



BHARAT HEAVY ELECTRICALS LIMITED

(A GOVT. OF INDIA UNDERTAKING)

REGIONAL OPERATIONS DIVISION

BHEL-BHAVAN, 3rd FLOOR, BLOCK DJ-9/1,

SECTOR-II, SALT LAKE CITY, Kolkata- 700 091

Phone: 033-2321-6300/6553/0973 Fax: (033) 2321-6299

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NOTICE INVITING TENDER

Sub: TENDER DOCUMENT FOR HIRING OF VEHICLES ON AS AND WHEN
REQUIRED BASIS

Tender Document No: RE/Admn/Car/2010-02 dated 27.03.10

Sealed tenders in duplicate are invited from reputed and experienced bidders (meeting Qualifying requirements as mentioned in Annexure-III) for hiring of vehicles on as and when required by Bharat Heavy Electricals Limited, Regional Operations Division, Kolkata. Following points related to the tender may please be noted and complied with:

Description	NIT No.	Earnest Money (Rs.)	Last Date of seeking clarifications	Last date of submission of bids	Date of opening of Techno commercial bid
Hiring of Vehicle on as and when required basis	RE/Admn/Car/ 2010-02	20,000/-	05.04.10	17.04.10 (upto 11.00 hrs)	17.04.10 (at 15.00 hrs)

Tender document No. **RE/Admn/Car/2010-02 dated 27.03.10** includes the following:

a)	Section-I	Instruction to Bidders
b)	Section-II	Special Conditions of Contract
c)	Section-III	General Conditions of Contract
d)	Annexure-I	Information to be furnished by the Bidder
e)	Annexure-IIA	Price Bid Format
f)	Annexure-IIB	Price Bid(Unpriced) Format
g)	Annexure-III	Qualifying Requirements
h)	Annexure-IV	Bid Evaluation criteria
i)	Annexure-V	Security deposit BG Format

Tender documents can be downloaded from our website www.jantermanter.com. In case the tender document is not getting downloaded from the website due to any other reason, bidders are advised to obtain the tender document from the office of BHEL, Regional Operations Division. Under no circumstances on this account the tender opening date shall be extended.

Tenders should be submitted in the office of BHEL, Regional Operations Division, BHEL Bhavan, 3rd Floor positively within 11.00 Hrs on or before date of opening and will be opened on the date of opening at 15.00 Hrs. Authorised representative of the firms may attend the opening, if so desired. If it is declared a holiday by BHEL then opening will be done on next working day. The offers should have validity for acceptance for atleast 120 days from the date of opening. In case of any difficulty faced by the bidder in submitting the tender within the specified date and time, the bidder may contact Shri P Halder, Dy. Manager, ROD Kolkata.

BHEL shall not be responsible in any way for any delay/difficulties/inaccessibility of the downloading facility from the website for any reason whatsoever.

The bidders who are found to be indulging in changing/adding or deleting the contents of the downloaded tender documents will be liable to face necessary action as deemed fit including banning, suspension of business dealings etc.

Bidders will be solely responsible for the correctiveness/genuineness of the downloaded tender documents from the website. If the offer submitted through the downloaded tender documents which are incomplete, or with changed contents, the offer will be summarily rejected.

Quotations submitted by the Bidders through e-mail/fax/telegrams will not be considered valid. The offers received late i.e. received after due date and time shall not be considered at all. You are requested not to take any deviation from this tender.

BHEL reserves the right to accept or reject the tender either partly or fully as considered necessary without assigning any reason thereof and the decision of BHEL in this regard shall be final and binding on the contractor.

for BHARAT HEAVY ELECTRICALS LIMITED

Dy. Manager

Encl.: Tender documents

Contact Details: Tel. No.: 033 2321-6553/0973
Fax No.: 033 2321-6299
Email : phalder@bhelpser.co.in

SECTION-I

INSTRUCTIONS TO BIDDERS

SUB: TENDER DOCUMENT FOR HIRING OF CAR VEHICLES ON AS AND WHEN REQUIRED BASIS FOR REGIONAL OPERATIONS DIVISION, KOLKATA OFFICE.

