



**Bharat Heavy Electricals Ltd.,**

Electroporcelains Division, IISc Post

Bangalore – 560 012.

Works Engineering : Transport

## **Tender Document - Rate Contract for Hiring Taxis on Monthly basis**

Opening date: 24.10.2009

This Tender document contains 15 Pages



# Bharat Heavy Electricals Ltd.,

Electroporcelains Division, IISc Post

Bangalore – 560 012.

Works Engineering : Transport

## **NOTICE INVITING TENDER**

Sealed bids are invited from reputed transport contractors for providing cars on monthly hiring basis as follows:

Sl. No.	Work Description	Tender Enquiry No. / Date	EMD (in Rs.)
01	Hiring of cars on Monthly Rental Basis a. Tata Indica – 2 Nos or Maruti Wagon R – 2 Nos or Maruti Omni Van – 2 Nos b. Maruti Swift Dzire Lxi – 1 No	EP:WEX:MRH:09-10	Rs.20,000/=

Duration of contract : 1 year from the date of award of contract.  
Extendable by one year on satisfactory completion.

Cost of Tender documents : Rs. 100.00 (Rupees One Hundred only)

Issue of tender documents : From 14<sup>th</sup> October 2009 onwards

Last date and time of Issue of tender documents : Upto 2-00 PM of 24<sup>th</sup> October 2009

Last date and time for submission of tender documents: Upto 3-00 PM of 24<sup>th</sup> October 2009

Date of opening of Tender (Part-A) : 3-00 PM of 24<sup>th</sup> October 2009

### **Note :**

1. A set of tender documents (Non-transferable) may be purchased on any working day (Monday to Saturday) between 10.30 hours and 15.00 hours from WEX Department, BHEL-EPD, Bangalore – 560 012 by paying the prescribed tender fee of Rs.100/= only in cash through Pay in Slip issued by BHEL or a crossed demand draft in favour of BHEL payable at Bangalore.
2. In case tender documents are requested by post, BHEL-EPD shall not be responsible for any delay due to any reasons (including postal delay) either in receiving the contractors request nor receipt of tender documents by the contractor.
3. EMD is to be paid in cash (as permissible under Income Tax Act), Pay order or Demand Draft only.
4. Contract will be governed by all statutory requirements amended from time to time & General terms & conditions of the contract of BHEL.
5. BHEL reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Decision of BHEL in this regard shall be final & binding to all parties.

For BHEL – EPD, Bangalore



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## **INSTRUCTIONS TO BIDDERS**

1. A set of tender documents (Non-transferable) may be purchased on any working day (Monday to Saturday) between 10.30 hours and 15.00 hours from WEX Department, BHEL-EPD, Bangalore – 560 012 by paying the prescribed tender fee of Rs.100/= only in cash through Pay in Slip issued by BHEL or a crossed demand draft in favour of BHEL payable at Bangalore.
2. Tender documents downloaded from BHEL – Tender web site can also be submitted, however the tender document fee of Rs.100/= in the form of Demand Draft in favour of BHEL-EPD payable at Bangalore shall be submitted along with Part – A : Techno-commercial bid. Bids without tender document fee will be rejected.
3. In case tender documents are requested by post, bidders to send the tender fee by post for obtaining tender documents, however BHEL shall not be responsible for any delay due to any reasons (including postal delay) either in receiving the contractors request nor receipt of tender documents by the contractor.
4. Bidders are required to go through instructions carefully and complete all the formalities as required. Clarifications if any may please be obtained by visiting the office of BHEL-EPD, WEX – Transport department on any working day between 1:30 to 3-30 PM.
5. Tender is a two part bid system. The tender documents consist of Part - A and Part - B as detailed below:

Part 'A': Techno-commercial Bid consists of : Earnest Money Deposit (EMD), the tender document copy duly signed by the bidder, filled in format Annexure – A and copies of the documents to be submitted by bidders along with the bid.

Part 'B': Price Bid to be quoted as per Tender conditions in the format given in Annexure – B "SCHEDULE" given by BHEL.

