

**BHARAT HEAVY ELECTRICALS LIMITED
15th FLOOR, WORLD TRADE CENTRE - I,
CUFFE PARADE, MUMBAI - 400 005**

TENDER FOR HIRING OF TOURIST TAXIS

SUBMISSION DATE : 17 January, 2014, 15:00 Hrs

OPENING DATE : 17 January, 2014, 15:30 Hrs

BHARAT HEAVY ELECTRICALS LIMITED

ROD: Mumbai

**14th / 15th Floor, World Trade Centre-1,
Cuffe Parade, Colaba, Mumbai- 400 005.**

Tender No. Mum: HRD: TT: 0219A

Dated: 09/01/2014

Due Date: 17.01.2014 by 1500 Hrs.

Sub: Tender For Hiring of Taxis on Daily/Monthly basis for local & outstation journeys

Dear Sirs,

BHEL invites bidders for entering into a rate contract to hire tourist taxis (Indica vista / Wagon R / Ritz / Swift / Swift D'zire / Indigo / Etios / Innova / Xylo /XUV 500/ Tavera / Maruti Ertiga / Honda City / Maruti SX4 / Honda Accord / Nissan Sunny / Volkswagen Vento / Toyota Corolla Altis / Toyota Camry etc.) for Senior Executives, guests and employees for local / outstation journeys on daily / monthly basis. BHEL, therefore, intends to empanel reputed taxi operators on rate contract basis for a period of two years from the date of award for hiring of taxis on "as and when required basis" for 02 different groups as mentioned in Annexure "L".

The anticipated load of different segment of group A and Group B, for one year, shall be as under:

Group A		Group B	
Segment	Load (in days)	Segment	Load (in days)
Lower segment	158	Premium	14
Medium Segment	502	Deluxe	248
6-8 Seater (Innova / Xylo/XUV 500)	400		
6-8 Seater (Tavera/Ertiga)	28		
Monthly Car (Lower Segment)(2 Cars)			

The anticipated business volume during the contract period of Two years towards hiring of vehicles shall be approx. Rs. 70 Lakhs.

The above figure of Rs.70 Lakhs is indicative for this tender only and does not guarantee the business volume for the contract period of two years. This may increase or decrease depending BHEL's actual requirement.

BHEL will award the separate contracts for Group A , Group B and Monthly Cars to the L1 parties of the respective group as per the evaluation criteria — Annexure — M, given with this tender. Eligible parties can quote for Group A , Group B , Monthly Cars or All the Three .

It is to be noted that parties fulfilling the Prequalification criterion (Annexure "A"), will only be considered.

The Bidders are required to go through the Tender requirements and submit their 3 part bid for Group A / Group B / Monthly cars separately for each category of cars (as grouped above).

The 3 part bids for each category will be as under:

- | | |
|---|---|
| Prequalification Bid (Part 'A') | — Envelope 1 super scribing at the top of the envelope as "Prequalification Bid" |
| Techno-Commercial Bid (Part 'B') | — Envelope 2 super scribing at the top of the envelope as "Techno-Commercial Bid" |
| Price Bid (Part 'C') | — Envelope 3 super scribing at the top of the envelope as "Price Bid" |

The format for all the three parts (Part 'A', Part 'B' and Part 'C') is enclosed herewith. All the three bids to be sealed in separate envelopes with the label as "Prequalification Bid", "Techno - Commercial Bid" and "Price Bid". These three envelopes to be sealed in another envelope along with covering letter super scribed with "Tender for Hiring of Tourist Taxi- Group A / Group B/ Monthly Cars (Relevant to the group for which bid is submitted).

SN	Description / Instructions
1.	<p>a) The rates offered shall remain firm, subject to PVC (based on diesel rates), during the contract period of 2 years. The same may however be extended further for a period of one year with mutual agreement, in writing, on the same Rates, Terms and Conditions.</p> <p>b) Pre Qualification Criteria (Annexure-“A”).</p> <p>c) Techno -Commercial Bid (Annexure-“B”).</p> <p>d) General Terms and Conditions (Annexure-“C”).</p> <p>e) Details of Business (Annexure-“D”).</p> <p>f) Details of Vehicles (Annexure-“E”).</p> <p>g) Vehicle Duty Slip (Annexure-F).</p> <p>h) Acceptance Letter /No Deviation Certificate (Annexure-G).</p> <p>i) Declaration (Annexure-“H”).</p> <p>j) Technical Details (Annexure-“I”).</p> <p>k) NEFT Format (Annexure-“J”).</p> <p>l) Price Bid Format -[Annexure-“K”,Annexure-“K (I) , Annexure-“K(II)”]-</p> <p>m) EMD amount of Rs.1,50,000.00 to be deposited by DD/Pay order drawn in favour of 'Bharat Heavy Electricals Ltd.'</p> <p>n) List of cars (Annexure-“L”)</p> <p>o) Evaluation Criteria (Annexure-“M”)</p> <p>p) Log Sheet (Annexure- “N”)</p> <p>q) Declaration Regarding The Status Of The Firm And Abatement (Annexure-“O”)</p>
2.	<p>IMPORTANT INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. Vendors must go through all these Annexure carefully before submitting the bid. 2. Offers should be submitted in Three Part Bid as described. 3. The prices must be Quoted in the enclosed Price Format only. 4. Quoted Rates subject to PVC, shall remain FIRM during the entire period of contract duration. 5. Price Bids of the technically & commercially acceptable parties ONLY shall be opened.

