

**BHARAT HEAVY ELECTRICALS LIMITED**  
**RAMACHANDRAPURAM – HYDERABAD – 502032**

**M&S TRANSPORT SECTION**

Phone No. 040-23184680

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Tender Notice No: HY/M&amp;S/TPT/4AC\_Indica\_cars/2014-15

28-July-2014

Tender in two parts (Techno-commercial & Price bid) will be received by the undersigned in sealed cover from the contractors satisfying the pre-qualification requirements. The following should be legibly written on the cover – Tender notice number, tender date, name of work, due date of opening. Tenders will be opened at 13:30 hrs on the due date in the presence of bidders or their authorized representatives in BHEL, Administrative Building (Vendor Complex) Ramachandrapuram, Hyderabad - 32.

1	Name of the work	:	Hiring of AC Indica Cars (4No's) till 30 <sup>th</sup> November, 2015
2	Earnest Money Deposit	:	Rs.20,000/- (Rupees Twenty Thousand only)- If contractor quotes for one car only Rs.40,000/- (Rupees Forty Thousnad only)-If contractor quotes for two cars.
3	Estimated Cost	:	Rs.12.50 Lakhs +PVC+ S.Tax (for TWO cars)
4	Cost of Tender Documents	:	Rs.500/- (non-refundable)
5	Tender Sale Start Date	:	30-July-2014
6	Tender Sale Close Date	:	26-Aug-2014 – 1100 Hrs (extended)
7	Last Date of receipt of tenders	:	27-Aug-2014 – 1100 Hrs (extended)
8	Date & time of opening of tenders	:	27-Aug-2014 – 1330 Hrs (extended)

Name &amp; Address of the contractor:

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 .....  
 .....  
 .....

Tenderers are requested to sign and put seal on all pages of tender documents and submit.

Signature of Contractor

**General Conditions:**

1. BHEL, RCPuram is in requirement of 4 Air-Conditioned Indica Cars for official use on all days (including Holidays & Sundays).
2. Contractors in possession of AC Indica Car as per the requirement should submit with document proofs of the vehicles.
3. Contractors not in possession of AC Indica Car can also take part in the tender by signing an undertaking as per Annexure-III.
4. AC Indica Cars on partnership deeds / on power of attorneys / authorizations and on lease basis are not accepted. The AC Indica Cars shall be registered in the name of Contractor / Company on whom the Contract is to be placed. BHEL employees are not eligible for quoting in the tender.
5. The AC Indica Cars shall be supplied along with the driver with all necessary fittings. The fuel shall be in scope of the Contractor only. However, fuel escalation charge as applicable will be paid.
6. One Transport Contractors shall quote for maximum **TWO** AC Indica Cars only.
7. The Year of Manufacture of AC Indica Cars shall be June 2013 & later Models only. AC Indica Car shall have Digital Meters.
8. The AC Indica Car shall be in perfect working condition in all aspects during the entire Contract period failing which the contract may be liable for termination with forfeiture of Security Deposit.
9. If the AC Indica Car runs for a Minimum of 25 days (@ 10 hrs/day) every Month, basic payment as finalized shall be made. However, in case the vehicle does not run for minimum 25 days @ 10hrs/day, proportionate hourly/daily penalty shall be levied as mentioned later.
10. Breaks may be given on Sundays or Holidays or Working days as per the discretion and requirement of Transport Pool and it shall be adhered to unless it is mutually agreed; penalty shall be levied for refusing to take the break.

Signature of Contractor

11. The starting and closing KM Reading shall strictly be from BHEL RCPuram Transport Pool only. The prices shall be quoted accordingly. NO empty KM Run/ garage km run will be considered.
12. The basic km run per month per AC Indica car is 3000 km and extra km shall be paid there after. KM Run per AC Indica Car per Month will be limited to for a Maximum of 3600 Km only. Extra hour charge shall be paid only in case the hourly run exceeds 10 hrs on any day subject to a maximum of 70 hours/month.
13. Once the contract is awarded, the AC Indica Car shall be brought for inspection along with the original documents (as mentioned below) as per the Date & Time mentioned in the Work Order / Letter issued by transport pool.
14. The AC Indica Car shall enter into the factory only after the AC Indica Car passes the inspection
15. The following documents (applicable and valid) need to be submitted during the time of inspection of the AC Indica car.
  - a. Registration Certificate
  - b. Driving License
  - c. Comprehensive Insurance
  - d. Pollution Certificate
  - e. Permit
  - f. Road Tax
  - g. Fitness Certificate
16. If any of the above certificates gets expired during the contract period, the same shall be renewed and copy shall be submitted to Transport Pool authorities in time failing which the bills shall be withheld / Car shall be considered to be under break thereby levying break penalty.
17. The Contractor may be penalized and the contract may be liable for termination along with the forfeiture of Security Deposit in case of but not limited to the following:
  - a. Tampering the Trip sheet / meter / bills or any case of fraud
  - b. Involving in group strikes
  - c. Not performing the duties as instructed by the pool authorities

