

# BHARAT HEAVY ELECTRICALS LIMITED

(A Govt. of India Undertaking)



HIGH PRESSURE BOILER PLANT, TIRUCHIRAPPALLI 620 014, INDIA  
(MAINTENANCE & SERVICES DEPARTMENT)

☎: (0431)2575263 Fax: 📠: 91(0431) 2576805 ✉: [gtraj@bheltry.co.in](mailto:gtraj@bheltry.co.in)

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## NOTICE INVITING TENDER

Tender No: M&S/9221600003

Dt. 11.01.2016

Dear Sirs,

**Sub : Two Part Tender inviting Technical and Price Bids for Hiring of 1 no of Petrol AC HONDA CITY car or HYUNDAI VERNA car model 2010 and above without driver and fuel for VVIPs use for 5 months.**

Please submit your competitive offer for the subject scope of work as per the conditions given in the WORK/RATE SCHEDULE and Tender Conditions enclosed along with the tender.

01	Nature of work	Hiring of 1 no of Petrol AC HONDA CITY car or HYUNDAI VERNA car model 2010 and above without driver and fuel for VVIPs use.
02	Period of contract	Five months from the date of commencement of work
03	Last date for receipt : of tender	14.00 AM ON 01/02/2016
04	Date/time of opening : Of technical bid	14.30 AM ON 01/02/2016
05	Date/time of : Price bid opening	Will be informed separately to the technically qualified vendors
06	EMD	<b>Rs. 10,000/-</b> (Rupees ten thousand only) in the form of Demand Draft only in favour of Bharat Heavy Electricals Limited, Trichy-14 payable at Trichy

### 07. SPECIAL INSTRUCTIONS:

- Tenderer should furnish all the General & Technical Details asked in the "TECHNICAL BID". Offers submitted with Incomplete and incorrect technical details will be liable for rejection.
- The documents as given in General & Technical Details shall be duly signed in all pages, sealed and placed in a common cover duly super scribing the cover "TECHNICAL BID" and submitted.
- Tenderer should furnish the RATE in the enclosed "PRICE BID" format and shall be duly signed and sealed in all pages and placed in a separate cover duly superscripting the cover "PRICE BID" and submitted.

Place:  
Date:

Signature of the Tenderer  
with seal & full address

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- (d) The Demand Draft towards **EMD** should be submitted in a separate cover duly **super scribing the cover "EMD"**
- (e) **There will be 3 Separate covers. One cover for Technical Bid, One Cover for Price Bid and another cover for EMD.**
- (f) All the above 3 covers shall be placed in a **common sealed cover and submitted** before the said due date as given above **superscripting the Tender No. & Date and Due Date.**
- (g) **Any deviation to this tender terms & condition and schedules of this tender will lead to total rejection of the offer submitted**
- (h) At the time of opening of Technical / Price Bid, the representatives should produce the authorization obtained from the authorized signatory of the tenderer specifying the purpose.
- (i) BELATED and incomplete offers will become liable for rejection.
- (j) The complete Technical bid and price bid along with requisite EMD of Rs.10,000 /- for this work in the form of Demand Draft only in favour of M/s.BHEL, Trichy shall reach the office of the undersigned on or before 01/02/2016at 14.00 Hrs.
- (k) Tenderers who had already remitted one time EMD should furnish a copy of the cash receipt of the remittance in the EMD cover. EMD in any other form will not be accepted.
- (l) MSE suppliers can avail EMD waiver, only if they submit along with the offer, attested copies of either EM II Certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II Certificate along with attested copy of a CA Certificate (Format Enclosed). Tenders without EMD/MSME proof as detailed above will be summarily rejected

## 08. IMPORTANT POINTS TO BE TAKEN CARE OF WHILE SUBMITTING OFFER

- (a) Should a tenderer find discrepancies or omissions in the tender documents or should there any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. (No extension of time shall be given for submission of the tender on any account.
- (b) Conditional and late tenders, tenders containing prima-facie absurd rates and amounts, tenders which are incomplete or otherwise considered defective and tenders not in accordance with the tender conditions herein contained and the tenders not in original ARE LIABLE TO BE REJECTED
- (c) All entries in the tender documents should be in one ink. Erasures and overwriting are not permitted. All cancellations and insertions should be duly attested by the tenderers concerned.
- (d) Rates should be quoted as per the Work / Rate schedule. Rates quoted in any other form will not be accepted and will be rejected.
- (e) Unit rates should be quoted in figures as well as in words for all the items shown in the attached schedule. Wherever there is a difference in the two, **the rates in words will be taken as final.**

Place:  
Date:

