

“COURIER”

Project Engineering
Management

Bharat Heavy Electricals Limited
(A Govt. Of India Undertaking)



Enquiry no: PE-LPE/158
Dated: 18-04-2014

Due Date: 09/05/2014 by 02.00 PM

Intimation of Open Tender Enquiry

Subject: TWO YEAR RATE CONTRACT FOR HIRING OF CARS FOR OFFICAL USE AT PPEI-PEM-NOIDA & SSBG, NOIDA (FROM 01, JULY 2014)

Dear Madam/ Sir,

Quotations are Invited in sealed cover in Two Parts with Enquiry no., Enquiry date, Quotation due date & Time, Name/ Address of the Organisation whom submitting the offer legibly super- scribed on it, for the above- mentioned item so as to reach the undersigned before 02:00 P.M. on or before the above mentioned due date.

Bid Opening: PART-I (Techno-Commercial Bids) will be opened at 3.00 PM on the due date in the presence of bidders who may like to be present. Date and time of Part-II (Price Bids) shall be communicated separately.

Bid Submission: Bid submitting as per INSTRUCTION FOR FILLING IN AND SUBMITTING THE TENDER enclosed with the tender document. Bid submission In TWO PART ONLY (Part-I Techno-Commercial Bid and PART- II Price Bid only). The quotation sent in any other format will not be considered by BHEL.

Scope of work: As per Part-I Technical Specification/(Terms & Condition) Annexure-B.

Payment Terms: 100% Payment will be made on a monthly basis within the 30 days after receipt of the bill in duplicate & verification. Detail terms as per cl. no. 4.0 of Commercial Terms & Conditions - ANNEXURE-C

Earnest Money Deposit : Rs.2,00,000.00 as EMD should accompany the techno-commercial bid in form of Bank Draft/Pay orders in favour of “M/s BHEL”. EMD shall, inter-alia, be forfeited in case of the following:

- On withdrawal of bid or increase in rates or change in bid conditions after opening of the tender.
- On refusal to enter a contract after the award of contract.
- If operations of the contract are not commenced from the date indicated in the award of the contract.
- No interest shall be payable by BHEL on EMD amount.

Security Deposit: Successful bidder to submit the Security Deposit of Rs. 2,00,000/-. The EMD amount of Rs. 2,00,000/- of successful bidder shall be kept as Security Deposit till completion of the contract. No interest shall be payable by BHEL on Security Deposit.

Work Distribution: As per Cl. No. 07 of Instruction for Filling & submitting the tender.

Please reply to:
BHEL-PEM -Power Sector
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Phone: 0120-4218722, 4368711
Fax : 0120-4329055
Email: skaggarwal@bhhelpem.co.in
devendresharma@bhhelpem.co.in

Regd. Office:

BHEL House
Siri Fort,
New Delhi-110049

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Evaluation Criteria: As per Instruction Cl. no.10 of Instruction for filling and submitting the Tender and Price Format.

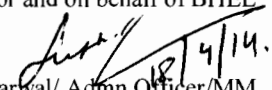
Pre-Qualifying Requirement as per **Annexure-A**, Scope of work as per **Part-I Annexure-B**, Rate & Price Variation, Terms of Payment for Local and outstation journeys, Penalty, Validity of offers, Validity of Contract, Insurance, Termination of contract and Arbitration as per **Commercial Terms & Conditions Annexure-C** enclosed. Detail of Business - **Annexure-D**, Details of Vehicles owned as per **Annexure-E**, Vehicle Duty Slip as per **Annexure-F**, Part-II (Price Bid) as per **Annexure-G**, Format for seeking Deviation as per **Annexure-H**, Contact Detail as per **Annexure-I**, **Evaluation criteria and Part-II (Price Bid)** as per **Annexure-J**, Declaration as per **Annexure-K**, Neft Format as per **Annexure-L**, Check-List of Documents submitted as per **Annexure-M**, Declaration Regarding the status of the firm and abatement as per **Annexure-N**, Government of India Notification no. 26/2012-Service Tax as per **Annexure-O**, enclosed.

Remarks: Tenders and all correspondence thereof, shall be addressed to the undersigned by name & designation and sent at the **following address:**

Tender Room,
M/s Bharat Heavy Electricals Ltd.,
Project Engineering Management,
Power Project Engineering Institute,
HRD & ESI Complex,
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Thanking You,

Yours faithfully,
For and on behalf of BHEL


S. K. Aggarwal/ Admn. Officer/MM
BHEL PEM, Noida

Encl: Annexure- A, B, C, D, E, F, G, H, I, G, K, L, M, N, & O.

Please reply to: Phone: 0120-4218722, 4368711
BHEL-PEM -Power Sector Fax : 0120-4329055
Power Project Engineering Institute, Email: skaggarwal@bhhelpem.co.in
HRD & ESI Complex, devendresharma@bhhelpem.co.in
Plot No 25, Sector-16 A, Noida-201301 (U.P.)

Regd. Office:
BHEL House
Siri Fort,
New Delhi-110049

BHEL PS-PEM/SSBG HIRING OF CARS TENDER NO. ... *PE-4PE/158*

INSTRUCTION FOR FILLING IN AND SUBMITTING THE TENDER

1. All the original tender papers should be returned to us duly signed and stamped on each page by the tenderer in token of the acceptance of all terms and conditions enumerated in the Techno-Commercial Specifications.
2. Vendors must go through all the annexures carefully before submitting the bid.
3. All the deviations to the tender conditions shall be clearly brought out in a separate deviation statement (format enclosed). Any deviation specified elsewhere in the tender shall not be considered.
4. The tender shall be submitted in **two sealed envelopes** clearly indicating **Techno-Commercial Bid and Price Bid**. The first envelop should contain the **Techno-Commercial Bid** along with **EMD of Rs. 2,00,000/-** (Rupees Two Lakhs only) in the form of DD / Pay Order and second envelope should contain the **Price Bid** document.
5. The Techno-Commercial and Price Bid should be as per Tender Documents. **The quotation sent in any other format will not be considered by BHEL.**
6. Submission of offer shall mean that the bidder has read the bid documents and agrees to abide by all terms and conditions mentioned in the documents, unless specifically mentioned in the bid as a deviation.
7. BHEL intends to distribute the work load to max. 3 contractors / agencies in ratio of 50 : 30 : 20 at L1 rates with larger share to the lowest bidder, viz., the L1 bidder will be apportioned 50% of the business volume. During execution of contract, however, distribution of business volume as stated above cannot be guaranteed as the unforeseen circumstances in providing the cars by the parties cannot be pre-determined. Further L2, L3, L4..... bidders shall be offered L1 rates in succession, however, in case only two bidders accept L1 price, the work shall be distributed in the ratio of 60 : 40. If two or more bidders quote the similar %age increase/decrease, the bidder with higher turnover will have preference over their bidder in deciding L1, L2, L3 etc.
8. **VALIDITY OF RATES:** The quotation will remain valid for a period of ninety days from the date of opening of Part-I tender (Techno-Commercial Bid).
9. **DEVIATION:** The Contractor must comply with the tender specification and all terms and conditions of contract. No deviation shall normally be entertained.
10. **EVALUATION CRITERIA:** BHEL's "Schedule of Hiring Rates" for different model cars is enclosed (reference Price Bid (Part-II) Format).