Signature of Contractor

- d. Continuous unauthorized break for more than 7 days
  - e. Altercations with Transport Authorities
  - f. Misconduct / Mischief / Misbehavior / Smoking / being Drunk on duty
18. Once the Contract is finalized, the AC Indica Cars shall be at the operational disposal of BHEL for the entire contract period.
  19. Only the documents mentioned in Annexure – II need to be submitted. Other irrelevant documents need not be submitted.
  20. Random checks may be done to check the correctness of the meter. If any tampering or in-correctness is found, the contract shall be liable for penalty to the extent of termination with forfeiture of Security deposit.
  21. In case of any change in the contact details of either the Contractor / Driver, the same shall be reported to Transport pool. All the correspondence will be done as per the available contact details only.
  22. A Passport size photo of the driver shall be submitted to the Transport Pool authorities before the commencement of the work and shall be updated regularly.
  23. As per the policies of BHEL, the amount of Security Deposit shall be 10% of contract value.
  24. Parking Charges / Toll Tax are to be paid by the Contractor / Driver and the bills may be submitted along with the Monthly bill for claims duly certified by the Transport pool official.
  25. The rate for Extra KM and Extra Hour will be worked out and the payment will be given for both in the Monthly bill.

The tenderer shall submit their offer in two part bids

- a. Techno-commercial bid consisting of Annexure – I, II and/or III duly signed on all pages along with DDs original for Rs.500/- (cost of tender documents) & Earnest Money Deposit.
- b. Price bid consisting of Annexure – IV duly filled in & duly signed

Signature of Contractor

The above two bids are to be placed in separate covers duly sealed. The cover for Techno-commercial bid should be super-scribed as “Techno-commercial bid for Hiring of AC Indica cars” and Price bid shall be super-scribed as “Price bid for Hiring of AC Indica cars”

Both the above two envelopes shall be kept into another sealed cover. The cover shall be super-scribed with “Quotation for Hiring of AC Indica cars” and shall be sent to **Tender Box, Vendor Complex, Administrative Building, Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad – 502032.**

*BHEL will not be responsible for any postal delays.*

*All corrigenda, addenda, amendments, time extensions clarifications, etc., to the tender will be hosted on BHEL website ([www.bhel.com](http://www.bhel.com)) only. Bidders should regularly visit BHEL website to keep themselves updated.*

Manager/Transport

-AC Indica Cars (4Nos)

Signature of Contractor

**BHARAT HEAVY ELECTRICALS LIMITED**  
**RAMACHANDRAPURAM – HYDERABAD – 502032**

**M&S TRANSPORT SECTION**

Tender Notice No: HY/M&amp;S/TPT/4AC\_Indica\_cars/2014-15

28-July-2014

Name of the Job Work: Hiring of AC Indica Cars (4No's) till 30<sup>th</sup> November, 2015.

The tender schedule must be submitted along with the general conditions, special terms & conditions enclosed herewith duly signed & stamped on each page with bidders covering letter. Quotations should be typed on tender schedules only. Any deviations/deletions should be brought out separately on bidders letter pad and enclosed to the bid documents.

Following to be filled up by the bidder:

1.	Name of the Contractor/Company	
2.	Full Address	
3.	Name of contact person	
4.	Phone no./Fax no.	
5.	E-mail Id	
6.	Mobile no.	
7.	PAN Number	
8.	Service Tax registration details	
9.	EMD details-Cash Receipt/Bank DD details	
10.	BHEL Supplier Code (if present)	

Signature of Contractor

**ANNEXURE-I**

Terms & conditions for entering into rate contract for “**Hiring of AC Indica cars (4 no.) till 30th Nov 2015**”.

