



BHARAT HEAVY ELECTRICALS LIMITED
(A Government of India Undertaking)
Unit : TIRUVERUMBUR, BOILER PROJECT, P.O.
TIRUCHIRAPALLI - 620 014.

MAINTENANCE AND SERVICES / TRANSPORT
NOTICE INVITING TENDER

01. Name of work : **Supply of A/C TATA INDIGO
-Model: CSLX 2013 - 5 nos.**
02. Tender No. : **TENDER NOTICE NO.
BHE/M&S /INDIGO/2012-13**
03. Value of contract : As per Tender Notification
04. Contract period : TWO YEARS
05. Last Date for Receipt of
Tenders : **14.30 Hrs. on 08.03.13**
06. Date of Tender Opening
(Technical bid) : **15.00 Hrs. on 08.03.13**

ISSUING OFFICER

PART -I

SECTION -I

QUALIFYING CRITERIA FOR THE SUPPLY OF TRANSPORT VEHICLES ON HIRE BASIS

The bidder has to meet the following requirements to get qualified for submitting tender for operation of Transport Vehicles on hire basis.

Note: Non- qualifying of any one of the below requirements, the offer will be liable for rejection.

| SL. NO. | REQUIREMENTS | BIDDERS RESPONSE |
|---------|---|------------------|
| 01 | The bidder should have min. 3 years' experience in supplying Taxis on regular contract basis for State/Central Govt. or under takings or private firms. Performance certificate from the customers (minimum two) should be furnished. | |
| 02 | The bidder should have TAXIS in their name or attached taxis with travel agencies. | |
| 03 | The bidder shall able to supply required taxis throughout contract period and should quote the rate for two years operation. | |
| 04 | Bidder should have Service Tax Registration Number & PAN No. Copy to be enclosed. | |
| 05 | Financial Status: -Audited balance sheets for three years to be provided. (FY 2009-10, 2010-11 & 2011-12) -Copies of the income tax return for three years to be provided (FY FY 2009-10, 2010-11 & 2011-12) | |

SECTION-II
CABS/TRAVELS COMPANY (Vendor) PROFILE

| SL.No. | PARTICULARS | BIDDERS RESPONSE |
|--------|--|-----------------------------------|
| 01. | Name of Cabs/Travels | |
| 02. | Status of the Cabs/Travels | 1.Proprietorship 2.Partnership |
| 03. | Full address of the Cabs/Travels | |
| 04. | Name of the Proprietor/Partner of the Cabs/Travel (in case of Partnership, deed copy should be submitted) | |
| 05. | Registration No. and date of Cabs/Travels (copy should be enclosed) | |
| 06. | Telephone No. of the firm | |
| 07. | Organizational structure with name and designation | |
| 08. | Travel's PAN No: (copy should be enclosed) | |
| 09. | Travel's SERVICE TAX No: (copy should be enclosed) | |
| 10. | Travel's E-mail Address | |
| 11. | P.F. Registration No. | |
| 12. | E.S.I. Registration No. | |

SECTION - III
BID/OFFER FORMAT
The Bidders to note the following

| SL.No. | REQUIREMENTS | BIDDERS COMPLIANCE |
|--------|---|--------------------|
| 01. | The Bidder shall submit the offer in TWO PARTS System 1. Technical & Commercial (Part-I) 2. EMD Cover 3. Price Bid (Part-II) (Covers should be superscripting Tender No.) | |
| 02. | All the above 3 covers put into a large single cover and superscripting Tender Notice. BHE/M&S/Indigo car/12-13 | |
| 03. | The Part-I Technical bid alone will be opened on the Tender opening date | |
| 04. | Part-II Price Bid of technically suitable bidders will be opened after giving prior intimation. | |

EMD Cover

EMD Rs.1,50,000/ (Rs. ONE LAKH AND FIFTY THOUSAND) is to be submitted along with offer and is to be remitted by pay order or demand draft only in favour of M/s BHEL Trichy.

EMD shall not carry any interest.

EMD shall be enclosed along with the Part-I -Technical offer.

The offer without EMD will not be considered for evaluation.