The bidders are required to fill % Above OR % Below OR 0% in the box provided in the Price Bid Format. Bidders may please note that they have to fill only one % figure, i.e., either for % Above OR % Below OR 0% which will be applicable for all model cars and all other items mentioned in the "Schedule of Hiring Rates" (Price Bid Format).

The ranking of the bidders will be made on the basis of % quoted by them.

BHEL's will prepare revised "Schedule of Rates" incorporating % above OR % below OR 0% in the statement of "Schedule of Rates". The bidders will need to match their rates with the "Schedule of Rates".

[Handwritten signatures and initials]

Terms & Condition**A. PRE QUALIFYING REQUIREMENTS (PQR)**

S. NO.	DESCRIPTION	DOUCMENTS TO BE ATTACHED WITH PART-I BID
1.	The bidder should have experience in work of similar nature with large reputed corporates of at least three (3) years ending on 31 st March 2014.	(a) Copies of experience Certificate or copy of Work order indicating the duration of contract along with the contact nos. of concerned offices duly certified by a Notary Public.
2.	The bidder should have at least three (3) years' experience in work of similar nature with large reputed corporates with an average annual turnover of Rs. 30 Lakhs in the last 3 years.	(a) Audited Balance Sheets along with Profit & Loss Account for the previous 3 years. In case of unavailability of balance sheet & profit & loss statement, CA certificate for the same shall be furnished.
3.	The bidder should have a minimum of 10 cars of Wagon Swift Dzire / Indigo / Innova / Tavera / Honda City / Xylo / Scorpio / Honda Civic / Maruti SX4 / Toyota Corolla of model 2013 or later registered as taxis in the name of company / firm / partner / director.	(a) Photocopies of Registration Books of at least 10 nos. cars registered as taxis along with the latest and valid insurance covers. Original R.C Books would be physically verified before finalization of the empanelment of the parties.
4.	The bidder should have his office in Delhi/NCR with phone/mobile connection, and capable of providing taxis round the clock.	(a) Details to be furnished along with the technical bid.
5.	The bidder should be registered for SERVICE TAX payment.	Copy of registration certificate indicating Service Tax registration No.
6.	The bidder should have PAN (Permanent Account Number).	Copy of PAN
7.	Income Tax Return	Copy of ITR for FY 2013-14 & FY 2012-13
8.	Location of garage of the contractor from BHEL PPEI building, Noida.	The contractor's garage may be located in the vicinity of up to 15 KMs from BHEL PPEI building, Noida. However, charges on the principle of 'garage-to-garage' will be restricted to max. of 10 KMs or the actual distance between BHEL PPEI building, Noida and the garage of the contractor whichever is lower.
9.	EARNEST MONEY DEPOSIT: Rs. 2,00,000/- (Rupees Two Lakhs only) as Earnest Money should accompany the techno-commercial bid.	Bank Draft / Pay Orders in favour of "M/s BHEL", payable any schedule bank at New Delhi must be submitted in a separate envelope.

PART-ITECHNICAL SPECIFICATION/ (TERMS & CONDITIONS)

1. **GENERAL** : BHEL-PEM/SSBG have requirement of Commercially Registered Taxis for Sr. Executives, guests and employees including occasional requirement of air-conditioned / non-AC cars for local / outstation journeys on daily / monthly rate contract basis. BHEL, therefore, wants to have contract with Taxi Operator(s) / Contractor(s) for a period of two years (w.e.f. 01-07-2014) for hiring of these cars on "as and when required basis"

2. **SCOPE OF WORK**

2.1 The Contractor shall provide AC / Non-AC (Commercially Registered Taxi) cars not more than 2 (Two) years old from the effective date i.e, 01 July 2014, Wagon R / Santro / Indica / Swift Dzire / Indigo / Accent / Etios / Innova / Tavera / Honda City / Xylo / Scorpio / Maruti SX4 / Honda Civic / Toyota Corolla etc. as per our requirement. The cars shall be provided at our office premises at BHEL PPEI building, Plot-25, Sector-16A, Filmcity, & SSBG, Kribhco Bhawan, Sector-1, Noida/Delhi/Gurgaon or at any other place intimated to the Contractor for travel within or outside Delhi 'as and when required'. **Expected business volume for two years is Rs. 170.57/- lakhs only.**

The above figure is indicative for this tender only & does not guarantee the business volumes for the contract period of two years. This may increase or decrease depending upon BHELs actual requirements.

2.2 The Contractor shall provide drivers following qualification:

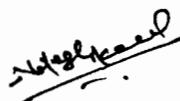
- a) Should have at least 3 years' experience.
- b) Should have adequate knowledge of reading, writing and speaking English / Hindi and in proper uniform.
- c) Should be having Good knowledge of different routes and should be proficient in minor repair of cars.
- d) Should be holding a valid commercial driving license / batch No.
- e) The drivers deputed for duty should be polite and must possess positive attitude in discharging their duty.
- f) Misconduct of driver shall not be tolerated & shall be treated seriously.

The reporting time, place, address etc. should be strictly followed by Contractor.

