**

We, M/s.....  
(name of the Tenderer)

hereby authorizing ..... (name of the

representative) to participate in the tender opening of BHEL Trichy Tender No. WCM / 19-20 / 4020E, dt. 11.05.2020.

The representative's specimen signature is appended below & attested.

(Signature of the representative)

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**ANNEXURE-T3**

**TERMS AND CONDITIONS FOR OPERATION OF THE CONTRACT**

**1. PENALTY FOR NON PLACEMENT OF VEHICLES**

1.1 BHEL will allot the load through BHEL's VIS (Vendor Information System) Demand System, Individual rate schedule wise, based on the price bid ranking of the Carriers

1.2 From the date / time of demand, vehicles will have to be placed by the Transporter within stipulated period (notice time) given below:-

Location	Notice Time in "Hours"
Pick up at BHEL Trichy Complex	24
Pick up at Harbour / Container Freight Stations / Airports	48
Pick up at other locations	72

1.3 However the Carriers have to accept the demand within 24 Hrs in VIS but vehicles can be placed as per the above time schedule.

1.4 For Open Demands, the notice time is reduced half of the above time, since if the vehicle is readily available, then only the carriers has to pick the open demands.

1.5 The carrier booking time i.e. the notice time for placement of vehicle will be counted from morning 10 am, for the carrier booking done before 10 am. Also, the carrier booking time i.e. the notice time for placement of vehicle will be counted from evening 2 pm, for the carrier booking done after 10 am.

1.6 For non-placement of vehicles / not accepting the demand within stipulated period the penalty will be imposed and deducted automatically from the bills of the Transporter who have not placed the vehicles and the details of penalty is furnished below:-

Location	Penalty Charges per demand (in ₹)
Pick up at BHEL Trichy Complex	500
Pick up at Harbour / Container Freight Stations / Airports	750
Pick up at other locations	1000

1.7 **The above penalty will also be applicable for non-placement of vehicles by accepting the demands from "Open Demand Category" and is applicable for each time of non-placement for a same demand picked multiple times from open category but vehicles not placed.**

1.8 If the original allottee lifts the same consignment in Open Demand then non-placement penalty will be waived automatically.

**1.9 WAIVER OF NON-PLACEMENT PENALTY FOR GENUINE CASES**

**1.9.1** For the cases where the non-placement is not attributable to the contractor such as (i) problems in making VIS In Entry, (ii) Demand went to Open but the carrier is asked to pick the demand in Open but materials are not ready, (iii) System errors etc., **BHEL Executives not below the rank of AGM of User Agencies or Logistics will have the power to waive such penalty on case to case basis.**

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

## **2. TRANSIT TIME & PENALTY FOR DELAYED DELIVERY**

2.1 The maximum transit time allowed is given below subject to e-way bill notifications:-

<b>Max. transit time allowed (Number of days)</b>						
<b>Loading Point →</b>						
<b>Unloading Point ↓</b>	South Region	North Region	East Region	West Region	North Eastern Region	Hill Region
South Region	3	7	7	7	10	10
North Region	7	5	7	7	5	7
East Region	7	7	3	7	7	7
West Region	7	7	7	3	7	7
North Eastern Region	10	5	7	7	5	7
Hill Region	10	7	7	7	7	7

2.2 Date of dispatch of consignments from the loading point and the date of reporting of vehicle at the unloading point will be excluded from the transit time.

2.3 In case the due date of delivery falls on Sunday/Public holiday, next working day will be treated as due date of delivery.

2.4 BHEL attaches very great importance to the timely delivery of the consignment and hence delivery should be effected without any delay. Hence penalties for delayed deliveries of consignments are levied as under.

2.5 Delay in delivery beyond the transit time as described above, will attract a **penalty of 5% of the basic freight per Week or part thereof** subject to maximum of 30% of the basic freight payable against a particular consignment.

### **2.6 WAIVER OF DELAY PENALTY**

2.6.1 In deserving cases, competent authority / AGM of Logistics or User Agency of BHEL shall have the powers to waive the penalty on case to case basis. In such cases, the carriers should have given timely intimation in writing with the reasons which caused delay and also with supporting documentary evidence.

2.7 If vehicles are standing at the project sites and are not allowed IN, due to various reasons for number of days after reaching the site, the site officials invariably indicate the date of entry into the site as the date of reaching and in such cases the detention of the vehicle for the no. of days outside the gate is not accounted for and is not certified by the site officials. In such cases, on a case to case basis, the date of reaching the site and the date of unloading as certified by the respective **Manager / Commercial** at Trichy will be the basis for calculation of penalty.

2.8 Frequent delays beyond the stipulated time by any carrier will be viewed seriously. BHEL will take suitable penal action against such carrier including suspension / foreclosure / termination of the Contract.

## **3. DETENTION CHARGES**

3.1 In the loading point, if the vehicle is not loaded and released on the **same day** of vehicle reporting (excluding Sunday and Holidays), detention charges will be paid @ **₹ 500/- per Day**.

3.2 In the unloading point, if the vehicle is not unloaded and released on the **next day** of vehicle reporting (excluding Sunday and Holidays), detention charges will be paid @ **₹ 500/- per Day**.

Date :  
Place:

Signature of the Bidder with seal  
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- 3.3 For the above two cases, the vehicle has to report before 11.30 AM. If vehicle reported after 11.30 AM then the date of reporting will be considered as next day for detention charges purposes.
- 3.4 Date of reporting of vehicle at loading point and the date of release of vehicle with load at loading point security gate will be excluded for payment of detention charges at loading point.
- 3.5 Date of reporting of vehicle at unloading point with load and the date of release of vehicle at unloading point security gate after unloading will be excluded for payment of detention charges at unloading point.
- 3.6 If the reporting period happened to be Sundays & Holidays then the next working day will be considered as the date of reporting of vehicle.
- 3.7 It is the responsibility of the Transport Carrier to obtain the required gate entries / endorsements in the G.C. with time & date from other areas such as Logistics / Stores / Harbour & CFS and Sites / commercial certification if applicable etc., to enable BHEL to effect the detention payment. Without this detention payment cannot be paid.
- 3.8 Detention charges shall be paid on certification of an Executive not below the rank of DGM of user agencies (Shipping / Commercial / MM etc.) in case of detention at BHEL, Trichy and Harbours / CFSs.
- 3.9 Detention at Site shall be paid based on the Gate Entry at Site / Any site personnel - with signature & official seal. In case official seal is not provided by the certifying person at site / if further clarity and confirmation required, the certification by DGM of Commercial / end user is required for payment of detention charges.
- 3.10 Detention charges will be restricted to maximum for 30 days including detention at loading & unloading point.

### **4. RISK PURCHASE**

- 4.1 In the event of any successful Tenderer's failure to fulfill any of the tender / Contract obligations including non-lifting of consignment(s) as per Contract / Agreement, BHEL may entrust the job to an alternate Transport Carrier and get it completed to meet the BHEL requirement and additional expenditure, if any, including consequential cost viz., demurrage etc., will be fully recovered from the Contractor who failed to complete the job in line with the Contract.
- 4.2 The decision of BHEL with regard to the actual losses / consequential expenditure incurred by BHEL shall be final and binding on the Contractor. Also 5% overhead charges is also to be added in addition to extra expenditure to BHEL

### **5. TAXES AND DUTIES**

- 5.1 The rates agreed shall be inclusive of all charges such as Surcharge, Hamali, Statutory charges, Goods Tax, Loading and Unloading enroute etc., **except GST and power block charges** at Railway Crossing and no extra claim whatsoever shall arise on any account over and above the accepted rates during the currency of Contract will be entertained.
- 5.2 Hence while quoting their rates, the Bidders are advised to take into account the likely expenditure, taxes what so ever, etc., excluding GST

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**6. GST:**

- 6.1 mentioned in the offer. If the dealer is exempted from GST registration, a declaration with due supporting documents need to be furnished for considering the offer. Dealers under composition scheme should declare that he is a composition dealer supported by the screen shot taken from GST portal. The dealer has to submit necessary documents if there is any change in status under GST.
- 6.2 Supplier shall mention their GSTIN in all their invoices (incl. credit Notes, Debit Notes) and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No. which is linked/uploaded in GSTN network shall be clearly indicated), Billed to party (with GSTIN) & Shipped to party details, item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, Place of Supply etc.
- 6.3 All invoices shall bear the HSN Code for each item separately (Harmonized System of Nomenclature)/ SAC code (Services Accounting Code).
- 6.4 Invoices will be processed only upon completion of statutory requirement and further subject to following:
- a. Vendor declaring such invoice in Form GST ANX-1
  - b. Receipt of Goods or Services and Tax invoice by BHEL
- 6.5 As the continuous uploading of tax invoices in GSTN portal (in GST ANX-1) is available for all (i.e. both Small & Large) tax payers under proposed new GST Return System, all invoices raised on BHEL may be uploaded immediately in GST portal on despatch of material /rendering of services. The supplier shall ensure availability of Invoice in GST portal before submission of invoice to BHEL. Invoices will be admitted by BHEL only if the invoices are available in GSTN portal (in BHEL's GST ANX-2).
- 6.6 In case of discrepancy in the data uploaded by the supplier in the GSTN portal or in case of any shortages or rejection in the supply, then BHEL will not be able to avail the tax credit and will notify the supplier of the same. Supplier has to rectify the data discrepancy in the GSTN portal or issue credit note or debit note (details also to be uploaded in GSTN portal) for the shortages or rejections in the supplies or additional claims, within the calendar month informed by BHEL.
- 6.7 In cases where invoice details have been uploaded by the vendor but failed to remit the GST amount to GST Department (Form PMT-08 or Form GST RET-01 to be submitted) within stipulated time, then GST paid on the invoices pertaining to the month for which GST return not filed by the vendor will be recovered from the vendor along with the applicable interest (currently 24% p.a) and all subsequent bills of the vendor will not be processed till filing of the GST return by the vendor
- 6.8 In case GST credit is denied to BHEL due to non-receipt or delayed receipt of goods and/ or tax invoice or expiry of timeline prescribed in GST law for availing such ITC, or any other reasons not attributable to BHEL, GST amount claimed in the invoice shall be disallowed to the vendor.
- 6.9 Where any GST liability arising on BHEL under Reverse Charge (RCM), the vendor has to submit the invoices to BHEL well within the timeline prescribed in GST Law, to enable BHEL to discharge the GST liability. If there is a delay in submission of invoice by the vendor resulting in delayed payment of GST by BHEL along with Interest, then such Interest payable or paid shall be recovered from the vendor.

