



Tender Enquiry No. : BP/HR- TSX/CR/E- 018

Annexure - A

General Instruction for the Tour & Taxi Operators/Travel Agencies

1. BHEL intends to hire various types of vehicles on rate contract basis for contingency requirement.
2. Tour & Taxi Operators/Travel Agencies are required to go through instructions carefully and complete all the formalities as required. In the event of furnishing false information/ incomplete information, the offers shall be rejected and no correspondence shall be entertained in this regard.
3. Tour & Taxi Operators/Travel Agencies are required to submit the offer only in two separate parts (i) Technical Bid and (ii) Price Bid. Each bid is to be kept in separate envelope, which should be properly sealed.

Both envelopes have to be put together in the large envelope supplied along with these documents.
4. Information in respect of Technical Bid and Price bid are to be submitted in the prescribed proforma as per Annexure – C and Annexure – D respectively.
5. All the entries in Technical Bid and Price Bid should be clearly written in ink or Typed and all the corrections are to be duly attested by the Tour & Taxi Operators/Travel Agencies. They are also required to ensure that all the columns of Technical Bid and Price Bid are duly filled in.
6. Technical Bid should accompany the Demand Draft for Earnest Money Deposit along with other relevant supporting documents. In case of non-submission of Earnest Money Deposit along with Technical Bid, the offer is liable to be rejected.
7. Tour & Taxi Operators/Travel Agencies are required to submit /drop duly filled in tender documents before 14: 00 Hrs on 24th November, 2008 in the Tender Box kept in the Tender Room, ground Floor, ADM building BHEL, Bhopal.
8. The Technical Bids shall be opened on 24th November, 2008 at 14: 30 Hrs at Tender Room, ground Floor, ADM building BHEL, Bhopal. In presence of Tour & Taxi Operators/Travel Agencies, whosoever, be present.
9. Tour & Taxi Operators/Travel Agencies or their representatives may attend the tender opening on the above-mentioned date, time and place. No separate intimation will be given to Tour & Taxi Operators/Travel Agencies for technical bid opening.
10. The sealed Price Bids of only those offers, which are technically acceptable, shall be opened later. The Tour & Taxi Operators/Travel Agencies qualifying in Technical Bid will be intimated separately for participating in Price bid.