



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## Bharat Heavy Electricals Limited

Tender No. AA:GAX:15:FT:703

Date: 17.10.2015

**Sub: Limited Tender for intended bidders - Providing fuel (Petrol & Diesel) & lubricants to BHEL on credit basis for 2 years.**

Quotations are invited in sealed cover with Tender No., Date and Due Date, legibly super-scribed on it, for the under mentioned Scope of work subject to acceptance of the enclosed Terms and Conditions. The quotation should be put in the tender box in the office of the undersigned by 14:00 Hrs. on or before the Due Date.

S.N.	Description / instructions
1.	<p>a) Lifting of fuel &amp; lubricants for BHEL official cars &amp; DG sets at BHEL House. Present monthly consumption is approx. 4815 litre of petrol &amp; 2081 litre of diesel, which may increase / decrease as per BHEL requirement. Lubricants required on case to case basis.</p> <p>b) Procedure for submission of bid &amp; Pre-Qualifying Requirements (Annexure-A)</p> <p>c) General Terms &amp; Conditions (Annexure-B)</p> <p>d) Price Bid Format (Annexure-C)</p> <p>e) Deviation / No deviation Certificate (Annexure-D)</p> <p>f) Declaration (Annexure-E)</p> <p>g) Details of bidder / fuel station (Annexure-F)</p> <p>h) NEFT Details Format (Annexure-G)</p>
2	<p><b>Important instructions</b></p> <p>1. Bidders must go through all these Annexures before submitting the bid. All information as sought in the tender shall be furnished in totality.</p> <p>2. Offers should be submitted in Two Parts as described in Annexure-A.</p> <p>3. The prices must be quoted in the enclosed Price Bid format ONLY.</p> <p>4. The offers shall remain valid for a period of 90 days from the date of Part-I opening &amp; 30 days from the date of Part-II bid opening.</p> <p>5. BHEL reserves the right to open the Price bids of only those parties who accept all terms &amp; conditions.</p> <p>6. Part-II bids of only techno-commercially qualified parties shall be opened.</p>

Quotations (Part-I & Part-II) are to be submitted in separate sealed envelopes put together in one sealed envelope. Part-I bid shall be opened on the **Due Date of Opening i.e. 24.10.2015 at 15:00 Hrs.**, in the presence of authorized representatives of the parties, if present.

Thanking you,

For and on behalf of BHEL

*REC*  
*16*  
*17.10.2015*

**Rahul Singh**

Engineer (HR-GAX)

Corporate Office, BHEL House

Phone: 011 66337437

Mobile: +91 8527265678

**Procedure for submission of bid & Pre-Qualifying Requirements (PQR)**

**1. Bid has to be submitted in two part format, as follows:**

- i) Part-I: This part shall contain the following documents-
  - (1) Tender document (excluding Price Bid) signed & stamped on all pages.
  - (2) All documents as per PQR at S.No. 2 below.
  - (3) Signed & stamped copy of Service Tax Registration documents
  - (4) Signed & stamped copy of PAN
  - (5) Other supporting document, if any.
- ii) Part-II: This part shall only contain the duly filled, signed & stamped Price Bid (Annexure-C) & nothing else. Any Part-I document if found with Part-II bid shall not be considered for evaluation at Part-I level.
- iii) Both Part-I & Part-II bids shall be put in separate sealed envelopes, clearly indicating Part-I / II, Tender No., Date Of Issuance of NIT, Due Date of Submission & Name of the bidding company / authority which shall be finally put in a single envelope with Tender No., Date Of Issuance of NIT, Due Date of Submission & Name of the bidding company / authority.
- iv) Bid shall be submitted at BHEL House, Siri Fort, New Delhi – 110049 in the Tender Box at Security Check on Entry Gate No. 1, well before the due date & time of submission. The tender shall not be handed over to any individual at BHEL & only be put in the tender box.
- v) In case of any queries regarding this tender, the issuing authority of this tender may be suitably contacted for clarifications.
- vi) Keep checking the following websites / portals for corrigendum or addendum, if any:
  - i. [www.bhel.com](http://www.bhel.com)
  - ii. [www.eprocure.gov.in](http://www.eprocure.gov.in)