Offers through telegram / fax shall not be acceptable. Late tenders are not acceptable.

The tenders are to be submitted at 15th floor tender box **on or before 17 January 2014 (15.00 Hrs)**

Addressed to:

Addl. General Manager (C &HR), Regional Operations Division,
Bharat Heavy Electricals Limited, 15th floor, World Trade Centre -I ,
Cuffe Parade, Mumbai — 400 005.

Yours sincerely,

(R S Gawde)
Executive

**PREQUALIFICATION CRITERIA
FOR GROUP A / GROUP B
PART — 'A' — ENVELOPE – 1**

Ownership of cars for each group should be as follows:

- Group A - Minimum of 06 (Six) cars of which atleast 3 (Three) cars in medium segment.
Group B - Minimum of 02 (Two) cars for each segment i.e. Premium and Deluxe.
Monthly Cars - Bidder may provide Lower or Medium segment cars for Monthly category with no additional cost on BHEL.

The above mentioned criteria must be fulfilled by the bidder for considering their Bid for the respective Group.

The cars **must be registered** in the name of their Agency / Company / Proprietors / Partners / Individuals, with RTO to ply as Tourist Vehicle i.e. T-Registration.

1. The Make of the cars should not be prior to **2012**.
2. Bidders must have at least two years experience of similar nature preferably with Government / Public Sector or reputed Private Sector Companies / Firms. They should submit latest performance certificate for similar services from at least one Government Companies / Agencies / Public Sector Undertakings / Private or Public Limited Companies. Contract copy and performance certificate to be enclosed.
3. Following documents to be enclosed along with the Prequalification Bid:
 - a) Copies of the valid RC books for the cars owned by the bidder- Original will be required for verification before opening of the Price Bid.
 - b) Valid RTO permit for the vehicles.
 - c) Service tax registration number and PAN no.
 - d) Comprehensive insurance of cars.
 - e) Copy of permit for vehicle for 'T' mark from RTO.
 - f) Copy of fitness certificate of vehicle by RTO.
 - g) Proof of office and the garage — to enclose telephone / electricity bill etc.
 - h) Duly signed and stamped compliance letter in the bidder's company letterhead as per format enclosed.
 - i) Nature of firm (Proprietorship / Partnership / Private Limited / Public Limited).

The following documents are to be submitted:

- i) Proprietorship Firm — Registration certificate under Bombay Shop & Establishment Acts / Other Statutory Authorities like PWD / MHADA / Sales Tax Department / Registration of Companies etc.
- ii) Partnership Firm — Partnership Deed
- iii) Private Limited Company / Public Limited Company — Certificate of Incorporation.

4. The bidder's average annual Turn Over during the last three financial years ending 31st March 2013 , should be atleast Rs. 21 Lakh and has to be certified by Chartered Accountant.