1. AC Indica Cars with drivers are required by BHEL, RCPuram, Hyderabad to meet Transportation requirements of officials / customers etc. on all working days including Sundays & Holidays
2. Once the Contract is finalized AC Indica Cars shall be at the operational disposal of BHEL during the entire contract period.
3. The Transport Contractor should ensure that the AC Indica Car Drivers shall meet the following:
  - i. Minimum of 2 year experience of driving vehicles with proof of valid license.
  - ii. Maintain Dress Code, Strict Discipline, punctuality and keep the Car always neat and clean.
4. It is the responsibility of the Contractor to arrange the number of drivers depending upon the operational hours per day
5. The Contractor shall maintain regular contact with the designated employee of BHEL and shall interact on matters relating to the work awarded under this contract.
6. The basic rate for 10 Hrs operation per day and 3000 KMs Run in a Month should be quoted in Annexure – IV along with Rate per Extra Hour beyond 10Hrs & Rate per Extra KM beyond 3000KMs run in a Month. Outstation rates should also be quoted.
7. All the offers received will be scrutinized and only the technically qualified offers will be considered. Technically not qualified offers will be rejected.
8. All entries in the Tender should be clearly written in ink pen or ball point and corrections, if any, are to be duly attested by the tenderer.
9. Issue of Tender documents does not mean that the bidder fulfills the qualifying requirements of the contract.
10. Submission of offer shall mean that the bidder has read the bid documents and agrees to abide by the terms & conditions mentioned in the documents.

Signature of Contractor

11. Quotation should be valid for a period of three months from the date of opening of Techno-commercial bid.
12. No other person except Contractor's authorized representative will be allowed in BHEL premises.
13. Within BHEL premises, the Contractor's personnel should not do any work other than the Normal duties allotted by Transport pool.
14. Transport Contractor should provide Cell phone at Contractor's cost to the drivers to facilitate communication for taking duties on day to day basis and at the time of emergencies / breakdowns / accidents and any other important message to be passed to the contractor or to BHEL pool staff.
15. The breakdown / overhauling / preventive maintenance hours will not be counted in hours of operations.
16. Contractor is solely responsible for payment of wages / salaries and allowances to his personnel. BHEL will have no liability whatsoever in this regards.
17. The contractor shall arrange alternate driver immediately in case the actual driver falls ill, is on leave or absconds from duty.
18. The contractor shall make available relief AC Indica Car immediately in the event of any accident. Such relief AC Indica Car shall be in good running condition and should be of June' 2011 or later model only. Such relief Car will be inspected by Transport Authorities and only on their written consent, the AC Indica Car shall be put-in operations for a maximum period of 2 months. The original car shall be put in operations only after inspection by the Transport authorities. If the AC Indica car does not pass the inspection test, the AC Indica car contract shall be terminated with forfeiture of Security Deposit.
19. Transport Contractor to obtain insurance covered for his employees and shall take comprehensive insurance coverage at his own cost. BHEL will not be responsible for any loss / damage / pilferage or his property and or his employees.
20. Contractor shall be directly responsible for providing necessary staff like licensed drivers with the prescribed uniform. He will also be responsible for their courteous behaviour towards BHEL & CISF authorities.

