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भारत हेवी इलेक्ट्रिकल्स लिमिटेड

Bharat Heavy Electricals Limited

(A Government of India Undertaking)

ELECTRONICS SYSTEMS DIVISION

P.B.No 10010, Plot No. 98, Electronics City,
Hosur Road, Bangalore - 560 100

Gram : BHARATESD
Phone :25146113, 25146118
Fax : :+91-80-28520135
Email : :esdhr@bheledn.co.in

Ref: BHE/ESD/FS&HR/TPT/2015-17

Date: 13.02.2015

CORRIGENDUM

Adding of Clause no. 2 under Note of Annexure II of Price Bid.

Monthly Extra Kms is admissable to the extent of actual utilisation over the cumulative kms [cumulative Kms = 125 km X No of Vehicles X No of Working days for a given month]

Notice Inviting Tender

Sl. No.	PARTICULARS	DETAILS
1	Tender Number	Ref: BHE/ESD/FS&HR/TPT/2015-17 dated 11.02.2015
2	Name of the Work	Contract for Providing Transport to employees of BHEL-ESD
3	Contract Period	Two Years with effect from 01.04.2015
4	Estimated Value	Rs.95.41 Lakhs (approximately for 2 years)
5	Earnest Money Deposit(EMD)	Rs.1.5 Lakhs
6	Last Date and Time for the submission of duly filled in tender document	04.03.2015, 1.15 PM
7	Date and Time for Tender opening	04.03.2015, 1.30 PM
8	Place of Submission of Tender document along with EMD	Reception Area at BHEL, Electronics Systems Division, Electronics City Phase 1, Hosur Road, Bangalore -560100.
9	Scope of Work	Refer Tender Document
10	Eligibility Criteria	Refer Tender Document (Essential Criteria)
11	General Terms and Conditions	Refer Tender Document

Note:- The tenderers shall return the duly filled in Tender document after affixing signature on all the pages.

BHEL-ESD

Contractor



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Email : :esdhr

Ref: BHE/ESD/FS&HR/TPT/2015-17

Date: 11.02.2015

M/s

Dear Sir,

Sub:- Contract for Providing Transport for BHEL-ESD on Hire Basis – Submission of Quotation

Ref :- Tender Ref no.and date : Ref: BHE/ESD/FS&HR/TPT/2015-17 dated 11.02.2015

BHEL-Electronics Systems Division intends to enter into a contract for utilizing **SIX** TT/Force traveler (12+1 Seater) of 2013 Model make on hire basis for a period of **TWO YEARS** with effect from 1st April 2015. The salient point are furnished in the table below by complete scope of work and general terms and conditions.

Notice Inviting Tender

SL NO	PARTICULARS	DETAILS
1	Contract Work	Providing Six (6) Tempo/Force Travelers.
2	Contract Period	Two Years with effect from 01.04.2015
3	Earnest Money Deposit(EMD)	Rs. 1, 50,000 to be furnished along with the Tender Document.
4	Last Date and Time for the submission of duly filled in tender document	04.03.2015, 1.15 PM
5	Date and Time for Tender opening	04.03.2015, 1.30 PM
6	Place of Submission of Tender document	Two parts in two separate sealed covers put one inside another sealed cover to be dropped in Tender Box kept at Reception Area at BHEL, Electronics Systems Division, Electronics City Phase 1, Hosur Road, Bangalore -560100.
7	Security Deposit	Successful Bidder will have to furnish Security Deposit as per Clause 17 Page No.5 – “Terms and Conditions”

Note:- The tenderers shall return the duly filled in Tender document after affixing signature on all the pages.

BHEL-ESD

Contractor

Annexure-1 Technical –Cum-Commercial Bid

Scope of work:

1. The scope of work involves commuting employees safely and in time from various parts of Bangalore to BHEL-ESD Factory at Electronics City, Hosur Road in the morning & in the evening from factory to their respective pick-up points including other fixed trips apart from assigned trips on need-basis from time to time.
2. This tender is valid for a period of TWO (2) years effective from 01.04.2015 to 31.03.2017. The successful bidder on whom the work order will be placed is termed as “contractor” in this document.
3. The number and type of vehicles to be provided is as follows:

Sl.no	Vehicle type	Qty
1	12+1 Seater (TT's/Force traveler) of 2013 Model or Later	6 nos.