**TECHNO COMMERCIAL BID
FOR GROUP A / GROUP B**

PART `B` ENVELOPE 2

Sl. No.	Description	Accepted
1	<p>Party has to deposit security deposit at the following rates of the annual contract value. Contract value for 2 years will be arrived as per the load shown in evaluation criterion.</p> <p>Upto Rs.10 lakhs .. 10%</p> <p>Above Rs.10 lakhs and upto .. Rs. 1 lakh + 7.5% of Rs.50 lakhs the amount exceeding Rs.10 lakhs</p> <p>Security deposit may be furnished in any of the following forms:</p> <p>(a) 50% in cash / pay order / demand draft</p> <p>(b) Local cheques subject to realization</p> <p>(c) Balance 50% in the form of bank guarantee from scheduled banks / financial institutions or National Saving Certificates / Kisan Vikas Patra in favour of BHEL. Security deposit to be furnished within a week of issue of LOI. Security deposit shall not carry any interest. Security deposit in normal case will be refunded after three months of Expiry of successful contract.</p>	
2	The evaluation of the bids shall be as per the evaluation criteria in Annexure — “M” enclosed herewith.	
3	BHEL reserves the right to award the contract separately for Group A / Group B / Monthly Cars to the LI parties of the respective categories as per the evaluation criteria- Annex - “M”. The successful bidders should, in case of emergency, should be able to arrange the vehicle of any category at the rate finalized for that category under this Tender.	
4	The contract for hiring of taxis shall be initially for a period of two years. BHEL reserves the right to extend the same for one more year on mutual agreement in writing on the same rates, terms and conditions.	
5	<p><u>RATE & PRICE VARIATION</u></p> <p>In case of award of contract, the hiring charges shall remain firm for a <u>period of two years</u> i.e. the ENTIRE PERIOD OF CONTRACT. However, price variation due to increase / decrease in the price of fuel (normal diesel as available at Petrol Pumps in Mumbai) shall be effective from the date of variation in the price of diesel as per formula given below. BHEL would allow price variation due to increase / decrease in diesel rates for the 60% component.</p> <p>%Increase /Decrease= (revised rate of diesel – base rate of diesel on In hiring charges $\frac{\text{the date of original tender submission}}{\text{Base rate of diesel on the date of original tender submission}} \times 0.60 \times 100$)</p> <p>Price variation clause shall not be applicable for item nos. A(4),A(5) of group A and B(4) , B(5) of Group B and point No. 3 of monthly cars of the Combined Price Bid Format for Group A and Group B and Monthly Cars (Annexure-“K”), i.e., extra charge per hr. and night halt charges per night.</p>	
6	Successful bidder has to abide by the rules and regulations of local / national traffic rules without any additional financial implications to BHEL.	
7	Vehicles should be marked as Tourist Taxi with "T" and should not be older than 2012. All the vehicles to be deployed under this contract should be maintained in good aesthetic and working condition. The cars deployed under this contract shall not be more than two years at any point of time during the contract period.	

8	All the vehicles should be in upto date condition, properly cleaned and dusted with white / light shade seat cover when sent on duty to BHEL at any time day or night. The fuel tank of the vehicle should be full. The vehicle should be fully road worthy, free from dents and in presentable condition.	
9	Private cars owned or hired by the parties shall not be acceptable.	
10	The contractor should have a full fledged office with proper office equipment for booking the vehicles and personnel shall be available round the clock including holidays.	
11	Since BHEL is certified for HSE Management system it is mandatory that all the requirements of the Motor Vehicle Act 1988, Central Motor Vehicle Rules 1989, and the Child Labour (Prohibition & Regulation) Act 1986, copies of which are enclosed with the tender are to be complied with.	
12	All the vehicles must have the required accessories like jack, tool kit, spare wheel and first aid box. The drivers must know the changing procedure of wheels and other small maintenance of the vehicles.	
13	The contractor shall maintain the log sheet / duty slip for every trip / requisition. The log sheet / duty slip should be got signed by the driver from the user along with the name of the user which would indicate the opening and the closing meter reading with point of starting / ending the journey, the reporting and releasing time. Proper maintenance of log book is very essential and payment will be made on the basis of correct, certified log book.	
14	Instructions whether the car is required for the subsequent days during the stay in Mumbai may also be taken from the users.	
15	Bills and log books should be clean without any over writing, corrections etc. Bills and other documents should be submitted in original.	
16	In case of break down / failures the contractor shall provide alternate vehicle with the driver within one hour. In case the same is not done this will be considered as non-availability of car and BHEL shall have the right to engage the car at the risk and cost of the party. Additional cost shall be deducted from the running bills of the party.	
17	Penalty Clause: (a) For vehicles hired on daily basis : If the vehicle provided by the contractor does not report in time and / or not in good condition (not maintained properly) /without proper documents and also the model is older than 2012, then the vehicles may be rejected and sent back. No payment shall be made on account of the vehicles so rejected. In such case BHEL reserves the right to arrange the vehicle from the market and the differential cost will be recovered from the contractor. (b) For vehicles hired on monthly basis : If the vehicle does not report for duty on time and/or is not in good condition and without proper documents and also the model is older than 2012, then the vehicle may be rejected and sent back. No payment shall be made on account of vehicle so rejected for that period and the penalty shall be calculated on per day basis taking into account the monthly rates quoted. If the replacement vehicle is sent by the contractor within the revised schedule intimated to him on rejection of the original vehicle and the same is accepted by the company, no penalty will be imposed on the contractor. However, if the company is required to arrange replacement vehicles from another source to meet the schedule, then the same shall be at the risk and cost of the contractor and the additional cost, if any, shall be recovered from the running bills of the party. (c) For Monthly cars, after issue of work order, the Party has to declare the vehicle, which will be deployed for use. In case of change of vehicle during the period of contract the same has to be in line with the tender terms.	
18	The contractor shall provide substitute driver in case the deputed driver takes leave or does not report for duty or is absent from the duty for any reason whatsoever. This would be especially applicable for vehicles taken on monthly hiring basis.	
19	For every vehicles garage to office and office to garage distance will be 15 km each way . or the actual distance from the garage to BHEL, World Trade Centre Office, whichever is less, and one hour per day will be admissible in addition to , the actual duty km and time every day.	

