



**Bharat Heavy Electricals Limited**  
Industrial Systems Group  
Malleswaram, Bangalore – 560 012

**TENDER NOTIFICATION NO: BHEL/ISG/TRPT/01**

TENDER DOCUMENT FOR THE WORK OF :

TRANSPORT CONTRACT FOR HIRING OF TAXI

AT BHEL, INDUSTRIAL SYSTEMS GROUP  
Prof. CNR Rao Circle, Opp. IISc.,  
MALLESWARAM,  
BANGALORE-560012

OPENING DATE : 28.8.2008

THIS TENDER DOCUMENT CONTAINS : 12 PAGES



**Bharat Heavy Electricals Limited**  
Industrial Systems Group  
Malleswaram, Bangalore – 560 012

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**Part – 1 Technical and Commercial Bid**

**NOTICE INVITING TENDER**

1. Tender Reference : BHEL/ISG/TRPT/ 01 Dt. 05.08.2008
2. Name of the work : Monthly Hired Taxi for ISG
3. Duration of Contract : INITIALLY FOR ONE YEAR  
EXTENDABLE BY ONE MORE YEAR
4. Estimated cost : Rs. 0.30 Lakhs per month
5. Earnest Money Deposit : Rs.10,000/=
6. Last date and time for the receipt of completed tender : Before 2.30 p.m. on 28.8.2008
7. Date and time for tender opening : At 3.00 p.m. on 28.8.2008
8. Place of submission of completed tender: To be dropped in the ISG TENDER BOX kept in the Reception Area at BHEL, Malleswaram Complex, Prof.CNR Rao Circle, Opp. IISc., Malleswaram, Bangalore – 560 012

This tender document contains 12 pages which includes Scope of work, Essential criteria for techno-commercial evaluation, Price bid etc. as follows.

1. Part – 1 Technical and commercial Bid (page nos. 2 to 11)
2. Part - 2 Price Bid (page no. 12)

Note: The tenderer shall return the duly filled in Tender Documents after affixing signature on all pages.

SIGN. OF CONTRACTOR



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**Name of work: Monthly Hired Taxi for ISG**

**SCOPE OF WORK AND TERMS & CONDITIONS**

**For Hiring TATA INDICA DIESEL (Non-AC) Taxi (1 No.) on Monthly Rental Basis**

1. Sealed Tenders for the above noted work are hereby invited from Contractors operating in and around Marathahally/Doddanekkundi Outer Ring Road/Krishnarajapuram/Jeevan Bhimanagar/HAL Airport Road/Thippasandra areas.
2. The offer should be submitted in **Two** parts (part-1 & 2) as follows in separate sealed envelopes.
  - a) Technical and Commercial Bid and unpriced copy of price bid – part-1, Page 2 to 11 including essential criteria for techno-commercial evaluation (To be superscribed on the envelope as “**Technical & Commercial Bid**”). Demand draft for Rs.10000/- in favour of BHEL towards Earnest Money Deposit (EMD) shall be enclosed with Technical & Commercial Bid – Part-1. Offers without EMD are liable to be rejected.
  - b) Price Bid – part-2, as per format at page 12 (To be super scribed on the envelope as “**Price Bid**”).

The above two separate sealed envelopes are to be put into a single sealed envelope and super scribed with tender reference and tender opening date.  
**The technical & commercial bid should not include prices.**

3. Tata Indica Diesel Non-AC taxi (**2007 / 2008 Model**) along with drivers should be supplied.
4. Vehicle should be maintained in good and smooth running condition through out the period of contract.
5. Taxi should be totally dedicated for use by BHEL/ISG Senior Official residing at Fern Paradise, Outer Ring Road, Doddanekkundi, Near Marathahally and should not be used by anybody for any other purpose.
6. Vehicle will be used for local trips only (within 80 km radius) from the Office situated at Malleswaram, Bangalore-560012.
7. Taxi is to be provided on all days including Sundays and holidays. Normal hours from 6.00 AM to 10.00 PM on all days of the month including Sundays and holidays for a maximum of 12 hours on any day. However if the hours



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exceeds 12 hours per day charges for extra hours for more than 12 hours per day will be paid and the charges per hour for more than 12 hours per day has to be quoted in the price bid. Driver batta will be paid if taxi is used beyond 10.00 PM on any day and the batta rate has to be quoted in the price bid. To be eligible for batta the journey shall end later than 11.00 PM.