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- 6.10 Under GST regime, BHEL has to discharge GST liability on LD recovered from suppliers/contracts. Hence applicable GST shall also be recoverable from suppliers/contractors on LD amount. For this Tax Invoice will be issued by BHEL indicating the respective supply invoice number.
- 6.11 GST TDS will be deducted as per Section 51 of CGST Act 2017 and in line with Notification 50/2018 – Central Tax dated 13.09.2018. GST TDS certificate which will be generated in GST portal subsequent to vendor accepting the TDS deduction in the GST portal, will be issued to the vendor.
- 6.12 GST is also applicable for all penalties and same will be recovered from defaulted contractor.
- 6.12.1 GST will be charged on the EMD/SD amount forfeited from the bidder at the applicable rates. GST tax Invoice will be issued to the vendor on receipt/recovery of GST amount from the vendor.
- 6.12.2 GST is also applicable for all penalties and same will be recovered from defaulted contractor.

### **7. TENURE OF CONTRACT**

- 7.1 The duration of the contract will be one year from date of award of contract by BHEL, Trichy
- 7.2 The GC / LR date should be within the contract validity, irrespective of the date of delivery and surrendering of the consignee copies of the LR / GRs.
- 7.3 One or more extensions of the Contract may be done with mutual agreement between BHEL, Trichy and the contractors. Such agreements shall be based on acceptance of the lowest rates and terms & conditions of the corresponding Contract.

### **8. TYPE OF VEHICLE TO BE PLACED**

- 8.1 It is the sole responsibility of the Transporter to place and transport the BHEL consignments in specific carrying capacity of vehicles, to suit the weight/dimensions of the consignment. All BHEL consignments shall be transported only in fully insured vehicles. Any damage due to wrong deployment of vehicles is to the Transporter's account.
- 8.2 The Contractors shall at their own expense maintain the said vehicles in good condition and shall duly apply for and obtain all Licenses, Permits, TREM Card (wherever applicable), etc., necessary under the rules, in force and promptly pay all registration, License or other fees and all Taxes payable in respect of the said vehicles. The Contractors shall also appoint and provide at their own cost for each vehicle a driver, assistant and other staff as may be necessary. If demanded by BHEL Officials, the original RC Book and Driving License shall be produced for verification.
- 8.3 BHEL prefer their consignment, being carried in the Contractors' own vehicles. If carried in a hired vehicle, the Contractor should ensure that the party is a reputed one, with well-maintained vehicles and valid permits / documents. Should any dispute arise in their deal, it would be viewed with disfavour. In any case, only the contractor will be solely responsible for the safe delivery of BHEL. Consignments without prejudice or any other rights or remedy, to proceed against the Contractor.

### **9. LOADING AND UNLOADING**

- 9.1 Loading and unloading is the responsibility of consignor or consignee at BHEL / Vendors / Sub-Contractors / Sites and will be taken care by the respective Agency. Transporter scope will not cover Loading & Unloading.

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- 9.2 However, Loading and unloading at other intermediate places due to transshipment will be the responsibility of the Contractor.

## **10. DOOR COLLECTION AND DOOR DELIVERY**

- 10.1 All despatches to BHEL Trichy Unit, Power Stations, Sites, or any Supplier Works etc., must be door collected / door delivered without any extra charges, at the consignee addresses (supplier works, BHEL Trichy, Sites etc.), in all the region of operations and against all the Rate Schedules covered under this tender.
- 10.2 Ex-Godown delivery is not permitted under this Contract with BHEL or for BHEL consignments all over India for all delivery points when the booking is done by supplier or customer or BHEL or any authorized agency and shall be booked on door delivery basis only.

## **11. BILLS & PAYMENT**

- 11.1 Only the actual dimensions of the consignment lifted (as indicated in PGMA, GMS, DC & Invoice by Subcontractor etc.) shall be essentially indicated in the LR / GC / GC Certification Sheet & Freight Bills of the Carrier. Any bill without these actual dimensions will not be passed for payment and returned to Carrier.
- 11.2 In regard to the weight of the consignment booked, especially in case of outward despatches, the BHEL design weight / GMS Weight will be the authorized weight for freight billing wherever design / GMS weights are available.
- 11.3 In case of doubt regarding the weight, freight to be claimed, documentation such as road permits, or any applicable document while crossing the State border or any clarification in Tax Invoice or Sale on Transit,, etc., it must be clarified or brought to the notice of the officials concerned before the vehicle moves out of Gate after verification by Security or brought back once again with due permission from the agency concerned to the loading official or at the loading point as applicable without any implications or claim, etc.
- 11.4 Distance for ODA/OCA freight payment
- 11.4.1 The distance between two places for ODA/OCA freight payment will be determined by the shortest route arrived at with reference to Road Map of INDIA published by SURVEY OF INDIA and Motoring Guide (latest edition). ODA charges will be paid in case of Collection / Delivery Point located more than 25km. radius away from nearest Branch Office (Note: Upto 25 km one way (i.e. up & down 50km), Collection / Delivery has to be done at free of cost).
- 11.4.2 BHEL will have the right to update / alter existing distance comparing Road MAP of India time to time during the tenure of Contract.
- 11.4.3 Wherever the particular station is not exhibited in the SAP system of BHEL Trichy, the distance shall be calculated as per the order of priority as specified below:
- Route map of India prepared by the Survey of India.
  - Maps.google.com (website)
  - Maps.yahoo.com (website)
- 11.5 Time of Submission of freight bills
- 11.5.1 Freight Bills will be submitted **within one month immediately after delivery with proper acknowledgements and there should not be delay for more than one month.**
- 11.5.2 However, BHEL will not honour such claims after a period of six months on expiry of the Contract unless substantiated with valid reasons for delayed submission of the bills.

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**11.5.3 Right of acceptance of such claims is with BHEL. Condonation for delay in this respect will require the approval of BHEL Officials not below the rank of DGM / Commercial / Logistics / MM concerned.**

11.6 Mode of Payment

11.6.1 All payments to be made to the Transporter, shall be through NEFT (National Electronic Fund Transfer / RTGS (Real Time Gross Settlement) within reasonable time, say after 45 days, after receipt of the bill along with consignee's acknowledgement.

11.6.2 Wherever applicable payments to be made to the Contractor, under this Contract shall also be by "CHEQUE" crossed "A/C PAYEE ONLY" within a reasonable time, say after 45 days, after receipt of the bill along with consignee's acknowledgement.

**12. BILLS SUBMISSION PROCEDURE TO BE FOLLOWED BY THE CONTRACTOR FOR FREIGHT PAYMENT**

**12.1 Bill Submission**

12.1.1 Freight bill shall be submitted in triplicate (three copies) in case of FB Dept. and four copies in case of Valves & Spared Departments.

12.1.2 All Inward / Outward booking of consignment to be made on "To be billed at Trichy" basis only.

12.1.3 Bookings on "Freight payable by Customer / Supplier / Site " basis for outward consignments may be done on specific request by BHEL Officials not below the rank of MANAGER of the User Department concerned.

12.1.4 All bookings from outstation branches should indicate consignee's designation/ department /purchase order particulars, Ward Number, location of receiving area etc. in the docket for handing over of materials without any problem.

**12.2 Documents to be enclosed along with freight claim bill:**

12.2.1 Demand copy - Downloaded from VIS in Vendor Id.

12.2.2 Gate Pass

12.2.3 Original GST Invoice

12.2.4 Consignee copy of docket / LR / GC with acknowledgement by Stores Ward / User Dept. etc. in the front page of the docket/ LR / GC, with two / three photo copies of the same as applicable along with sign and seal of the transporter shall be enclosed along with the freight bills. In case of acknowledgement taken on the back page of docket / LR / GC, then the scanned / photocopy of the back page should clearly reflect the LR Number. For exceptional cases, originals should be submitted whenever demanded by BHEL.

**13. TRANSIT CONDITIONS / TRAFFIC REGULATIONS & REQUIREMENTS:**

13.1 The Transporters will operate their vehicles entirely at their own risk and BHEL shall not be held responsible for any damage to the vehicle while on the company's/customer's work or when parked in or around the company's/ customer's or any other premises.

13.2 The Transporters will make their own arrangements for proper parking of their vehicles overnight / during detention in company's/customer's premises.

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- 13.3 The Transporters will ensure that all vehicles used for the transportation of consignments under transportation rate contracts are covered by a comprehensive insurance policy. Under no circumstance shall the company be liable to compensate them for any loss or damage that may be caused to the vehicles while engaged in the discharge of the Transporter's obligations under this contract.
- 13.4 It shall be the responsibility of the Transporter to provide at his cost trained and licensed personnel for running the vehicles.
- 13.5 The Transporter shall ensure placing vehicles of suitable category, capacity (i.e. size and load) and quality. Overloading of the vehicles will not be permitted under whatsoever may be the reasons / conditions.
- 13.6 Proper loading and lashing of the consignments in most secured manner shall be done keeping in view extant government regulations and constraints en-route for safe transportation of consignments and its delivery to destination.
- 13.7 Transporters shall make aware concerned drivers/staff about the danger related to transportation of hazardous/ODC lifting, handling and tilting of such consignments.
- 13.8 Transporters shall ensure that Motor Vehicle Act 1989 (as amended up to date) is strictly followed as applicable. Vehicles must carry up to date fitness, insurance and related documents/certificates.
- 13.9 All drivers/concerned staff related to the transportation activities under this rate contract should be well aware about material safety, data sheet etc. and well conversant with the environmental impact arising from the specified activities pertaining to use of fuels, lube oils, its spillage and disposal of various harmful items used in automotive vehicles.
- 13.10 Transporters shall follow all necessary instructions relating to ISO-14001 and OHSAS 18001 obligations for environmental safety and occupational Health Safety

**14. ROUTE PERMIT / NATIONAL PERMIT / CLEARANCE:**

- 14.1 The Transporter shall arrange required permits from RTO or other concerned authorities and ensure compliance of any other legal and statutory formalities connected with the transportation of goods at his cost. BHEL doesn't take any responsibility in this regard.

**15. PROTECTION / SAFETY OF CONSIGNMENT DURING TRANSIT:**

To ensure safe transit, the consignment loading shall be done by BHEL in its warehouse(s). The Transporter shall ensure: -

- 15.1 Placement of vehicles of good and roadworthy conditions having all welded structures and joints of vehicle chassis in sound condition.
- 15.2 That good quality lashing ropes in sufficient numbers, with suitable length and diameters and other items required to accompany the vehicle so as to securely lash the consignment as per lashing scheme to be provided /explained by BHEL unit to ensure its safer transit in the same condition and same vehicle. Whenever explicitly mentioned by BHEL.
- 15.3 To protect the consignments from rains in warranting situations, Transporters shall ensure Tarpaulin covering to the consignments.