Bharat Heavy Electricals Limited (BHEL), a Government of India Undertaking, has its registered office at BHEL House, Siri Fort, New Delhi-110 049. BHEL is the largest Engineering and Manufacturing Enterprise of its kind in India and one of the leading Power Plant equipment manufacturers in the world. It has a Regional office at Kolkata in eastern zone at BHEL Bhavan, Plot No.9/1, D J Block, 3rd Floor, Karunamoyee, Salt Lake City, Kolkata-700091.

1. DEFINITIONS

- 1.1 The “Contract” means the documents forming tender papers, the offer, Letter of Award and its acceptance thereof, together shall be deemed to form the Contract and shall be complementary to one another.
- 1.2 “Tender Documents” means documents issued to the Bidders for submission of their bid including addenda/clarification., if any.
- 1.3 The “Bidder(s)” or “Agency” shall mean the individual(s) or the firm or company or partnership concern undertaking this contract of work.
- 1.4 “Hire Basis” means the vehicle hired on call basis will be for particular journey and purpose and the vehicle stands de-hired once the duty has been performed.

2. SCOPE

Supply of vehicles listed below for BHEL officials/guests, on hire basis as & when required by ROD Kolkata. The hired vehicles are required to perform duties in the city or outstation including work sites in field conditions, in all weathers as per requirement of BHEL

3. TYPES OF VEHICLES

- 1 Maruti Esteem/Tata Indigo/ Swift Dzire(AC)
- 2 Honda City/Lancer/Ford Fiesta
- 3 Innova
- 4 Honda Civic/Toyota Corolla
- 5 Honda Accord/Toyota Camri

The expected volume of business shall be to the tune of Rs. 7 lakhs – 10 lakhs.

4. SUBMISSION OF BID:

4.1 Bidders shall submit their offer in sealed envelope superscribing on it “Tender Notice No. and Date”. Bidders shall also indicate the Name and Address of the firm and date of opening on the envelope. Above sealed envelope shall contain three sealed envelope. Details of the three parts of bids are given as under: -

PART-I

The bidder shall deposit an Earnest Money of Rs 20,000/- in the form of a Demand Draft in favour of Bharat Heavy Electricals Limited payable at Kolkata, in a sealed envelope superscribed on it “Earnest Money Deposit against Tender Notice No. and Date” at the time of submission of Bid. The Earnest Money of unsuccessful bidder will be returned within one month of finalization of contract.

PART-II

The Techno-commercial Bid shall be submitted in a sealed envelope superscribed on it “Techno-Commercial Offer against Tender Notice No. and Date” giving information as mentioned in Annexure-I, un-priced price schedule i.e. Annexure-IIB, certificates/documents/information pertaining to the Qualifying requirement data as per Annexure-III and copy of tender specification duly signed by the bidder.

PART-III

The Price bid shall be submitted in a sealed envelope super scribed on it “Price bid’ against Tender Notice No. and Date ”giving details of rates and category of cars as per the enclosed format placed at Annexure-IIA to this letter.

4.2 The Bid shall reach the office of the undersigned by 11.00 Hrs on 17.04.10. BHEL shall not be responsible for delay in receipt or non-receipt of tender. Any bid received beyond the stipulated date and time shall not be accepted. BHEL will not take any responsibility to accept any tender reached late due to postal delay.

4.3 Techno-Commercial bid shall be opened at 15.00 Hrs on the same day in front of the authorized representatives of the Bidder who wishes to be present. The price bids of only those bidders whose techno-commercial bids are found acceptable shall be opened. The date of opening of Price Bid shall be intimated subsequently to successful bidders only.

4.4 If the above mentioned days of opening is declared a holiday by BHEL, then these activities would be taken up on the next working day at the same time schedule.