20	All the vehicles sent to BHEL should be covered by comprehensive insurance including the driver and the passengers. Copy of the policy to be submitted within one week of issue of work order.	
21	For outstation trips i.e. outside the limits of BMC, Navi Mumbai and Thane Municipal Corporation payment will be calculated on the basis of actual Kms. travelled. Night halt charges (if any) will be given for outstation journeys only. In case, if a monthly car is used for outstation duty, the actual kilometers and actual hours utilized per outstation duty shall be added to the actual kilometers and actual hours used for the respective month for arriving at the total kilometers / hours used for that particular month for the particular category of vehicle.	
22	Occasionally if instead of a monthly basis car, a bigger /luxury car is required, then the contractor shall provide the same and the difference of rates derived from the monthly rates for such cars and daily rates for replacement cars (any of the bigger cars in the rate schedule) shall only be paid.	
23	Validity of the offer : One month from the due date of submission.	
24	BHEL reserves the right to reject any or all quotations without assigning any reasons whatsoever.	
25	Separate work orders shall be issued by BHEL for each of the Group A / Group B/ Monthly Cars as per Tender.	
26	Successful bidder shall be given one week notice for Placement of vehicles.	
27	Payment Terms : All the bills / documents/Log sheet Duly signed by the customer, along with duly filled in log book for the calendar month may be submitted by the 7 th of the next month. Payments shall be released within 15 working days on submission of all the documents (if in order). Bill with correction / Overwriting and without signature of the guest will not be entertained for payment.	
28	The party has to submit self attested copies of registration book for the vehicles likely to be deployed for BHEL on issue of Work Order. BHEL reserves the right to inspect the conditions of the vehicle before the award of the contract and also anytime during the contract period to ascertain that the vehicle being offered is as per the contractual terms and conditions.	
29	Normally BHEL shall provide sufficient notice three to four hours while booking the vehicles being requisitioned on request basis. But, in case of emergency the vehicle should be provided even at short notice of half an hour to one hour.	
30	The drivers must be literate, smart, polite, courteous and well dressed in white terricot uniform, with shoes, gloves and cap while on duty which shall be provided by the contractor.	
31	Drivers should be well behaved, well mannered and decent. Any driver found misbehaving with the guests shall be reported to the contractor and he shall take immediate and appropriate action to avoid such incidence in the future. The drivers shall not be permitted to drive under the influence of alcohol and similar substances.	
32	Drivers should have sufficient experience and possess valid driving license. The license should be produced for inspection as and when desired by the office / the user. They should not have any criminal / police record. The drivers should be fully conversant with the various routes within the BMC limits, Navi Mumbai and Thane Municipal Corporation Limits. The drivers deputed for outstation locations such as Pune, Nasik, Shirdi, Baroda etc., shall be conversant with the local routes and roads.	

