



भारत हेवी इलेक्ट्रिकल्स लिमिटेड

BHARAT HEAVY ELECTRICALS LIMITED
CENTRAL DISPATCH CELL (CDC)

Component Fabrication Plant,
Rudrapur-263153 (Uttarakhand)

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Tender Enquiry No.: CFP/CDC/2016-17/02 Dated 19.05.2016

TENDER DOCUMENT FOR “RATE CONTRACT OF 01 YEAR FOR PART LOAD TRANSPORTATION AT BHEL RUDRAPUR”

Tender Document Issued to:

Enclosed Documents:

1. General Terms & Conditions (Annexure – I): 06 *pages*
2. Techno-commercial Bid (Annexure – III): 01 *page*
3. Price Bid (Annexure – II): 01 *page*

Note for Bidders:

1. Last Date of Tender Submission: Dated 10.06.2016 (till 1400 Hrs.)
2. Date of opening of techno-commercial bid: Dated 10.06.2016 (at 1500 Hrs.)
3. Techno-commercial bid consists of filled, signed & stamped copies of Annexure-I, Annexure-III (total 01 pages) along with verified copies of relevant documents and required EMD of Rs. 10000.
4. Price Bid consists of only filled price bid (Annexure-II) duly signed & stamped.

Annexure – I

GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. SCOPE OF WORK:

The scope of contract covers **Transportation (on Pat Load Basis)** of all consignments on door collection & door delivery basis as per following details:-

- a) From BHEL, Rudrapur to anywhere in India.
- b) From anywhere in India to BHEL, Rudrapur
- c) From Outside Rudrapur to outside Rudrapur within India will be either prepaid or on To pay basis.

Non availability of Branch/Franchise office will not form the criteria for non-lifting of any consignments. Even, in case where the transporter does not have his branch office or delivery points, all consignments shall be accepted for transportation and delivered at such points. Similarly, the transporter shall arrange for the collection of materials from such points and deliver at any such points.

2. Canvassing in any form, in connection with the Tender are strictly prohibited and such tenders are bound to be rejected. All information furnished by the bidder is taken to be authentic for evaluation of tender priorities. Should any information found to be incorrect subsequently, at any later date, or during the tenure of the contract the same shall be terminated and the EMD / SD shall be forfeited.

3. EARNEST MONEY DEPOSIT (EMD)

Bidders are required to deposit an EMD of **Rs. 10,000/-** at the time of submission of offer. EMD deposited by successful bidders shall be adjusted against Security Deposit (SD). EMD deposited by un-successful bidders shall be refunded within 15 days of the award of work to successful bidder.

EMD/SD by the bidder will be forfeited, if:-

- (a) After opening the tender, the bidder revokes his tender within the validity period or increases his earlier quoted rates.
 - (b) The bidder does not commence the work within the period as per LOI / Contract and increase of non-performance of the contract.
4. **Offers to be submitted in two parts:** (1) Techno-commercial Bid & (2) Price Bid, in two separate sealed envelopes enclosed in one single envelope duly sealed. Tender Enquiry No., Due date, techno-commercial Bid/ Price Bid, Bidder's name should be clearly marked on each envelope.

Techno-commercial Bid shall consists of (a) General Terms & Conditions of Contract [Annexure-I]. Bidders are required to put their signature with stamp on all pages of Annexure – I as unequivocal acceptance of the Terms & Conditions mentioned therein. (b) Updated List of Main Stations & Other branches of the company across India. (c) EMD of Rs.10000/-

(Offer submitted without EMD is liable to be rejected)

(d) Un-priced (un-filled) copy of price bid (Annexure-II) duly signed & stamped.

Price Bid is to be submitted as per Annexure – II duly signed & stamped by the bidder.

5. Transporters who have been suspended or black listed by any other BHEL unit will not be allowed to participate in this tender.

6. NOTICE / COMMUNICATION TO TRANSPORTERS

The order/notices or any correspondence to the transporter or to their branches requesting for vehicles and any other matter will be sent by e-mail or in writing to the addresses furnished by the transporters and these shall be deemed to have been served on the transporter on the date of delivery of such letters and the transporter shall carryout the orders without any delay. The transporter has to place his representatives at the premises of BHEL, Rudrapur on all working days. Requisition for vehicles for lifting the consignments or any orders or notices handed over in writing to the said representatives of the transporter stationed at BHEL, Rudrapur and obtaining the representative's signature with date shall be deemed to have been served on the transporter. In case transporter or his representative does not acknowledge BHEL letter of requisition for vehicle, the date of letter will be taken into consideration for further course of action. Vehicles shall be arranged within 24 hours on receipt of requisition from BHEL Officials/BHEL Suppliers /Sub-Contractors /BHEL Customers **through letter / e-mail.**

7. FREIGHT CHARGES:

For all consignments transported on account of BHEL, the freight shall be charged as per the agreed rates between BHEL and Transporter. Specific mention shall be made on the LR/GR/Dockets at the booking point itself by the transporter that the consignment is transported "On account of BHEL, Rudrapur". If transporter collects any amount in excess of freight on the consignments, where freight is to be paid by BHEL, such amount shall be recovered from Transporter's bills.