Signature of Contractor

21. The AC Indica Car shall be registered; duly insured i.e. comprehensive insurance and the same should be renewed from time to time during contract period at his own cost. Transport Contractor will be fully responsible for the safe movement of the Car users.
22. The Transport Contractor should abide by the Company's CISF Security rules and shall provide Safety PPEs (Personnel Protection Equipment) to the Drivers.
23. The Transport Contractor shall ensure that AC Indica Car employed under this contract agreement is covered by a comprehensive insurance policy. Under no circumstances shall BHEL be liable to compensate for any loss or damage that may be caused to the AC Indica Car by accident or complications arising out of such contingencies like theft, fire, riots, strike and terrorism damage whether inside or outside BHEL premises while engaged.
24. In case BHEL be held liable for any loss, damage or compensation to third parties arising from or in relation to Transport operations done by the Transport Contractor such loss, damage or compensation shall be paid by Transport Contractor to BHEL together with the costs incurred by BHEL on any legal proceedings pertaining thereto.
25. In case of any suit or legal proceedings arising under this contract, the court of Sangareddy (Medak District) Telangana only shall have the jurisdiction.
26. The Contractor is directly responsible for injuries / death of occupants or other users arising due to accident or otherwise of AC Indica Car during the contractual period. At any point of time, BHEL will not be responsible for any loss / damage either to the person or to the AC Indica Car arising out of accident of the AC Indica Car for performing contractual obligations.
27. The Transport Contractor will have to indemnify BHEL against the following, in case the same is thrust upon BHEL:
  - a. All claims for injury or damage to any person, property caused by his negligence or negligence of his employees while on operations
  - b. Failure in observance of labour and industrial laws by the contractor.
  - c. All claims by way of compensation and all other types of unforeseen claims which may occur in the course of contract incurred by contractor.
  - d. All payments by way of compensation or otherwise which BHEL may be called upon to make under provisions of the relevant acts to any workmen as aforesaid and any

Signature of Contractor

- cost incurred by BHEL in connection with any claim and demands whatever in respect thereof or in any loss, injury or damages whatever to any third person arising out of this contract by the Transport contractor, their workmen servants or agents shall be recovered from contractor
- e. For all claims, payments and losses that BHEL may have to make or suffer on account thereof the transport contractor shall wherever required to do so by BHEL or Govt. officials authorized under law, produce for inspection all forms, register and other papers required to be maintained under various statutes.
28. The contractor shall indemnify the company against all losses or damages sustained by the company resulting directly or indirectly including his failure to give intimation in the manner aforesaid including the penalties or dues if any and become payable by the company, as a consequence of failure, the company to give notice under the workmen's compensation act or otherwise confirm o the provisions of the said act in regard to such accident.
29. Any amount recoverable from transport contractor towards the loss / damage will be recovered from the outstanding payments due or from the security deposit. In case the amount is insufficient for such recoveries, transport contractor shall make good the balance amount by remitting in the cash office at BHEL. The company reserves the right to enter into Parallel contracts for the same period or any part thereof.
30. BHEL reserves the right to refuse / cancel the tender at any stage without assigning any reason.
31. BHEL reserves the right to refuse / engage the Car if the driver or the car engaged does not confirm to any of the regulations of MV Act or APMV Rules or blacklisted contractor of BHEL, Hyderabad – 502 032.
32. The contract may be terminated at any time without paying compensation whatsoever to the transport contractor in case of misbehaviour, disobedience, dishonesty, clandestine insolvency, any court order, non-sanction of road permit or any other related activities on their part or their failure to fulfill the terms & conditions of this agreement
33. The Rates quoted shall remain valid for entire contract period. However re-imburement / recovery will be made for increase / decrease only in the cost of fuel. No other variations

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other than the cost of fuel will be allowed by BHEL during the tenure of the contract period. The escalation is based upon diesel cost on the date of opening of technical bids. Escalation for increase / decrease in diesel cost will be re-imbursed / recovered at the rate of 0.0067 rupee per KM for every 10 paise per litre increase / decrease in fuel cost. The escalation is applicable at actual KM run for re-imburement / recovery.

34. An amount towards EMD shall be paid by demand draft drawn in the name of "Bharat Heavy Electricals Limited" payable at Hyderabad and shall be enclosed to the Techno-commercial bid. No interest will be paid on EMD. The EMD is returned to the unsuccessful bidder only after one month from the date of finalization of tender.
35. EMD - Earnest Money Deposit will be forfeited in case of the following:
  - a. On withdrawal of the bid or increase in rates or changes in the bid conditions after opening of tender.
  - b. On refusal to enter into a contract after the contract is awarded.
  - c. In case of cheating, committing frauds, providing false information during any stage of tender process.
  - d. If the successful tenderer does not commence the service from the date indicated in Letter of Intent (LOI).
36. EMD furnished by the successful bidder will be adjusted as part of security deposit towards contract performance guarantee and shall be refunded within three months of the date of expiry / completion / revocation of the contract. In the event of the agency failing to comply with any provision of the contract, the security deposit shall be forfeited by BHEL.
37. Successful tenderer shall pay a Security Deposit as per the works policy 2008 of the overall contract value.