6. Part 'A' must be duly completed and sealed along with the undertaking in a separate envelope super scribed "Tender Enquiry No.EP: WEX:MRH:09-10: Dt 14/10/2009 Part 'A' - Techno-commercial Bid". The bidder shall not indicate the price or rate in the Techno-commercial bid.
7. Part 'B' must be duly completed with reference to the tender conditions and put in a separate sealed envelope super scribed "Tender Enquiry No. EP: WEX:MRH:09-10 Dt 14/10/2009 Part 'B' - Price Bid ".
8. Tender documents consisting of Part 'A' & 'B' duly sealed in a separate envelopes should be sealed in another envelope and should be deposited in the WEX - Tender Box kept at Reception office of BHEL-EPD, IISc Post, Bangalore – 560012 so as to reach on or before 15-00 Hrs Dt. 24/10/2009 . Part 'A' of tender form i.e. Techno-commercial Bid will be opened on Dt. 24/10/2009 at 15.00 hours the same day in the presence of bidders or their representatives who are present for the tender opening. Bidders who qualify in the Techno-commercial Bid will be intimated to attend the tender opening of part 'B' - price bid at a date to be notified separately. Part 'B' i.e. price Bid will be opened at the specified date in the presence of the bidders or their representative who are notified to attend the tender opening. The tender documents may also be sent either by registered post / Speed Post / Courier so as to reach on or before the said date and time.
9. The Techno commercial Bid (Part - A) and general terms and conditions shall form part of Techno-commercial offer. Each page should be duly signed by the bidder as a token of acceptance.



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10. Part 'B' – the price Bid should not carry any conditions. Price / rate should be quoted in clear terms in the format given by BHEL. Part 'B' Price bid will be opened only in respect of those bidders who are qualified in Techno- Commercial Bid.
11. The bidder shall accept all the terms and conditions of the tender.
12. The tender forms both Part 'A' & 'B' duly filled in all respects shall be signed on each page by the bidder. Any alteration, erasure or over-writing will render the tender invalid. Alteration neatly carried out and duly attested over with the full signature of the bidder however is permitted.
13. Name of the bidder should be written on the contractors seal to be put on the sealed envelope.
14. Before making the offer the bidders are advised to carefully go through the terms and conditions, which form part of the agreement.
15. All entries in the tender document should be in one Ink. Corrections, over writing, cuttings etc. are not permitted. All the columns in the tender form should be filled without leaving any column blank in any page of the tender. In case any of the columns are left blank, the tender can be rejected.
16. For any further details required, Tender issuing officer of BHEL/EPD, Bangalore may be contacted in person or through TELEPHONE NOS. (080-22182291 or 22182411).
17. BHEL reserves the right to assess the capacity and capability of the parties for pre-qualification. The company also reserves the right to accept or reject any or all the tenders or any part thereof at any stage of process without assigning any reason whatsoever. The company has no obligation to accept the lowest tender. Offer of the Bidder if prima-facie found not comparable with the quantum of work envisaged and the bid is an effort to be L1, then the offer is liable to be rejected. BHEL's decision in this regard shall be final and binding.
18. PRICE BID - The bidders are required to submit their quotation for all the items listed in Part "B" in the price bid format given along with the tender documents. The price should be quoted for each item after careful study of the actual job requirement so that, in case the contract awarded, contractor should not express any difficulties in execution of the contract.
19. The rates quoted shall be complete inclusive of the fuel charges for the vehicle, wages for the driver, maintenance charges for the vehicle, taxes, comprehensive insurance for the vehicle and the passengers and other expenses. The service tax shall be excluded from the rates, which will be reimbursed on producing the proof of payment.
20. The bidders should note that the Income Tax as applicable will be deducted from the bills of contractor.
21. VALIDITY OF RATES - The rates quoted should be valid for 90 days initially from the date of price bid opening.
22. BHEL reserves the right to award the contract to one or more contractors simultaneously as deemed fit at the initial stage or during the contract period.
23. In the event of furnishing false information / incomplete information, the offer(s) shall be rejected.
24. BHEL reserves the right to reject any bid, which is technically unacceptable and unworkable. Further BHEL also reserves the right to reject any or all bids without assigning any reasons thereof.
25. BHEL reserves the right to cancel the contract at the initial stage or during the contract period without assigning any reason to the bidder.
26. Successful bidders shall enter into an agreement on stamp paper of Rs.100/= as a token of having accepted the rates, terms and conditions of the contract as per the proforma given by BHEL.
27. Any written communication required to be sent to the contractor in writing shall be sent at the address mentioned on the tender form or to any other address



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subsequently intimated by contractor in writing to BHEL EPD for the contract purposes.