8. The Tata Indica Diesel Non-AC taxi will be used for a maximum of 3000 kms. Per month cumulative. However if the kilometers exceeds 3000 kms cumulative per month charges for extra km beyond 3000km will be paid and the charges for the same have to be quoted in the price bid.
9. Rates quoted shall be valid for a period of two years from the date of entering into contract. However the rate is subject to Price Variation clause (PVC) as given in Cl.32. The rates shall be quoted in the **Price Bid** enclosed.
10. Initially the order will be placed for a period of one year and extendable by one more year subject to satisfactory performance.
11. Deduction of cost of Diesel for unused kilometers (max: 500 km) will be arrived at a rate of mileage of 15 Kms/litre for Tata Indica Diesel Non-AC taxi. It may be noted that the minimum assured distance coverage per month is 3000 KM.
12. Dead KM distance is allowed (for actual distance or 10 KM whichever is less) for conveyance of vehicle from contractor's office to Residence of Senior Official and back from Residence of Senior Official to contractor's office. In case the reporting/release point is other than Residence of Senior Official, distance from travels to reporting/releasing point at actual KM will be considered. The dead KM is a part of 3000 KM / month cumulative.
13. The contractor shall not sub-let any portion of the contract without prior written approval of the accepting officer.
14. The taxi shall report in full readiness for the entire day's operation in respect of fuel availability and willingness of the drivers.
15. The taxi will be utilized for Senior Official who is to be treated well. The taxi should report to the required points as directed by HRM Dept. of BHEL/ISG well in time.
16. BHEL reserves the right to enter into contract with one or more transport contractors in addition / in lieu of this contract during the validity period of the contract.
17. Any addition, deletion or changes in the partnership deed should be informed to BHEL well in advance.



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18. The contractor shall at his own expense reinstate and make good to the satisfaction of BHEL management and pay compensation for any injury, loss or damage occurred to any property or rights whatsoever including property and rights of BHEL (or agents), servants or employee of BHEL, the injury loss or damage arising out of or in any way in connection with the execution or performed execution of the contract and enforceable against BHEL where BHEL is a private person, in respect of any such injury (including injury resulting in death) loss or damage to any person whosoever or property including all claims may arise under the Workmen's Compensation Act or otherwise.
19. The taxi shall be **2007 / 2008** model at the start of the contract and should be maintained in good running condition and comfortable to the passengers.
20. The taxi drivers should wear white uniform and should have a working knowledge of Kannada, Hindi & English. They should keep the relevant **valid** documents (driving licence, road tax, registration certificate, insurance cover note, emission certificate, permit, etc.) with the taxi and produce as and when required by BHEL or any other inspecting authorities.
21. The contractor should also ensure that he / she will engage the vehicles with drivers who know the following genuine ethics and he / she will instruct to implement the same:
- a) *The driver should have minimum three years experience of driving in similar vehicles with proof of valid driving license.*
  - b) *The driver should keep the vehicle neat and clean daily / timely before reporting to the duty.*
  - c) *The driver should allow the passenger to get inside the vehicle and later only he should enter into car.*
  - d) *The driver himself should open and close doors for the Senior Official while getting into and getting out the vehicle.*
  - e) *While on pick up from Railway station / Bus Stand / Airport, the driver should display the placard at the EXIT of the railway station / Bus stand / Airport or in the parking area as instructed by the User / HRM Dept.*
  - f) *The driver shall not smoke / be drunk while on duty.*



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22. The taxi should have covered all the provisions of Motor Vehicle Act, 1988 as in force from time to time, and fit for hire.
23. The payment will be made monthly after verification of bills within 30 days from the date of submission of invoice for payment. Appropriate amount of TDS would be deducted as per IT Act. Applicable taxes to be quoted separately.
24. The actual taxi parking charges/toll charges incurred at airports / railway stations or any other places, will be reimbursed on production of actual receipt without any corrections or overwriting.
25. Trip sheets shall be filled properly mentioning places covered and obtain the user's signature / any other authorized person
26. The taxi driver shall have appropriate valid driving licence, and shall obey all traffic rules and safety precautions.
27. Misconduct of drivers will result in penalty, which may include the termination of contract.
28. Alternate arrangements shall be made immediately in case of problems like misplacement of vehicle or mechanical or any other problems encountered during journey, etc. The driver of the taxi shall have the responsibility and requisite authority to deal with such exigencies. Any financial implications as a consequence of such problems / alternate arrangement or any other action otherwise resorted to by BHEL/ISG shall be borne by the contractor.
29. A radius of 80 kilometers from BHEL/ISG Office at Malleshwaram will be considered as local trip.
30. The driver should be neat and tidy in white uniform during the working hours.
31. The vehicles should be furnished with following items:
  - a) The relevant documents like RC Book, Driving License, Comprehensive insurance policy, permit and emission certificate etc.
  - b) The Taxi should be provided with foot matting and reverse horn
  - c) A first aid box and a complaint register should be kept in the vehicle
  - d) Seat Towels / Perfume spray should be provided inside the car
  - e) The Taxi should be provided with additional/emergency accessories like fan belt, stephney, standard toolkit, spare bulb, fuses, and hose pipe etc. to attend emergency repairs.