Security Deposit:

  - a. Cash (as permissible under income tax act)
  - b. The successful tenderers EMD paid will be converted and adjusted into Security Deposit.

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- c. Minimum 50% of the Security Deposit amount should be paid by Cash or Demand Draft at the time of agreement and before commencing the contract, balance 50% to be recovered from Monthly bills to the Maximum of 10% of the Total Contract value.
  - d. The Security Deposit will not carry any interest and will be paid after successful completion of contract to BHELs satisfaction.
38. The Transport contractor shall submit his bills on 5th day of the following Month. The trips will be authorized by the user or Transport pool authorities. In case the bills are not submitted by 5th of the following Month, these bills cannot be settled in the month in which the bills are received. All payments will be made only in the name of the Contractor mentioned in RC Book on whose name it is registered.
39. The orders, notices or any correspondence to the transport contractor will be sent by registered post to the address furnished. This is deemed to have been served on the transporter, on date of report of delivery of such correspondence. The Transport Contractor shall carry out the orders without any delay.
40. Withdrawal of contract during the contract period will entail BHEL, not only forfeiture of Security Deposit but also to appoint other Transporter at the risk and cost of the contractor.
41. Soon after the acceptance of the Order, the Transport Contractor shall enter into an agreement with M/S BHEL, Ramachandrapuram, Hyderabad – 502 032. The agreement shall be entered on Non-judicial Stamp paper of the value of Rs.100/- to be purchased by Transport Contractor at his own cost.
42. M/S BHEL, Ramachandrapuram, Hyderabad – 502 032 reserves the right to accept any tender or part of tender without assigning any reasons thereof irrespective of the fact whether the accepted tender is lowest or not.
43. The Contract once finalized will be valid till 30th Nov 2015 from the date of commencement of work and can be extended for a period of one year on mutual acceptance at same Scope, Rate, Terms & Conditions and passing fitness test. BHEL shall have the right to close the contract at the end of contract period or extend till New Contract is finalized to the maximum extent of one year at same Scope, Rates, terms & Conditions.

Signature of Contractor

44. In case of any suit or other legal proceedings arising out of and relating to the contract to be entered into, the courts at Sangareddy in Medak District only shall have the jurisdiction.
45. Tax will be deducted at source from the running bills as per applicable income tax rules and other statutory requirements.
46. The Contractor shall ensure adherence to all statutory requirements applicable to Bharat Heavy Electricals Limited, Ramachandrapuram, Hyderabad – 502 032.
47. Any dispute arising not of this contract should be referred to the sole arbitration of General Manager/M&S of BHEL, Ramachandrapuram, Hyderabad – 502 032 or his authorized representative and whose decision shall be final and binding on both the parties.
48. In case the contractor does not carry out the contractual / statutory obligations or the services rendered by him are found to be unsatisfactory, BHEL shall bring the same to his notice and he will be obliged to discharge the obligations and rectify the anomaly within prescribed time failing which, BHEL reserves the right to terminate the contract without assigning any reason whatsoever. In such an event no damages will be payable for short closure of the contract.
49. Notwithstanding anything contained in the contract agreement which will be entered after award of work, the contract may be terminated by BHEL, without assigning any reason.
50. Non-compliance of any provisions under the act / rule / instructions / guidelines shall make the contractor liable for penal action including termination of contract.
51. The Contractor shall not resort to sub-contracting under any circumstances. If found subcontracting at a later date, BHEL reserves the right to take whatever action it deems fit, including cancellation of the contract and forfeiture of security deposit.
52. On the occurrence of an accident, which results in the death of any of the workmen employed by the contractor or which is so serious as to be likely to result in the death of any such workmen, the contractor shall intimate within 24 Hrs. of the happening of such an accident intimate in writing to the company official in-charge of the work.
53. Wherever, BHEL / Company standards are mentioned, they shall be strictly followed.