The Tender shall be addressed to:

**Dy. Manager
Bharat Heavy Electricals Limited,
Regional Operations Divisions, 3rd Floor, BHEL Bhavan,
9/1, DJ Block, Sector -II, Salt Lake, Kolkata-700091.**

5. VALIDITY OF THE OFFER:

The rates in the Tender shall be initially kept open for acceptance for a minimum period of 120 days from the date of opening of tender. If a bidder withdraws or revokes his tender or revises the tender rates and/or conditions for any item within the aforesaid period, his Earnest Money Deposit is liable to be forfeited. In case Bharat Heavy Electricals Limited calls for negotiations, such negotiation shall not amount to cancellation or withdrawal of the original offer which shall be binding on the Bidder(s).

6. ARBITRATION

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.

The offer should be as per terms and conditions mentioned in Instruction to Bidders, enclosed Special Conditions of Contract and General Conditions of Contract. Bidders are requested to go through GCC and SCC. However, if any terms and conditions mentioned in SCC are in contradiction to that of GCC, the former shall prevail.

SECTION-II

SPECIAL CONDITIONS OF CONTRACT

1. PRICES

The bidder shall quote the rates in English language. The rates shall be in Indian Rupees. The rate shall be entered in figures as well as in words. In case of difference in rates between words and figures, the rates quoted in words will be treated as valid rate.

2. EARNEST MONEY DEPOSIT:

2.1 Every tender must be accompanied by the prescribed amount of interest free Earnest Money Deposit.

2.2 Earnest Money Deposit shall be submitted in a Sealed Cover super scribed as "Earnest money Deposit". An amount of Rs 20,000/- (Rupees Twenty Thousand Only) is to be deposited as Earnest Money which shall be remitted by a crossed Demand Draft drawn on any nationalized bank in favour of Bharat Heavy Electricals Limited payable at Kolkata.

2.3 Tenders received without Earnest Money in full, in the manner prescribed above, are liable to be rejected.

2.4 In case of unsuccessful Bidder(s), the Earnest Money deposited will be refunded to them within one month from the date of finalization of contract and no interest will be paid for the same.

2.5 In case of successful Bidder(s), the earnest money deposited will be returned to them within one month after submission of Security Deposit as per Clause no. 3 of SCC and no interest will be paid for the same.

2.6 BHEL reserves the right to forfeit the Earnest Money deposit in case the Bidder(s):

- i. Fails to start the work as may be indicated in the Letter of Intent/ Letter of Award.
- ii. Revokes his bid or alters his earlier quoted rates, terms and condition after opening of tender.
- iii. Fails to communicate unqualified acceptance to the Letter of intent within 15 (fifteen) days from the date of issue of Letter of Intent.
- iv. Fails to submit the Security Deposit as per clause no. 3.0 of Section-II.

3. SECURITY DEPOSIT:

3.1 Successful Bidder(s) has to submit the “Security Deposit” at the following rates:

- Upto Rs. 10 lakhs : 10%
- Above Rs. 10 lakhs up to Rs. 50 lakhs : Rs. 1 lakh + 7.5% of the amount exceeding Rs. 10 lakhs.

The value of Security Deposit shall be decided at the time of finalization of order. The Security Deposit shall be collected before start of the work from the Successful bidder(s).

3.2 Security Deposit may be furnished in any one of the following forms:

- Pay Order, Demand Draft in favour of BHEL.
- Local cheques of scheduled banks, subject to realization.
- Bank Guarantee from Scheduled Banks/Public Financial Institutions as defined in the Companies Act.
- Security Deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the Security Deposit shall be collected before start of the work and the balance 50% will be recovered from the running bills.

3.3 The Security deposit shall not carry any interest.

3.4 Security Deposit to be furnished within fifteen days of issue of LOI.

3.5 Security Deposit shall not be refunded to the Successful bidder(s) except in accordance with the terms of the contract. The Security Deposit in normal case shall be refunded after expiry of three month after successful completion of the Contract period after deductions/adjustment of any dues of BHEL, which may arise during execution of the Contract.

3.6 Security BG shall remain valid till end of the contract period with claim period of six months.

3.7 In case the Agency fails to carry out the jobs as per the 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.

4. PERIOD OF CONTRACT:

4.1 The contract shall remain valid for a period of one year from the date of issue of Letter of Intent, subject to satisfactory performance of Agency.