The rates agreed shall be inclusive of all charges such as Surcharge, Hamali, Statistical charges, Loading and Unloading enroute etc., excluding service tax and no extra claim whatsoever shall arise on any account over and above the accepted rates during the currency of contract will be entertained. Service Tax shall be paid extra on the basis of proof of payment as per prevailing rate as on bill date. Service tax registration no. is required to be mentioned in the bill. PAN no. is also to be mentioned in the bill. In the absence of PAN no., 20% TDS shall be deducted.

In addition to above Octroi & Govt. approved Toll tax shall only be payable on submission of original payment receipt.

For any where to any where consignments/self consignments the LR/GR/Docket shall contain the remarks that materials are transported "ON ACCOUNT OF BHEL, RUDRAPUR".

Freight rates should be quoted on **"RATE PER KG BASIS"** based on the weight slabs

irrespective of the distance. The materials are to be collected from / delivered to BHEL Rudrapur/ BHEL sites and from any where to any where.

(a) All bookings are to be made on account of “BHEL Rudrapur”

(b) **Besides Basic freight (Rs./Kg.), only docket charge, ODC & S.Tax shall be payable.**

8. Basic Charge per Docket/GR shall be payable shall be fixed irrespective of the size / quantum of consignment.

9. **APPROVED DISTANCES FOR DELIVERY DAYS SCHEDULE**

Station to station distances are calculated and approved by BHEL Rudrapur which is based on Road Distance Guide / Google maps. Information in this regard may be obtained from CDC Deptt. of BHEL Rudrapur. This list is reviewed periodically for inclusion of new destinations

- BHEL reserves the right to amend the distance at any point of time & transporter has to comply with it.

10. **DELIVERY SCHEDULE/TRANSIT PERIOD**

The consignments collected shall be delivered within time without any delay. The total transit time allowed for delivery of the consignment (including booking and delivery time) is as follows:

| Sl. No. | Description | Time Allowed |
|---------|------------------------------------|--------------|
| I | For Distance upto 500 KMs | 7 Days |
| II | For Distance from 501 to 1000 KMs | 10 Days |
| III | For Distance from 1001 to 1500 KMs | 15 Days |
| IV | For Distance from 1501 to 2500 KMs | 20 Days |
| V | For Distance beyond 2501 KMs | 25 Days |

In case the due date of delivery falls on **Sunday/Public holiday**, next working day will be treated as due date of delivery.

In addition to above, 01 day grace period shall be allowed to cover any unforeseen contingency which is beyond the control of transporters.

11. **PENALTY FOR DELAY IN DELIVERY**

Non delivery of consignment within due date (after consideration of grace period) shall attract a penalty of 2% per day delay in delivery subjected to maximum 50% penalty.

Above penalty will be imposed on TOTAL FREIGHT (inclusive of Service Tax) of the consignment except Octroi Charges (if any).

12. **BULK/VOLUMINOUS CONSIGNMENTS**

For Voluminous) consignments, charges shall be computed as **1 Cubic ft = 10 Kgs.**

13. **VARIATION IN FREIGHT**

Basic freight (Rs./Kg.) should be quoted by the bidder on the basis of diesel price Rs. 52.10 per Litre. Based on percentage increase/decrease in diesel price at Rudrapur, the variation in payable freight shall be as follows:-

Variation shall be 5% of the percentage variation in diesel price at Rudrapur. The variation shall be allowed on the Basic freight (Rs./Kg.) & shall not be permissible on Docket Charge/ODC/etc.

Sample Calculation for PVC is as described below:-

- Current Diesel Price at Rudrapur = Rs. 52.10 per Litre
- Let the basic rate quoted by the bidder on this diesel price = Rs. 10.00 per Kg.

- Let at any time during the contract period diesel price has been increased to Rs.55 per Litre
Thus an increase of 5.57%
- As per this clause, %age increase permissible to Basic freight = 5% of 5.57 = 1.11%
- Accordingly revised basic freight = 1.11% increase from Rs.10 = Rs. 10.111 per Kg.