Signature of Contractor

54. Whenever the term Contractor is used, it shall be understood to refer to the particular person, firm or corporation with whom an agreement has been made by the concerned company official for executing the work defined in the concerned agreement and for the purpose of instructions regarding compliance with contract conditions. It shall include the contractors authorized agents, who are entrusted with the work by contractor.
55. In the event of any question or dispute under this contract, the same shall be referred to a competent authority in the company for sole arbitration and his decision shall be final and binding on the parties to the contract.
56. All disputes, claims and demands arising in connection with the contract shall be settled by mutual consultation. If no such agreement is reached between the parties each party can appoint one arbitrator and the arbitrators so appointed can appoint a presiding arbitrator. The proceedings of the tribunal shall be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The venue of the Arbitration shall be at BHEL, Hyderabad or at such place as the arbitrators may direct. The award to be given by the arbitral tribunal shall be a speaking award. The costs, fees and expenses shall be borne by both the parties equally. The award of the tribunal shall be final and binding on both the parties equally. All questions, disputes, differences arising under, out of or in connection with this contract shall be exclusive jurisdiction of the courts at Sangareddy, Medak District, Telangana.
57. All the works shall be carried in accordance with the directions and to the satisfaction of the company official in accordance scope of work.
58. **Finalization of Contract:** Price bids of all technically qualified will be opened and scrutiny shall be carried out. All the qualified Price bids shall be arranged in ascending order of basic rate (local trips) and L1 party shall be identified. L1 party shall be identified based on the basic rate (local trips) only.
- a. If L1 party rates (all rates) are less than our estimation and are the least Counter offer (as per L1 rates) will be given to the next in line for acceptance and to produce the car for inspection. Counter offers will be till our requirement fulfills
  - b. If L1 party rates are greater than our estimation or not the least

Signature of Contractor

Negotiations will be conducted with L1 party and rates would be finalized. The same rates would be counter offered to next in line till the requirement fulfills.

Similar process (a, b) shall be applied for outstation trips.

59. During finalization of parties - In case of tie based on basic rate, second parameter i.e., rate for extra km will be considered to break the tie. If afterwards also tie exists, third parameter i.e., rate for extra hour will be considered to break the tie.
60. Basic rate per day shall be arrived at by dividing the finalized basic rate per month by 25 (twenty five) irrespective of number of days in a month.

61. **Penalty Clause:**

The billing for the KM Run and days is as mentioned in the next page. Further the below mentioned penalties shall be levied in case if any

- For late hours Rs.100/- per hour during any shift
  - For not wearing uniform Rs.100/- per day
  - For poor upkeep of Car Rs.200/- per day
  - For non-operation of AC by driver Rs.500/- per day
  - For refusing duty by the driver as per instructions of pool in-charge Rs.500/- per day
  - Non operation per day – 1.5 times the basic rate per day
62. Nothing contained in the contract agreement and its conditions shall be deemed to preclude or render in-operative the service of any notice, letter or other communication upon the contractor personally.
63. Outstation duty allocation – The first outstation duty shall be allotted to the highest bidder among the awarded (L4 in case the tender is awarded to 4 contractors). If the duty is refused, penalty (as mentioned below) shall be levied and the same shall be awarded to next in line (L3 in case the tender is awarded to 4 contractors). This process shall be continued till the outstation trip is accepted by any of the contractor. Once the outstation duty is accepted the next outstation duty shall be allotted to next contractor in line and the loop continues.
- Penalty for refusing the outstation duty for the first time – Rs.2,000/-

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- Penalty for refusing the outstation duty for the second time – Rs.3,000/-
- Penalty for refusing the outstation duty for the third time or thereafter – Rs.10,000/- per refusal.

64. The colour of the AC Indica car shall be 'silver'

Considering the basic rate for month (3000 km & 25 days @10 hrs/day) as 'R', extra/less km as 'x', rate for extra km as 'K', extra/less days as 'y', the billing shall be as mentioned below.				
#	Km run	No. of days run	Total amount	Rate per month
1	3000	25	R	Basic rate shall paid
2	3000	25+y	R	
3	3000-x	25	R	
4	3000-x	25+y	R	
5	3000+x	25	$R+K*x$	Basic rate along with extra km rate shall be paid
6	3000+x	25+y	$R+K*x$	
7	3000	25-y	$R+1.5*y*(R/25)$	Penalty shall be levied per day from basic rate
8	3000-x	25-y	$R+1.5*y*(R/25)$	
9	3000+x	25-y	$R + K*x - 1.5*y*(R/25)$	Penalty shall be levied per day from sum of basic rate and extra km rate