28. Information with respect to Techno-commercial bid and Price Bid are to be submitted in the prescribed formats given in the Annexure-A and Annexure-B respectively.
29. Bidders shall fill in all the required particulars in the blank spaces provided for this purpose in the tender document and also sign each and every page of the tender document before submitting the tender. All the entries in the Techno-commercial bid & Price bid should be clearly written in ink or typed and corrections if any are to be duly authenticated by the bidder.
30. BHEL shall not be responsible for any acts and omissions of the staff of bidders and liabilities arising out of the acts and omissions as such will be borne by the bidders.



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### **A. SCOPE OF WORK:**

1. BHEL, Electroporcelain Division (BHEL-EPD) intends to hire the following vehicles:

Sl No.	Type of Car	Quantity
1	Tata Indica A/c or Maruti Wagon R Lxi or Maruti Omni Van	2 Numbers
2	Maruti Swift Dzire Lxi	1 Number

2. In Sl No. 1 in the table above, BHEL-EPD will ultimately choose to any two vehicles for deployment based on requirement. The successful bidder will be chosen based on the lowest quote for the vehicle chosen.
3. BHEL reserves right to split the contract with two or more contractors as the case may be depending upon the lowest cost to BHEL.
4. The requirement of number of cars may increase or decrease during the validity of the contract and contractor shall accordingly provide the vehicles. For any increase, the rates for the type of car agreed upon shall also be applicable for the additional car to be provided. Any increase or decrease will be intimated by BHEL 15 days in advance.
5. After entering into the contract, the cars identified for BHEL-EPD contract shall be at sole disposal of BHEL only and shall not be let or sublet to others.
6. The service of cars is to be provided on all week days Monday to Saturday from 6-00 AM to 10-00 PM. Requirement of vehicle on Sundays and Holidays if any will be intimated by BHEL in advance and is to be arranged accordingly. The rates shall be quoted accordingly, no separate billing / rate will be made for Sundays or holidays.
7. Normal usage of the vehicle is between 6-00 AM to 10-00 PM, for about 12 hours on any day and 300 hours per month cumulative. Usage of vehicle beyond this time period will be treated as additional service for which extra hour charges beyond 300 hours will be paid and is to be quoted by the bidders in the tender.
8. Normal usage of the vehicle is considered for a running of 2500 KM per month. Charges for extra kilometre beyond 2500 km per month will be paid for which rate shall be quoted in the by the bidders in the tender.



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## **TERMS AND CONDITIONS:**

### **A. QUALIFICATION CRITERION:**

The bidders participating in the tender shall meet the following conditions failing which their offer is liable for rejection. The bidders shall submit relevant records in proof of complying with qualification criterion conditions along with the Part-A: Techno-commercial bids.

1. The individuals / Tour and Taxi Operators should have office in Bangalore with means of communication like land telephone line, mobile telephone and e-mail.
2. The vendor should have registered as Tour & Taxi Operator / Travel Agency. A copy of registration certificate shall be enclosed.
3. The average annual financial turnover of the Tour & taxi operator / Travel agency during the last three years ending 31st March of the previous financial year, should be at least 30% of the estimated value indicated.
4. The Tour & taxi operator / Travel agency shall have the experience of successfully operating hiring cars during last 3 years with reputed organizations.
5. Transport contractors should have a fleet of minimum 5 (five) vehicles of not prior to 2008 model under their disposal for deployment and the details of the vehicle shall be provided along with the techno-commercial bid.
6. The vendor should have a valid bank account number and shall provide the account details in the techno-commercial bid. Payment for the contract will be paid only through NEFT / RTGS mode.
7. Transport contractors should have valid PAN Number; income tax will be deducted at source as per the Income Tax rules prevailing.
8. Transport contractors should have service tax registration number, contractors not fulfilling the criterion shall submit the service tax registration number as and when they become liable to pay service tax.