33	Drivers must carry sufficient cash to pay for airport toll, municipal parking charges, fuel when required and emergency maintenance. They should also have enough cash for taking care of their own lunch / dinner and shall not ask for any tips from any of the BHEL employees / guests. In no case money should be borrowed from the user of the car / BHEL guests for the above purposes.	
34	All the drivers must have a working mobile telephone and log book. The mobile nos. of the drivers should be handed over to the guests using the car for convenience of the users. It is preferable that the mobile nos. of the drivers be informed at least twelve hours before the duty time and the drivers should not be changed. If they are changed, then our office should be informed well in advance so that the same could be communicated to the guests. For the vehicles that are being requisitioned for VVIPs preferably the same driver should continue for better coordination and their mobile numbers should not be changed.	
35	Driver should carry placard (preferably laser print on computer) with BHEL shown distinctly on the top with all the particulars of the guests arriving with the details of flight / rail details etc., for easy identification by visiting BHEL guests. Placards of paper or file covers shall not be acceptable. It is preferable to have a placard in wood / durable hard plastic with handle to carry.	
36	Drivers must report in time to BHEL concerned officials.	
37	The driver has to park the vehicle in BHEL parking place inside the World Trade Centre compound.	
38	The representative of the contractor should confirm the time, date and place where the vehicle has to report with our office for the vehicles booked on daily basis.	
39	The representative of the contractor also must recheck with the guests / users whether the vehicle has reported in time to the guests or not.	
40	The drivers must have a suggestion / complaint book while on duty with BHEL and provide them to the users when requested.	
41	During the contract period, if the vehicle is seized / detained / impounded by the Police / Transport Authority for any reason whatsoever, it would be at sole risk / expenditure / Responsibility of the contractor.	
42	In case any car fails to report for duty at the stipulated time, it will not be accepted for duty and no payment shall be made for that trip.	
43	In case contractor fails to carry out the jobs as per terms and conditions of the contract, the security deposit is liable to be forfeited without prejudice to any other rights, which the company may have under this contract.	
44	If the car is involved in any accident or mishap and as a result thereof any employee or employees of BHEL suffer any injury or die and BHEL pays or has to pay compensation and / or damages to such employee or employees or his / their heirs, as the case may be, whether pursuant to the provisions of any law or otherwise, then the contractor shall be liable to pay to BHEL the amount of all such compensation or damages. BHEL should also be fully indemnified from any sort of Third party liability arising from this contract while the vehicle is on BHEL duty. This will be in addition to the recovery of losses which shall have to be reimbursed to the authorized commuters for to and fro journey from their respective offices.	

45	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 at least three times repeatedly, 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 by courier / registered post.	
46	The contractor shall also ensure to comply with all the Labour Laws i.e. Minimum Wages Act, P.F. Act, ESI Act etc., as applicable and a certificate of compliance as above shall be enclosed with your bill. BHEL shall in no case, be held responsible for any non-compliance on the above by you.	
47	Force majeure means suspension of traffic services due to rains, floods, earthquake, bandhs, strikes, riots and lockouts in BHEL. For non-availability of the car during the force majeure period, no penalty will be leviable on the contractors as stipulated in the tender.	
48	The party shall indemnify BHEL for all the losses / damages occurred during the contract for the operation of the vehicles by the drivers.	
49	Arbitrator in case of any arbitration / differences in execution of contract shall be one of the BHEL Executives at the level of DGM and above who shall be sole Arbitrator and his decision will be final.	

Signature & Seal of the Bidder

General Terms & Conditions

1. ARBITRATION

- a) In the event of any dispute or difference arising out of the execution of the Order/Contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision between BHEL & Service Provider in any manner touching upon the Order/Contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the arbitration of the person appointed by the competent authority of BHEL.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act, 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi.

- b) In case of order/contract on Public Sector Enterprises (PSE) or a Govt. Deptt., the following clause shall be applicable:-

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Order/Contract, such dispute or difference shall be referred to by either party to the arbitration of one of the arbitrators in the department of public enterprises. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law secretary, Deptt. of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary or Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties hereto finally and conclusively. The parties in the dispute will bear equally the cost of arbitration as intimated by the arbitrator.

2. LAWS GOVERNING THE CONTRACT

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.

3. JURISDICTION OF COURT

Courts at Mumbai 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.

4. DEFAULT/BREACH OF CONTRACT, INSOLVENCY AND RISK PURCHASE

- a) If the Service Provider / Contractor fails to provide the required services as per the Contract / fails to deliver the goods or materials or any instalment thereof within the period(s) fixed for such delivery or delivers goods or materials not of the contracted quality and failing to adhere to the contract specifications or at any time repudiates or otherwise abandons the contract before expiry of such period or refuses or is unable to supply / provide goods / services or materials covered by the Order/Contract either in whole or in part or otherwise fails to perform the Order/Contract or commits any breach of the Order/Contract not herein specifically provided for or in the event of the death or insanity or if the Seller/Contractor being an individual or if a firm on a partnership thereof, shall at any time, be adjudged insolvent or shall have a receiving order for administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any assignment of the Order/Contract or enter into any arrangement or composition with his creditors or suspend payment or if the firm dissolved under the Partnership Act or if the Seller/Contractor (Service Provider) being a company is wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the debenture holders and creditors is appointed or circumstances shall have arisen which entitles the Court of debenture holder and creditors to appoint a receiver, liquidator or manager, the purchaser without prejudice to his right to recover any expenses, losses or damages to which the purchaser may be put to incur or sustain by reason of the Seller/Contractor's default or breach of Order/Contract shall be entitled to cancel the Order/Contract either in whole or portion thereof without compensation to the Seller/Contractor (Service Provider) and if the purchaser so desires, he may procure upon such terms and in such manner as he deems appropriate, stores not so delivered or others of a similar description where stores exactly complying with particulars are not, in the opinion of the purchaser, which shall be final, readily procurable, at the risk and cost of the Seller/Contractor (Service Provider) and the Seller/Contractor (Service Provider) shall be liable to the purchaser for any excess costs provided that the Seller/Contractor (Service Provider) shall continue the performance of the Order/Contract to the extent not cancelled under the provisions of this clause. The Seller/Contractor (Service Provider) shall on no account be entitled to any gain on such repurchases.
- b) Cost of the purchases/service made by the Purchaser/Service taker at the risk and cost of the seller/contractor (Service Provider) shall be worked out after levying 30% overheads as departmental charges on the cost of materials / services so purchased/hired.