Requirements and Conditions of Contract:

1. This contract envisages providing 5 nos. of TATA INDIGO-Model: CSLX A/C cars registered in 2013 on hire basis for a period of 2 year to meet the transport needs of BHEL, Tiruchirapalli unit. **One** car from 01.04.2013 and **Four** cars from 25.06.2013.
2. Taxi operator should have possessed/purchased and register (Registration year: 2013)A/C TATA INDIGO-Model: CSLX cars in their own/firms name or on attachment with firm. It is preferable to have one spare vehicle.
3. The colour of the vehicle provided should be WHITE or ARCTIC SILVER.
4. The requirement of cars may be increased/ decreased during the period of contract based on the needs.
5. A/C TATA INDIGO-Model: CSLX taxis will be utilized by BHEL for full day operation, local, out-station and ghat road section without any restriction.
6. Detention charges will be paid only when the vehicle is used beyond 12 hrs in a day operation. Fractional hours will be ignored.
7. Vehicle will be used on all days including Sundays & Holidays. Based on need, required vehicles will be booked on Sundays & holidays with prior intimation.
8. Transport operator must have spare driver.
9. Drivers should be paid PF and ESI according to Government norms.
10. For outstation trips driver should be provided with enough money for food, diesel and toll fee.
11. The Transport operator should obtain all required road permits and the expenses related to that will be reimbursed by BHEL.
12. Increase/decrease of diesel cost will be paid/ recovered on reckoning 10 km per litre for A/C TATA INDIGO-Model: CSLX
13. The actual car parking charges incurred at Airport / Railway Stations, temples and , Toll fees will be reimbursed by production of the original receipt without any corrections or over writings.
14. The Transport operator should ensure that the drivers are available at the vehicle all the time during operation.
15. The condition of the vehicle like functioning of air conditioner, condition of tyres, head-lights/indicators, horn, safety belt etc., should be good, failing which the vehicle will be removed from operation till the defects are set right and in such case the operator should provide good alternate vehicle immediately.
16. The authorized service stations should carry out periodic maintenance / service, and the service report should be provided for verification by BHEL.
17. The starting and closing km readings will be from BHEL Transport section only and it will be certified by the Supervisor-in-charge.

18. BHEL will not be responsible for any delay/loss either in obtaining or in submission of the tender documents in time. The bidders are requested in their own interest to ensure that the completed tender documents reach the undersigned well in time, in a sealed cover superscripting.
19. Security Deposit will be recovered by deduction from the running bills. The Security Deposit will be on the following rates:
 - i) Upto Rupees 10 lakhs - 10%
 - ii) Upto Rupees 50 lakhs - 10% on the first Rs.10.00 lakh & 7.5% on the balance.

However successful contractor has to remit 50% of Security Deposit before starting of work. Balance will be recovered from running bills.

No Interest shall be allowed on the Security Deposit.

VEHICLE:

The Transport operator should fulfil the following requirements in respect of the vehicle during the execution of the contract.

20. The vehicle should be very clean both internally and externally.
21. Seat cover should be washed and changed every week. Minimum 3 sets of seat cover to be provided for each vehicle.
22. AC system and Audio system should function without any problem.
23. Foot mat should be provided.
24. Air freshener to be provided and replaced as and when required.
25. Periodical service of the vehicle in respect of the vehicle/ engine/ lubrication etc. as recommended by the vehicle manufacturer to be done without fail.
26. Tyres should be replaced on completion of 25000 KM running of vehicle.
27. Stepney tyre should be maintained in good condition.
28. Fuel should be always above half tank level.
29. Jockey and hand tools should be made available with the vehicle.
30. Spare fuses to be available with vehicle.
31. Sun film sticker in the window glass should be as per RTO norms and inner side of the car must be visible for the Security Personnel without lowering the window glass.
32. Provision of quality audio cassette player with FM radio facility is necessary. But playing tape recorder or radios in the taxis should be avoided within the factory premises.

DRIVER:

The Transport operator should fulfill the following requirements in respect of the driver during the execution of the contract.

33. Driver should possess valid driving licence.
34. Driver should have minimum 3 years driving experience.
35. Driver should possess Batch number.
36. Driver should wear neat white uniform during the duty hours.
37. Driver should not wear casual dress and footwear.
38. Driver should have mobile hand set in good working condition.
39. Driver should not be changed frequently.
40. Transport operator should allot one driver to one CAR regularly at least for 6 months.
41. Drive should adhere to the instructions given by Supervisor-in-charge.
42. Driver should first allow the passenger to get inside the car and then only driver should enter the car.
43. Driver should open and close the doors for all the passengers/customers while getting into or alighting the car.
44. If there is a hand luggage brought by Officials, driver has to come forward and place the luggage in the car.
45. Driver should not exceed the speed limit of 30km/hr within the company premises and township.
46. Driver should follow the strictly the motor vehicle rules.
47. Driver should wear safety belt while driving.
48. Driver should not demand any money from the user.
49. DRIVERS SHOUD BE PAID AS PER THE GOVT. FIXED MINIMUM SALARY.