4. BHEL – ESD reserves the right of changing the routes of the various vehicles. **ONE** TT/Force traveler with the Driver will be retained at ESD for official use for local trips after the morning trip to factory within the daily working time of BHEL-ESD. Other vehicles will leave the premises and report back at 3.30 PM for the evening trip. Choice of which vehicles to be retained at ESD will be the discretion of BHEL ESD. Without authorized permission of BHEL-ESD HR, the designated vehicle should not leave ESD premises.
5. The vehicles provided must be of 2013 model or later.
6. Bidders must directly own all the Six (6) vehicles of 12+1 seater. Proof of direct ownership (as per Cl.18 of Technical Bid) must be enclosed along with the bid.

Annexure-1 - Terms & conditions

- 1 All vehicles are required to report at the designated place of first pick-up point of all routes 15 minutes before the commencement time. The commencement time and the pick up point of each route is given in Annexure.
- 2 The present factory timings are from 07.30 hrs to 16.36 hrs (Monday to Friday) and 0730 hrs to 1230 hrs (Saturday). The vehicle should arrive at BHEL ESD front gate at 7.25 AM in the morning and should leave BHEL ESD Gate at 16.40 hours in the evening. In case of any change in timings, the same will be informed to the vendor within ten days' notice.
- 3 Bidder should have successfully completed similar works during the last seven (7) years as per details hereunder (Copy of work order and completion certificate to be enclosed along with bid. In case of ongoing contracts, the works order and performance certificates are to be provided):-
 - a) Three (3) completed contract works of providing TT/Force travelers on hire basis costing not less than the amount equal to 40 % of estimated cost ie.38 Lakhs (OR)
 - b) Two (2) completed contract works of providing TT/Force travelers on hire basis costing not less than the amount equal to 50 % of estimated cost ie.48 Lakhs (OR)
 - c) One (1) completed contract work of providing TT/Force travelers on hire basis costing not less than the amount equal to 80 % of estimated cost ie.77 Lakhs

If any bidder is not fulfilling any of above conditions from a to c will be summarily rejected.

- 4 The valid records/documents like RC Book, Vehicle permit, Insurance, Driving License's of Drivers, Emission certificate etc., should be produced at the time of award of contract and whenever required by us for verification. Vehicle should be in good running condition of 2013 model or later & all statutory requirements of RTO/Police, etc., should be fully complied with.
- 5 The Bidder shall be responsible for providing vehicle Drivers with License. The drivers must possess valid driving license and have at least five years' experience driving similar vehicles. The drivers' license document is to be produced for verification by BHEL, whenever demanded.
- 6 The rate quoted should include the charges towards fuel, wages, permit, insurance, taxes (including Service Tax) and maintenance of vehicle, statutory payments etc., and the rate shall be subjected to price variation clause on increase/decrease of fuel prices during the contractual period.
- 7 Contractor will also be responsible for their courteous behavior towards the BHEL Staff, Executives, customers and passengers in the vehicles. Drivers will strictly adhere to instruction and directions issued by BHEL when the vehicles are on duty and at our command. Strict discipline shall be ensured by contractor. The contractor shall be responsible for behavior of his driver at company premises.