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## **B. GENERAL TERMS AND CONDITIONS :**

1. Earnest Money Deposit (EMD) as indicated in the NIT is to be submitted along with tender documents Part – A. EMD is payable in Cash (as permissible under Income Tax Act), Pay order or Demand Draft favouring BHEL payable at Bangalore. EMD by the Tenderer will be forfeited as per Tender Documents if:
  - a. After opening the tender, the tenderer revokes his tender within the validity period or increases his earlier quoted rates.
  - b. The tenderer does not commence the work within the period as per LOI /Contract. In case the LOI / contract is silent in this regard then within 15 days after award of contract.
2. EMD given by all unsuccessful tenderers shall be refunded normally within fifteen days of acceptance of award of work by the successful tenderer. EMD shall not carry any interest.
3. Successful bidder has to submit Security Deposit (SD) at a rate of 10% of the contract value before commencement of the work.

Security Deposit is accepted in any one of the following forms :

- i) Cash (as permissible under the Income Tax Act)
- ii) Pay Order, Demand Draft in favour of BHEL
- iii) Local cheques of scheduled banks, subject to realization.
- iv) 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 discharged on the back).
- v) Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format should have the approval of BHEL.
- vi) 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 back.
- vii) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit should be collected before start of the work and the balance 50% may be recovered from the running bills.  
(Note: In case of small value contracts not exceeding Rs. 10 lakhs and all SAS jobs, work can be started before Security Deposit is collected. However, payment can be released only after collection/ recovery of initial 50% Security Deposit).
- viii) EMD of the successful tenderer can be converted and adjusted against the security deposit.
- ix) 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 documents 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).



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4. Failure to pay the security deposit shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract awarded and the bidder shall be liable to compensate the losses if any incurred by BHEL on this account. The security deposit shall be refunded within a six months after the date of expiry of the contract period subject to the contractor fulfilling all obligations and operations as required under the contract.
5. BHEL reserves the right to appropriate the whole or any part of the amount of the security deposit without prejudice to other claims against the contractor for losses suffered by BHEL due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation and other reasons. Such losses, damages, charges, expenses or cost, as assumed by BHEL shall be final and binding the contractor and shall not be called into question.
6. The name of the bidder with full official address, e-mail, landline and mobile phone numbers shall be furnished. In case of partnership firm, the name and address of all the partners together with a certified copy of the partnership deed shall be furnished along with the tender Part-A. All the parties have to sign the tender document unless signed by the power of attorney holder.
7. All entries in the tender document shall be typed or neatly written in one ink without any alternations and erasures.
8. The tender document shall be deemed to form an integral part of the contract to be entered for this work.
9. BHEL-EPD reserves the right to have parallel / similar contract with any number of contractors.
10. Disputes arising out of this contract shall be referred to the sole arbitration of Head – WEX department of BHEL-EPD, Bangalore. Its award shall be final and binding on all the parties. The venue of arbitration in all cases shall be at BHEL-EPD, Bangalore.
11. In case of any suit or other legal proceedings arising under or relating to this contract, the courts at Bangalore shall only have jurisdiction.

### **C. CONTRACT SPECIFIC TERMS AND CONDITIONS:**

1. The vehicles will normally be utilized by car pool of Transport section under WEX Department for plying within Bangalore City and surrounding areas within a radius of 80 KMs (within Karnataka State) from BHEL-EPD as per the timings indicated above.
2. However the vehicles may be utilized for outstation trips also if required in special cases and in such a case driver special allowance (bata) will be paid separately (up to 10.00 PM and beyond 10.00 PM) for which rates shall be quoted in the price bid.
3. Normal usage of the vehicle is for 2500 Kms per calendar month, however for extra kilometres rates over and above the contract will be paid, for which the rates are to be quoted separately in the price bid.
4. Normal usage of the vehicle is between 6-00 AM to 10-00 PM, for about 12 hours on any day and 300 hours per month cumulative. Usage of vehicle beyond this time period will be treated as additional service for which extra hour charges beyond 300 hours will be paid and is to be quoted by the bidders in the tender.
5. Normal usage of the vehicle is on weekdays i.e., Monday to Saturday, however, the vehicle if required on Sundays and Holidays shall also be provided. Normally 2 days in a month (Sundays or Holidays only) will be provided as off day for maintenance and other requirements.
6. If the vehicle is not used by BHEL on Sundays & Holidays, no deduction will be made from the bills.