4.2 The Contract period will be extended for further period of one year based on your satisfactory performance in all respect on same terms and conditions. In case of extension of contract the Security Deposit Bank Guarantee is also to be suitably extended with claim period of six months.

4.3 The vehicles to be supplied on hire basis under this agreement will be as per requirement of BHEL and same shall be informed to the Agency on phone/fax/mail in advance.

4.4 BHEL reserves the right to terminate the contract or part of the Contract at any time without assigning any reasons thereof by giving 15(Fifteen) days notice in writing after issuing caution letter for two instances of unsatisfactory performances. The Agency shall not be entitled for any compensation by reason of such pre mature termination.

5. RATES AND MODE OF PAYMENT:

5.1 The rates quoted in the schedule by the Bidder(s) shall be composite and firm for the period of contract. Amount Payable shall be the higher one calculated based on Rates/KM or Rates/Hr. The rates shall be inclusive of all expenses necessary for the continuation of the service of the hired vehicle(s) throughout the contract duration (including any changes in Agreement duration) and shall be liability of the Agency. Such expenses shall also include (but not restricted to) Payment to Regional Transport authorities (Like taxes, fees for obtaining permit, toll taxes, entry taxes, passenger tax etc.) Labour Authority, and Govt./semi Govt., Local and Municipal Authorities, dues , taxes, levies, fees connected with service, repair and maintenance., fuel/lubricants, insurance charges, local services, all expenses of the Agency's establishment, salaries, bonus etc., of personnel employed for the hired vehicle and any other expenses(excluding Service taxes) wherever necessary. Service Tax if applicable will be reimbursed at actuals on submission of documentary proof in original. Payment will be made on monthly basis on submission of bills along with BHEL requisition and signed duty slips. Any other charges such as entry fee, parking fees etc. shall be reimbursed at actuals on submission of documentary proof in original. However all the receipts for entry fee, parking fee etc. shall be endorsed by the user of the car/duty officer of BHEL. BHEL shall not be liable to make any other payment except agreed hire charges only.

5.2 No minimum charges, night halt charges, outstation charges will be paid extra for performing outstation duty.

5.3 No claim whatsoever will be considered for increasing the charges due to increase in the prices of petrol/diesel. No claim whatsoever will be considered for increase in prices of spares, mobile, lubricants etc.

5.4 No claim whatsoever will be considered for increasing the charges during the period of contract entered on the basis of this tender or for the extended period.

5.5 The bills shall normally be processed for release of payment within 30 days of receipt of the same at our office subject to deduction of income tax as per IT rules.

6. LIQUIDATED DAMAGES:

In the event of failure or delay at the required place, by the Agency in placing the required hired vehicle(s) at the disposal of BHEL or vehicle(s) not in acceptable condition for reasons whatsoever, BHEL shall have the option to exercise any of the following rights:

- i. In case when vehicle(s) has been booked and the same has not reported in time, late reporting will be recovered from the Agency's bills at the discretion of BHEL.
- ii. To make alternative arrangement of the hired vehicle(s) at the sole risk and cost of the Agency and recover such extra cost and expenses from Agency either from the amount due to him or from his security deposit etc. The cost and expenses under this clause however shall not be limited to the outstanding amount/Security Deposit etc. due to the Agency.

7. EVALUATION CRITERION:

Evaluation will be done as per ANNEXURE-IV.

BHEL reserves the right to accept/reject the lowest or any bidder without assigning any reason whatsoever. BHEL shall have the right to engage more than one Agency for operational convenience.

8. QUALIFYING REQUIREMENTS:

As per ANNEXURE-III enclosed herewith.

9. REJECTION OF TENDER AND OTHER CONDITION:

9.1 The acceptance of tender will rest with BHEL which does not bind itself to accept the lowest tender or any tender and reserves full rights to itself for the following without assigning any reason whatsoever.

- a. To reject any or all of the tenders.
- b. To split up the work amongst two or more Bidder(s).
- c. To award the work in part.