Annexure-1 - Terms & conditions (Contd)

- 8 ONE vehicle to be retained for BHEL premises for use. BHEL - ESD reserves the right to use the vehicle at its discretion. In case the same vehicle is required by the Contractor, it will be released only against arrival of the suitable alternate [good running condition] vehicle at our premises irrespective of the reasons.
- 9 Trip sheet should be maintained properly by recording time, kilometres on daily basis and obtain the signature from the first pick-up/last drop-employee on same day.
- 10 The names of the successful bidder's staff/representatives along with their office address/contact numbers have to be furnished by the contractor who have to be contacted, during exigencies or for necessary clarification.
- 11 The vehicles in this tender are for carrying adults. Vehicles of the same seating capacity used as school vehicles with lesser leg space are not acceptable. Short roof vehicles are not allowed.
- 12 BHEL - ESD reserves the right to terminate the contract with one month's notice if the performance is not satisfactory.
- 13 Bidder shall be responsible for covering contractor's/ drivers'/supervisors against all statutory regulations including personal accident insurance etc. BHEL-ESD shall not be responsible for any consequences arising on account of any violation of any statutory provisions, rules/regulations by the Bidder.
- 14 In case of any breakdown of running vehicle, alternate arrangement of same seating capacity and in good running condition should be made within half-an-hour to fulfill the contractual terms. Failure to make alternate arrangement will result in levying of appropriate penalty as given below.
- 15 After dropping the employees/evening trip, Drivers/Supervisors of the Contractor will not be allowed entry inside the factory.
- 16 The drivers of the TT/Force traveler should be wearing Uniform during driving for BHEL, as per RTO guidelines.

Submission of bid:

Bidders shall submit their bids in two parts in sealed in two separate covers super scribed "Annexure – 1" and Annexure - 2" respectively (empty formats given below) with tender reference no. and date.

Annexure 1 - Essential Criteria for Evaluation of Technical Bids

Annexure 2 - Price Bid

While submitting, both Annexure 1 and Annexure 2 should be enclosed in separate cover addressed to AGM/HR & FS, ESD, BHEL, Bangalore and dropped in Tender box at the employer's location or couriered to AGM/HR & FS in the above address. All the pages of the documents submitted to BHEL should be duly signed by the Contractor.

17 EMD: Every tender must be accompanied by Demand Draft drawn in favour of BHEL-EDN for 1.5 Lakhs as Earnest Money Deposit. This earnest money will be refunded to the unsuccessful bidders after finalization of the award of work without any interest. In the case of the successful bidder(contractor), the earnest money will be retained as part of the Security Deposit for satisfactory completion of the work in accordance with Clause – 19(viii) of the BHEL General Conditions of the Contract. Tenders without Earnest Money Deposit receipts are liable to be rejected. No interest will be paid on the earnest money deposits. **It may be noted that Techno-commercial bid without EMD will be summarily rejected.**

18 SECURITY DEPOSIT – Copy at Annexure enclosed.

Payment:

- 19 Trip Sheets should be maintained by the Drivers reflecting journey undertaken daily which will invariably be get filled-up by driver affixing his signature and the same duly certified by the authorized official deputed for this work. The Trip sheet Book will be provided by BHEL-ESD and the same has to be submitted on monthly basis (calendar month) along with the bills. Payment will be made on or after Thirty (30) days from the date of submitting the bill.
- 20 Payment will be made only once in a month. Bidder will submit the bills on monthly basis(Calendar month), which will be duly verified, checked and passed by ESD HR department and forwarded to Finance Department of BHEL – EDN Bangalore for releasing payment to the contractor.
- 21 If any discrepancies in the trip sheets/bill will be returned immediately for re-submission after correction by the contractor within 1 month. All payments will be made by Electronic Fund Transfer (EFT) for which bidders shall fill in the EFT format giving their Bank A/c details. EFT will take place after thirty (30) days of submission of clear bills. Electronic fund transfer form is enclosed herewith.

Penalties applicable:

22 Failure to meet the contractual requirements will result on levying of **Penalty** as below:

i) If the vehicle has not reported at first Pick – Up point [Breakdown while reaching the first point from garage] but reaches the factory late after repair/ substitution of vehicle	50% of the daily rate
ii) If the vehicle is not available at our disposal for half-a-day and less i.e. half of the specified slab hours and less [tolerance of 15 minutes allowed]	75% of the daily rate
iii) If the above failure [half-a-day] occurs more than once in a calendar month	25% of the daily rate in addition to the penalty in ii) above, for the second and subsequent failures.