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7. Dead kilometre distance and time (for conveyance of the vehicle from the contractor's office to BHEL-EPD and back) will be allowed only once a day. Dead kilometre is considered at actual distance or 6 kilometres whichever is less and time allowed is 30 minutes one way.
8. In case the reporting / release point is other than BHEL-EPD, distance from contractor's office to the reporting / release point at actual KM and actual time in hours will be considered.
9. The dead KM is part of 2500 km / month given as per the contract.
10. The vehicles deployed for the contract should not be owned by BHEL employees and their dependants, the ownership details of the vehicle to be submitted by the successful bidder before deployment and if there is any contravention of this clause, the contract will be terminated immediately and the Security Deposit will be forfeited.
11. The vehicle deployed for the contract shall be new and of 2008 and onwards model vehicles only shall be provided.
12. The vehicle should have been registered u/s 2(35) of the Motor Vehicles Act for commercial use with RTO under taxi permit. Successful bidder shall submit documentary proof of the same before deployment.
13. The vehicle deployed shall be well maintained, in good running condition and road worthy to ensure smooth and trouble free service during the entire contract period.
14. The deployment of vehicle shall be punctual always. Late reporting and absence will attract penalty at the discretion of BHEL-EPD.
15. Any unauthorized journey undertaken by the driver / contractor during the contract period will be disallowed and will be penalised at the discretion of BHEL-EPD.
16. While deploying the vehicle, the contractor shall ensure the following always :
  - a. Valid and relevant documents for the vehicle and driver viz., Registration Certificate, Tax paid challan / endorsement, insurance, fitness certificate, driving license, commercial use permit, emission test certificate etc.
  - b. Vehicle shall be in full preparedness for the full day service including the fuel in the tank, preparedness of the driver and reasonable money with the driver for meeting contingency requirements.
  - c. A mobile phone with the driver in working and charged condition.
  - d. A first aid kit in the vehicle.
  - e. Car audio system to play FM stations, CD, USB etc. at the discretion of the users.
  - f. Good upholstery for the seats and with cotton cloth covering on the top. The cotton cloth shall be regularly washed and maintained in hygienic condition.
  - g. Vehicle washed daily and maintained cleanly both exteriors and interiors.
  - h. Essential minimum spares viz., fan belt, Stepney wheel properly inflated, spare bulb & fuses, jack, standard tools and tackles to attend to emergencies.
17. Duties and responsibilities of the driver :
  - a. Driver employed for the vehicle should be an experienced driver physically fit, having good eyesight and reflexes.
  - b. Driver shall have valid driving licence for the type of vehicle and keep it updated as when required.
  - c. Driver should be aware of the localities and routes within Bangalore city.
  - d. Driver should have working knowledge of Kannada, Hindi and English languages.
  - e. Drivers shall wear white uniform – both the trousers and shirts while on duty.
  - f. While deployed for duty, the driver should be courteous to the passengers and well behaved. The driver shall open and close the doors for all the passengers while getting into and getting out of the vehicle.