**2. Pre-Qualifying Requirements(PQR)**

- i. Fuel station must have a functional lease / contract / agreement with the respective fuel companies till the expiry of contract with BHEL. A signed & stamped copy of the same document shall be furnished.
- ii. Acceptance of only BG as security given by BHEL for lifting of fuel on credit basis, which shall be limited to a maximum amount equivalent to 1 month's billing amount, based on estimated consumption & prevalent fuel rates on the date of agreement with BHEL. No other instrument of advance payment shall be used.
- iii. No deviation from any of the tender terms & conditions.

**Note: In case of any deviation from tender terms & conditions, the same shall be indicated clearly ONLY in the Deviation / No Deviation Certificate at Annexure-D.**



**General Terms & Conditions**

1. The successful bidder / fuel station shall supply petrol (approx. 4815 litres / month), lubricant & diesel (2081 litres / month) for BHEL official cars and DG set, as and when required. At the time of award of the contract, a list of BHEL owned cars, with details of car registration no., make of the car, and the name of the driver shall be communicated by BHEL. The number of vehicles may increase or decrease at any point of time during the contract. In addition, one diesel generator is installed in BHEL House, Asian Games Village, Siri Fort, New Delhi. The successful bidder shall be required to maintain two separate accounts, one each for the Corporate Office and Power Sector.
2. Any increase / decrease in the prices of petrol / diesel / lubricants, notified by the concerned Oil Company shall be admissible during the course of the contract based on documentary evidence for such an increase / decrease.
3. The successful fuel station shall issue a Credit Book(s) / booklets containing vouchers / slips for fuelling respective car(s). The petrol shall be supplied only on presentation of the slip, duly signed by the authorized official of BHEL.
4. BHEL shall communicate the name of the authorized officials of BHEL who would be signing the slips for drawing petrol. Similarly, an official shall be authorized for taking diesel from the fuel station.
5. The fuel station shall forward a copy of the slip duly signed by the driver & authorized official of BHEL along with their bill(s).
6. Based upon the present requirement, if required, BHEL shall furnish bank guarantee equivalent to the sum desired by the successful fuel station, maximum up to one month's purchase of petrol / lubricants / diesel. The amount of BG so furnished by BHEL at the time of award of contract shall remain firm during the validity of the Contract.

**7. Evaluation criteria:**

The offer shall be evaluated based on S.No.7 ('Total 7') of the Price Bid at Annexure-C.

Further, in case of a tie amongst the bidders on the rates quoted, on road travelling distance from BHEL House shall be the deciding factor. The nearest of all fuel stations shall emerge as L1 in this case.

8. **Contract Period:** The contract shall be awarded initially for a period of two years which may be extended further on the same monthly service charges with mutual consent in writing.
9. **Payment Terms:** Best efforts shall be made to release the payment within 7 working days from the date of receipt of invoices, in duplicate, along with the vehicle-wise petrol slips/vouchers, duly signed by BHEL authorized official & the driver. BHEL shall prefer fortnightly billing. The remittance of payment shall be through NEFT. However, no interest shall be payable for delay in releasing the payments, if any.
10. The offer shall remain valid for a period of 30 days from the due date of opening of Part-II Bid.
11. Bid should be free from correction and erasers. Corrections, if any, must be counter-signed. If there is a difference between price quoted in words and figures or there is any other

*[Handwritten signature]*

discrepancy in the Price Schedule, higher value(s) will be considered for evaluation and lower values will be considered for ordering.

12. In the Price Bid Format, 'RD' is the road travelling distance of the fuel station form BHEL House, Siri Fort, New Delhi-110049. This distance shall be in Kms. with up to 2 decimal places.
13. For any clarification / doubt, bidders may contact the tender document issuing authority, i.e. Shri Rahul Singh, Engineer (HR-GAX), before submission of their offer.
14. BHEL reserves the right to split the business between multiple fuel stations, increase / decrease the no. of cars and consequential quantity of petrol / diesel during the period of contract, including the extended period, if any.
15. BHEL reserves the right to cancel the tender / reject the offer(s) at its own discretion.
16. In case of reporting of unsatisfactory services / complaint of misbehavior of your staff, etc., BHEL reserves the right to impose a penalty of up to 50% of the monthly service charges, which shall be deducted from the subsequent bill.
17. The contract can be terminated by giving minimum of 30 days' notice from either side.