2.3 The vehicle provided by the contractor must have following :

- a) It should be in excellent condition and must have proper and complete documents (Commercial Registration, Insurance, Pollution Control Certificates, Fitness Certificates, Inter-state Road permit Certificate etc.).
- b) The vehicles should comply strictly with the provision of pollution control in line with the directions of Supreme Court from time to time and should also comply with statutory regulations issued by State Transport Authorities / Central Govt.
- c) The contractor must also provide a mobile phone to the driver of the vehicle sent for duty.
- d) The car hired for monthly basis should be cleaned daily and should be washed at least once a week.
- e) The car shall be provided with perfume, fire extinguisher, stereo system, mats, proper neat and clean seat covers etc.
- f) The car should be dry cleaned at least once in every 6 months.
- g) The car should be services as and when needed.

- h) All cars should be provided with a good spare tyre along with all the necessary tools required to change the tyre.
- 2.4 In case of non-availability of requisitioned car, it will be the responsibility of the Contractor to provide higher segment cars (not more than 2 (Two) years old from the effective date i.e., 01st July 2014) at the same rates.
- 2.5 The Contractor shall maintain the log sheet / duty slip as per proforma enclosed for every trip / requisition. The log sheet / duty slip should be got signed by the driver from the user at the end of each journey which would indicate the opening and the closing meter reading with point of starting / ending the journey by the user.
- 2.6 BHEL would not permit / allow any change in the vehicles hired on monthly RC basis due to breakdown or repair / servicing of the vehicle or deployment of that vehicle elsewhere. Similarly, change in the driver for whatever reasons will not be acceptable. However in case the contractor is constrained to replace either the vehicle or driver, prior permission for the same may be obtained from the user of the vehicle.
- 2.7 At the time hiring of the vehicle, BHEL reserves the right to inspect the vehicle prior to confirming the booking.
- 2.8 In respect of hiring on daily basis, the computation of duty hours shall be from the time of reporting the vehicle to its release, duly signed by the user. This requirement is mandatory for processing of bill for payment.
- 2.9 BHEL reserves the right to verify the correctness of any of the document like Service tax registration no, Vehicle Registration Certificate, etc. submitted by the bidder and also the fleet.
- 2.10 BHEL intends to hire the contractor located in the vicinity of BHEL PPEI building up to **15 KMs.**
- 2.11 Charges on the principle of "Garage-to-garage" as per actual distance will be permissible in respect of the journeys starting from places, other than BHEL PPEI building, Noida. However, for **journeys starting from and up to BHEL PPEI building**, garage-to-garage KMs for either side (garage to BHEL PPEI building and back) would be **restricted to maximum of 10 KMs** or the actual distance between BHEL PPEI building/SSBG building and the garage of the contractor, whichever is lower.
- 2.12 In respect of hiring on daily basis, the computation of duty hours shall be from the time of reporting the vehicle to its release, duly signed by the user. This requirement is mandatory for processing the bill for payment. However, in respect of hiring on monthly basis, both time and the usage shall be on garage to garage basis.
- 2.13 In case, if L1 bidder is not able to provide quality service or is constantly denying the requisition or withdraws the service, then the same quantum of work shall be transferred to the L2 bidder. If L2 bidder does the same the same shall be offered to L1 bidder firstly but if in case L1 bidder is also not able to provide the service then the work shall be offered to L3 bidder and so on.



COMMERCIAL TERMS & CONDITIONS

3. **RATE & PRICE VARIATION:** In case of award of contract, the hiring charges shall remain firm for a period of two years i.e. the ENTIRE PERIOD OF CONTRACT. However, price variation due to increase / decrease in the price of fuel (normal diesel as available at IOC Petrol Pumps in Delhi) shall be effective from the 1st date of the succeeding month from variation in the price of diesel as per formula given below. BHEL would allow price variation in hiring charges, due to increase / decrease in diesel rates of minimum Rs 2/- w.r.t the base rate/revised rate, as applicable from time to time for the 60% component.

$$\% \text{ Increase / decrease in hiring charges} = \frac{[\text{Revised rate of diesel} - \text{base rate of diesel on the date Part-I opening of tender}] \times 0.60 \times 100}{\text{Base rate of diesel on the date Part-I opening of tender}}$$

Price variation clause shall not be applicable for items i.e., extra charge per hr. and night halt charges per night.

4. **TERMS OF PAYMENT:** In case of award of work, 100% payment will generally be made on a monthly basis within the 30 days after receipt of the bill in duplicate & verification within BHEL by actual user & certification by officer in-charge for satisfactory completion of the work. No advance money will be paid under any circumstances. Also no interest shall be paid due to delay in making the payment.
- 4.1 The bills in duplicate along with duty slips duly signed by the user of the vehicle or his representative should be sent to BHEL (PEM & SSBG, as the case may be) monthly after the use of vehicles. It should be ensured that there is no overwriting in the duty slip. Duty slip without signature will not be accepted for payment in any case unless specifically intimated in advance.
5. **TAX DEDUCTION AT SOURCE:** Tax shall be deducted at source from the running bill as per applicable Income Tax Rules and other statutory requirement.
6. **PAYMENTS FOR LOCAL JOURNEYS:** The payment for local journeys will be regulated on the following basis:
- For journeys up to 40 KMs & 4 hrs :** The payment will be regulated on the itemized rates finalized of the Price Bid.
 - For journeys beyond 40 KMs and up to 80 KMs & beyond 4 hrs and up to 8 hrs. :** The payment for the journeys beyond 40 KMs and up to 80 KMs and beyond 4 hrs and up to 8 hrs., will be regulated on the itemized rates finalized for 40 KMs & 4 hrs of the Price Bid. In addition, the amount payable for extra KM charges & extra hour charges will be calculated and payment will be made.
 - For journeys beyond 80 KMs & 8 hrs :** For the journeys beyond 80 KMs & 8 hrs., the payment will be regulated on the itemized rates finalized for 80 KMs & 8 hrs of the Price Bid. In addition, the amount payable for extra KM charges & extra hour charges will be calculated and payment will be made.
7. **PAYMENT FOR OUTSTATION JOURNEYS:** For outstation journeys payment will be restricted to actual KM travelled with minimum of 200 KMs per day. The Per KM rate & night charges finalized in the Price Bid will also be applicable for payment of outstation journeys.
8. Night halt charges will be made for outstation journeys only. NCR regions (Faridabad, Gurgaon, Mewat, Rohtak, Sonapat, Rewari, Jhajjar, Panipat, Palwal, Meerut, Ghaziabad, Gautam Budh nagar, Bulandshahar, Hapur, Baghpat, Alwar) shall be treated as Local Journeys

and will not be considered as "outstations". Hence no night charge will be payable for the above stated place.