Signature of the Tenderer  
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- (f) The tender must be signed separately and legibly by Owner/Partner /Director of the Firm or by the person holding the Power of Attorney on behalf of the Firm concerned. In the latter case, a copy of Power of Attorney, duly attested by a Notary Public must accompany the tender. **Documents submitted with the offer shall be signed and stamped in each page by authorized representative of the bidder.**
- (g) If a tenderer deliberately gives wrong information in his tender or creates conditions favourable for the acceptance of his tender, BHEL will REJECT SUCH TENDER AT ANY STAGE.
- (h) Words imparting singular number shall be deemed to include plural number and vice-versa where the context so requires.
- (i) Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable for rejection.
- (j) Should a Tenderer's or a Contractor's or in the case of a firm or company of contractors/any of its shareholder's or shareholder's relative is employed in BHEL, the authority inviting the tenders shall be informed in writing of this fact at the time of submission of the tender, failing which the tender may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.
- (k) The tender schedule and the tender shall be deemed to form an integral part of the contract to be entered into for this work.
- (l) Submission of tenders by electronic media like e-mail, Internet, fax etc. followed by hard copy, is acceptable and will be at the sole risk of the tenderer. The tenders thus submitted will be final and binding on the tenderer. BHEL will not be responsible for any consequences that may arise in this regard. (Please refer General Terms & Conditions)
- (m) Late and Delayed Tenders will be summarily rejected.

In case you are not in a position to submit the offer, please send letter suitably specifying the reasons thereof.

Thanking you,

**For Bharat Heavy Electricals Ltd.**

**High Pressure Boiler Plant  
Tiruverumbur, Trichy-620014**

**Note:-**

- (i) The Tender shall be addressed to the above address  
(ii) Tenders will be submitted and opened at the Conference hall of the above given address.

Place:  
Date:

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## PRICE BID

(To be submitted in separate Envelope)

**“WORK/RATE SCHEDULE”**

Tender No: M&S/9221600003

Dt. 11.01.2016

Scope of Work	Rate
Hiring of 1 no of Petrol AC Honda City car or Hyundai Verna car Model 2010 and above <b><u>without driver and fuel</u></b> for VVIPs use for 5 months.	Rs. _____ per month Rupees _____ _____ only per Month

❖ Rate quoted by the contractor will be firm throughout the contract period.

Place:  
Date:

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## TECHNICAL BID GENERAL DETAILS

Tender No: M&S/9221600003

Dt. 11.01.2016

Sl.No.	Description	Details(Please Tick ✓ wherever required)
1	Name of Company/Firm	
2	Name of Owner/Partner of Firm	_____
3	Service Tax Registration Documents	( ) Registered and Enclosed Code No. - _____ ( ) Not Registered
4	% of Service Tax applicable to the tenderer for this work	%
5	Office Address with Contact person, Phone No., Mobile No., email ID, Fax No. (Preferably Local Address)	

### Note:-

- If Company / Firm is not registered with Service Tax, they will have to comply with the statutory requirements on award of contract otherwise their bills will not be processed.
- If Company / Firm is not registered under Service Tax, they have to submit self- declaration that their income is within the threshold value of Service Tax.
- Apart from furnishing the above details, self-attested copies of relevant documents/certificates must be enclosed with the Technical Bid. If at any stage, the document(s) submitted by Contractor is/are found incorrect/false, the necessary action will be taken by BHEL against contractor.
- Copy of remittance of Service Tax has to be enclosed with each month bill.

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## **"TECHNICAL BID"** **QUALIFYING CRITERIA**

Tender No: M&S/9221600003

Dt. 11.01.2016

### **TECHNO-COMMERCIAL DETAILS**

Sl.No.	Description	Bidder's response
1	EMD for the Tender is <b>Rs. 10,000/-</b> (Rupees Ten thousand only). EMD is to be paid in the form of Demand draft drawn in favour of Bharat Heavy Electricals Ltd., Tiruchirapalli on any of the nationalised Bank. The Tender without EMD is liable to be rejected. The EMD will be converted as Security Deposit if the contract is awarded to the contractor. For unsuccessful bidders EMD amount will be refunded.	DD No. _____ Date _____ Drawn from (Bank) for _____ Rupees _____ _____ only)
2	The bidder should have PAN CARD number & Service Tax registration (if below the basic exemption limit, declaration stating submission of service tax registration number/ later on when exceeding the limit) A copy of PAN CARD number & Service Tax registration are to be enclosed as a proof while submitting the offer.	