9.2 Conditional tenders containing absurd or unworkable rates and amounts and tenders which are incomplete and otherwise defective and tenders which are not in accordance with the tender conditions and specifications etc., are liable to be rejected.

9.3 If a Bidder expires after submission of the tender or after the acceptance of his tender, BHEL may at their own discretion, cancel such tender. If a partner of a firm expires

after the submission of the tender or after the acceptance of the tender, BHEL may cancel such tender at their discretion unless the firm retains its character.

9.4 Tenders submitted without Earnest Money deposit will not be accepted and shall out rightly be rejected and will not be considered further.

9.5 If the Bidder deliberately gives wrong information in his tender, BHEL reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the EMD/Security Deposit.

9.6 If any price component related to subject Tender in full or in part is exposed and found with its Techno-commercial offers, the offer shall out rightly be rejected and will not be considered further.

9.7 Unsigned offer submitted by any bidder will not be considered valid.

9.8 Self certified xerox copies of all relevant documents, wherever needed are to be enclosed with the offer. However, BHEL reserves the right to call for original document, if needed failing which the offer is liable for rejection.

10. DAMAGES TO BHEL:

10.1 The cost/liquidated damages are also recoverable from the Agency if any damages/ losses to BHEL arises while such vehicles hired on the service of BHEL cause damage to any equipment/material/transport or property belonging to BHEL.

10.2 The Agency on panel will be solely responsible for any consequences and claim(s) under the law arising out of any accident caused by the hired vehicle to the equipment/property/personnel/user of BHEL. He shall also be responsible for any claim/compensation that arises due to damages/injuries sustained by any third parties including his/her life injuries/property etc., caused by the hired vehicle.

11. Bidders shall not take any deviation from tender specification otherwise the offer may be liable for rejection.

SECTION-III

GENERAL CONDITIONS OF THE CONTRACT

1. Proper documentation to be furnished by bidder during submission of this tender, i.e. road tax token, copy of registration certificate, pollution control certificate and insurance policy certificate (comprehensive) etc.
2. The engine of the car shall be tuned perfectly to eliminate excessive vibrations and increased efficiency.
3. Regular servicing should be conducted on the vehicles. Also, the outer surface of the car should be shining and cleaned on daily basis to remove dirt/dust.
4. The interior of the car should be absolutely clean and should have comfortable seats with cover and proper upholstery to ensure adequate comfort to the passengers.
5. Vehicle on hire should have proper registration from the State transport Authority and should not be more than 3 years old as on 27.03.2010.
6. All the vehicles sent to BHEL should be covered by comprehensive insurance including the driver and the passengers.
7. The Agency should have land phones, mobile phones and fax facility so that they could be contacted for 24 hrs. The Bidder(s) must have 365 days & 24 hours email/fax for booking & cancellation facility.
8. The drivers should have mobile phones to enable contact them directly if required and he must be literate, smart, polite, courteous and well dressed in white uniform, with shoes and cap while on duty which shall be provided by the Agency without any extra financial implications. It is preferable that the mobile nos. of the drivers is to be informed at least twelve hours before the duty time and the drivers and his mobile no. should not be changed for better coordination.
9. Driver engaged for BHEL duty should be well behaved and smart, holding valid driving license, correct insurance papers & Pollution under control certificate of vehicle and must be well conversant with different places in and around Kolkata and if required shall have to move out-station .
10. Any driver found misbehaving with the guests shall be reported to the Agency and Agency shall take immediate and appropriate action to avoid such incidence in future. The drivers shall not be permitted to drive under the influence of Alcohol and similar substances.
11. Representative of BHEL/user will have the right to verify at any time, the driving license of the driver on duty and all papers including Registration documents, Road Tax paid Token, Insurance papers of car, which shall be in possession of the driver always.