OPERATION:

50. The vehicle should report at Transport section at requested time, regularly to make entry and to get instructions.
51. Trip sheet for taxis engaged by BHEL will be supplied by BHEL. It is the responsibility of the taxi drivers to get all the columns and each every movement filled and get the entries signed by the user.
52. In case of loss of original trip sheet BHEL reserves the right not to entertain the claim.
53. The Taxi drivers should keep the relevant documents (driving Licence, Badge No., road tax token, registration certificate, insurance cover note, fitness certificate of the vehicle, permit etc.) with the taxi and produce as and when required by

BHEL. In case of original document is not available immediately, copy of the same must be kept.

54. Taxis shall be reported in pooling section of BHEL Transport in full readiness and cleanliness for the entire day's operation in respect of fuel availability and willingness of the drivers.
55. Taxis should operate only with the "BHEL" name board supplied by BHEL during the time of operation.
56. The starting and closing km readings will be from BHEL Transport section only and it will be certified by the Supervisor-in-charge.

PENALTY:

57. Penalty for non-supply of vehicles will be levied as under:
A token penalty of Rs.250/- per vehicle per day for short supply and in addition the excess expenditure incurred by BHEL on account of engaging an alternate vehicle will be recovered from the transport operator.
58. In case of break-down of a taxi while on operation, the taxi should be replaced by an alternative vehicle within 30 to 60 minutes from the time of breakdown. In case of non-replacement of vehicle in time, BHEL will arrange on its own and recover the amount from the Transport operator. Bills should be prepared combining the total kms and total hrs. of both the taxis (ie. break down taxi and substitute taxi). No detention charges will be paid for breakdown hours. The log/trip sheet shall mention about break-downs. **If the replacement vehicle is not received for break-down vehicle, only fuel charges will be allowed for the break-down vehicle.**
59. In case of intermediate break down of a taxi while on operation, a sum of Rs.100/- per hour (fraction breakdown hours will be rounded off to full hour) will be deducted from the particular bill for the break down hours. Otherwise, the contractor should make the taxi available additionally for the break down hours (ie. beyond 12 hours in the case of full day operation) if required by Transport.
60. In case of major maintenance work in the vehicle provided, the replacement vehicle provided should be 2012 Model.
61. Any amount recoverable from Transport operator towards the loss/damage will be adjusted from the outstanding payments due from BHEL or from the security deposit.

PAYMENT TERMS

62. Hiring charges shall be paid on monthly basis on completion of work and on production of necessary invoices/bills duly certified by the Engineer/In-charge.
63. No advance may be paid for operational expenses as well as for capital expenditure towards purchase of vehicles.

TAXES, DUTIES & LEVIES

64. Taxes, duties and levies are payable extra by BHEL at prevailing rates as per Government norms.

GENERAL TERMS AND CONDITIONS

1. Taxi operator should have local office within 20 km radius from BHEL with independent premises with communication facilities like telephone and cell phone. If required, on request, office premises may be provided by BHEL for the contract period on **commercial rent** subject to availability.
2. Details of employment of family members in BHEL of any Partner/Proprietor/Director of the Taxi operation company should be disclosed separately in the application. Non-disclosure of such information will be treated as suppression of fact and attract disqualification/cancellation of registration/contract. The term family member means dependent wife/husband, sons, daughter, step sons, step daughter not separated by court decree and any other person related by blood/marriage.
3. BHEL reserves the right to allot the work on trial or temporary basis if required.
4. The contract shall be awarded to successful bidder, initially for a trial period of 3 months and only if the performance during the trial period is satisfactory the contract shall be extended for full term.
5. Period of operation is two years from the date of award of contract. BHEL reserves the right to extend the validity period of contract for further period at the same rates, terms and conditions applicable to this contract, as mutually agreeable between BHEL and the contractor.
6. Unit rates should be quoted in figures as well as in words with reference to each item of operation and for all items shown in the attached schedule. Wherever there is a difference in the two, the rates in words will be taken as final. BHEL reserves the right to reject the offer in case of any ambiguity in the rates.
7. The Taxi operator should not sell their vehicles without prior permission of BHEL.
8. The Taxi operator shall not sub-let any portion of the contract without the prior written approval of the accepting Officer.
9. The Taxi operator shall at his own expense reinstate, make good to the satisfaction of the BHEL Management and pay compensation for any injury to any person, loss or damage caused to any property within BHEL complex.
10. Rate quoted by the contractor will be firm throughout the currency of contract.
11. Any addition or deletions or changes in the partnership deed should be informed to BHEL well in advance.
12. BHEL require diesel taxis only. In case of supply of petrol taxis in place of diesel taxis, the charges applicable for diesel taxis only will be allowed.
13. BHEL reserves the right to accept or reject the lowest or any other tender in part or whole and to award the contract to any bidder(s) without assigning any reasons.
14. Subject as aforesaid the provisions of the Motor Vehicles Act or any Statutory modifications or amendments or re-enactment thereof and the rules made there under from time to time have to be followed by the Transport Contractors.
15. The firm should ensure that there should not be any advertisement on the car.
16. The taxis allotted for BHEL use will be checked by BHEL security personnel as and when required.