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- 15.4 Compliance of all the safety precautions and other instructions required in road transportation e.g. red flags/lamps; pilot, escort etc. as may be required shall be the responsibility of the Transporter.
- 15.5 Lashing to be proper and safe. The Transporter to check the same and to be satisfied before departing from work premises.
- 15.6 Complaints of unsatisfactory packing or lashing will not be entertained after the vehicle has departed from the loading point.

### **16. SAFETY OF CONSIGNMENT:**

- 16.1 The Transporter shall be solely responsible for the safe custody of the consignments from the time the documents are handed over to him until the consignments are delivered at the destination, duly obtaining acknowledgement of delivery.
- 16.2 Any failure in this regard shall be viewed seriously and BHEL shall be free to take deterrent/penal action on the Transporter concerned e.g. Suspension of business forthwith and future business dealings by BHEL and recovery of all losses suffered by BHEL from the Transporter.
- 16.3 The Transporter will indemnify BHEL against any loss, damage, breakage, shortage and pilferage of any materials while in his custody.
- 16.4 Even, in cases where the Transporter does not have his branch office or delivery points, all consignments shall be accepted for transportation and deliver at such points. Similarly, the Transporter shall arrange for the collection of materials from such points and delivery at any such points.
- 16.5 Transporter shall NOT auction the material belonging to BHEL where customer/ suppliers have defaulted in taking delivery for various reasons. The Transporter will give notice under registered post to BHEL and ask for instruction in the matter. The local manager of the Transporter concerned should follow up these cases with the consignee at one end and consignor at the other end.
- 16.6 Where all measures have exhausted and still the consignment is held by the Transporter for a period of one year or more, material shall be rebooked to the Consignor, without waiting for instructions on freight "To Pay". But no demurrage payable basis. In such cases, liability for to & fro freight will rest with BHEL.

### **17. STATUTORY OBLIGATIONS OF TRANSPORTER:**

- 17.1 The Transporter will observe and comply with the requirements of the Minimum Wages Act and all other Industrial & Labour legislation for the time being in force or that may hereafter be brought into force, governing the relationship between the employer and the employee.
- 17.2 The contractor should remit the salary/wages for their workmen only through Bank in line with GOI guidelines.
- 17.3 The Transporter shall indemnify BHEL against all claims, payments and losses that the company may have to make or suffer on account thereof. The Transporter shall whenever required to do so by the company or Govt. officials authorized under law, produce for inspection all forms, register and other papers required to be maintained under the various statutes.

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- 17.4 The Transporter shall accept liability for compensation in accordance with the provision of the Indian Worker's Compensation Act 1923 read with Employees State Insurance Act 1948, amendments thereafter and or other law for the time being in force for personal injury caused to any workmen by accident arising out of and in the course of this contract.
- 17.5 Should the company be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operations done by the Transporters; the Transporters shall reimburse such loss, damage or compensation to the company together with the costs incurred by the company on any legal proceedings pertaining thereto.

### **18. ROUTE, SURVEY, PERMIT etc.**

- 18.1 It is the responsibility of the Carrier to have made a prior survey of the route through which the subject consignment has to be transported and ensure the technical feasibility of the consignment to be safely carried in that route by conducting route survey where ever necessary including documentation formalities.
- 18.2 The Transporter shall clear while transporting any obstructions, as may arise, with the permission of the authorities involved. All expenses incurred in this connection have to be borne by them. Further any damage to Private / Public Property arises in the course of transportation by the Carrier's vehicle / consignment, the Carrier alone shall be liable for its indemnification.

### **19. INSURANCE COVERAGE AND CLAIM**

- 19.1 Transit insurance of the consignment under transportation by the Transporter will be responsibility of BHEL/Consignee as the case may be and Transport Carrier shall ensure the insurance coverage and mark in the Lorry Way Bill. However, Transporter will be responsible for any external damages as per Carriage by Road Act 2007.
- 19.2 The Contract as entered into between BHEL and the Transporter(s) shall in no way nullify, reduce, mitigate or absolve the parties of any responsibility, obligation or liability that may devolve upon them under the Carriage by Road Act 2007 as amended up to date.
- 19.3 Position as above shall not absolve the Transporter of his responsibility for safe and proper transportation of the goods to the proper destination or his liability to compensate for the damage/ shortage / loss in respect of the consignments transported by him.
- 19.4 The Transporter's consignment note (LR) shall be acceptable to insurance company. In addition, the Transporter shall get 'LEGAL LIABILITY' from Insurance Company for Insurance Cover.
- 19.5 Damage / Loss
- 19.5.1 If any remark is made by the Consignee while delivering the consignment with respect to damage / shortage or loss i.e. total or partial, the Transporter after delivery of the consignment shall inform the agency responsible for booking the consignment or WCM within a week of delivery and the Transporter should submit the Xerox copy of LR with covering letter to the Consignor or Consignee (Supplier or Customer or BHEL Unit, Region or Site and/ or WCM, as applicable).
- 19.5.2 On receipt of this information, BHEL Trichy (Logistics / WCM) will refer this to the concerned Commercial department. Commercial department will advise in writing, the value of damage / shortage or any other comments to Logistics / WCM so that further action will follow.

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- 19.5.3 In case Commercial cannot assess the extent of damage / shortage immediately, they will advise accordingly so that, after taking necessary documents such as Indemnity Bond from Transport Carriers and Logistics shall process the bills accordingly.
- 19.6 Open Delivery
- 19.6.1 In case of any visible damage/ suspected damage in the consignment, the Carrier should arrange delivery of the consignment on "OPEN DELIVERY" and the open delivery certificate should be issued along with the consignment, duly signed by both parties.
- 19.7 **Non-acceptance of insurance claim lodged by BHEL and Carriers responsibility.**
- 19.7.1 Logistics / Loading Agencies are ensuring that the vehicle placed is loaded, taking cognizance of the passing weight of the RC book copy presented by the Carrier. However Carrier has to own responsibility for the RC Book copy presented at the time of loading and also ensure that the loading is done inline with the passing weight of the RC Book of the vehicle. In the event of any accident / damage visibly seen or inflicted to the consignment which could not be seen visibly but that could be found at the site at any point of time, BHEL would take up with underwriters and lodge claim. If the underwriter observes during the course of survey or otherwise that the vehicle was overloaded beyond RC Book capacity, the claim will be out rightly rejected. In such case the Carrier is totally responsible and contractually bound to compensate fully the total damage, cost involved in rectification or the value of the insurance claim lodged as the case may be, within 30 days from the date of such communication received from BHEL for compensation.
- 19.8 Accidents
- 19.8.1 All accidents at any point shall be reported to agency concerned and WCM in writing through mail immediately within two days followed by hard copy. Failure to send communication will be viewed seriously resulting in suspension or termination of the Contract as deemed fit over and above the recovery of value of the consignment lost or damaged – total or partial.
- 19.8.2 Further, any accident that occurs while the consignment which is booked in transit shall also be brought to the notice of Consignor or consignee and/ or WCM as applicable. Subsequently, the F.I.R. and Survey Report by authorized insurance agency (for the damage or loss of consignment en-route) shall also be submitted. BHEL Site officials or concerned Loading agency shall be informed in writing through Mail, Fax or Letter and WCM for Incoming consignment and Purchase & Site for DTS consignment within 48 hours of incident or accident or loss or damage to enable the agency responsible to lodge and settle the claims with Underwriters
- 19.8.3 **No freight bill for movement of such consignments shall be entertained till BHEL's / Customer's insurance claim is settled.**
- 19.8.4 The freight payment upto the point of accident, for the consignment met with accident, will be paid only after settlement of insurance claim by the Underwriters This payment is to be considered only in the case of the Carrier complying with the above two accident clauses.
- 19.9 In case, the Transporters fail to send communication in respect accident or damage or loss or act on the above lines and insurance claim is not made or compensation obtained by the authorized agency, the recovery will be effected for the value of damage or loss – total or partial of the subject consignment. Suitable action including suspension, de-listing or termination of the Contract as deemed fit.

## **20. SECURITY DEPOSIT**

- 20.1 Security Deposit means the security provided by the Contractor towards fulfilment of any obligations in terms of the provisions of the contract.

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- 20.2 The total amount of Security Deposit will be 5% of the contract value. EMD (if applicable) of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.
- 20.3 Submission of Security Deposit by the Contractors
- 20.4 At least 50% of the required Security Deposit, including the EMD (if applicable), should be submitted by then successful bidders before start of the work.
- 20.5 Balance of the Security Deposit can be submitted by deducting 10% of the gross amount progressively from each of the running bills of the Contractor till the total amount of the required Security Deposit is collected.
- 20.6 If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the additional Security Deposit shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.
- 20.7 The recoveries made from running bills (cash deduction towards balance SD amount) can be released against submission of equivalent Bank Guarantee in acceptable form, but only once, before completion of work, with the approval of the authority competent to award the work
- 20.8 Note: In case of (a) small value contracts not exceeding ₹ 20 lakhs or (b) SAS jobs, work can be started before the required Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).
- 20.9 The balance amount to make up the required Security Deposit of 5% of the contract value may be accepted in the following forms:
- 20.9.1 Cash (as permissible under the extant Income Tax Act)
- 20.9.2 Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- 20.9.3 Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL
- 20.9.4 Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL)
- 20.9.5 Security deposit can also be deposited online in SBI online website under “SBI Collect”.
- 20.9.6 Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL) (Note: 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)
- 20.10 Security Deposit shall be released to the Contractor upon fulfilment of contractual obligations as per terms of the contract.
- 20.11 The Security Deposit shall not carry any interest.

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## **21. GOODS CONSIGNMENT NOTE**

- 21.1 G.C. Note issued should bear printed serial numbers. Vehicle No. should be indicated in G.C Notes for all bookings. Original G.C copy only should be produced with acknowledgement of the consignee for billing. Erasing or over-writing etc. in the G.C Notes should not be done and will not be accepted, if not authenticated by the consignor. G.C Notes should be of good quality paper and in reasonable size to enable necessary details being written. Copies of G.C Notes submitted to BHEL & its customers should be legible.
- 21.2 The Company takes a very serious view of issue of G.Cs. issued to the Suppliers without taking physical possession of materials and if any contravention is noticed, BHEL will have the right to terminate the Contract or take appropriate action.
- 21.3 Once G.C. Note is issued, it is treated as physical acceptance of the consignment by the Carrier and in such cases, it shall be the responsibility of the Carrier for the safe and timely delivery of the consignment. Any dispute between the consignor and the Transport Carrier on this account will not be entertained.
- 21.4 The G.C. Notes shall be got countersigned by the Consignor at the time of booking of the consignment. Every consignment in a vehicle should be covered by G.C. Note.
- 21.5 More than one delivery/collection at the time destination/point of collection should be accepted, while G.C. is to be prepared separately for each consignment giving cross reference of the G.C. the bill should be submitted for one load only enclosing all the G.C. involved.
- 21.6 The Carrier should feed systematic information viz., GC Note No. & Date, booking stations, delivery date with place of delivery to BHEL / WCM and User Department within time span as per terms of Contract (4 days to 20 days,) failing which BHEL will have the right to stop further loads.
- 21.7 The Carrier shall use the Lorry Way Bill of the approved Carrier only and shall not book in the name of sister concern or any other agency which is not approved. In case the bill is submitted or any dispute arises at the time of delivery, all the expenses incurred will be recovered from the running bill of the Transport Carrier and view the above as the violation of the Contract.