9. **PENALTY:**

- a) Penalty @ Rs.500/- shall be enforced in the event of refusal by bidder to provide the required vehicle on third refusal and on every subsequent refusal in a month. Each time there is a refusal by bidder to provide the required vehicle, a mail will be sent to the representatives (as provided in attached format) of vendors for record and implementation of penalty.
- b) A penalty of Rs. 200/- shall be imposed on receiving of every written complaint by the user regarding, cleaning, misbehave, misconduct or bad condition or unsatisfactory service of the car.
- c) Chewing tobacco, smoking, consumption of Narcotics and drinking (consumption of alcoholic beverages) during duty will not be tolerated and the same shall be treated as misconduct. The penalty shall be as per the rates indicated at (b) above for daily & monthly hiring respectively. BHEL decision in this regard shall be final & binding.

10. **EARNEST MONEY DEPOSIT:** Rs. 2,00,000/- (Rupees Two Lakhs only) as Earnest Money should accompany the techno-commercial bid in the form of Bank Draft / Pay Orders in favour of "M/s BHEL", payable any schedule bank at New Delhi.

11. Earnest Money shall, inter-alia, be forfeited in case of the following:

- a) On withdrawal of bid or increase in rates or change in bid conditions after opening of the tender.
- b) On refusal to enter a contract after the award of contract.
- c) If operations of the contract are not commenced from the date indicated in the award of the contract.

12. The EMD shall be returned within one month to the successful/unsuccessful bidders after the award of contract / execution of work.

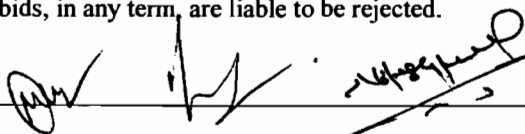
13. No interest shall be payable by BHEL on EMD.

14. **SECURITY DEPOSIT:** Successful bidder to submit the Security Deposit of Rs 2,00,000/- (Rs. Two Lakhs only). The EMD amount of Rs.2,00,000/- of successful bidder shall be kept as Security Deposit till the completion of the rate contract. No interest shall be payable by BHEL on Security Deposit. However Security deposit shall be forfeited, if in case, the successful bidder is not able to provide quality service or is not able to provide service for the contract period.

15. **VALIDITY OF OFFERS:** The offers submitted by the parties shall be valid for a period of 3 months from the date of opening of Part-I bid and 2 months from the date of opening Part-II bid. Price bid opening shall be limited to techno-commercially acceptable bidders only. Further, BHEL reserves the right to reject the offer of bidder(s) without assigning any reason.

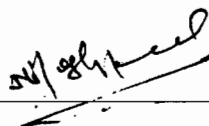

16. **VALIDITY OF CONTRACT:** The contract will be valid for a period of two years. The same may however be extended further for a period of one year/part thereof with mutual agreement, in writing, on the same Rates, Terms and Conditions.

17. BHEL reserves the right to reject any or all quotations without assigning any reason whatsoever. Quotation of the parties which have been black-listed / debarred / banned by PSUs / kept on hold by any office of Delhi-based Divisions of BHEL during the last three years will be rejected. Incomplete bids, in any term, are liable to be rejected.



18. In case of breakdown / servicing / repair, the contractor shall provide alternate vehicle of same make and model within one hour failing which the vehicle shall be hired from other sources at the risk and cost of the contractor.
19. Generally, a prior notice of minimum one & half hour will be given to the contractors for providing / arranging the vehicle. In case of non-reporting / refusing to provide the requisite car, the same may be hired from any other source(s) at the risk and cost of the contractor. The difference, if any, between the agreed hiring rates with the contractor and the amount payable by BHEL in the event of not providing the vehicle will be recovered from the contractor from the running bills. Repeated refusals by the party will be viewed seriously and appropriate action, as deemed fit, will be initiated against such defaulting party.
20. The maintenance cost, charges of fuel, road tax, challans, salary of the driver, the overtime of driver etc. **are the responsibility of the contractor and will be borne by the Contractor.**
21. Parking charges, Toll tax, Service Tax and DND payments, as applicable from time to time shall be extra and borne as per actuals by BHEL on submission of original receipt. No other tax, including Inter State Passenger tax, shall be reimbursed by BHEL on NCR journey.
22. **INSURANCE:** The vehicle provided must be fully and comprehensively insured (latest copy of insurance cover to be enclosed).
23. The cars sent to our office on our requisition shall have all relevant documents like registration Book / commercial driving License / Insurance / Road Tax Receipt / Border Tax etc. The vehicle should be licensed and shall conform to all Govt. Rules including pollution norms and regulation being in force from time to time.
24. Contractor shall be solely responsible for payment of wages / salaries and allowances to his personnel that might become applicable under any act or order of Govt. from time to time during currency of the contract. BHEL shall have no liability whatsoever in this regard.
25. **TERMINATION OF CONTRACT**
- 25.1 If at any time the contractor defaults in proceeding with the work with due diligence and continues to do so or commit any default in complying any of the terms and conditions even after the notice in writing is given, BHEL may, without prejudice to any other right to remedy which shall have accrued or shall accrue thereafter to BHEL, terminate the contract as a whole or in part thereof. The notice will be deemed to have been served as and when sent to the address given in the tender.
- 25.2 BHEL reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days' notice with or without assigning any reason without any financial consideration/implication.
- 25.3 **ARBITRATION:** In the event of any dispute or any difference whatever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be referred for arbitration by BHEL. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.
- 25.4 **LAWS GOVERNING THE CONTRACT & JURISDICTION OF COURT:** The Order/Contract shall be executed and governed by the laws of India and the courts of India alone shall have jurisdiction in respect of any matter arising under or in connection with the Order/Contract. Courts at Delhi/New Delhi shall have exclusive jurisdiction to decide the dispute, if any, arising out of or in respect of the contract(s) to which these conditions are applicable.

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DETAIL OF BUSINESS

The Contractor shall furnish the following information along with Part-I bid for Rate Contract for Hiring of Cars.