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- g. The driver should get inside the vehicle only after the passengers are seated and made comfortable.
  - h. While on duty to pickup guests from Railway station / Bus stand / Airport, the driver should display the placard at the EXIT or suitable location for welcoming the passenger.
  - i. The driver shall park the vehicle only in the designated parking area always.
  - j. The driver shall not smoke cigarettes / bidis nor use other tobacco products while on duty.
  - k. The driver shall not spit, belch and make unsavoury gestures while performing duty.
  - l. The driver shall not consume alcohol and shall be under the influence of alcohol while on duty.
  - m. The driver shall not use mobile phone while driving, calls if any shall be attended only by stopping the vehicle at suitable location.
18. Trip sheet booklet will be provided by BHEL-EPD for each of the vehicle every month and the driver has to ensure its proper filling and acknowledgement while performing the duty. The trip sheet details as recorded and signed will be the basis for preparing the bills.
19. The contractor shall not sub-let the vehicles deployed to BHEL-EPD, instances found if any will be viewed seriously and the contract is liable for termination and black listing of the contractor. No correspondence shall be entertained in this regard and the decision taken by BHEL-EPD is final and shall be binding on the contractor.
20. For non fulfilment of the contract conditions, BHEL-EPD reserves the right to impose penalty on the contractor as follows:
- a. For non-supply of stipulated vehicle during the month (excluding 2 days off in a month) penalty per day at a rate of 1.5 times the normal rate i.e., Monthly rate of the vehicle / 28 x 1.50; penalty is subject to force majeure conditions like, accident, public unrest, natural calamities etc., at the discretion and verification of BHEL-EPD.
  - b. In the event of the breakdown of the vehicle, alternative arrangement of similar vehicle shall be made within reasonable time by the contractor, failing which penalty as above will be applicable.
  - c. For late reporting of the vehicle : Rs.100/= for each instance for the first three instances in a month, which will be Rs.200/= per instance thereafter.
  - d. For indulgence of disobedience / misbehaviour / malpractice / fraud or any act of misdemeanour of the driver while on duty a penalty of Rs.750/= per incidence will be levied.
21. In the event of contractor failing to provide the vehicle as above and BHEL-EPD shall be at liberty to make alternative arrangements, the expenditure for such arrangements and for the loss / damage incurred by BHEL as a result of such non-compliance will be deducted from the monthly running bill or security deposit of the contractor. BHEL reserves the right to determine the cost of deduction at its sole discretion.
22. For repeated non-compliance of contract conditions, BHEL-EPD reserves the right to terminate the contract and make alternative arrangements. The cost of making such alternative arrangements will be levied on the contractor and will be deducted from the running bills or the security deposit of the contractor.
23. BHEL-EPD reserves the right to check the speedometer / odometer of the deployed vehicle at any point of time and if it is found inaccurate / tampered, suitable action deemed fit will be taken.



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24. Only authorized staff attached to the contractor and driver nominated shall be allowed entry inside the company or any other premises during the course of contract. The successful bidder shall provide the details of the drivers and authorized representatives for this purpose before commencing the work.
25. The contractor and the authorized representatives including drivers will be held responsible for any breach of the terms and conditions of the contract.
26. Accidents during the course of the work should be reported by the contractor / driver immediately to the WEX- Transport department. Delayed information may be permitted however not later than 12 hours. Contractor shall submit detailed report of any such accident or incident.
27. The contract will operate their vehicles entirely at their own risk and BHEL-EPD shall not be held responsible for any damage / losses incurred both for the vehicle or persons travelling in the vehicle any time.
28. The contractors shall make their own arrangement for parking the vehicles overnight and during off days and holidays.
29. The successful bidder shall ensure that all their vehicles under the contract are covered by a comprehensive insurance by a leading / reputed insurance provider. The insurance policy shall cover compensation for the loss / damage to the vehicle, driver and co-passengers as well. Under no circumstance shall BHEL-EPD be liable to compensate any loss / damage that may be caused to / by the vehicle while engaged in discharge of the contractor's obligations under this contract.
30. As and when required, route permit / national permit / clearance from RTO or any other authority concerned and compliance of any other legal formalities connected with the contract have to be arranged by you at your cost, BHEL will not take any responsibility and will not bear any additional expenses in this regard.
31. The contractor at his own expense reinstate and make good to the satisfaction of BHEL-EPD and pay compensation for any injury to any person, loss / damage occurred to any property or rights whatever including property and rights of BHEL-EPD and its bonafide users of the vehicle, for the injury, loss / damage arising out of or in connection with or during the execution of the contract and further contractor shall indemnify the BHEL-EPD against all claims enforceable against BHEL or its bonafide users of the vehicle.
32. The bidders shall quote for the vehicles on lump sum basis for 2500 Kilometre running cumulative per month. The charges shall be inclusive of all expenses like fuel, payment to driver / staff, maintenance charges for vehicle, taxes, insurance etc., to be incurred.
33. The quotations shall be submitted in the price bid format "Schedule" given in Annexure – B.
34. The contract shall have price variation clause for providing increase / decrease in contract price in proportion to the increase / decrease in fuel price over time to time as follows:

*I, For any change in the cost of fuel, the hiring rate shall increase / decrease for every one rupee or part thereof per litre increase / decrease in the cost of fuel, the changes will be as per following rates:*

Sl No.	Type of Fuel	PVC Terms
1	Diesel	7 Paise per km per rupee increase / decrease of fuel rates.
2	Petrol	8 Paise per km per rupee increase / decrease of fuel rates.