## **22. TAX INVOICE**

- 22.1 Duplicate Transporter Copy of Tax Invoice in respect of all taxable items are to be invariably obtained from the suppliers and the Tax Invoice number incorporated in the Lorry Way Bill and surrender the same to BHEL along with the consignment. Otherwise any loss on account of this will be recovered from the Carrier. In case, such Tax Invoice is not obtained from the Suppliers along with the consignment, an endorsement "TAX INVOICE NOT RECEIVED" should be made in the Lorry Way Bill.
- 22.2 In case Duty is not applicable, it should be mentioned in the GC Note and the applicable document shall be collected from the consignor.
- 22.3 In case if Free Issue Materials/Site Returned Materials/Rejected Materials/or the consignment booked without any BHEL Purchase Order reference, the Transport Carrier should demand the relevant duty forms as applicable.

## **23. DESPATCH & ENROUTE DOCUMENTS**

- 23.1 While accepting the consignments for transportation, the Carriers should ensure, that necessary documents for check post are collected, so that the consignments are not detained en route for want of these documents. Any detention on this account will be the Carriers responsibility

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

## **TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

- 23.2 Consignment without BHEL Purchase Order reference should not be collected/delivered at BHEL / Trichy or to any consignee without any written permission from WCM or stores or User Department. In such cases, the Transport Carrier is solely responsible for the safe delivery of the consignment at the right place in BHEL.
- 23.3 The Transport Carrier should ensure the collection of Road Permit Form (if applicable) at the time of booking the consignment and suppose the same is not made available, the matter should be brought to the notice of Purchase or commercial, WCM by the Transport Carrier concerned.
- 23.4 Wherever the required documents are issued to Transport Carriers, the Carrier should get an acknowledgement from the consignee on the back of G.C itself that the "Counter Foil/Copy of such documents received" while getting acknowledgement for receipt of goods. Otherwise any loss on account of this will be recovered from the Carrier which amounts to ₹ 25,000/- per-form as on date.
- 23.5 The Carriers at the time of booking of the consignments should mark each and every package with Customer name, LWB number etc., wherever necessary, so that the items are identifiable at the time of transshipment / delivery.
- 23.6 If a consignment is detained en route by the check-post authorities due to insufficient documentation or for any other reason and penalty, such as advance tax, compound tax etc. are imposed, such payment will have to be borne by the Carriers and consignment got released and delivered in time.
- 23.7 The documents handed over at the booking points and meant to be handed over to the consignee such as DELIVERY CHALLAN, INVOICE, DUPLICATE/TRANSPORTERS COPY OF TAX INVOICE, SALES TAX FORM etc., should be carefully brought and handed over to the consignee along with the materials. Any loss, delay, additional expenditure due to non-compliance of the above on this account, will be debited to the Carriers

### **24. INDEMNITY:**

- 24.1 The Transporter shall have to indemnify BHEL against all claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises/sites.
- 24.2 The Transporter shall indemnify the company against all payments by way of compensation or otherwise which the company may be called upon to make under the provisions of the applicable Acts to any workmen as aforesaid, and any cost incurred by the company in connection with any claim preferred by such workmen and or against all actions, claims and demands whatsoever in respect thereof or in respect of any loss, injury or damages whatsoever to any third person arising out of or occasioned by the negligent, imperfect or improper performance of this Contract by the Transporters, their workmen servants or agents.
- 24.3 The Transporters approved and operating under the transportation rate Contracts shall further indemnify BHEL against the following:-
- 24.3.1 Observance of Labour & Industrial Laws.
- 24.3.2 All claims by way of compensation and all other types of unforeseen claims, which may arise in the course of Contract.
- 24.3.3 Documentary compliance relating to freight billing.
- 24.3.4 Indemnity shall cover the entire transit right after loading to the unloading at destination.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**25. ARBITRATION & CONCILIATION:**

- 25.1 Except as provided elsewhere in this Contract, in case amicable settlement is not reached between the Parties, in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the BHEL Unit/Region/Division issuing the Contract.
- 25.2 The Arbitrator shall pass a reasoned award and the award of the Arbitrator shall be final and binding upon the Parties.
- 25.3 Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be (the place from which the contract is issued)
- 25.4 The cost of arbitration shall be borne as per the award of the Arbitrator.
- 25.5 Subject to the arbitration in terms of Clause above, the Courts at TRICHY shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.
- 25.6 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.
- 25.7 In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable :
- 25.8 In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contract, such dispute or difference shall be referred by either Party for arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the Parties to the dispute, provided, however, any Party aggrieved by such award may make further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the Parties hereto finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

**26. JURISDICTION**

- 26.1 In case of any suit or other legal proceedings arising under or relating to this Contract, the courts at Trichy, Tamil Nadu only shall have the Jurisdiction and is only after exhausting the, above Arbitration Clause.

**27. RIGHTS**

- 27.1 BHEL may enter into parallel Contract simultaneously with any number of Transporters as may be deemed fit at any time during the period of Contract in the Interest of the work for any or all the stations and for any or all the schedules / consignment categories.

Date :  
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(Authorized Signatory)

- 27.2 In case of breach of any of the terms and conditions of the Contract, BHEL will entrust the work to any other Transporters at the risk and cost of the Transporter and the Transporter shall be liable to pay the extra expenditure, damages, loss suffered on account of the cancellation of the Contract.
- 27.3 All amounts including the losses/damages/penalties/compensations and extra charges of freight, resulting from non-compliance with the terms of Contract, payable by the Transporter to BHEL under the Terms of the Contract will be recovered from the outstanding payments to Transporter either under this Contract or any other Contracts or from Security Deposit or from both. In case this amount is insufficient for such recoveries, the Transporter shall make good the balance amount by actual payment. In addition BHEL, Trichy has the right to recover the said amounts through its sister concerns, from the payments due to the Transporter in any of the units of BHEL located in any part of India.
- 27.4 The Transporter is not allowed to pass the responsibilities connected with the transportation to other agencies/Transporters. The Transporter shall not sublet or transfer the Contract or any part thereof, which tantamount to termination of the Contract and thereby attracting the penalty or forfeiture of security deposit. However hiring of vehicles and services from other agencies/Transporters is permitted.
- 27.5 The Transporter shall have no right to demand at any time during the currency of this Contract any minimum quantity of load for transportation.
- 27.6 It may be noted that as despatches are to take place at different locations in India, it is not possible for BHEL to monitor such loadings, check to the fitness of the vehicle placed, to ensure that the vehicle are loaded to their full capacity and also to restrict over loading. Hence it is the responsibility of the Transport Carriers to ensure that the vehicles are loaded to their full capacity as per the RC Book, to ensure that overloading is not done, and also to ensure the vehicles placed is fit enough to suit the dispatch of the materials being dispatched. Non observance of the above by the Transport Carrier, if results in damage / loss to the materials of BHEL, the Transport Carriers should compensate the loss to BHEL in the same way as demanded by BHEL.
- 27.7 BHEL has the right to verify / audit check by surprise visits at various locations of despatches at their discretion and see whether the above requirements are complied with by the Transporters In case the above requirements are not complied with, severe actions may be taken by BHEL on such Transport Carriers, as deemed fit.

## **28. BHEL's FRAUD PREVENTION POLICY**

- 28.1 The Bidder along with its associate / collaborators / sub-contractors / 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 any fraud or suspected fraud as soon as it comes to their notice.

## **29. BHEL'S GUIDELINES FOR SUSPENSION OF BUSINESS DEALINGS WITH SUPPLIERS/ CONTRACTORS**

- 29.1 Carriers may please note that "abridged version of extant 'Guidelines for suspension of business dealings with suppliers/ contractors' has now been uploaded on [www.bhel.com](http://www.bhel.com) on "supplier registration page".

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**30. EMS, SECURITY AND SAFETY REGULATIONS**

- 30.1 Security, Safety and Environmental Management Systems (EMS) regulations should be observed while in BHEL complex, en-route and at consignee location. Ignorance of such regulations will not be accepted as an excuse and the risk and cost will be that of Transporter.

**31. PREFERENCE TO MAKE IN INDIA:**

- 31.1 For this procurement, Public Procurement (Preference to Make in India), Order 2017 dated 15.06.2017 & 28.05.2018 and subsequent Orders issued by the respective Nodal Ministry shall be applicable even if it is issued after this NIT but before finalization of contract / PO / WO against this NIT. In the event of any Nodal Ministry prescribing higher or lower percentage of purchase preference and / or local content in respect of this procurement, same shall be applicable.

**32. COMPENSATION CLAUSE**

"BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life / permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below:

- a) Victim: Any person who suffers permanent disablement or dies in an accident as defined below
- b) Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing / operation and works incidental thereto at BHEL factories/ offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, sewing, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works / during working at BHEL Units/ Offices/ townships and premises/ Project Sites.
- c) Compensation in respect of each of the victims:
  - (i) In the event of death or permanent disability resulting from Loss of both limbs: ₹10,00,000/- (Rs. Ten Lakh)
  - (ii) In the event of other permanent disability: ₹7,00,000/- (Rs. Seven Lakh)
- d) Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to Section 2 (l) of the Employee's Compensation Act, 1923."

**33. MICRO & SMALL ENTERPRISES (MSE)**

- 33.1 MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either valid UAM certificate (along with CA certificate) or valid NSIC certificate or EM-II with deemed validity (5 years) or expired EM-II with latest certificate from CA (not older than FY 2018-19).
- 33.2 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.
- 33.3 Any new supplier will be eligible for registration with BHEL as MSE supplier provided at least any one of the following documents are submitted along with application for registration

Date :  
Place:

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## **TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

- 33.3.1 Valid NSIC Certificate or
- 33.3.2 Valid UAM certificate with latest CA certificate (not older than FY 2018-19)
- 33.3.3 EM-II with deemed validity (5 years). If deemed validity of EM-II expired, a latest certificate from CA (not older than FY 2018-19) has to be enclosed along with EM-II.

The above MSE documents must be Notarized or attested by a Gazetted Officer.