Note:- (1) PVC shall be applicable for all the segments of Basic freight.

(2) The variation in basic freight shall be applicable for both increase & decrease in diesel price at Rudrapur.

(3) Freight variation shall be applicable at the start of each month. No variation is allowed in the middle of any month, irrespective of variation in diesel price.

14. The successful contractor with whom BHEL enters into a contract should ensure that all branches are kept informed of the contract with BHEL Rudrapur. BHEL's communication will be restricted to the transporters local (Rudrapur) office. In case any branch refuses to collect / deliver a consignment the party's Rudrapur office should intervene and take necessary action. For other information like status of transit etc. the party's Rudrapur office will be contacted On Line Tracking of consignments shall be preferred. In case instances of refusal to lift consignments are frequent, the party will be removed from the contract and Security Deposit will be forfeited. Also Whenever the contractor refuses to book a consignment alternate arrangements will be made by BHEL. If any extra freight charges are incurred in transportation of the same, the extra charges will be deducted from the contractor's bills. Further, action will be initiated against the contractor as deemed appropriate by BHEL. An E-mail/written request will be given to the contractor's Rudrapur Office by concerned BHEL executives, Vendors, ROD and if not lifted within 24 hours thereafter alternative arrangement will be made and extra freight expenditure as above will be debited to the contractor's account.

15. LOSS IN TRANSIT/DAMAGES/ SHORTAGES:

Insurance of the consignments though arranged by BHEL/suppliers/ sub-contractors / customers the same shall not absolve the transporter of any responsibility for safe and proper transportation of the goods to the destination or his liability to compensate for the damages/shortages/losses in respect of consignments transported by them.

- (a) In case of accident in transit, transporters shall register FIR to nearest Police Station & Report the case within 2-days to BHEL, Rudrapur for further action.
- (b) Transporters will obtain on LR/GR/DOCKET/DOCKET the shortage/damages clearly in specific numbers and not in general terms from the consignee.

The weight, measurement and description of Goods/Materials mentioned in the

Challans/Packing Lists/Loading Advise/Delivery documents/Shipment document of Company or the supplier shall besides other documents be the basis for assessing the loss in transit and for recovery of damages compensation thereof. The transporters shall be responsible for any discrepancies found at destination, in respect of weight, measurements, quantities and soundness of the materials/Goods/Consignments. The transporters shall also be responsible for checking the packing conditions of consignments before he takes delivery of the same for transportation. Once the materials are accepted for transportation, they shall be deemed to have been handed over by the consignor in good conditions, unless the transporters has pointed out any defects whatsoever at the time of taking delivery from the consignors at the loading points and recorded the same in LR/GR/Docket.

In case of any shortages/damages whatsoever, besides not paying the freight charges on such consignments, the value of the materials short received/delivered or damaged will also be recovered from the transporter. In case of damages/shortages to consignments, the transporter shall arrange for Open Delivery Certificate.

Open Delivery Certificate shall be issued by the transporter or his representative preferably at the time of delivery of consignments or within eight days after delivery, failing which, loss incurred due to short delivery/delivery of consignment in damaged condition shall totally be recovered from the transporter without further notice.

16. PENALTY FOR NON-LIFTING

Vehicles as and when requisitioned, by the company or by company's suppliers / sub-contractors / customers / site offices the vehicles will have to be placed by the transporters within 24 hours through letter, e-mail, or and other mode of communication. If the vehicles are not placed within the stipulated time, BHEL reserves the right to transport the consignments through alternate means. In such cases of failure on part of the transporters, any extra expenditure / charges incurred by BHEL will be recovered from the transporters

17. PAYMENT TERMS

Payments to the transporters shall be arranged as per the rates accepted by Bharat Heavy Electricals Limited for the different categories. Payment of freight bills shall be made within 15days of submission of bill.

The transporter shall submit the freight bills (in triplicate copies) in totality, along with site receipt GR/Docket with no shortage or damage remarks.

Payment shall not be processed by merely submitting the freight bills. Each bill must accompany site receipt GR/LR.

18. SECURITY DEPOSIT (SD)

Security Deposit should be collected from the successful bidder. The rate of Security Deposit will be as below:-

| | | |
|------------------|---|------|
| Upto Rs.10 lakhs | : | 10 % |
|------------------|---|------|

| | | |
|------------------------------------|---|----------------------------------------------------|
| Above Rs.10 lakhs upto Rs.50 lakhs | : | 1 lakh + 7.5 % of the amount exceeding Rs.10 lakhs |
|------------------------------------|---|----------------------------------------------------|

The security Deposit shall be submitted by the Transporter within 15 days from the date of contract. Non submission of security deposit with in the stipulated time may lead to forfeiture of EMD and also suspension/cancellation of contract as deemed fit by BHEL.