Annexure D

Tender No. Mum: HRD: TT: 0219A
Dated: 09/01/2014

DETAILS OF BUSINESS

The Contractor shall furnish the following information along with Part-A of Pre Qualification Bid for Rate Contract for hiring of Registered Taxis.

1.0	Name of the firm/Authorized Representative	
2.0	Status of Firm (whether HUF, individual etc.)	
2.0	Address for communication	
3.0	Registered Office, if any :	
4.0	Location of Garage(s) :	
	Telephone No. (Office) (Res) (Garage) (Mobile) (Fax) (email Address) (Website Address-if any)	
5.0	Name of proprietor / partner	
6.0	Name of Bankers	
7.0	Date / year of commencement of Business	
8.0	Whether registered with any Govt. Institution / Undertaking / large corporate of repute. If so, furnish particulars with supporting documents	
9.0	ITR for AY (Assessment year) 2009-10, 2010-11, 2011-12/ Copy of PAN Card to be furnished.	
10.0	Certified copy of Balance Sheet and profits & loss Account statements of last three financial years i.e. FY 2009-10, 2010-11 & 2011-12. In case of unavailability of Balance Sheet & Profit & Loss statement for FY 2011-12, CA certificate for the same shall be furnished.	
11.0	Experience Certificates with Govt. / Public Sector Undertaking / large Corporates of repute.	
12.0	Service Tax - Registration No.	
13.0	Any other information	

Annexure E

Tender No. Mum: HRD: TT: 0219A

Dated: 09/01/2014

Details of Vehicles owned

(Attach separate sheet in the following format).

S.No.	Registration No.	Make	Model
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Signature
(Seal)



Annexure F

Tender No. Mum: HRD: TT: 0219A

Dated: 09/01/2014

भारत हेवी इलेक्ट्रिकल्स लिमिटेड
Bharat Heavy Electricals Limited

VEHICLE DUTY SLIP

TO BE FILLED BY THE OPERATOR

1. Name of the Operator: _____ 2. Dated: _____
3. Vehicle No.: _____ 4. Type of Vehicle : _____
5. Driver Name: _____ 6. Driver Mobile No.: _____
7. Name of the user: _____ 8. Mobile number of the user _____
9. KM reading at Garage: _____ 10. Place of Reporting: _____
11. KM reading & time at place of reporting _____

Signature of Operator

TO BE FILLED BY THE USER

1. Name and staff No. of user : _____
2. Places Visited: _____
3. Date & Time of releasing of vehicle: _____
(To be filled by the user)
4. Place and KM reading at the time of releasing the vehicle: _____
(To be filled by the user)

Signature of the user at the time of release:

Remarks/Feedback of the user w.r.t quality of the service

Signature of User

Distance (in KM) from place of release to garage: _____

(TO BE FILLED BY THE OPERATOR)

Note:

1. For all purposes the distance from Garage to Place of Duty & back to Garage shall be considered as per the details given by the operator in their offer.
2. Usage shall be considered as Garage to Garage basis.
3. Duty hours shall be from the time of reporting to the time of releasing the vehicle by the user. *(Mandatory for the duties for daily hiring.)*
4. For the reporting & releasing place being BHEL World Trade Centre-I, Mumbai the distance from & to Garage shall be limited to 15 KMs or actual, whichever is less.
5. No over writing, unless duly authorized/signed by the user shall be acceptable.
6. BHEL reserves the right to reject /cancel any incomplete duty slip.
7. In case of any discrepancies, BHEL reserves the right to verify any details from the concerned user & the decision of BHEL shall be final.

Acceptance Letter / No Deviation Certificate

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

Or

We hereby accept all terms and conditions of the above tender except the following:
(Give reference to Clause Nos. of Terms & Conditions which are not acceptable)

- 1.
- 2.
- 3.
- 4.
- 5.