1.0	Name of the Firm	
2.0	Status of Firm(HUF, individual, Joint, etc)	
3.0	Address for communication	
4.0	Registered Office, if any:	
5.0	Location of Garage(s)	
	Telephone No. (Office) (Res) (Garage) (Mobile) (Fax) (E-Mail address)	
6.0	Name of Proprietor / Partner	
7.0	Name of Bankers	
8.0	Date / year of commencement of Business	
9.0	Whether registered with any Govt. Institution / Undertaking / Large corporates of repute. If so, furnish particulars with supporting documents.	
10.0	ITR for FY2012-13, FY 2013-14 / Copy of PAN Card to be furnished.	
11.0	Last 3 years audited balance sheet along with Profit & Loss Account of the Company / firm or CA certificate for the same shall be furnished.	
12.0	Experience Certificates with Govt. / Public Sector Undertaking / Large Corporates of repute.	
13.0	Service Tax – Registration No.	
14.0	Any other information	



Annexure-E

Details of Vehicles owned

(Attach separate sheet in the following format).

Sl. No.	Registration No.	Make	Model	AC / Non-AC
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Signature with Seal



VEHICLE DUTY SLIP

1. Name of the agency: _____ Dated: _____

Vehicle No. _____ Driver Name: _____

Name of requisitioning Officer _____

Address (where vehicle required)

2. Reporting Place: _____

Reporting Time/date : _____

Releasing Place : _____

Releasing Time/date: _____

K.M.READING

1. At the reporting place _____

2. At the releasing place _____

Toll tax/DND & parking charges etc. paid, if any Rs. _____.

Certificate: It is certified that the details as indicated at 2 above for the vehicle no. mentioned at 1 above have been verified & are correct.

SIGNATURE OF THE EMPLOYEE USER/INDENTER

Name : _____

Designation: _____

Department: _____

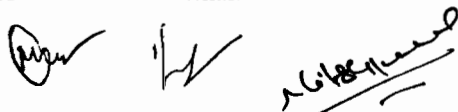
Phone No. incl. Extn. _____

Any other: _____

BOOKED BY: _____

Note:

- Garage to garage KM per booking will be allowed (Refer terms & conditions).
- No over writing, unless duly authorized/signed by the user shall be acceptable.
- BHEL reserves the right to reject /cancel any incomplete duty slip.
- In case of any discrepancies, BHEL reserves the right to verify any details from the concerned user & the decision of BHEL shall be final.



Part-II (PRICE BID) (HIRING RATES @ BASE RATE OF DIESEL Rs 54.91 AS ON DATE 18-02-14 IN DELHI)

Sl. No.	Description Of Journey	Amount in Rupees (Rs)									
		Indica/Wagon-R/Santro		INDIGO / SWIFT / ACCENT / ETIOS		Swift Dzire/Tata Manza	Innova/Tavera/Xylo/Scorpio/Tata Sumo	Honda city/SX4	Corolla/Honda Civic		
		Non-AC	AC	Non-AC	AC	AC	AC	AC	AC	AC	
A)	LOCAL JOURNEY										
1)	Up to 40 KMs & 4 Hrs	400.00	480.00	550.00	630.00	690.00	750.00	960.00	1200.00		
2)	Beyond 80 KMs & 8 Hrs	760.00	920.00	1050.00	1200.00	1300.00	1430.00	1850.00	2300.00		
3)	Extra Charges per Kilometer	8.00	9.00	11.00	11.50	12.50	13.00	19.50	22.00		
4)	Extra Charges per Hour	33.00	33.00	33.00	33.00	36.00	45.00	50.00	55.00		
B)	OUTSTATION JOURNEY										
1)	Per Kilometer charges	8.00	9.00	11.00	11.50	12.50	13.00	19.50	22.00		
2)	Night Halt Charges	115.00	115.00	115.00	115.00	115.00	150.00	160.00	160.00		
C)	MONTHLY BASIS (30/31 Days)										
1)	3000 KMs & 300 Hrs	27850.00	31100.00	39800.00	42500.00	44000.00	45500.00	48000.00	51000.00		
2)	2000 KMs & 200 Hrs	18600.00	20700.00	26600.00	28400.00	29300.00	30300.00	32000.00	34000.00		
3)	Extra charges per Kilometer	8.00	9.00	11.00	11.50	12.50	13.00	19.50	22.00		
4)	Extra charges per Hour	33.00	33.00	33.00	33.00	36.00	45.00	50.00	55.00		
D) Note:	<p>1) Parking charges, Toll tax, Service Tax, DND payments and MCD Tax, as applicable from time to time shall be extra and borne at actuals by BHEL on certification by the user and on submission of documentary proof (original receipt). BHEL will also reimburse State levies / taxes for outstation journeys (for single entry only) at actuals on submission of receipts in original will be reimbursed by BHEL. In case of hiring of commercial vehicles for use on monthly basis (subjected to maximum of 2 nos.), state entry taxes (excluding Delhi & UP), without service tax, shall also be payable at actuals against production of documentary evidence. No other Taxes, shall be reimbursed by BHEL on NCR journey.</p> <p>2) The maintenance cost, charges of fuel, road tax, salary of driver and overtime, chailans etc. are to be borne by the contractor.</p> <p>3) Meter reading shall be considered from Garage to PEM office Noida & shall be paid extra by BHEL on actual basis subject to a maximum of 10 KMs. However, clause 2.8 of the tender enquiry shall be applicable for reporting at other places apart from BHEL-PEM office.</p> <p>4) Night charges shall be applicable after 11 PM only for outstation journey only.</p> <p>5) In case the usage is under 40 KMs & 4 Hrs category, the payment will be regulated as per A1 of the price bid. For journeys beyond 40 KMs and upto 80 KMs & beyond 4 Hrs and upto 8 Hrs, the payment for the journeys beyond 40 KMs and upto 80 KMs and beyond 4 Hrs and upto 8 Hrs, will be regulated on the itemized rates finalized for item no. A1 of Price Bid. In addition, the amount payable for extra KM charges (item no. A3 of price bid) & extra hour charges (item no. A4 of price bid) will be calculated and payment will be made. Rate of items at A2 of price bid shall be applicable only in case the usage is for more than 80kms & usage time is more than 8hrs. In any case, the payment can't exceed item A2. If distance is less than 80 Kms or time is less than 8 Hrs.</p> <p>6) For outstation trips, payment will be restricted to actual KM travelled with minimum 200 KMs per day.</p> <p>7) NCR regions (Faridabad, Gurgaon, Mewat, Rohtak, Sonapat, Rewari, Jhajjar, Panipat, Palwal, Meerut, Ghazalabad, Gautam Budh nagar, Bulandshahar, Hapur, Baghpat, Alwar) shall be treated as Local Journeys.</p> <p>8) The rates quoted above shall be firm till the order finalizes. However, any escalation (high or low) in prices of fuel i.e. Diesel/petrol would be considered as per the details mentioned in the terms & conditions.</p> <p>9) The base rate of diesel shall be as on the date of Part-I opening of tender (Ref. Techno-Commercial Specification (Terms & Conditions)). The rates will be rounded off to the nearest of Rupee 1/- (Paise 50 or more will be rounded to Rupee 1=00 and less than 50 paise will be ignored).</p> <p>10) Indigo & equivalent cars indicated in the price format shall be operated in AC mode for 9 months i.e. from 1st March to 30th Nov & in non-AC mode from 1st Dec to 28/29 Feb.</p>										