iv) If the vehicle is not available at our disposal for a full day [more than half a day-slab hours]	125% of the daily rate. If the failure [full day] occurs more than once in a calendar month then penalty will be 50% of the daily rate in addition to the penalty of 125% for the second and subsequent failures.
v) If the vehicle is not available after doing part of work during first or second half & no alternate arrangement is made within half-an-hour	as per Sub Cl. ii) and iii) above
vi) If the vehicle is not available after doing part of work during first or second half & no alternate arrangement is made within half-an-hour	as per Sub Cl. ii) and iii) above
v) Vehicle is available at BHEL - ESD premises without Driver	Same penalty for vehicle not available in our yard ie. as per Sub Cl. ii) and iii) above
vi) If smaller vehicles(less than 12+1 seater) are sent as substitute, no payment will be made for the smaller vehicles.	Penalty of 125% of the daily rate will be levied as in (iv) above.

The Management reserves the right to accept or reject any offer without assigning any reason whatsoever and its decision is final in this regard.

Thanking you,

Yours faithfully,

For & on behalf of Bharat Heavy Electricals Limited

Annexure – I Essential Criteria for Evaluation of Technical Bids.

(signed copy to be enclosed in separate cover)

S.No.	Description	Details
1	EMD details	DD No: Date : Amount: Rs.1.5 lakhs
2	Whether the tenderer has agreed to submit Security Deposit immediately after receiving of Work order as mentioned in the Tender	Accepted/Not Accepted
3	Name and address of the registered office with phone/fax nos. and email id Nature of organization (Private, Public, partnership firm, propriety concern)	
4	Registration No. and year of Establishment (Copy of registration certificate shall be enclosed)	
5	No. of years of experience in the field of transport service	
6	Contact persons name, designation, phone no. and email id	
7	The average annual financial turnover of the Vehicles operator / Travel agency during the last three years ending 31 st March of the previous financial year, should be at least 30% of the estimated value indicated in the NIT (Photo copies of Auditor Report to be enclosed)	2010-11 Enclosed/Not enclosed 2011-12 Enclosed/Not enclosed 2012-13 Enclosed/Not enclosed 2013-14 Enclosed/Not enclosed (Unaudited report may be submitted)
8	The Vehicles operator shall have experience of successfully completing similar works during last 7 years either of the following. Copy of Completion certificate should be enclosed. a) Three similar completed works costing not less than the amount equal to 40% of the estimated value ie. Rs.38.17 Lakhs (or) b) Two similar completed works costing not less than the amount equal to 50% of the estimated value ie. Rs.47.71 Lakhs (or) c) One similar completed works costing not less than the amount equal to 80% of the estimated value ie. Rs.76.33 Lakhs.	Rs. _____ Enclosed/Not enclosed Rs. _____ Enclosed/Not enclosed Rs. _____ Enclosed/Not enclosed

9	Solvency certificate from the bank not older than one year to be furnished for Rs 8.00 Lakhs	Enclosed/Not enclosed
10	Vehicles Operators / Travel Agencies should have PAN as per income Tax Act. Please indicate your PAN No. (Xerox copy to be enclosed.)	Enclosed/Not enclosed
11	Vehicles Operators / Travel Agencies should have service tax registration number as per service Tax Act. Please indicate your service tax regn. No. (Xerox copy to be enclosed.)	Enclosed/Not enclosed
12	Address of Depot/Garage, Contact person with phone No.	
13	Names, address and phone nos. of Partners/Proprietors/Directors	
14	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL	
15	Whether vendor is having any relative working in BHEL (if yes, provide name, staff no., designation and department.)	
16	Contractor will submit the bills (in duplicate) on monthly basis along with trip sheets, which will be dully verified, checked and passed by BHEL HR Dept.and forwarded to Finance Department for releasing payment to the contractor. All payments will be made by Electronic Fund Transfer (EFT) for which vendors shall fill in the EFT format giving their Bank A/c details. Appropriate amount of TDS would be deducted as per IT Act. (EFT from is enclosed).	Enclosed/Not enclosed
17	Payment Terms:- Payment will be made after Thirty (30) days from the date of submitting the clear bills	Agreed/Not Agreed
18	Scope of work and Terms & condition mentioned in NIT.	Agreed/Not Agreed