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

Signature

With name, Designation & seal of the firm

Annexure-H
Tender No. Mum: HRD: TT: 0219A
Dated: 09/01/2014

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

TECHNICAL DETAILS

TURNOVER (F.Y.)	2012-13	2011-12	2010-11
(Lacs)			

(To be certified by Chartered Accountant)

Work Experience fulfilling PQR Criteria (As per work orders and work completion certificate submitted in Part-I Bid)

EXPERIENCE	No. of Work	Value	Customer's Name
1.			
2.			
3.			

PAN Card No. / Name on PAN Card	
Service Tax No. / Taxable Services	

Income Tax Return (F.Y.)	2012-13	2011-12	2010-11
EMD Details	DD/ PO No.	Date	Amount ()

Note: Copy of challan, with Name of the worker to be attached.

(Signature & seal of the contractor)

Annexure-J

Tender No. Mum: HRD: TT: 0219A

Dated: 09/01/2014

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:

PRICE BID FORMAT

GROUPS		GROUP A			
S.No	PARTICULARS	Lower Segment	Medium Segment	6-8 Seater Segment	
				Ertiga/Tavera	Innova/Xylo/ XUV 500
(A)	<u>DAILY BASIS</u>				
1	Up to 40 Kms. & 04 hrs.				
2	Upto 80 Kms. & 08 hrs				
3	Extra Charges per KM (for both in station and outstation journeys)				
4	Extra charges per hr. (for both in station and outstation journeys)				
5	Night Halt Charges for outstation journeys only (Per night)				

NOTE:

- 1.) In case of outstation trips to Pune, Nashik etc. returning on same day, daily rates will be applied, for payment.
In case of trips involving overnight halts for outstation, the payment will be on the basis of actual Kms travelled per day with minimum of 200 Kms per day, for each day of trip. No charges for additional hours will be considered.
- 2.) Night halt charges will be given for outstation journeys only.
- 3.) 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).
- 4.) The maintenance cost, charges of fuel, road tax, salary of driver and overtime, challan etc. are to be borne by the contractor.
- 5.) Parking charges, toll tax, service tax and DND Payments, as applicable from time to time shall be extra and borne at actuals by BHEL on certification by the user on submission of documentary proof (original receipt). BHEL will also reimburse State levies / taxes for outstation journeys (for single entry only) at actual on submission of receipts in original.
- 6.) The cars have been categorized into two groups as Group A (which comprises of Lower, Medium and 6-8 seater{including driver} segment vehicles) and Group B (which comprises of Premium and Deluxe segment cars)(As mentioned in the list of cars in Annexure – "L").
- 7.) Bidders can bid for either Group A, Group B, Monthly Cars or all the Three.
- 8.) Bid for a group will be valid, only if prices are quoted for all the segments in the concerned group.
- 9.) There will be separate evaluation for each group(Bidders quoting for both the groups, have to submit the price bids for Group A and Group B in a single envelope super scribed "Price Bid for Group A , Group B and Monthly Cars".)
- 10.) In all the category Additional Hours and Additional km charges will be paid on ACTUAL USAGE and the average km and average hours mentioned in Annexure I (Evaluation Criterion) is only for Evaluation of Tender and not to be assumed as GURANTEED Contract amounts. For evaluation the average daily is being taken as 3hrs (beyond 8 hrs) and 20 km(beyond 80 km) as per our past trend.

PRICE BID FORMAT

GROUPS		GROUP B	
S.No	PARTICULARS	Premium Segment	Deluxe Segment
(A)	<u>DAILY BASIS</u>		
1	Up to 40 Kms. & 04 hrs.		
2	Upto 80 Kms. & 08 hrs		
3	Extra Charges per KM (for both in station and outstation journeys)		
4	Extra charges per hr. (for both in station and outstation journeys)		
5	Night Halt Charges for outstation journeys only (Per night)		

NOTE:

- 1.) In case of outstation trips to Pune, Nashik etc. returning on same day, daily rates will be applied, for payment.
In case of trips involving overnight halts for outstation, the payment will be on the basis of actual Kms travelled per day with minimum of 200 Kms per day, for each day of trip. No charges for additional hours will be considered.
- 2.) Night halt charges will be given for outstation journeys only.
- 3.) 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).
- 4.) The maintenance cost, charges of fuel, road tax, salary of driver and overtime, challans etc. are to be borne by the contractor.
- 5.) Parking charges, toll tax, service tax and DND Payments, as applicable from time to time shall be extra and borne at actuals by BHEL on certification by the user on submission of documentary proof (original receipt). BHEL will also reimburse State levies / taxes for outstation journeys (for single entry only) at actual on submission of receipts in original.
- 6.) The cars have been categorized into two groups as Group A (which comprises of Lower, Medium and 6-8 seater{including driver} segment vehicles) and Group B (which comprises of Premium and Deluxe segment cars)(As mentioned in the list of cars in Annexure – "L").
- 7.) Bidders can bid for either Group A , Group B, Monthly Cars or all the Three .
- 8.) Bid for a group will be valid , only if prices are quoted for all the segments in the concerned group.
- 9.) There will be separate evaluation for each group(Bidders quoting for both the groups, have to submit the price bids for Group A and Group B in a single envelope super scribed "Price Bid for Group A , Group B and Monthly Cars".)
10. In all the category Additional Hours and Additional km charges will be paid on ACTUAL USAGE and the average km and average hours mentioned in Annexure I (Evaluation Criterion) is only for Evaluation of Tender and not to be assumed as GURANTEED Contract amounts. For evaluation the average daily is being taken as 3hrs (beyond 8 hrs) and 20 km(beyond 80 km) as per our past trend.