**32. PENALTY :**

- a) If the taxi is not supplied during the course of contract (on working days) due to taxis breakdown or any other reason the contractor has to supply



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alternate Tata Indica diesel non-AC good taxi. If failed to supply alternate Tata Indica diesel non-AC taxis penalty as given below will be imposed. However non-supply of taxi service will be viewed very seriously.

Penalty in Rs.= (Monthly rate per taxi in Rs. .... / 30) x 1.50

- b) During holidays and Sundays, if vehicle is required, prior information would be given and on the basis of which vehicle (Tata Indica diesel non-AC taxi) along with driver should be arranged. Failure to do so will attract penalty as given below.

Penalty in Rs.= (Monthly rate per taxi in Rs. .... / 30) x 1.50

- c) After resuming duty, if the contractor does not ply the rest of the day or driver remain absent or driver refuses to attend duty for any reason, penalty as mentioned in point (a) above will be imposed.
- d) The essence of the contract being punctuality and regularity in providing courteous service to the users. Hence delay in reporting time will attract penalty of Rs.500/- for each instance.

**33. PRICE VARIATION:** In case of any change in the cost of fuel, hiring rate shall increase / decrease for every one rupee or part thereof per litre increase / decrease in the cost of fuel subject to documentary evidence. (If the changes in the fuel cost is effected in the middle of the month, then monthly rental will be computed proportionately for that month)

The changes will be as per the following rates.

Type of vehicle	PVC per KM per Rupee increase in fuel charge
Tata Indica (Diesel) Non A/C taxi	07 paisa

No increase will be admissible on any other account.

E.g. a) In case if there is increase in fuel price by one Rupee then,

*New monthly rental in Rs.= Existing monthly rental in Rs. plus (3000 KM x 0.07)*

*New rate per extra KM for beyond 3000 KM= Existing rate per extra KM in Rs. plus 0.07*

b) In case if there is decrease in fuel price by one Rupee then,

*New monthly rental = Existing monthly rental in Rs. minus (3000 KM x -0.07)*

*New rate per extra KM for beyond 3000 KM = Existing rate per extra KM in Rs. minus 0.07*

34. The driver of the car should be provided with mobile phone for communication.

**35. ARBITRATION:** Any dispute arising out of this contract shall be referred to Head of HRM department. The decision of Head of HRM will be final and binding on all disputes on this contract.

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36. EMD of Rs.10000/= should be paid by way Demand draft in favour of BHEL along with the technical bid – Part 1. The EMD of unsuccessful bidders will be returned after finalizing the award of work. The offers without EMD along with technical bid – Part 1, are liable to be rejected.

**37. Security Deposit :**

a) The successful tenderer shall deposit the Security deposit. The rate of Security deposit will be as below :

Upto 10 lakhs	10%
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The Security Deposit should be deposited before start of the work by the Contractor.

- b) Security deposit may be furnished in any one of the following forms
- Cash (as permissible under the Income Tax Act)
  - Pay Order, Demand Draft in favour of BHEL
  - Local cheques of scheduled banks, subject to realization
  - Securities available from Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly pledged in favour of BHEL and discharges on the back).
  - Bank guarantee from scheduled banks/public financial institutions as defined in the Companies Act subject to a maximum of 50% of the total security deposit value. The balance 50% has to be remitted either by cash or in the other form of security. The Bank guarantee format should have the approval of BHEL.
  - Fixed Deposit Receipt issued by Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/c BHEL, duly discharged on the bank.
  - Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases atleast 50% of Security Deposit should be deposited before start of the work and the balance 50% may be recovered from the running bills..
  - EMD of the successful tenderer shall be converted and adjusted against the security deposit.
  - The Security deposit shall not carry any interest.

NOTE : Acceptance of Security Deposit against Sl.No. (iv) and (vi) above will be subject to hypothecation or endorsement on the document in favour of BHEL. However, BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith.

38. The successful tenderer shall sign contract agreement with BHEL within 15 days of receipt of Work Order. The amount towards stamp paper shall be borne by the contractor.