-AC Indica

Signature of Contractor

**General instructions to bidders:**

1.	Bidders are required to go through instructions carefully and complete all the formalities as required. In event of furnishing false or incorrect information, the offers shall be rejected and no correspondence will be entertained in this regard.
2.	Bidders are required to submit the offer in two parts. i. Techno-commercial bid along with un-priced bid ii. Price bid. Each bid shall be kept in separate envelopes, which should be properly sealed. Both envelopes shall be put together in a large envelope and shall be submitted to concerned official at Vendor Complex as per the tender date and time.
3.	Bidders are required to ensure that all columns of the bid are duly filled in and all pages are signed. If any incorrect rates or unusually low rates are mentioned the offer shall be rejected and no correspondence will be entertained in this regard.
4.	The techno-commercial bid should accompany the Demand Draft for Earnest Money Deposit and cost of tender document along with other relevant supporting documents. In case of non-submission of Earnest Money Deposit/ Document cost along with the technical bid, the offer is liable to be rejected.
5.	Bidders are required to submit duly filled in tender documents before 1100 hrs as mentioned earlier at Vendor Complex, Administrative Building (BHEL).
6.	The techno-commercial bids will be opened on the same day at 1330 hrs as mentioned earlier at Vendor complex, BHEL, RCPuram (unless extended).
7.	Bidders or bidder's representatives may attend the tender opening on the above mentioned date, time and place. No separate intimation will be given to bidders.
8.	The sealed price bids of only those offers, which are technically acceptable, will be opened later. The bidders qualifying in technical bid will be intimated separately for participating in price bid.
9.	In case there is any discrepancy in values between numerals and words anywhere in the tender document, the values in words shall be considered.
10.	Price quoted shall be exclusive Service tax.

Signature of Contractor

**ANNEXURE-II**Techno-commercial bid for “Hiring of AC Indica cars (4No’s) till 30<sup>th</sup> November, 2015”

Sl. No.	DESCRIPTION	CONTRACTORS RESPONSE
1.	Name of contractor	
2.	Address and contact Number.	
3.	Name of the job work	Hiring of AC Indica cars (4No’s) till 30 <sup>th</sup> November 2015
4.	Tender Notice no. and date.	HY/M&S/TPT/4AC_Indica_cars/2014-15 Dt.28 <sup>th</sup> July,2014
5.	Details of EMD	
6.	Document cost details	
7.	PAN No. with proof	
8.	Service Tax registration details	
9.	Vehicle document details	

Signature of Contractor

**ANNEXURE – III**

**UNDER TAKING**

(for tenderers not in possession of AC Indica car at the time of submission of tender documents)

I, undersigned applied for Hiring of AC Indica car vide Tender No. HY/M&S/TPT/4AC Indica/2014-15, Dated: 28-July-2014 given by M&S Transport Section, BHEL, Ramachandrapuram, Hyderabad – 502032.

In the above said tender I have not submitted the details of AC Indica Car(s) as I don't own AC Indica Car(s) (Model June'2013 or later) at present.

If I stand L1 in the tender or if order is received for supplying AC Indica Cars (Model June'2013 or later) I will produce the Car(s) physically (as per the quantity mentioned in Sl. No 10 Annexure 2) at the time of inspection, the date & time of which will be intimated by Transport pool of M&S, along with requisite documents.

Name, Address of the Contactor

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Signature of Contractor

**ANNEXURE IV****Price bid for "Hiring AC Indica Cars (4No's) till 30<sup>th</sup> November, 2015"**

Local Trips			
#	Description	Rate	
1	Basic rate for 3000 km run in a month @10hrs per day per AC indica car with driver including fuel cost	(In numerals)	(In words)
2	Rate per extra hour beyond 10hrs per day	(In numerals)	(In words)
3	Rate per extra km beyond 3000 km run in a month	(In numerals)	(In words)

Outstation Trips			
#	Description	Rate	
1	Rate per km	(In numerals)	(In words)
2	Waiting charges per day if vehicle does not cover 300 Km per day	(In numerals)	(In words)
3	Driver Bhatta per day	(In numerals)	(In words)

*\*Service tax shall be paid extra. Rates should be quoted accordingly*

Name, Address of the Contactor

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Mobile Number:

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Landline Number:

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Signature of Contractor