10

PRICE BID FORMAT

(B)	<u>MONTHLY BASIS</u>	
1	2400 Kms & 300 hrs.	
2	Extra charges per KM	
3	Extra charges per Hrs	

NOTE:

- 1.) 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).
- 2.) The maintenance cost, charges of fuel, road tax, salary of driver and overtime, challans etc. are to be borne by the contractor.
- 3.) Parking charges, toll tax, service tax and DND Payments, as applicable from time to time shall be extra and borne at actuals by BHEL on certification by the user 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.
- 4.) The cars have been categorized into two groups as Group A (which comprises of Lower, Medium and 6-8 seater {including driver} segment vehicles) and Group B (which comprises of Premium and Deluxe segment cars)(As mentioned in the list of cars in Annexure – "L").
- 5.) Bidders can bid for either Group A , Group B, Monthly Cars or all the Three .
- 6.) Bid for a group will be valid, only if prices are quoted for all the segments in the concerned group.
- 7.) There will be separate evaluation for each group(Bidders quoting for both the groups, have to submit the price bids for Group A and Group B in a single envelope super scribed "Price Bid for Group A , Group B and Monthly Cars".)
8. In all the category Additional Hours and Additional km charges will be paid on ACTUAL USAGE and the average km and average hours mentioned in Annexure I (Evaluation Criterion) is only for Evaluation of Tender and not to be assumed as GURANTEED Contract amounts. For evaluation the average daily is being taken as 3hrs (beyond 8 hrs) and 20 km(beyond 80 km) as per our past trend.

9. For monthly cars, offers to be submitted from Group A lower segment only

LIST OF CARS

GROUP (A)

LOWER

*Swift
Ritz
Wagon R*

*Indica (Vista)
(or equivalent)*

MEDIUM

*Swift D'zire
Toyota Etios
Tata indigo
(or equivalent)*

6-8 SEATERS

*Innova

Xylo

XUV 500
Maruti Ertiga
Tavera*

MONTHLY CARS (02 NO.S)

*Swift
Ritz
Wagon R
Indica (Vista)*

GROUP – (B)

PREMIUM

*Honda City
Nissan Sunny
Maruti SX4*

*Volkswagon Vento
(or equivalent)*

DELUXE

*Toyota Camry
Honda Accord
Toyota Corolla Altis
(or equivalent)*

Annexure M

Tender No. Mum: HRD: TT: 0219A
Dated: 09/01/2014

EVALUATION CRITERION

MONTHLY CAR

Monthly Cars

- i. Any car of lower segment
(On monthly basis) (2 No.s) — Quoted Rate per month x 24 months x 2

GROUP A

Daily Basis —

- i)
Wagon R / Hyundai Santro / Similar car -- Daily rate quoted x 158 days
- ii)
Swift D'zire / Indigo / Similar Cars -- Daily Quoted rate x 502 days
- iii)
Innova/ Xylo/XUV 500 / Similar Cars -- Daily Quoted rate x 428 days

GROUP B

- i)
Honda City/SX 4/ Vento/ Similar Cars -- Daily Quoted rate x 14 days
- ii)
Corolla/ Similar Cars -- Daily Quoted rate x 248 days

Note:

- 1. The L1 Party has to match L1 rates for additional Kms and additional hours.**
- 2. The L1 party will be decided based on the Lowest Cash Flow arrived at the rates received in the tender with load declared for each group i.e. Group A/ Group B / Monthly cars.**
- 3. BHEL may issue counter offer and negotiate with L 1 bidder for firming up the rates for all segments of each group.**

4. Orders will be placed on the L 1 Party of each group / Monthly Cars separately.

Annexure-N
Tender No. Mum: HRD: TT: 0219A
Dated: 09/01/2014

LOG SHEET

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