- 33.4 However, credentials of all MSE suppliers will be verified before considering the intended benefits for MSE suppliers at the time of tender evaluation.
- 33.5 In case NON-MSE vendor is L1 and MSE vendors offer values are within L1 + 15 %, the L1 offer value shall be counter offered to MSE Vendors as per merit. If the work cannot be split amongst two or more vendors, 100% work shall be awarded to MSE vendor accepting the counter offered L1 value of Non MSE L1 Vendor. If the work can be split, then MSE may be awarded at least 25% of the total work. Out of the 25% tendered quantity reserved for MSE vendors, 6.25% shall be earmarked to MSE owned by SC / ST and 3% shall be earmarked to MSE owned by women.
- 33.6 **Definitions of MSEs owned by SC/ST is under:**
  - 33.6.1 In case of proprietorship firm, proprietor must be SC/ST.
  - 33.6.2 In case of partnership firm, the SC/ST partners must be holding at least 51% shares in the unit. In case of private limited companies, at least 51% share must be held by SC/ST promoters.
- 33.7 **Definitions of MSEs owned by Women is under:**
  - 33.7.1 In case of proprietorship firm, proprietor must be woman.
  - 33.7.2 In case of partnership firm, the women partners must be holding at least 51% shares in the unit.
  - 33.7.3 In case of private limited companies, at least 51% share must be held by women promoters.
- 33.8 **Authorized Offices to Issue SC/ST certificate.**
  - 33.8.1 The caste/Tribe/Community certificate issued by the following authorities in the prescribed form for SCs/STs can be considered.
  - 33.8.2 District Magistrate / Additional District Magistrate / Collector / Deputy commissioner / Additional Deputy commissioner / Deputy collector / 1st class stipendary magistrate / Sub divisional Magistrate / Taulka Magistrate / Executive magistrate / Extra Assistant commissioner.
  - 33.8.3 Chief Presidency magistrate / Additional chief presidency magistrate / Presidency magistrate.
  - 33.8.4 Revenue Officer not below the rank of thasildar.
  - 33.8.5 Sub-Divisional officer of the area where the individual and / or his family normally resides.
  - 33.8.6 To avail the benefits of MSE under SC/ST category, the related documents as stated above should be submitted along with tender documents.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**Certificate by Chartered Accountant on letter head**

This is to Certify that M/S  
..... (Here in after  
referred to as 'company') having its registered office at  
..... is registered under MSMED Act  
2006, (UAM) ..... Dtd: ....., 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.O.1722 ( E ) dated October 5, 2006 :  
₹.....Lakh.
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 MSMED Act, 2006 :  
₹.....Lakh.

**(Strike off whichever is not applicable)**

The above investment of ₹ .....Lakh is within permissible limit of  
₹ ..... Lakh for..... Micro / Small (Strike off  
whichever is not applicable) Category under MSMED Act 2006. Or The company has been graduated  
from its original category (Micro / Small) (Strike off whichever 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.

Date :

Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**ANNEXURE-T4**

**GENERAL TERMS & CONDITIONS OF THE CONTRACT**

**1. DEFINITION: - In these General Conditions of Contract, the following terms shall have the meaning hereby assigned to them, except where the context otherwise requires:-**

- 1.1 The "Contract" means, the documents forming the tender and acceptance thereof, together with all the documents referred to therein including general and special conditions to contract. All these documents as applicable taken together shall be deemed to form one contract and shall be complementary to one another.
- 1.2 The "work" means, the work described in the tender documents in individual work-orders as may be issued from time to time to the contractor by the Officer-Incharge within the power conferred upon him including all notified or additional items of works and obligations to be carried out as required for the performance of contract.
- 1.3 The "contractor" means, the individual Firm or Company whether incorporated or not, undertaking the work and shall include the legal personal representatives of such individuals or the persons composing the firm or Company or the successors of the firm or company and the permitted assigns of such individual or firm or Company.
- 1.4 "The Officer-In charge" means, the Officer deputed by the AGM/WCM, to supervise the work or part of the work.
- 1.5 "Approved" and "Directed" means, the approval or direction of AGM/WCM, or person deputed by him for the particular purposes.
- 1.6 "BHARAT HEAVY ELECTRICALS LIMITED" (herein after referred to as BHEL) shall mean the Board of Directors, Chairman, Executive Director, General Manager or other Administrative Officer of the said Company including SM/WCM authorised to invite tenders and enter into contract for works on behalf of the Company.
- 1.7 The "Contract sum" means, the sum accepted or the sum calculated in accordance with the prices accepted in tender and / or the contract rates as payable to the contractor for the execution of the work during the currency of the contract.
- 1.8 A "week" means, Seven Days, without regard to the number of hours worked or not worked in any day in that week.
- 1.9 A "day" means, the day of 24 hours (TWENTY FOUR) irrespective of the number of hours worked or not worked in that day.
- 1.10 A "working day" means, any day other than that prescribed by the NEGOTIABLE INSTRUMENTS ACT as being a Holiday, and consists of the number of hours of labour as commonly recognised by good employers in the trade in the district where the work is carried out or as laid down in the BHEL regulations.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

2. **HEADING TO THE CONTRACT CONDITIONS:** - The heading to these conditions shall not affect the interpretations thereof.
3. **WORK TO BE CARRIED OUT:-** The Contract shall, include all labour, materials, tools, plant, equipment and transport which may be required for the execution of the work. The Contractor will be deemed to have satisfied himself as to the nature of the site, local facilities of access and all matters affecting the execution of the work. No extra charges consequent on any misunderstanding in these respects or otherwise will be allowed.
4. **DEVIATIONS:-** The contractor shall not carry out any work not covered by schedule except in pursuance of the written instructions of an executive not below the rank of DGM of WCM. No such work shall be valid unless the same has been specifically confirmed and accepted by BHEL in writing and incorporated in the Contract.
5. **OCTROI AND OTHER DUTIES:-** All charges on account of Octroi terminal or Sales Tax and or other Duties on materials obtained for the work shall be borne by the Contractor.
6. **PLANT AND EQUIPMENT:-** The Contractor shall at his own expense, supply all tools plant and equipment (Herein after referred to as T&P) required for the execution of the contract.
7. **ASSIGNMENT OF TRANSFER OF CONTRACT:-** The Contractor shall not without the prior written approval of the BHEL, assign or transfer the contract or any part thereof, or any share, or interest thereon to any other persons. No sum of money which may become payable under the contract shall be payable to any person, other than the contractor unless the prior written approval of the BHEL to the assignment or transfer of such money is given.
  - 7.1 **SUB-CONTRACT :-** The Contractor shall not sub-let any portion of the contract without the prior written approval of the BHEL .
8. **COMPLIANCE TO REGULATIONS AND BY-LAWS :-** The Contractor shall confirm to the provisions of any statute relating to the work and regulations and Bye-Laws of any local authority. The Contractor shall be bound to give all notices required by statute regulations or By-Laws as aforesaid and to pay all fees and taxes payable to any authority in respect thereof.
9. **SECURITY DEPOSIT:-**
  - 9.1 BHEL shall not be responsible for any loss of securities, due to liquidation for any other reasons, what-so-ever or any depreciation in the value of the securities while in their charge or for any loss of interest there on.
  - 9.2 All compensation or other sums of money payable by the Contractor to BHEL under the terms of this contract or under any other contract with BHEL may be deducted from the Security Deposit or realised by the sale of the securities or from the interest arising therefrom or from any sums which may be due or may become due to the contractor by BHEL and in the event of this Security Deposit being deducted by reason of such deductions or sale, as aforesaid, the Contractor shall within 7 days thereafter, make good in cash or in securities endorsed as aforesaid, any sum by which the Security Deposit has been reduced.
10. **REFUND OF SECURITY DEPOSIT:-** The Security Deposit mentioned above may be refunded to the Contractor after a period of 6 months on termination or expiry of the contract provided always that the Contractor shall first have been paid the last and final bill and have rendered a "NO DEMAND CERTIFICATE".

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

- 11. ORDERS UNDER THE CONTRACT:-** All orders, notices etc. to be given under the contract shall be in writing, type-script or printed and if sent by registered post to the address given in the tender of the Contract, shall be deemed to have been served on the date, when in the ordinary course they would have been delivered to him. The Contractor shall carry out without delay all orders given to him.
- 12. CONTRACTOR'S SUPERVISION:-** The Contractor shall either himself supervise the execution of the contract or shall appoint a competent agent acceptable to the Executive not below the rank of DGM of WCM or Logistics, to act in his stead.
- 12.1 Orders given to the Contractor's agent shall be considered to have the same force as if they have been given to the Contractor himself.
- 12.2 The Contractor or his accredited agent shall attend when required without making any claim for doing so, either the office of the SM/WCM or the OFFICER-INCHARGE, to receive instructions.
- 12.3 The Executive not below the rank of DGM of WCM, shall have full powers and without assigning any reason, require the Contractor to immediately cease to employ in connection with this contract, any agent, servant or employee where continued employment is, in his opinion undesirable. The Contractor shall not be allowed any compensation on this account.
- 13. LABOUR:-** The Contractor shall remain liable for the payment of all wages or other moneys to his work-people or employees under the payment of Wages Act 1936, Employees Liability Act. 1938, Workmen's Compensation Act 1923 or any other Act or enactment, relating thereto and rules framed, thereunder from time to time.
- 14. PRECAUTIONS AGAINST RISK:-** The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.
- 15. DAMAGE & LOSS TO PRIVATE PROPERTY & INJURY TO WORKMEN :-** The Contractor shall at his own expense reinstate and make good to the satisfaction of the Executive not below the rank of DGM of WCM 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 contractor 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.
- 16. LAWS GOVERNING THE CONTRACT:-** The contract shall be governed by the Indian Laws for time being in force.
- 17. CANCELLATION OF CONTRACT FOR CORRUPT ACTS:-** BHEL , whose decision shall be final and conclusive, shall without prejudice to any other right or remedy which shall have accrued shall accrue thereafter to BHEL cancel the contract in any of the following cases and the Contractor shall be liable to make payment to BHEL for any loss or damage resulting from any such cancellation to the same extent as provided in the case of cancellation for default.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

If the Contractor shall :-

- 17.1 Offer or give or agree to give to any person in BHEL service any gift or consideration of any kind, as an inducement or reward for doing or for bearing to do or for having done or for borne to do any act, in relation to the obtaining or execution of this or any other contract for BHEL service,  
OR
- 17.2 enter in to a contract with BHEL in connection with which commission has been paid or agreed to be paid by him or with his knowledge, unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to BHEL.  
OR
- 17.3 obtain a contract with BHEL as a result of ring tendering or by non-bonafide methods of competitive tendering, without first disclosing the fact in writing to BHEL.