12. The drivers should have a sense of punctuality and courtesy. The cars on duty should not be interlinked with other duties.
13. 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.
14. Instructions whether the car is required for the subsequent days during the stay may also be taken from the users.
15. 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 BHEL employees / guests. In no case money should be borrowed from the user of the car / BHEL guests for the above purposes.
16. The drivers must have a suggestion / complaint book while on duty with BHEL and provide them to the users when requested.
17. Agency should ensure reporting of the vehicle as per requisition time & date. In case of emergency cars should report within 30 minutes from receipt of information.
18. The air-conditioning system of the car should function properly for effective cooling (for AC cars).
19. In case of breakdown of the cars on duty in the city, immediate replacement will be arranged by the Agency. In such case KM reading of the alternative vehicle will start at the place where the car gets breakdown and not from garage.
In case of break down / failures the Agency shall provide alternative 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.
20. The Agency shall maintain the log sheet / duty slip in duplicate clearly indicating all the details for every trip / requisition. The log sheet / duty slip should be got signed by the driver from the user which would indicate the meter reading at the time of garage out, reporting, releasing and garage in alongwith place of reporting / release, the reporting and releasing time. Bills and log books should be clean without any over writing, corrections etc. Bills and other documents in original along with a copy should be submitted.
The distance between the Agency garage and place of reporting/release shall be the shortest distance, limiting to value as indicated under:
 1. BHEL Kolkata Office - 08 KM
 2. Air Port - 15KM
 3. Howrah Station - 10KM
 4. Sealdah Station - 05KMIf place of reporting/release is not in the list then the shortest distance between Agency garage and place of reporting/release shall be permitted.

21. Amount Payable shall be the higher one calculated based on Rates/KM or Rates/Hr, no minimum charges will be paid, no night halt charges, no outstation charges will be paid extra for performing outstation duty. However, Government service tax as applicable will be paid over and above hire charges on submission of documentary evidences.
22. Airport/railway station entry fee, parking fee etc. will be reimbursed by BHEL subject to the production of original receipts duly countersigned by the user/Guest.
23. Payments for charges mentioned above in clause no.21 & 22 shall be made as per Clause no. 5 of Section-II.
24. No escalation of price will be allowed during the contract period.
25. All the vehicles must have the required accessories like jack, tool kit, stepney and first aid box. The drivers must know the changing of wheels and other small maintenance of the vehicles.
26. If the vehicle sent is not acceptable to BHEL, the same will be replaced by the agency without any extra cost implication. If the replacement vehicle is sent by the Agency 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 Agency. 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 Agency and the additional cost, if any, shall be recovered from the running bills of the party.
27. 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 Agency.
28. All entries in the tender shall be either typed or in written form. Erasures and overwriting are not permitted and may render such tenders liable to be summarily rejected. All cancellations, insertions, overwriting etc. shall be duly attested by the bidder.
29. 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 Children Labour (Prohibition & Regulation) Act 1986., are to be complied with.
30. Successful bidder has to abide by the latest rules and regulations of local / national traffic rules without any additional financial implications to BHEL.
31. In the event of dispute of any nature, the decision of BHEL shall be final and binding on the Bidder(s).
32. 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.

33. If after award of contract, the performance of Agency is found unsatisfactory or Agency deviates from any of the Condition of Contract, BHEL reserves the right to cancel the contract and Security BG will be forfeited, at any time after issuing two written notices for unsatisfactory performance to the Agency.
34. The Agency shall not be allowed to transfer or assign the contract to any other person /company / firm.
35. Techno-commercial bid of only those Bidder(s) will be opened whose “Earnest Money Deposit” is found to be in order and acceptable to BHEL. Opening of price bid shall depend on the acceptance of “Techno-commercial offer” based on qualifying requirements called by BHEL.