19. MINIMUM CHARGEABLE WEIGHT:

The minimum chargeable weight allowed shall be 20 kg.

20. WORK DISTRIBUTION

Overall Work shall be distributed to Single bidder based on lowest cost to BHEL. (*Lowest cost is arrived after considering all the factors – Basic freight, ODC Charge & Docket charge*). Decision taken by BHEL to arrive at lowest cost will be final & binding to all bidders).

21. ARBITRATION

All disputes between the contractor and BHEL arising out of this agreement shall be referred to the sole arbitration of an arbitrator to be appointed by the General Manager of BHEL Rudrapur or his successor or assignee in his sole discretion. There shall be no objection to any such appointment that the arbitrator so appointed is an employee of BHEL. The decision of the arbitrator shall be final and binding on both the parties.

22. JURISDICTION

All disputes, claims or actions arising out of under or in connection with this rate contract agreement shall be subject to the exclusive jurisdiction applicable over BHEL Rudrapur (Udham Singh Nagar) only.

23. INDEMNITY

The contractor shall indemnify the company against all losses, claims etc. arising out of any of his acts of omission and commissions or out of the acts of his servants or agents.

24. EXTENTION/TERMINATION OF THE CONTRACT

BHEL reserves the right to extend or terminate the rate contract by a period of maximum 01 year or part thereof on mutual consent basis on the same rates, terms and conditions by giving a notice of 15 days before expiry of this contract.

BHEL also reserves the right to terminate the rate contract by giving 15 days notice to the transporter with whom the contract is signed, if the transporter's performance is not found satisfactory or due to any other factor affecting the interest of the BHEL.

25. BHEL reserves the following rights:

- (a) To accept or reject any or all tenders without assigning any reason therefore.
- (b) May go for REVERSE AUCTION instead of opening the sealed price bid, which shall be decided after techno-commercial evaluation of offers.

Annexure-III

FORMAT FOR TECHNICAL CUM COMMERCIAL BID

| Sl. No. | Documents/Description | Remarks/Page No. |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1 | Name & Address of Party | : |
| 2 | Pan Card No. (Enclose a Copy) | : |
| 3 | Service Tax Registration No. (Enclose a Copy) | : |
| 4 | Bank Account Details | : |
| | IFSC Code No. | : |
| | Account No | : |
| | Bank Name | : |
| | Branch Name | : |
| 5 | Acceptance for E-Payment | : Yes |
| 6 | Earnest Money Deposit Details (EMD) INR 10000 | : |
| 7 | <p>1. The average annual turnover during last 3 years ,ending 31st March of the previous year ,should be at least 4 Lakhs.</p> <p>2. Experience of having successfully completed similar works during past 7 years like :</p> <p>a) Three similar works costing not less than the amount to 5.32lakhs each.</p> <p>b) Two similar works costing not less than the amount to 6.65lakhs each .</p> <p>c) One similar work costing not less than the amount to 10.64 lakhs .</p> | : |
| 8 | Acceptance of all terms & conditions of contract by signing & stamping of all technical documents of tender. | |
| 9 | Note: The party should submit all the documents mentioned in Sl. No. 02, 03, 06,07 & 08 and Acceptance/details for Sl. No. 02, 03, 06,07 & 08. These are mandatory qualifying criteria & non fulfilment of any one or more criteria shall make the party technically rejected. | |

Authorized sign. With seal

Name of the Party:

Address:

Contact Details:

E-Mail Address:

Annexure – II

PRICE BID

(Tender Enquiry No.: CFP:CDC:2016-17/02Dt.:19.05.2016)

(Scope of Work and other terms & conditions are in accordance with the General terms & conditions of the Contract: Annexure – I)

A. BASIC FREIGHT CHARGE (Rs./Kg.) – Based on diesel price of Rs. 52.10 per Litre

| Description | Quoted Rates (Rs. per Kg) |
|---------------------------------------------------------------------------------------------------------------------|---------------------------|
| Transportation of Part load consignments on door collection & door delivery basis as per Clause (1) of Annexure – I | |

B. Docket Charge : Rs. _____ per docket

C. ODC CHARGE (Rs.) – Fixed for a particular docket

| Description (Delivery/Pick up location) | Quoted Rates (Rs.) |
|-----------------------------------------|--------------------|
| Out Door delivery/Pickup. | |

D. Service tax : As applicable (presently @ 15%)

E. PVC shall be applicable on Basic Freight only as per Cl. 13 of Annexure – I

(Signature & Seal of Bidder)