**18. CANCELLATION OF CONTRACT FOR INSOLVENCY ASSIGNMENT OF TRANSFER OR SUB-LETTING OF CONTRACT :-**

BHEL, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL shall cancel the contract in any of the following cases:

If the Contractor,

- 18.1 being an individual or if a firm any partner thereof shall at any time be adjudged bankrupt or have a receiving order for administration of his estate, made against him or shall take any proceedings for liquidation or composition under any bankruptcy Act or assignment of his effects of composition or arrangement for the benefit of his creditors or purport to do so, or if any application made under any Bankruptcy Act for the time being in force for the sequestration of his estate or if a trust deed be granted by him on behalf of his creditors  
OR
- 18.2 being a Company, shall pass a resolution or the Court shall make an order for the liquidation of its affairs, or a receiver or Manager on-behalf of the debenture holders shall be appointed or circumstances shall arise which entitle the Court or debenture holders to appoint a receiver or Manager,
- 18.3 Assigns, Transfers, Sub-lets or attempts to assign, transfer or sub-let any portion of the work without the prior written approval of the BHEL .
- 18.4 Whenever BHEL exercise the authority to cancel the contract under this conditions, BHEL may have the work done by any means at the Contractor's risks and expenses provided always that in the event of the cost of the work so done (as certified by an Executive not below the rank of DGM of WCM which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL and if the cost exceeds the money due to Contractor under the contract, the Contractor shall either pay the excess amount ordered by the Executive not below the rank of DGM of WCM, or the same shall be recovered from the Contractor by other means.
- 18.5 In case the BHEL carries-out the work under the provisions of this condition the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plants and/or labour provided by the BHEL with an addition of such percentage to cover superintendence and establishment charges as may be decided by the Executive not below the rank of DGM of WCM, whose decision shall be final and conclusive.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**19. CANCELLATION OF CONTRACT IN PART OF FULL FOR CONTRACATOR'S DEFAULT:**

If the Contractor :

- 19.1 makes default in carrying out the work as directed and continues in that state after a reasonable notice from the Executive not below the rank of DGM of WCM, or his authorised representative ;
- 19.2 fails to comply with any of the Terms and Conditions of the contract or after reasonable notice in writing with orders properly issued thereunder ;
- 19.3 BHEL, may without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to BHEL CANCEL the contract as whole or in part thereof or only such work order or items of work in default from the contract. Whenever BHEL exercise the authority to cancel the contract as whole or part under this condition BHEL may complete the work at the contractor's risk and cost (as certified by the Executive not below the rank of DGM of WCM, which is final and conclusive) being less than the contract cost, the advantage shall accrue to the BHEL. If the cost exceeds the moneys due to the Contractor under this contract the Contractor shall either pay the excess amount ordered **by the Executive not below the rank of DGM of WCM** or the same shall be recovered from the Contractor by other means. In case the BHEL carries out the work or any part thereof under the provisions of the conditions the cost to be taken into account in determining the excess cost to be charged to the Contractor under this condition shall consist of the cost of the materials, hire charges of tools and plant and/or labour provided by the BHEL with an addition of such percentage to cover the superintendence and establishment charges as may be decided by the Executive not below the rank of DGM of WCM, whose decision shall be final and conclusive.

**20. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR. :-**

- 20.1 Without prejudice to any of the rights or remedies under this contract, if the Contractor dies, or if the firm is dissolved or the company is liquidated BHEL shall have the option of terminating the contract without compensation to the Contractor.

**21. SPECIAL POWER TO TERMINATION:-** If at any time after the award of contract, BHEL shall for any reason whatsoever not require whole or any part of the work to be carried out the Executive not below the rank of DGM of WCM, shall give notice in writing of the fact to the Contractor who shall have no claim to any payment of compensation or otherwise howsoever on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the fore-closing of the work.

**22. SUBMISSION OF BILLS BY CONTRACTOR:-** The Contractor at the end of each month shall submit a bill in triplicate detailing the various items of work done during the month supported by the requisitions issued from time to time. The Contractor shall, once in every month, submit to the Executive not below the rank of DGM of WCM separately details of his claims for the work done by him upto and including the previous month which are not covered by his contract agreement in any of the following respects:

- 22.1 Deviation from the items provided in the contract documents.
- 22.2 Extra items / new items of work.
- 22.3 Items in-respect of which rates have not been settled. He should in addition furnish a clear certificate to the effect that the claims submitted by him as aforesaid cover all his claims and that no further claims shall be raised by him in respect of the work done upto and including the period under report.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

- 23. PAYMENT OF BILLS:-** All payments to be made to the transporter, shall be through NEFT (National Electronic Fund Transfer) / RTGS (Real Time Gross Settlement) within reasonable time, say after 45 days, after receipt of the bill along with consignee's acknowledgement. Wherever applicable payments to be made to the Contractor, under this contract shall be by "CHEQUE" crossed "A/C PAYEE ONLY" within a reasonable time say after 45 days after receipt of bill along with consignee's acknowledgement.
- 24. RECOVERY FROM CONTRACTOR:-** Whenever under the contract, any sum of money, shall be recoverable from or payable by the Contractors, the same may be deducted from or any sum then due or which at any time thereafter may become due to Contractor under the contract or under any other contract with BHEL or from his Security Deposit or he shall pay the claim on demand.
- 25. POST TECHNICAL AUDIT OF WORK AND BILLS:-** BHEL reserves the right to carry out the post-payment Audit and technical examination of the work and final bill including all supporting vouchers, abstracts etc., and enforce recovery of any sum becoming due as a result thereof in the manner provided in the presiding sub-paragraphs. However no such recovery shall be enforced after three years of passing the final bill.
- 26. FORCE MEJEURE CLAUSE:-** If, at any time during the continuance of this Contract the performance in whole or in part by either party of any obligations under this Contract shall be prevented or delayed by reason of any War, Hostile acts of the public enemy Civil Commotion, Epidemics, or Acts of God (Floods, Storm/Cyclone, Hurricane, Earth Quake etc.) then provided notice of happening of any such event is given by either party to other within 7 days from the date of occurrence therefor neither party shall by reason of such event be entitled to terminate this Contract nor shall either party have any claim for damages against the other in respect of such non-performance and delay in performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event, claims for extension of time shall be granted for periods considered reasonable by the Executive not below the rank of DGM of WCM subject to prompt notification by the contractor.
- 27. SIGNING OF CONTRACT:-** Each contract document shall be signed by the Contractor with his usual signature. Contract by partnership of Hindu Joint Family firm, may be signed in the FIRM'S name by one of the Partners or the Karta or Manager as the case may be or by any other duly authorised representative followed by the name and designation of the persons so signing. Contracts by a Company shall be signed with the name of the Company by a person authorised in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the Contract documents on behalf of the Company is duly authorised to do so, shall accompany the contract.
- 28. STATUTORY REQUIREMENTS:**
- 28.1 All statutory requirements under Minimum Wages Act,1948, Factories Act 1948, Workmen Compensation Act 1923, Employees Provident Fund and Miscellaneous Provisions Act, 1952, Payment of Gratuity Act 1972, Employee State Insurance Act 1948, Contract Labour (R&A) Act 1970, Payment of Bonus Act 1965, Income Tax Act, GST Act and all other applicable Acts shall be complied with by the Contractor.
- 28.2 Contractor shall comply with all statutory requirements, rules, regulations, notifications in relation to employment of his employees issued from time to time by the concerned authorities.
- 28.3 Contractor shall indemnify BHEL against all claims and losses under various Labour Laws, statutes or any civil or criminal law in connection with employees deployed by him.
- 28.4 Contractor wherever applicable shall maintain proper records prescribed by the concerned statutory authorities and provide a copy of the same to BHEL.
- 28.5 Contractor shall furnish proper returns to the concerned statutory authorities and provide a copy of the same to BHEL.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

- 29. REGISTERS & RECORDS:-** The Contractor shall maintain all registers and records in the proper manner and as required by the regulations of the various authorities concerned and indemnify the Employer from the consequences due to any inaccurate or faulty documentation on the part of the Contractor.
- 30. MOTOR VEHICLE ACT:-** The transporter shall carry the weight of the consignment to the rated capacity of the vehicle only and Honor the Supreme Court Judgment by not carrying Over Weight and comply the relevant Motor Vehicle Act and other statutory requirement.
- 31. REMOTE TRANSACTIONS:-** The Contractor shall agree to and comply with all such terms and conditions as BHEL may prescribe from time to time and shall confirm that all transactions effected by or through facilities for conducting remote transactions including the Internet, World Wide Web, electronic data interchange, call centers, teleservice operations (whether voice, video, data or combination thereof) or by means of electronic, computer, automated machines network or through other means of telecommunication established by BHEL shall constitute legally binding and valid transactions when done.
- 32. CHANGE IN CONSTITUTION OF FIRM:-** Changes in constitution of firm whenever it is made after submission of application or during currency of the contract, the existing firm has to duly inform the proposed changes to contracting department of BHEL at the appropriate time before the changes in the constitution are made. In case the absence of any such information BHEL is not responsible for the consequences arising out of the absence or suppression of information and the issue / dispute arising out of these changes and the firm is responsible for settling the issue or dispute among themselves (Partners etc) or with the bankers or with any third party. Under the above circumstances when dispute arises and the firm does not inform the change in the constitution of the firm BHEL may reserve its rights for suspending or terminating the contract.
- 33. LIEN OF CONSIGNMENTS:-** The Contractor shall have no 'lien' of any kind over the consignments entrusted for transportation. Any dispute with the Contractor and the consignees shall be settled on negotiations but under no circumstances, delivery of the materials shall be withheld by the Contractor.
- 34.** Contractor shall watch and safeguard Employer's interests during the performance of the work. The Contractor shall carefully check each consignment with the relevant despatch documents to ensure correctness of each despatch and each delivery

**SAFETY CONDITIONS**

**1. GENERAL**

1.1 Vehicles carrying materials should have proper registration documents and must be produced on demand by BHEL security staff.

1.1.1 The lights on right side (i.e.) over driver's cabin should be in working condition.

1.1.2 Both the head lights as well as park lamps must be in working condition.

**2. HANDLING OF VEHICLES INSIDE BHEL TRICHY**

2.1 The vehicle should not travel at more than 20 kmph in BHEL premises.

2.2 The driver of the vehicle must possess heavy duty license and produce on demand by the security staff.

2.3 Vehicles carrying inflammable liquid in the tank containers should have grounding cabin or the tank should be coated with the insulating materials to avoid static electricity. In road junctions, speed breakers and railway crossing the speed should be lowered and vehicles should proceed cautiously.