39. Evaluation –Essential Criteria format, given in page no. 10, shall be filled by the contractor. 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 the format. Overwriting is not permitted.

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**General Information of the Vendor**

S.No.	Description	Details
1	Name of the Firm / Owner	
2	Address	
3	Telephone Nos. (Land line & Mobile)	
4	Fax No.	
5	E-mail	
6	Website	



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**Evaluation – Essential Criteria**

If the vendor is not accepting any of the following essential requirements, his/their offer is subject to rejection.

S.No.	Description	Contractor's Acceptance (Say Yes / No)
1	EMD details: (DD number & date and Name of Bank etc. to be furnished)	
2	Acceptance of Security Deposit Clause	
3	The vendor has to enclose a copy of Registration Certificate as a proof of Tour & Travel Operator..	
4	TATA Indica (Diesel, non AC) taxi of 2007 /2008 model (year of manufacture) should be supplied along with drivers.	
5.	Tour / Taxi Operators/Travel Agencies should have minimum Ten vehicles registered under Taxi permit in their name / firms name. (Xerox copies of RC books to be enclosed).	
6	Distance from Travel Agency to the residence of our Senior Official at Fern Paradise (Behind Bhagini Restaurant), Outer Ring Road, Doddanekkundi, Near Marathahally, in KM	
7	The average annual financial turnover of the Tour & Taxi operator / Travel agency during the last three years ending 31 <sup>st</sup> March of the previous financial year, should be at least 30% of the estimated value indicated in the NIT.(Copies of balance sheets for 3 years to be enclosed)	
8	The Tour & Taxi operator / travel agency shall have experience of successfully completed similar works during last 3 years (Similar Work means supply of taxis on contingency requirement basis or monthly hire basis). Work order copy / Completion certificate should be enclosed.	
9.	Solvency certificate for Rs.0.5 lakhs	
10	Names, address and phone nos. of Partners/Proprietors/Directors.	
11	Name of the Person(s) and designation authorized for signing the contract/dealing with BHEL.	
12	Whether Vendor is having any relative working in BHEL (if yes, provide name, staff no. designation and department)	
13	Acceptance of PENALTY CLAUSE (31 a to d)	
14	Acceptance of Price Variation clause (32)	

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15	Bills shall be submitted by the Contractor alongwith a consolidated statement on monthly basis on or before 2 <sup>nd</sup> of the subsequent month.	
16	The payment will be made monthly after verification of bills with in 30 days from the date of submission of invoice for payment. Appropriate amount of TDS would be deducted as per IT Act. Applicable taxes to be quoted separately.	
17	Drivers should be provided with mobile phone for communication	
18	Deduction for unused kilometers (max: 500 km) unused diesel quantity will be arrived at a rate of mileage of 15 kms/litre for Tata Indica diesel non-AC Taxi. (Deduction per unused KM = Diesel cost per litre / 15). It may be noted that the minimum assured distance coverage per month is 3000 KM.	
19	Dead KM from travels to Residence of Senior official at Ferns Paradise, Outer Ring Road, Dooddanekkundi (actual distance or max. 10 KM whichever is less) Please specify the actual distance in KMs	
20	Please indicate your PAN for deduction of TDS under Income Tax Act.	
21	If service tax is applicable, service tax registration number of the contractor has to be furnished.	

**Note:**

**No column should be left blank. If any column is left blank the offer is liable to be rejected. Overwriting is not permitted. This technical and commercial bid (page nos. 1 to 11) shall be submitted in a separate sealed envelope.**



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**PART - 2**

**Price Bid**

Sl. No.	Deatils	Rate for TATA INDICA Diesel non AC car in Rs. (Model 2007/2008)	Amount per Annum = Rate per month per taxi x 12 (months)
1	Monthly rate (irrespective of number of days in the month)	In figures:	In figures:
		In words:	In words:
2	Charges for extra hours of use for more than 12 hours / day (Rs. Per hour)	In figures:	
		In words:	
3	Charges for extra kilometer beyond 3000 km (Rs. Per KM)	In figures:	
		In words:	
4	Driver batta if taxi is engaged beyond 10.00 PM on any day		
5	Fuel price / litre including taxes		
6	Applicable Service tax in %		

**Note: Rates quoted shall be excluding service tax. 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 is not permitted. This price bid (part-2, page –12) shall be sent in a separate sealed envelope along with tender document. Unpriced copy of price bid should be enclosed alongwith techno-commercial offer.**

SIGN. OF CONTRACTOR