ANNEXURE-I

The contractor shall furnish the following information for Rate contract for hiring of Registered Vehicles: -

1. Name of the Firm:
2. Address for Communication:
3. Registered Office:
4. Contact No./E-mail address:
 - a. Telephone Nos.:
 - b. Fax No:
 - c. E-mail id:
5. Nature of Firm(Proprietorship/Partnership/Private Limited/Public Limited):
6. Documents to be furnished by the Bidder(s):
 - (a) Proprietorship Firm-Trade License issued by Corporation/Municipality
 - (b) Partnership Firm-Partnership deed.
 - (c) Private Limited Co./Public limited Co.
7. Name of proprietor/Partner:
8. Permanent Account Number:
9. Service tax registration Certificate:
10. Latest Income tax clearance certificate
To be furnished, if any:
11. Details of vehicles owned (attach separate sheet in following format):

Sl. No.	Registration Number and date	Make	Model	AC/Non AC	Type of fuel

12. Copies of valid RC books for the vehicles owned by the agency as listed under Point 11 and affidavit on non-judicial stamp paper for vehicles owned by persons other than the bidder.
13. Valid Pollution Under Control certificate.
14. Comprehensive Insurance of the vehicles.

15. Whether registered with any Govt. Institutions /Undertaking. If so, furnish particulars with supporting documents:
16. Work Order/Letter of Award from PSUs/Government Deptt./ Reputed Private Sector Organisations.
17. Location of Garage(s) where the vehicles will be parked .

Signature of the bidder along with
company seal

ANNEXURE-IIA

PRICE BID

Sl. No.	Vehicle Type	Rate per Hour (in Rs.) (a)	Rate per KM (in Rs.) (b)
1	Maruti Esteem/Tata Indigo/ Swift Dzire(AC)		
2	Honda City/ Lancer/ Ford Fiesta(AC)		
3	Innova(AC)		
4	Honda Civic/ Toyota Corolla(AC)		
5	Honda Accord/ Toyota Camri(AC)		
Total			

Signature of the bidder along with
company seal

ANNEXURE-IIB

PRICE BID (Un-Priced)

(To be submitted by the Bidder in Techno commercial bid)

Sl. No.	Vehicle Type	Rate per Hour (in Rs.) (a)	Rate per KM (in Rs.) (b)
1	Maruti Esteem/Tata Indigo/ Swift Dzire(AC)	Quoted/Not Quoted	Quoted/Not Quoted
2	Honda City/ Lancer/ Ford Fiesta(AC)	Quoted/Not Quoted	Quoted/Not Quoted
3	Innova(AC)	Quoted/Not Quoted	Quoted/Not Quoted
4	Honda Civic/ Toyota Corolla(AC)	Quoted/Not Quoted	Quoted/Not Quoted
5	Honda Accord/ Toyota Camri(AC)	Quoted/Not Quoted	Quoted/Not Quoted
Note: Prices not to be quoted in this schedule. Bidders shall strike out whichever is not applicable.			

Signature of the bidder along with
company seal

ANNEXURE-III

QUALIFYING REQUIREMENTS

- a. The bidder must have at least 10 commercial vehicles covering all categories covered in the specification, available in his fleet of not more than 3 years old as on 27.03.2010 owned by the bidder. The photocopies of the relevant pages of RC/other supporting documents of all cars operating in his fleet are to be submitted alongwith the offer. For vehicles owned by persons other than the bidder, an affidavit on non-judicial stamp paper of Rs. 10/- to be submitted pledging the cars in favour of the agency for hiring purpose
- b. The bidder must have successfully executed similar work in leading PSUs/Government Deptt./ Reputed Private Sector Organisations in last two years. Atleast two such Work order/Letter of Award shall be enclosed as supporting documents.
- c. Latest Income tax clearance certificate with a copy of Permanent Account Number.
- d. Service Tax registration number.
- e. The bidder should have trade license issued by the appropriate authority.
- f. Balance sheet, Profit & Loss account for last three years.
- g. Average annual turnover should not be less than Rs 40 Lakhs in last three financial years.
- h. An attested copy of the Power of Attorney in case the tender is signed by an individual other than the Proprietor.

In case of Individual: His full name, mailing address, Fax No., Telephone No, E-Mail ID and place and nature of business are to be submitted.

In case of Partnership Firm: The names of all the partners and their address along with a copy of the Partnership deed, instruments or partnership duly certified by Public Notary are to be submitted.

In case of Companies: Date and place of registration including date of commencement certificate in case of Public Limited Company (Certified copies of Memorandum of Association are to be furnished), Nature of business carried out by the Company and provisions of the Memorandum relating thereof as well as names and particulars including addresses of all the Directors and their previous experience, as well as their financial condition are to be submitted.