2.4 The driving should be kept in the left at all places.

2.5 The vehicle should not be parked in the road in such a way to cause obstruction to vehicular traffic.


2.6 No persons other than driver should be allowed to sit or stand on the prime Movers of the trailer.

2.7 The vehicle should pass only through approved routes. Short cuts are forbidden.

2.8 There must be a safe distance behind another moving truck.

2.9 The driver should avoid making quick starts, jerky stops or quick turns at excessive speed.

**ANNEXURE-T6****TENDER NO. WCM / 19-20 / 4020E , dt.01.02.2019****OPERATIONAL CONTROL PROCEDURE**

 <b>40, 70 &amp; 80-938</b> <b>OCP:BMM:014</b>	<b>OCUPATIONAL HEALTH &amp;SAFETY MANAGEMENT SYSTEM</b>	<b>REV.</b>	<b>00</b>
		<b>DATE</b>	<b>22.1.02</b>
	<b>OPERATIONAL CONTROL PROCEDURE</b>	<b>PAGE</b>	<b>1 of 1</b>

1.0 Purpose : To ensure safety in transporting materials through LCV,  
HCV/Lorry Taurus & Trailers.

2.0 Scope : Transportation of Heavy consignments from anywhere to anywhere  
in India for BHEL

3.0 Responsibility : Sr. Manager/Logistics/End User

4.0 Performance criteria : Accident/Damage Record

5.0 Cross Reference : OHSAS 18001:1999 – Clause 4.4.6  
Central Motor Vehicles Act and Rules  
Contract given by BHEL.  
Record of Hazard and Risk

6.0 Activities :

<b>SN.</b>	<b>Activity</b>	<b>Responsibility</b>
01	The vehicle chosen must have original RC Book, proper Fitness certificate as per Motor Vehicles Act 1988 and amended 1992 Sec.33(256)	Transporter
02	Drivers must have valid licence as specified in the Motor Vehicle Sec.3 to 28	Transporter / Owner
03	Control of Transporter's vehicle Road permit (Sec.66-68)	Transporter
04	Control of Traffic Limit – Speed (Sec.112)	Transporter
05	Limits of weight and limit in Safety Precautions (Sec.113.114)	Transporter / Consignor
06	Insurance of Motor vehicle against third party (Sec.146)	Transporter
07	Adherence to Motor Transport Vehicle Act 1961 (Sec.4 & 5)	Transporter
08	Ensure Welfare and Health requirements (Sec.8 – 12)	Transporter
09	Packing as per Designer/Manufacturer /Purchaser instructions.	Consignor
10	Insurance of Goods	Consignor / consignee
11	Documentation : 1) Vehicle (2)Insurance (3)ED Invoice or relevant forms for free issue / rejection material (4)Road Permit for consignments wherever applicable , (5) Lorry Way Bill etc.,	Transporter/ Consignor
12	Special support, Lashing, Checking permissible Over hanging of materials; provision of red flag and light during night in the rear end and sides of the vehicle	Shipping department/ Transporter
13	Checking of the goods/consignments during loading/unloading and ensuring safe despatch/delivery.	Concerned executing department
14	Transportation of goods as per terms and conditions of BHEL for all consignments.	Executing Agency/Transporter
15	Record of information regarding the accident / damage to material.	Lorry Owner / Transporter
16	Review of accidents/damages to materials	Logistics / End User

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**ANNEXURE-T7**

**PRE-QUALIFYING REQUIREMENTS (PQRs)**

**IMPORTANT CONDITIONS**

The Bidders must comply with all the PQR mentioned below. Noncompliance of any one of the PQR will lead to total rejection of the offer submitted by the bidders, who are not complying with the PQR, in full. All the supporting documents enclosed shall be duly self-attested by the bidder concerned.

**All the information furnished / supporting documents enclosed by the bidders will be considered as authentic for evaluation of Bid. If any information furnished / supporting documents attached are subsequently found to be incorrect / fraudulent / forged, at any later date or during the tenure of the Contract, it will be viewed seriously and suitable penal action (viz., delisting, termination of the carrier from Contract, legal action, forfeiture of EMD / SD etc.,) will be initiated against such Carriers as per the Rules and Guidelines prevailing in BHEL.**

**1. ORGANIZATION/FIRM REGISTRATION**

1.1 Only registered / licensed companies / firms / proprietors / partnerships, in the field of Transportation, will be eligible for participating in this Tendering Process. Wherever “Companies Act 1956” is applicable the Company shall be registered in line with “Companies Act 1956”.

1.2 **Documents to be submitted:** The details of the registration Documents to be submitted are below:-

SL	Type of Organisation	Documents to be submitted (Self-Attested)
1	Sole Proprietorship	Trade License / GST registration / Auditor's letter / MSE certificate
2	Partnership	Registered Partnership Deed and Trade License / GST Registration
3	Private Limited Company	Certificate of Registration/Memorandum of Association & Articles of Association
4	Public Limited Company	Certificate of Registration / Memorandum of Association & Articles of Association
5	Public Sector / Govt. org.	Certificate of Registration / Memorandum of Association & Articles of Association

1.3 Unregistered Partnership Firms will not be considered.

**1.4 POWER OF ATTORNEY:**

3.3.1 The tender documents should be signed by authorized signatory. 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.

3.3.2 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

3.3.3 **Documents to be submitted:** A self-attested copy of the Power of Attorney, in case an individual/authorized signatory other than the sole proprietor signs the tender shall be submitted along with the tenders.

**2. ESTABLISHMENT OF BRANCH OFFICES**

2.1 Bidders must have owned (i) one established branch at Trichy, (ii) One established branch office at Chennai and (iii) one established branch office at any place other than Tamil Nadu. i.e. three established branch offices are essential.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

## **TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

**2.2** Established branch offices means the existence of branch office in the specified places, **before opening of this tender.**

**2.3 Documents to be submitted:** Any one of the documentary proof such as valid lease / Rent agreement, Latest Landline Telephone / post-paid mobile Bill Receipt, EB Bill Receipt, any other relevant documentary proof from any Govt. Authorities shall be submitted. Document(s) submitted in this regard should be dated on or before the date for technical bid opening.

### **3. FINANCIAL SOUNDNESS:**

**4.** Auditor's certificate (with CA membership number) – average turnover of ₹ 9.11 lakhs in the three consecutive years out of last five years (FY 2018-19, 2017-18, 2016-17, 2015-16, 2014-15).

### **5. GST TAX REGISTRATION**

**5.1** The bidder should have been registered with GST. Copy of the document showing the proof of registration of GST to be enclosed along with techno-commercial bid.

### **6. EXPERIENCE**

**6.1** The bidder should submit copy of documentary proof (award of contract / experience certificate etc.) for having the experience of transporting consignments through road. The previous contractors of BHEL, can enclose BHEL award of Contract copy against experience proof.

**6.2** In case of document submitted against experience is / are issued by any other organisation (other than BHEL), then the bidder also has to submit Form 26 AS or Bank Statement as a proof of transaction between bidder and the said company.

### **7. AFFIDAVIT**

Bidder shall ensure furnishing an undertaking in the form of an affidavit (Format-2) on non-judicial stamp paper valued ₹100/- and duly self-attested by the Bidder.

**NOTE : Govt. depts. are exempted from submission documents of eligibility criteria mentioned from point 1 to point 7**

### **8. NO DEVIATION CERTIFICATE.**

**8.1** The Bidder should furnish and enclose the "No Deviation Certificate" as per Format-3

### **9. SPECIFIC CONDITIONS TO BE ACCEPTED BY THE BIDDER**

SL	Description	Details
1	Door Collection + Door Delivery + Handling Charges (will be paid per demand basis, irrespective of number of consignments involved in a demand)	Single Piece up to 700 kg : ₹ 1500 per demand Single Piece 700 kg to 3000 kg : ₹ 2500 per demand
2	ODA / OCA Charges : Extra Charges will be paid in case of Collection / Delivery Point located more than 25km. radius away from nearest Branch Office (Note: Upto 25 km one way (i.e. up & down 50km), Collection / Delivery has to be done at free of cost.	₹ 1500 per demand
3	Minimum chargeable weight	20 kg per docket
4	Volume Loads — weight equivalent	Freight will be regulated 10 kg per cubic feet even if the actual weight is less than 10 kg per cubic feet. (Though the maximum weight covered under the Contract is 3000 kg, if the volume equivalent weight exceeds 3000kgs also, freight will be paid for the actual weight equivalent (say 3500, 4000 kg etc.))
5	Maximum Size of the consignment to be accepted by the Bidder for transportation through Speed Cargo	L:5 m X W:2 m X H:2 m (Approx.: 16 Ft X 6.5 Ft X 6.5 Ft)
6	Insurance	Insurance will be covered by Consigner / Consignee.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020****STATEMENT FOR EVALUATION ON PQR  
(to be filled in by the Bidder)**

**Important:** All the points of the statements to be adequately substantiated invariably with documentary proof thereto. Non-compliance of this requirement shall be deemed fit to reject the offers.

SL No.	Particulars	Compliance status Please Tick (✓) in the appropriate box / furnish details	
1	Company Registration Number & Date	Reference Number : Date :	
1.1	Status of the Company	<input type="checkbox"/> Public Limited Company <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Partnership firm <input type="checkbox"/> Single ownership <input type="checkbox"/> Others (Specify)	
1.2	Type of Proof Enclosed		
1.3	Power of Attorney	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed	
2	Availability of Branch office at	<b>Station</b>	<b>Proof</b>
		Trichy	
		Chennai	
		Other	
3	GST Registration	GST Number : GST Copy : <input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed	
3.1	Applicable GST percentage	%	
4	Documents for Financial Soundness	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed	
5	Proof of Experience in the field of Transportation of Speed Cargo	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed	
6	Affidavit	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed	
7	No Deviation Certificate	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed	
8	Specific conditions to be accepted by the bidder	<input type="checkbox"/> Accepted / <input type="checkbox"/> Not Accepted	
9	Corrigendum if any	<input type="checkbox"/> Enclosed / <input type="checkbox"/> Not Enclosed	

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**AFFIDAVIT-CUM-UNDERTAKING**

**(To be submitted by the bidders along with their bid in Transportation tenders on non-judicial stamp paper appropriate value duly notarised)**

I, ....., S/o. .... Aged about ..... years, Occ: .....,  
Resident of ....., do hereby solemnly affirm on oath and state as follows:

I am working as \_\_\_\_\_ in M/s. \_\_\_\_\_, i.e. the bidder herein.

I hereby declare that I have power to execute this Affidavit-cum-Undertaking under its memorandum and Articles of Association and the Executant has to full powers on its behalf under the power of attorney granted to him by the proper authorities of the bidder. I am authorized submit this Affidavit – cum- Undertaking on behalf of bidder.

That I am an intended bidder in the transportation contract against NIT No..... issued by BHEL. As per the NIT provisions, the bidder is required to submit an affidavit-cum- undertaking along with the bid disclosing/confirming the details of its group concerns, or affiliates or partners/proprietors/directors of bidder/ such group concerns or affiliates etc., along with other details of DIN and PAN Nos. etc. Accordingly, I submit the same hereunder.