**Price Bid Format**

S.N.	Description	Petrol	Diesel	Total
1	Estimated consumption per month (in Litres)	4815	2081	NA
2	Rate prevailing as on 15.10.2015 (in Rs. per litre; subject to change made by Oil Companies from time to time)	61.20	44.95	NA
3	Estimated fuel billing per month (in Rs.)	294678.00	93541.00	<b>Total 3</b> 388219.00
4	Discount offered i.e. Less (Quote in Rs/litre followed by calculation of total effect)	in Rs. per litre (A) _____	in Rs. per litre (B) _____	NA
		(4815 x A) in Rs. _____	(2081 x B) in Rs. _____	<b>Total 4</b> _____
5	Service Charge i.e. Add (in % & Rs.) (Quote in % of S.No. 3 above followed by calculation of total effect)	in % of S.No. 3(C) _____	in % of S.No. 3 (D) _____	NA
		in Rs. _____	in Rs. _____	<b>Total 5</b> _____
6 (a)	Effect of distance from BHEL House (RD is the distance of fuel station from BHEL House, Siri Fort, ND-49, in Kms. up to 2 decimal places)	(RD)_____ x 744.00 Rs./km		<b>Total 6 (a)</b> _____
6 (b)	Applicable taxes, if any	in % _____	in % _____	NA
		in Rs. _____	in Rs. _____	<b>Total 6 (b)</b> _____
7	Final Evaluation Value	Total 3 - Total 4 + Total 5 + Total 6(a) + Total 6(b)		<b>Total 7</b> _____

**Note:**

- Evaluation Criteria:** Ranking of bidders shall be done on the basis of value of S.No.7 above. The bidder with lowest value of 'Total 7' i.e. lowest 'Cost to BHEL' shall be the L1 bidder.
- In case of a tie amongst the bidders on the rates quoted, on-road travelling distance from BHEL House shall be the deciding factor. The nearest of all fuel stations shall emerge as L1 in this case.
- Any statutory variation during the entire contract period shall also be admissible.

Signature of the Bidder with seal

**Deviation / No Deviation Certificate**

(To be submitted in Part-I Bid)

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 followings:

- 1.
- 2.
- 3.

Signature

With Name, designation & seal of the firm



**Annexure-E**

**Tender No. AA:GAX:15:FT:703**

**Date: 17.10.2015**

**DECLARATION**

(To be submitted in Part-I Bid)

I / We hereby declare that I / We have not been banned and de-listed by any PSU / Government Department / Financial Institution / Court.

Signature

(Name & Address of the Bidder with official seal)

17/10/15

**Bidder's Details**

1	Name of the bidding firm &/or Oil Company	
2	Registered address	
3	Name of authorized representative	
4	Contact number(s)	
5	Email ID	
6	Service Tax Reg. No.	
7	PAN	
8	Details of Fuel Station	
a	Mailing Address (& distance from BHEL House, Siri Fort, New Delhi-110049)	
b	Contact Number(s)	
c	Contact person	
d	Number of fueling points	
e	Days & timings of operation	
f	Validity of lease / agreement with concerned Oil Company (End date)	
g	Number of employees	
h	Additional information, if any	

Signature of the Bidder with seal



**NEFT Details Format**

Please find enclosed the relevant details of my bank account for receiving NEFT credits from BHEL.

Beneficiary Name	
Beneficiary Bank Name	
Beneficiary Bank address,	
IFSC CODE of the bank	
Beneficiary Account Number	
Email ID (if any)	
PAN	

Also, please find 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 particulars at a future date.

Thanking you,

**Name**  
**Designation**

Signature of the Bidder with seal