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Annexure-G

(HIRING RATES @ BASE RATE OF DIESEL Rs 54.91 AS ON DATE 18-02-14 IN DELHI)

Part-II (PRICE BID)

Sl. No.	Description Of Journey	Amount in Rupees (Rs)											
		Indica/Wagon-R/Santro		INDIGO / SWIFT /ACCENT / ETIOS		Swift Daire/Tata Manza		Innova/Tavera/Xylo/ Scorpio/ Tata Sumo		Honda city/SX4		Corolla/Honda Civic	
		Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC
A)	LOCAL JOURNEY												
1)	Up to 40 KMs & 4 HRS	400.00	480.00	550.00	630.00	690.00	750.00	960.00	1200.00				
2)	Beyond 80 KMs & 8 HRS	760.00	920.00	1050.00	1200.00	1300.00	1430.00	1850.00	2300.00				
3)	Extra Charges per Kilometer	8.00	9.00	11.00	11.50	12.50	13.00	19.50	22.00				
4)	Extra Charges per Hour	33.00	33.00	33.00	33.00	36.00	45.00	50.00	55.00				
B)	OUTSTATION JOURNEY												
1)	Per Kilometer charges	8.00	9.00	11.00	11.50	12.50	13.00	19.50	22.00				
2)	Night Halt Charges	115.00	115.00	115.00	115.00	115.00	150.00	160.00	160.00				
C)	MONTHLY BASIS (30/31 Days)												
1)	3000 KMs & 300 HRS	27850.00	31100.00	39800.00	42500.00	44000.00	45500.00	48000.00	51000.00				
2)	2000 KMs & 200 HRS	18600.00	20700.00	26600.00	28400.00	29300.00	30300.00	32000.00	34000.00				
3)	Extra charges per Kilometer	8.00	9.00	11.00	11.50	12.50	13.00	19.50	22.00				
4)	Extra charges per Hour	33.00	33.00	33.00	33.00	36.00	45.00	50.00	55.00				
D) Note:	<p>1) Parking charges, Toll tax, Service Tax, DND payments and MCD Tax, as applicable from time to time shall be extra and borne at actuals by BHEL on certification by the user and on submission of documentary proof (original receipt). BHEL will also reimburse State levies / taxes for outstation journeys (for single entry only) at actuals on submission of receipts in original will be reimbursed by BHEL. In case of hiring of commercial vehicles for use on monthly basis (subjected to maximum of 2 nos.), state entry taxes (excluding Delhi & UP) shall also be payable at actuals against production of documentary evidence. No other Taxes, shall be reimbursed by BHEL on NCR journey.</p> <p>2) The maintenance cost, charges of fuel, road tax, salary of driver and overtime, challans etc. are to be borne by the contractor.</p> <p>3) Meter reading shall be considered from Garage to PEM Office Noida & shall be paid extra by BHEL on actual basis subject to a maximum of 10 KMs. However, clause 2.8 of the tender enquiry shall be applicable for reporting at other places apart from BHEL-PEM office.</p> <p>4) Night charges shall be applicable after 11 PM only for outstation journey only.</p> <p>5) In case the usage is under 40 KMs & 4 HRS category, the payment will be regulated as per A1 of the price bid. For journeys beyond 40 KMs and upto 80 KMs & beyond 4 HRS and upto 8 HRS, the payment for the journeys beyond 40 KMs and upto 80 KMs and beyond 4 HRS and upto 8 HRS, will be regulated on the itemized rates finalized for item no. A1 of Price Bid. In addition, the amount payable for extra KM charges (item no A3 of price bid) & extra hour charges (item no. A4 of price bid) will be calculated and payment will be made. Rate of items at A2 of price bid shall be applicable only in case the usage is for more than 80kms & usage time is more than 8hrs. In any case, the payment cannot exceed item A2, if distance is less than 80 Kms or time is less than 8 Hrs.</p> <p>6) For outstation trips, payment will be restricted to actual KM travelled with minimum 200 KMs per day.</p> <p>7) NCR regions (Faridabad, Gurgaon, Mewat, Rohtak, Sonapat, Rewari, Jhajjar, Panipat, Palwal, Meerut, Ghaziabad, Gautam Budh nagar, Bulandshahar, Hapur, Baghpat, Alwar) shall be treated as Local Journeys.</p> <p>8) The rates quoted above shall be firm till the order finalizes. However, any escalation (high or low) in prices of fuel i.e Diesel/petrol would be considered as per the details mentioned in the terms & conditions.</p> <p>9) The base rate of diesel shall be as on the date of original tender submission (Ref. Techno-Commercial Specification (Terms & Conditions)). The rates will be rounded off to the nearest of Rupee 1/- (Paise 50 or more will be rounded to Rupee 1=00 and less than 50 paise will be ignored).</p> <p>10) Indigo & equivalent cars indicated in the price format shall be operated in AC mode for 9 months i.e, from 1st March to 30th Nov & in non-AC mode from 1st Dec to 28/29 Feb.</p>												

FORMAT FOR SEEKING DEVIATION

CLAUSE NO.	DESCRIPTION / DETAILS OF DEVIATION	REMARKS / REASONS

NOTE: Any deviation specified elsewhere in the tender shall not be considered. Deviation may or may not be accepted by BHEL.