*Example :In case if there is increase in fuel price by one Rupee then,*



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### For Diesel Cars

- a) *New monthly rental rate in Rs. = Existing monthly rental rate in Rs. + (2500 KM x 0.07)*
- b) *New rate per extra KM for beyond 2500 KM = Existing rate per extra KM in Rs. + 0.07*

### For Petrol Cars

- a) *New monthly rental rate in Rs. = Existing monthly rental rate in Rs. + (2500 KM x 0.08)*
- b) *New rate per extra KM for beyond 2500 KM = Existing rate per extra KM in Rs. + 0.08*

II. 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.

III. The cost of fuel (**normal diesel and petrol**) on the date of technical bid opening will be the base price for price variation clause.

35. The rates should be quoted in figure as well as in words clearly as given in the price bid format "SCHEDULE" in Annexure-B.
36. In case the rate quoted in figures differ from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderers
37. All the offers received will be scrutinized and only technically qualified offers will be considered for Price bid opening.
38. The Technically unqualified offers will be rejected.
39. The tenders received after the specified time of their 'Submission' are treated as Late Tenders and shall not be considered.
40. If single vendor is L1 under different the categories / type of vehicles, then single order would be placed.
41. BHEL reserves the right to negotiate with L1 tenderer and in such case negotiated price will be considered for award of contract.
42. The contract will be in force for 24 Months from the date of deployment of vehicles.
43. BHEL reserves to short close the contract at its discretion at any point of time with giving a notice of 30 days.
44. Payment to contractor will be made within 30 days from the date of submission of bills. Contractor will submit the bills (in duplicate) on monthly basis, which will be dully verified, checked and passed by WEX-Transport dept and forwarded to Finance Department for releasing payment to the party.
45. The actual taxi parking charges/toll charges/permit charges incurred at airports/railway stations/check posts or any other places will be reimbursed on production of actual receipt without any corrections or overwriting.
46. The total hiring charges payable will be rounded off to the nearest full rupee value.



# Bharat Heavy Electricals Ltd.,

Electroporcelains Division, IISc Post

Bangalore – 560 012.

Works Engineering : Transport

**ANNEXURE – A**

**FORMAT FOR PROVIDING INFORMATION PERTAINING TO TECHNO-COMMERCIAL BID PART**  
**– A**

01	NAME OF THE INDIVIDUAL / TRAVEL / TOUR / TAXI OPERATOR AND ADDRESS	
02	e-mail ID Telephone No. – Land Line Telephone No. – Mobile	
03	Registration of Tour & Taxi operator / Travel agency	
04	Annual Turnover for the last three years 2008-09 2007-08 2006-07	
05	Experience credentials for operating hiring of cars <i>(Please provide the contract details along with copies of contract / work order copies)</i>	
06	Contractors Fleet strength <i>(Please provide the fleet details viz., type of vehicle, model, registration number etc.)</i>	
07	Banker's Name & Address Account Number	
08	PAN No.	
09	Service Tax registration number.	
10	Agreeable for Tender Terms and Conditions. (Please provide a copy of the tender document duly signed and stamped)	YES / NO



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**ANNEXURE – B**

## **PART – B**

### **PRICE BID SCHEDULE**

Sl No	Particulars	TATA INDICA – AC CAR	MARUTI WAGON R LXI AC CAR	MARUTI OMNI VAN	MARUTI SWIFT DZINE LXI AC CAR
1	Type of fuel proposed				
2	Monthly rate per vehicle excluding service tax				
3	Charges for extra kilometre beyond 2500 kilometre per month at Rs. Per KM				
4	Charges for extra hours for use for more than 300 hours per month at Rs. Per hour				
5	Driver special allowance (bata) for using the vehicle beyond 10-00 PM				
6	Driver special allowance (bata) for using the vehicle for outstation trip				