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3	<p>The bidder those having one number of ANY AC car in the name of the individual (bidder)/ firm / name of the partner are eligible to participate &amp; submit the offer for this tender. Necessary documents are to be enclosed as a proof.</p> <p>Proof for partnership firm registration to be submitted along with the offer.</p> <p>Original documents including RC may be submitted for verification during Technical evaluation</p>	
4	<p>BHEL reserves the right to verify the information provided by the bidder. In case the information provided by the bidder is found to be false/incorrect, the offer shall be rejected.</p>	
5	<p>The bidder should accept to meet the requirements of contract as detailed in the Tender specifications</p>	
6	<p>The successful vendor should accept to pay security deposit before starting the work.</p>	

**Bidder(s) should necessarily meet all the above qualifying conditions to get qualified for participating in this tender. Offers failing to meet above requirements will be liable for rejection**

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## **“TECHNICAL BID” SCOPE OF WORK**

Tender No: M&S/9221600003

Dt. 11.01.2016

SL. NO	REQUIREMENT CONDITIONS OF CONTRACT	BIDDER'S RESPONSE
1	<b>SCOPE OF WORK</b>	
1.1	This contract is to supply of 1 number of <b>PETROL HYUNDAI VERNA or HONDA CITY car Model - 2010</b> and above on Hire basis.	
1.2	The colour of the vehicle provided should be <b>WHITE only</b> .	
1.3	The car will be with BHEL for all the days during the contract period.	
1.4	The contract period : 5 Months (01.04.2016 to 30.08.2016)	
1.5	The hire charges will be given on monthly basis for above period on pro-rata basis.	
1.6	BHEL / BHEL out sourced Drivers will be engaged for driving the car.	
1.7	BHEL will provide fuel for the car during the contract period.	
1.8	The Car will be utilized by BHEL for local, out-station including other states and Ghat road section without any restriction.	
1.9	The total maintenance of the above car during the contract period is the scope of contractor.	
1.10	The car shall be insured under comprehensive insurance policy. All running repairs and maintenance (other than major accident) shall be rectified immediately by the Contractor at the sole risk, responsibility and cost of the Contractor. Regarding major accident it will be repaired by the Contractor at the cost and risk of the Contractor. Settling claims with insurance company will be the sole responsibility of Contractor and BHEL will have no liability in this regard. However, BHEL shall provide all necessary documentation as the beneficiary of the Insurance Policy.	
1.11	General maintenance should be done for every 2500 KM. General maintenance requirements will be informed to the contractor for every 2500 KM running and the contractor should arrange for maintenance immediately.	
1.12	In case the car is immobilized on road due to malfunction / accident, the contractor shall arrange an alternate car of the above make and model.	

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1.13	The Contractor should not change the vehicles till the completion of the contract period, without BHEL approval.	
1.14	In case of break-down/work shop service of the car, it should be replaced by an alternative equivalent car within 60 minutes from the time of breakdown. The alternate equivalent car should be in good condition.	
1.15	If the replacement vehicle is not received for break-down vehicle, BHEL will arrange the same type of car on its own from the other suppliers and recover the total expenditure from the contractor along with penalty of <b>Rs.500/- per day</b>	
1.16	The Contractor should ensure that there should not be any advertisement on the car.	
2	<b><u>THE VEHICLE IS TO BE EQUIPPED WITH THE FOLLOWING ACCESSORIES</u></b>	
2.1	Complete set of seat covers in white colour with cotton material.	
2.2	Audio system with player and FM radio facility.	
2.3	Full floor mat with foot mat.	
2.4	Jockey and hand tools	
2.5	Spare fuses.	
2.6	Stepney should be maintained in good condition.	
2.7	Sun control film pasted on the window glasses should not be dark and should be as per the Tamilnadu Government norms so that inner side of the car must be visible for the Security Personnel without lowering the window glass.	
3	<b><u>TERMS AND CONDITIONS</u></b>	
3.1	The Contractor should have with communication facilities like telephone, cell phone, and e-mail id.	
3.2	Rate quoted by the contractor will be firm throughout the contract period.	
3.3	Any addition or deletions or changes in the partnership deed during the contract period should be informed to BHEL.	
4	<b><u>PAYMENT TERMS</u></b>	
4.1	Hiring charges shall be paid on monthly basis on completion of work and on production of necessary invoices/bills duly certified by the Engineer/In-charge transport.	
4.2	Taxes, duties and levies as applicable are payable extra by BHEL at prevailing rates as per Government norms.	

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## Certificate by Chartered Accountant on Letter Head

This is to certify that M/s. \_\_\_\_\_ (hereinafter referred to as 'company') having its registered office at \_\_\_\_\_ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part II)) \_\_\_\_\_ dt. \_\_\_\_\_, Category : \_\_\_\_ (Micro/Small). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year \_\_\_\_\_ as per MSMED Act 2006 is as follows:

**1. For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5, 2006):

Rs \_\_\_\_\_ Lacs

**2. For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act 2006):

Rs \_\_\_\_\_ Lacs

**(Strike off whichever is not applicable)**

The above investment of Rs \_\_\_\_\_ Lacs is within permissible limit of Rs \_\_\_\_\_ Lacs for \_\_\_\_\_ Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is ..... (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

(Signature)

Name:

Membership number:

Seal of Chartered Accountant

Place:

Date:

Signature of the Tenderer  
with seal & full address