17. Taxis provided to BHEL on hire will be inspected by BHEL in respect of 1) Appearance of the vehicle (2) running condition of the vehicle (3) upholstery (4) physical fitness of the driver and then accepted for use.
18. BHEL reserve its right to refuse to engage any vehicle even after arrival at the factory, if the driver and the vehicle do not conform to any of the regulation of MV act.
19. Any mishap (i.e. fire, accident, etc.,) occurring en-route is the complete responsibility of the Transport operator. He is also responsible for the safe, comfortable and timely transportation of the passengers.
20. BHEL shall have the right to cancel the contract at any time without assigning any reason.
21. Transport contractor should provide cell phone facility to the driver for emergency communication.

All the Terms & Conditions are accepted.

Place:

Date:

**Signature of the contractor
With seal**

PART –II (PRICE BID)

Tender No:BHE/M&S /INDIGO/2012-13
A/C INDIGO CSLX TAXI - YEAR OF REGN. : 2013

RATE SCHEDULE

CONTRACT PERIOD: 2 YEAR

| SL.No. | DESCRIPTION OF WORK | UNIT | Rate for Two years operation |
|--------|--|----------------|------------------------------|
| 1 | Charges per km upto 1500 km per month average | Rs. Per Km | |
| 2 | Charges per km beyond 1500 km per month | Rs. Per Km | |
| 3 | Detention charges per hour beyond 12 hours per day | Rs. Per Hour | |
| 4 | Night Halt charges | Rs. Per Night | |
| 5 | Permit charges | Rs. Per Permit | |
| 6 | Driver allowance for outstation trip | Rs. Per day | |

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1. Total running km in a particular month of all taxis will be added and the average km per vehicle for that month will be calculated.
2. First 1500 km per month per vehicle will be taken for payment against SI.No.1 even though the vehicle is not run for 1500 km. For the balance km the payment will be made against SI.No.2.
3. Increase/decrease of diesel cost will be paid / recovered on reckoning 10 km per litre.
4. Partial month payment will be calculated proportionately.
5. For L1 arrival the rate quoted for sl.no. 1, 2 & 3 will be taken in to consideration.
1500 Kms from sl.no. 1 for one month
500 Kms from sl.no. 2 for one month
60 hours from sl.no.3 for one month

Increase/decrease of diesel cost will be paid/ recovered on reckoning 10 km per litre for A/C Indigo, Model 2013.

SIGNATURE WITH SEAL

CONDITIONS RELATED TO THE WELFARE OF LABOURS

1. The Minimum Wages as prescribed by the State Government from time to time should be paid to the contract Workers and the Wage and Attendance Registers should be produced to Welfare Section every month.
2. If the contractor employs more than twenty employees, he has to obtain Licence to this effect from the Factory Inspectorate and renew the same periodically.
3. He has to have his own PF and ESI Codes and comply with the relevant Acts.
4. The Contract workers should be fully aware of safety measures and observe all safety precautions during work. The contractor should also make his own arrangements to provide requisite safety devices to the workers, based on the nature of work. Any accident/incident occurring to his workers in Company's premises should be reported in writing by the Contractor to Safety, Welfare and Line Executive concerned.

Date:
Place:

Signature of the Tenderer
with seal & full address