19. Details of Vehicles owned by the vendor in his/her own name/firms' name. Registration should not be older than 2013 (Xerox copy of RC book to be enclosed)

S.No.	12+ 1 Seater (Make/ Model)	Regn. No.	Year of Regn.	Whether registered for public usage	Fitness up to	Comprehensive Insurance up to
1						
2						
3						
4						
5						
6						

20. Declaration:- I / We _____ have gone through the terms and conditions of this tender No. BHE/ESD/FS&HR/TPT/2015-17 dated 11.02.2015 and undertake to accept the same in totality and agree to deploy the vehicle if the contract is awarded to us. Further all vehicles for this contract will be of Make (model)_____.

Note:

- 1) All above information should be supported by relevant documents as applicable.
- 2) No column should be left blank. If any column is left blank the offer is liable to be rejected. Extreme care shall be taken while filling price bid. **Overwriting will not be permitted.** Rates quoted shall be including service tax.

Place:

Signature of the Authorized person with Seal

Date:

Annexure-II -Price bid

(signed copy to be enclosed in separate cover)

Rate of fuel [Normal Diesel – IOC/HP/BP/IBP] per Litre is Rs. _____ as on _____

Charges for 750 Kms. per day for 6 vehicles for morning drop and evening pick up with 1 vehicle retained during working hours in ESD	Rate per Extra KM beyond 750 Kms	Price variation in case of decrease/increase in diesel rate
Rs.	Rs./Ps	Rs./Ps

NOTE :

1) L1 STATUS to be determined based on the total QUOTED FOR 12 + 1 seater vehicle for 750 Kms ONLY and not on the break-up of Extra Kms and price variation. The rate quoted shall be valid for 120 days from the date of tender box opening, except for price variation as mentioned above for consideration of this Bid.

2) Monthly Extra Kms is admissible to the extent of actual utilisation over the cumulative kms [cumulative Kms = 125 km X No of Vehicles X No of Working days for a given month]

3) Price Variation: The net rate of fuel price indicated on the date of submitting this Bid. If there is any increase or decrease in fuel net rate [inclusive of all taxes] by Re. 1.00 [One rupee only] or more the same will be taken into account and made applicable for entire kilometers. The revised rate will be affected from the date of change of rate and the revised rates will become applicable in case of any utilization of extra Kilometres.

3) The rate quoted should include the charges towards fuel, wages, permit, insurance, taxes (including Service Tax) and maintenance of vehicle, statutory payments etc., and the rate shall be subjected to price variation clause on increase/decrease of fuel prices, during the contract period.

Method of calculation will be as under [for Example]: (12 + 1 seater)

Calculation on the day of bidding rate by	Calculation for increase in fuel of
Fuel rate per Km Rs.4.61 x 750.00 Km Rs.3457.50	Fuel rate per Km Rs.5.32 x 750.00 Km Rs.3990.00

The difference payable is Rs.532.50 wef date of increase for 6 vehicles for 750 KMs.

- 4 All vehicles' will be made available at first pick-up point 15 minutes before the commencement of the trip at designated first pick-up point.
- 5 After pick-up of employees from the places they will be dropped at BHEL-ESD by 7.25 AM positively.
- 6 Payment should be made within thirty days from the date of submission of correct Bill with trip sheets etc. **If any delay /incomplete trip sheet/bill will return and this delay will be affected to delay of payment.**
- 7 As per BHEL extent Policy the payment can be made and to facilitate the present payment policy through EFT mode the required information with Bank certification EFT form is furnished herewith and same to be enclosed with filled the form and signature /seal by Banker along with first bill.
- 8 Deductions if any, towards the penalty amount, statutory deduction etc., under the terms of contract can be deducted from the respective monthly Bill apart from any dues recoverable.
- 9 Service Tax rate is as per extant rules & Regulations under the relevant law.

Signature of the Authorized person with Seal

Date & Place