SIGNATURE OF BIDDER WITH SEAL



CONTACT DETAIL

Party's Name	
1. First Contact Person Details	
Name.	
Mobile No.	
E-mail id.	
2. Second Contact Person Details	
Name.	
Mobile No.	
E-mail id	
3. Third Contact Person Detail	
Name.	
Mobile No.	
E-mail id.	

Signature and seal of the bidder



EVALUATION CRITERIA

The bidders are required to fill % Above OR % Below OR 0% in the box provided in the Price Bid Format. Bidders may please note that they have to fill only one % figure, i.e., either for % Above OR % Below OR 0% which will be applicable for all model cars and all other items mentioned in the "Schedule of Hiring Rates".

The ranking of the bidders will be made on the basis of % quoted by them.

BHEL's will prepare revised "Schedule of Rates" incorporating % above OR % below OR 0% in the statement of "Schedule of Rates". The bidders will need to match their rates with the "Schedule of Rates".

PART – II: (PRICE BID)

BIDDERS TO QUOTE IN THE APPROPRIATE COLUMN IN THE FOLLOWING BOX AND STRIKE-OFF THE OTHER TWO.

	In Figures	In Words	In the event of error / mismatch in the % quoted in figures & words, the % quoted in words shall prevail and shall be taken as correct for all purposes.
% Above	-----%	%	
% Below	-----%	%	
0%	-----%	%	

Signature and seal of the bidder

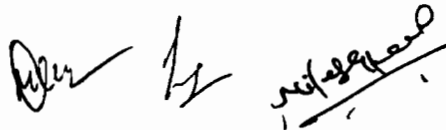
Three handwritten signatures are present. The first is a stylized signature, the second is a signature with a vertical line through it, and the third is a signature with a date stamp '26/08/2011' written over it.

DECLARATION

I/ We hereby declare that I / we have not been banned or de-listed by any PSU / Government Department / Financial Institution / Court and no case is pending with the police / court against our firm/ partner or the company.

Signature

With name, Designation & seal of the firm

Three handwritten signatures in black ink. The first is a cursive signature, the second is a stylized 'H' or similar character, and the third is a signature with a horizontal line underneath.

NEFT FORMAT

Beneficiary Name	
Beneficiary Bank Name	
Beneficiary Bank address	
IFSC CODE of the bank	
Beneficiary Account Number	
Email ID	
PAN	

Enclosed: A photocopy/cancelled copy of one leaf from my cheque book for the codes required above.

I hereby confirm that the above mentioned particulars are in order. To facilitate NEFT credits, I will inform BHEL in case of any changes in the Bank Particulars at a future date.

Thanking you,

Yours sincerely

Signature:

Name:

Designation:

Company Seal:

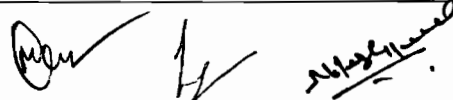
Date:

CHECK-LIST OF DOCUMENTS SUBMITTED:

The Contractor shall furnish the following documents/information along with Part-I bid for Rate Contract for Hiring of Cars.

S.No.	PARTICULARS	
1.0	Name of the Firm	
2.0	Contact details/Address of communication	
3.0	Location of Garage(s)	
4.0	EMD in the form of Pay order or Demand Draft in favour of "Bharat Heavy Electricals Ltd" in a separate envelope.	YES / NO
5.0	Audited Balance Sheets along with Profit & Loss Account for the previous 3 years. In case of unavailability of balance sheet & profit & loss statement, CA certificate for the same shall be furnished.	YES / NO
6.0	Details of Business	YES / NO
7.0	Copy of the partnership deed / instrument of Partnership duly certified by a Notary Public	YES / NO
8.0	Name of Bankers	YES / NO
9.0	Solvency Certificate from the Bank is to be attached.	YES / NO
10.0	Copy of Registration certificate of the firm/company/ Copies of Certificate of Incorporation.	YES / NO
11.0	Whether registered with any Govt. Institution / Undertaking / Large corporates of repute. If so, furnish particulars with supporting documents.	YES / NO
12.0	Copy of ITR for FY 2012-13 & FY 2013-14.	YES / NO
13.0	Copy of PAN Card to be furnished.	YES / NO
14.0	Copy of Service Tax Registration Certificate indicating Service Tax No.	YES / NO
15.0	Copy of last 3 years audited balance sheet along with Profit & Loss Account of the Company / firm	YES / NO
16.0	Experience Certificates with Govt. / Public Sector Undertaking / Large Corporates of repute.	YES / NO
17.0	List of clients with names, address and contact nos. of concerned officials	YES / NO
18.0	Photocopies of Registration Books of at least 10 nos. commercially registered taxis (model April 2012 or later) along with the latest and valid insurance covers. Original R.C Books would be physically verified before finalization of the empanelment of the parties.	YES / NO
19.0	Any other information: ()	YES / NO



(Contractor)

DECLARATION REGARDING THE STATUS OF THE FIRM AND ABATEMENT

I/ We hereby declare that the status of my/our Firm is _____
(mention whether individual / HUF / Firm / AOP / Public Ltd. / Pvt. Ltd., etc) and that I have/
have not (tick the applicable) availed abatement under notification No. 26/2012-ST dated
26.06.12 (www.servicetax.gov.in/notifications/notfns-2012/st26-2012.htm) and that I/We have
not taken CENVAT credit on input, input services and capital goods under the CENVAT credit
rules-2004.