1. I hereby state that the following group concerns or affiliates of the bidder (give name, address and other details of the bidder and its group concerns or affiliates etc.) are engaged in transportation business ..... for last ..... Years.
2. I state that we hereby furnish the details/particulars of the bidder and its partners/proprietors/ Directors of bidder/ such group concerns or affiliates etc., including details of DIN Numbers (in case of Directors) and PAN Number (in case of partners/proprietors), duly supported by self-attested copies of relevant documents.

S.No.	Name of the Directors/Partners/proprietor	PAN	DIN for Director

3. I state and hereby confirm that other than this bidder, none of its group concerns or affiliates or participating in the tender either directly or indirectly through any other agency under same proprietor/common partner(s) /common Director(s).
4. I state and hereby confirm and declare that my/our firm/Company M/s.....and none of my Group concerns or affiliates etc., have not been banned and appeared on the list of banned firms/companies by BHEL (List available on [www.bhel.com](http://www.bhel.com)) nor any of the Director/Partner/Proprietor of bidder/such group concern or affiliate etc., are involved with such firm/company.
5. I hereby state that there is no change in the name, Constitution and status of the firm/Company before submission of tender. If there is any change in the name, Constitution and status of the firm/Company during the tender process and/or awarded of contract (in case contract is awarded) same will be intimated to the BHEL immediately.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

6. I further, agree and declare that BHEL may reject the bid or in case the contract has been awarded, then terminate the contract apart from taking any other suitable action under the contract or applicable legal provisions or BHEL guidelines, including Guidelines for suspension of business dealings without any liability for any compensation to the bidder; if,
- 6.1 BHEL discovers at any time that any statement made by the bidder in this Affidavit-cum-undertaking is false, fraudulent; or
- 6.2 any document submitted by the bidder was fake or forged; or
- 6.3 if BHEL determines in its sole discretion that any statement was aimed at deliberately misleading BHEL with a view to ensure award of the subject contract to the bidder.
7. I declare that I am accepting all the Terms & conditions of BHEL, on behalf of our Company, as given in the Tender Documents, unconditionally, without any deviation. Also I declare that I have fully understood the dispatch requirements, terms & conditions of BHEL and signed the documents accordingly

That the facts stated above are true and correct to the best of my knowledge and belief and nothing has been concealed or misrepresented in any manner whatsoever.

Hence, this Affidavit cum undertaking.

DEPONENT

Solemnly affirmed and signed  
Before me on this the \_\_\_\_ day  
of \_\_\_\_\_, 2020 at Trichy.

NOTARY

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

<To be typed in Bidder's letter head>

**TENDER NO. WCM / 19-20 / 4020E , dt.11.05.2020**

**NO DEVIATION CERTIFICATE**

This is to declare that we do not have any deviations to the tender terms and conditions as per the following:-

**AA. Covering letter** : WCM / 19-20 / 4020E, dt. 11.05.2020

**BB. Part-1 – Techno Commercial Bid**

- Annexure-T1 : Terms & conditions for finalizing the Contract
- Annexure-T2 : Terms & conditions for submitting the offers
- Annexure-T3 : Terms & conditions for operation of the Contract
- Annexure-T4 : General Terms & Conditions of the Contract
- Annexure-T5 : Safety Conditions
- Annexure-T6 : Operational Control Procedures
- Annexure-T7 : Pre-Qualification Requirements (PQRs)

**CC. Part-2 – Price Bid**

The price bid comprises the following documents:-

- Annexure-P1 : Price bid proforma

And accordingly we accept all the Terms and conditions of TENDER NO. WCM / 19-20 / 4020E, dt. 11.05.2020 without any reservations whatsoever.

We unconditionally agree to all the tender conditions and no new conditions are imposed by us in the technical / price bid. We understand in the event of imposing any condition in the technical / price bid, such condition would be ignored by BHEL and only the prices will be considered for the purpose of evaluation.

Yours faithfully,

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

# **PART-2**

## **PRICE BID**

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**PRICE BID****COMMERCIAL CONDITIONS WHICH WILL BE APPLICABLE FOR ALL THE CONSIGNMENT CATEGORIES / REGIONS**

1. Rates shall be quoted on “Rate in ₹ per kg” Basis excluding GST.
2. Detention Charges, Penalty Charges, Storage Charges, etc., will apply as per Special Conditions of the Contract.
3. It is the responsibility of the Transport Carriers to ensure the consignments loaded within the RC Passing weight Capacity of the vehicle.
4. The approximate quantum to be despatched is given under Clause 2.1 of Annexure – T1.

SL	Description	Details
1	Door Collection + Door Delivery + Handling Charges	Single Piece up to 700 kg : ₹ 1500 per demand Single Piece 700 kg to 3000 kg : ₹ 2500 per demand
2	ODA / OCA Charges. Extra Charges will be paid in case of Collection / Delivery Point located more than 25km. radius away from nearest Branch Office (Note: Upto 25 km one way (i.e. up & down 50km), Collection / Delivery has to be done at free of cost).	₹ 1500 per demand
3	Minimum chargeable weight (will be paid per demand basis, irrespective of number of consignments involved in a demand)	20 kg per docket
4	Volume Loads — weight equivalent	Freight will be regulated 10 kg per cubic feet even if the actual weight is less than 10 kg per cubic feet. (Though the maximum weight covered under the Contract is 3000 kg, if the volume equivalent weight exceeds 3000kgs also, freight will be paid for the actual weight equivalent (say 3500, 4000 kg etc.))
5	Maximum Size of the consignment to be accepted by the Bidder for transportation through Speed Cargo	L:5 m X W:2 m X H:2 m (Approx.: 16 Ft X 6.5 Ft X 6.5 Ft)
6	Insurance	Insurance will be covered by Consigner / Consignee.

**Other Special conditions**

1. Maximum weight per demand is 3000 kg
2. Demurrage and storage of consignments is not applicable. If materials are not accepted by the consignee within 5 days (excluding Sundays & Holidays) then the materials has to be rebooked and returned to consigner after clearance of AGM / Logistics and the return freight has to be paid as per the applicable rate schedule.
3. Documents through Bank is not applicable. Letter of Credit is not applicable.
4. GST may be paid by the contractor and reimbursed by BHEL.
5. Loading and unloading is the responsibility of consignor or consignee at BHEL / Vendors / Sub-Contractors/ Sites will be taken care of by the respective Agency
6. Penalty for delayed delivery will be applicable as per tender terms & conditions
7. Detention Charges will be applicable as per Tender Terms & Conditions
8. Transit schedule to be enclosed by the bidders.
9. For small vehicles (similar to TATA-ACE type), cleaner or helper is not required for pick up / deliver the materials inside BHEL Trichy complex. However for larger vehicle where other than one person required for reversing and guiding the vehicles, the vehicles to be accomplished by cleaner or helper in addition to the driver.
10. Priority will be given to the Speed Cargo vehicles to enter in to BHEL premises depending on the urgency.

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)

**PRICE BID**

**FREIGHT RATES (Rate in ₹ per kg – Excluding GST)**

<b>Loading → Point Unloading Point ↓</b>	<b>South Region</b>	<b>North Region</b>	<b>East Region</b>	<b>West Region</b>	<b>North Eastern (NE) Region</b>	<b>Hill Region</b>
<b>South Region</b>	From South to South (Sch SS1)  ₹...../-  Rupees ..... ..... ..... only	From North to South (Sch NS1)  ₹...../-  Rupees ..... ..... ..... only	From East to South (Sch ES1)  ₹...../-  Rupees ..... ..... ..... only	From West to South (Sch WS1)  ₹...../-  Rupees ..... ..... ..... only	From NE to South (Sch NES1)  ₹...../-  Rupees ..... ..... ..... only	From Hill to South (Sch HS1)  ₹...../-  Rupees ..... ..... ..... only
<b>North Region</b>	From South to North (Sch SN1)  ₹...../-  Rupees ..... ..... ..... only	From North to North (Sch NN1)  ₹...../-  Rupees ..... ..... ..... only	From East to North (Sch EN1)  ₹...../-  Rupees ..... ..... ..... only	From West to North (Sch WN1)  ₹...../-  Rupees ..... ..... ..... only	From NE to North (Sch NEN1)  ₹...../-  Rupees ..... ..... ..... only	From Hill to North (Sch HN1)  ₹...../-  Rupees ..... ..... ..... only
<b>East Region</b>	From South to East (Sch SE1)  ₹...../-  Rupees ..... ..... ..... only	From North to East (Sch NE1)  ₹...../-  Rupees ..... ..... ..... only	From East to East (Sch EE1)  ₹...../-  Rupees ..... ..... ..... only	From West to East (Sch WE1)  ₹...../-  Rupees ..... ..... ..... only	From NE to East (Sch NEE1)  ₹...../-  Rupees ..... ..... ..... only	From Hill to East (Sch HE1)  ₹...../-  Rupees ..... ..... ..... only
<b>West Region</b>	From South to West (Sch SW1)  ₹...../-  Rupees ..... ..... ..... only	From North to West (Sch NW1)  ₹...../-  Rupees ..... ..... ..... only	From East to West (Sch EW1)  ₹...../-  Rupees ..... ..... ..... only	From West to West (Sch WW1)  ₹...../-  Rupees ..... ..... ..... only	From NE to West (Sch NEW1)  ₹...../-  Rupees ..... ..... ..... only	From Hill to West (Sch HW1)  ₹...../-  Rupees ..... ..... ..... only
<b>North Eastern Region (NE)</b>	From South to NE (Sch SNE1)  ₹...../-  Rupees ..... ..... ..... only	From North to NE (Sch NNE1)  ₹...../-  Rupees ..... ..... ..... only	From East to NE (Sch ENE1)  ₹...../-  Rupees ..... ..... ..... only	From West to NE (Sch WNE1)  ₹...../-  Rupees ..... ..... ..... only	From NE to NE (Sch NENE1)  ₹...../-  Rupees ..... ..... ..... only	From Hill to NE (Sch HNE1)  ₹...../-  Rupees ..... ..... ..... only
<b>Hill Region</b>	From South to Hill (Sch SH1)  ₹...../-  Rupees ..... ..... ..... only	From North to Hill (Sch NH1)  ₹...../-  Rupees ..... ..... ..... only	From East to Hill (Sch EH1)  ₹...../-  Rupees ..... ..... ..... only	From West to Hill (Sch WH1)  ₹...../-  Rupees ..... ..... ..... only	From NE to Hill (Sch NEH1)  ₹...../-  Rupees ..... ..... ..... only	From Hill to Hill (Sch HH1)  ₹...../-  Rupees ..... ..... ..... only

Date :  
Place:

Signature of the Bidder with seal  
(Authorized Signatory)