INFORMATION SUPPORTING THE ABOVE QUALIFYING REQUIREMENTS SHOULD BE IN LINE WITH THE DETAILS SOUGHT AS PER ENCLOSED ANNEXURE I. BIDDER HAS TO SUBMIT THE SELF ATTESTED DOCUMENTS FOR THE ABOVE QUALIFYING REQUIREMENTS.

ANNEXURE-IV

BID EVALUATION CRITERIA

- (a) Bidders will be required to quote the rate per Km and the rate per hour in each category of vehicle as per the Price Bid format. In case a bidder does not quote in any of the categories of vehicles, his bid will not be considered further.
- (b) For awarding purpose, lowest quoted rates per Km and per Hour separately in each category of vehicle shall be considered.
- (c) (i) BHEL reserves the right to split the job among participating bidders and in such case, the bidders in order of their competitiveness and depending upon the number of parties BHEL choose to engage shall be required to match the item wise lowest quoted rates as indicated in clause (b) above, for the work.
- (c) (ii) The order of Competitiveness will be decided by adding the figures of rates per hour and rates per km initially quoted in each category of vehicle and the sum total of these figures of all categories of vehicles will determine the position of bidders. Accordingly starting from overall lowest, the bidders, in order of their competitiveness, will be offered to match the lowest rates per Km as well as per hour in each category of vehicle.

BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

Guarantee no: _____

Amount of Guarantee: _____

Guarantee cover from date _____ to _____.

Last date for lodgement of Claim: _____.

To,
Bharat Heavy Electricals Limited,
Regional Operations Division,
3rd Floor, BHEL Bhavan,
9/1, DJ-Block, Sector-II,
Salt Lake City, Kolkata-700091.

1. In Consideration of _____ (Hereinafter called 'Beneficiary') having agreed to exempt _____ having its registered office situated at _____ (hereinafter called obligator(s)) from the demand of Security Deposit of Rs _____ (In words) under the terms and conditions of an agreement dated _____ (hereinafter called the 'said Agreement') for the due fulfilment by the said obligator of the terms and conditions contained in the said agreement, on production of Bank Guarantee for Rs _____ (In words) at the request of the obligator NAME OF THE BANK, a body corporate constituted under the banking Companies (Acquisition and transfer of undertakings) Act'1970 having its Head Office at _____ amongst other a branch at _____ (Hereinafter referred to as 'The bank ') has agreed to give following guarantee in favour of the beneficiary for an amount exceeding Rs _____ (In words) against any loss or damages caused to or suffered or would be caused to or suffered by reason of any breach by the said obligator(s) of any of the terms and conditions contain in the said agreement.
2. We, the bank do hereby under take to pay the amount payable under the guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by reason of any breach of the terms and conditions contained in the said agreement or by reason by the obligator's failure to perform the said agreement. Any such demand in writing made on the bank shall be conclusive as regards the amount due and payable by the bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____ (In words).
3. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by

virtue of the said agreement have been fully paid and its claim satisfied and/or discharged or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before _____ we shall be discharged from all liabilities under this guarantee thereafter.

4. We, the Bank agrees that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance by the said obligator(s) from time to time or to postpone for any time any of the power exercisable by the beneficiary against the said obligators(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or commission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.
5. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
6. Notwithstanding anything herein contained, the Bank's liability under this Guarantee shall be limited to Rs _____ (In words) and stand completely discharged and all your rights under this guarantee shall extinguished if no claim or demand is made upon the bank in writing on or before _____ (date) and all your rights under the said guarantee shall be forfeited and the Bank shall be deemed to be relieved and discharged from all liabilities there-under.
7. Notwithstanding any this contained herein.
 - i. Our liability under the Bank Guarantee shall not exceed Rs _____ (In words).
 - ii. This Bank Guarantee shall be valid up to _____.
 - iii. We are liable to the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before _____.

Place:

Date:

SIGNATURE