Signature
With name, Designation & seal of the firm



Government of India
Ministry of Finance
(Department of Revenue)

Notification No. 26/2012- Service Tax

New Delhi, the 20th June, 2012

G.S.R..... (E). - In exercise of the powers conferred by sub-section (1) of section 93 of the Finance Act, 1994 (32 of 1994) (hereinafter referred to as the said Act), and in supersession of notification number 13/2012- Service Tax, dated the 17th March, 2012, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i) vide number G.S.R. 211 (E), dated the 17th March, 2012, the Central Government, being satisfied that it is necessary in the public interest so to do, hereby exempts the taxable service of the description specified in column (2) of the Table below, from so much of the service tax leviable thereon under section 66B of the said Act, as is in excess of the service tax calculated on a value which is equivalent to a percentage specified in the corresponding entry in column (3) of the said Table, of the amount charged by such service provider for providing the said taxable service, unless specified otherwise, subject to the relevant conditions specified in the corresponding entry in column (4) of the said Table, namely:-

Table

Sl. No.	Description of taxable service	Percent- age	Conditions
(1)	(2)	(3)	(4)
1	Services in relation to financial leasing including hire purchase	10	Nil.
2	Transport of goods by rail	30	Nil.
3	Transport of passengers, with or without accompanied belongings by rail	30	Nil.
4	Bundled service by way of supply of food or any other article of human consumption or any drink, in a premises (including hotel, convention center, club, pandal, shamiana or any other place, specially arranged for organizing a function) together with renting of such premises	70	(i) CENVAT credit on any goods classifiable under Chapters 1 to 22 of the Central Excise Tariff Act, 1985 (5 of 1986) used for providing the taxable service, has not been taken under the provisions of the CENVAT Credit Rules, 2004.
5	Transport of passengers by air, with or without accompanied belongings	40	CENVAT credit on inputs and capital goods, used for providing the taxable service, has not been taken under the provisions of the CENVAT Credit Rules, 2004.
6	Renting of hotels, inns, guest houses, clubs, campsites or	60	Same as above.

	other commercial places meant for residential or lodging purposes.		
7	Services of goods transport agency in relation to transportation of goods.	25	CENVAT credit on inputs, capital goods and input services, used for providing the taxable service, has not been taken under the provisions of the CENVAT Credit Rules, 2004.
8	Services provided in relation to chit	70	Same as above.
9	Renting of any motor vehicle designed to carry passengers	40	Same as above.
10	Transport of goods in a vessel	50	Same as above.
11	Services by a tour operator in relation to,- (i) a package tour	25	(i) CENVAT credit on inputs, capital goods and input services, used for providing the taxable service, has not been taken under the provisions of the CENVAT Credit Rules, 2004. (ii) The bill issued for this purpose indicates that it is inclusive of charges for such a tour.
	(ii) a tour, if the tour operator is providing services solely of arranging or booking accommodation for any person in relation to a tour	10	(i) CENVAT credit on inputs, capital goods and input services, used for providing the taxable service, has not been taken under the provisions of the CENVAT Credit Rules, 2004. (ii) The invoice, bill or challan issued indicates that it is towards the charges for such accommodation. (iii) This exemption shall not apply in such cases where the invoice, bill or challan issued by the tour operator, in relation to a tour, only includes the service charges for arranging or booking accommodation for any person and does not include the cost of such accommodation.
	(iii) any services other than specified at (i) and (ii) above.	40	(i) CENVAT credit on inputs, capital goods and input services, used for providing the taxable service, has not been taken under the provisions of the CENVAT Credit Rules, 2004. (ii) The bill issued indicates that the amount charged in the bill is the gross amount charged for such a tour.

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12.	Construction of a complex, building, civil structure or a part thereof, intended for a sale to a buyer, wholly or partly except where entire consideration is received after issuance of completion certificate by the competent authority	25	(i) CENVAT credit on inputs used for providing the taxable service has not been taken under the provisions of the CENVAT Credit Rules, 2004. (ii) The value of land is included in the amount charged from the service receiver.
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Explanation. –

A. For the purposes of exemption at Serial number 1 -

- (i) The amount charged shall be an amount, forming or representing as interest, i.e. the difference between the installments paid towards repayment of the lease amount and the principal amount contained in such installments;
- (ii) the exemption shall not apply to an amount, other than an amount forming or representing as interest, charged by the service provider such as lease management fee, processing fee, documentation charges and administrative fee, which shall be added to the amount calculated in terms of (i) above.

B. For the purposes of exemption at Serial number 4 -

The amount charged shall be the sum total of the gross amount charged and the fair market value of all goods and services supplied in or in relation to the supply of food or any other article of human consumption or any drink (whether or not intoxicating) and whether or not supplied under the same contract or any other contract, after deducting-

- (i) the amount charged for such goods or services supplied to the service provider, if any; and
- (ii) the value added tax or sales tax, if any, levied thereon:

Provided that the fair market value of goods and services so supplied may be determined in accordance with the generally accepted accounting principles.

C. For the purposes of exemption at Serial number 12 –

The amount charged shall be the sum total of the amount charged for the service including the fair market value of all goods and services supplied by the recipient(s) in or in relation to the service, whether or not supplied under the same contract or any other contract, after deducting-

- (i) the amount charged for such goods or services supplied to the service provider, if any; and

(ii) the value added tax or sales tax, if any, levied thereon:

Provided that the fair market value of goods and services so supplied may be determined in accordance with the generally accepted accounting principles.

2. For the purposes of this notification, unless the context otherwise requires,-

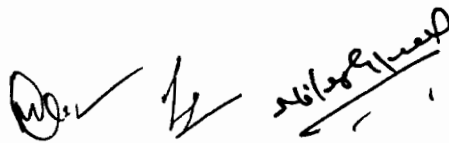
- a. "chit" means a transaction whether called chit, chit fund, chitty, kuri, or by whatever name by or under which a person enters into an agreement with a specified number of persons that every one of them shall subscribe a certain sum of money (or a certain quantity of grain instead) by way of periodical installments over a definite period and that each subscriber shall, in his turn, as determined by lot or by auction or by tender or in such other manner as may be specified in the chit agreement, be entitled to a prize amount,
- b. "package tour" means a tour wherein transportation, accommodation for stay, food, tourist guide, entry to monuments and other similar services in relation to tour are provided by the tour operator as part of the package tour to the person undertaking the tour,
- c. "tour operator" means any person engaged in the business of planning, scheduling, organizing, arranging tours (which may include arrangements for accommodation, sightseeing or other similar services) by any mode of transport, and includes any person engaged in the business of operating tours,

3. This notification shall come into force on the 1st day of July, 2012.

[F.No. 334 /1/ 2012-TRU]

(Rajkumar Digvijay)

Under Secretary to the Government of India

The block contains three handwritten signatures or initials in black ink. The first is a stylized signature, the second is a set of initials, and the third is a signature with a horizontal line underneath it.