

BEML LIMITED

1/A Sirgitti Industrial Area Sector "C", PO: Tifra, Bilaspur - 495223 (C.G)
Web - <http://www.bemlindia.in> e-mail : mv@beml.co.in / mkv@rm.beml.co.in

Tender No: 6300032985

Sub.: Tender Enquiry for Hiring of AC Camper Bolero Vehicle or equivalent – deployment at Kusmunda project site office under Regional Office, **Bilaspur, Chhatisgarh**

Bids are invited for Hiring of 01 no AC Camper Vehicle on Monthly Basis to be provided on all calendar days i.e. for 30 days in a months for **deployment** at Kusmunda project **under Regional Office, Bilaspur, Chhatisgarh.**

Please refer to the Tender Documents uploaded as attachments in the Collaboration Folder which can be accessed by clicking on the link 'Collaboration Bid Invitation No. below.

Following are the attachments uploaded as Tender Documents:-

- a) Covering Letter
- b) Terms & Conditions as per Annexure-"A"
- c) Scope of Work as per Annexure-B
- d) Technical Bid (Profile) as Per Annexure -C
- e) **Price bid as per format in Item Data Tab-SRM.**
(Specimen Format – referred in Annexure-D)

EMD (in Rs. : Rs.24,000/- (Rupees Thirty Thousand Only)

Duration of Contract : 02 (Two) years from the date of award of contract, extendable for one year on mutual consent and satisfactory performance.

Last Date/Time for submission of tender & Extension of Closing Date : Up to **15:00:00 hrs** on or before **25.06.2020**, which may be extended at the discretion of BEML when required no. of Bids are not received.

The closing date of Tender submission will be extended in case of no. of Bids received are less than three, initially by two days and thereafter for five days for each extension, maximum two times after first extension. In case, three Bids are not received after granting the above extension, the tender shall be opened without any further extension.

Tender documents are available in our website www.bemlindia.com by accessing through internet explorer.

To download the tender documents, visit www.bemlindia.com → Tenders
→ e-Procurement (SRM) → Log In

Log In using the tab Guest Log In and click process bid and click on the Tender No. see the details of the tender and download the tender documents from the tab-Information from Purchaser – Collaboration Bid Invitation.

Interested vendors can contact us through e-mail : admin.srm@beml.co.in to obtain the user Id and password for submitting the bids.

Please note that your bid should be submitted in our SRM e-Procurement system only. You should have a valid Class III Digital Signature Certificate issued by authorized Certifying

Authority to submit you bid in our SRM e-Procurement system. In case any queries/clarification/information/detail, you may send the same by email to admin.srm@beml.co.in or you may contact BEML SRM Team on Phone No. 080 – 22963269/141.

The prescribed EMD amount of Rs.24,000/- should be submitted Thru' Demand Draft/RTGS/NEFT in specified SBI Account of BEML Limited, Bilaspur **before the closing date and time as stated above.**

Vendors willing to participate in the tender may contact through e-mail : admin.srm@beml.co.in to obtain the user name and password for submitting the bids.

Any queries / clarification / information / details regarding tender enquiry to be communicated only through email id :- purchase@purchase.beml.co.in

Regional Manager
BEML Ltd., Bilaspur, Chhatisgarh

Encl: Tender Document

BEML LIMITED

1/A Sirgitti Industrial Area, Sector "C", PO: Tifra, Bilaspur - 495223 (C.G)

Tender No: 6300032985

Quotations in e-mode through BEML SRM platform are invited in Two Bid System (**Technical Bid and Commercial Bid**) from eligible reputed firms for providing 01 no AC Camper Jeep Bolero for deployment at site office Kasmunda on monthly hiring basis as follows: -

Sl. No.	Work Description	Qty (Nos)	Tender Enquiry No. / Date	EMD (in Rs.)
1	AC Camper Bolero Vehicle or equivalent Reporting at Kasmunda site office & operating in Chhattisgarh & Madhya Pradesh state	01		24000/-

Please refer to the Tender Documents uploaded as attachments in the Collaboration Folder which can be accessed by clicking on the link 'Collaboration Bid' Invitation No. below.

Tenders will be in two parts : (i) **Technical Bid (Part- I) &**
(ii) **Commercial Bid (Part-II)**

Duration of contract : 02 years from the date of award of contract.

Last date & time for submission of tender documents : **Upto 15.00 HOURS of 25/06/2020**

Note: -

1. EMD amount of Rs.24,000/- should be submitted Thru' Demand Draft/RTGS/NEFT in specified SBI Account of BEML Limited, Bilaspur **before the closing date and time as stated above.**
2. Contract will be governed by all statutory requirements amended from time to time and General terms & conditions of the contract of BEML Ltd.
3. BEML Limited reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Decision of BEML Limited in this regard shall be final & binding to all parties.

For BEML LIMITED

V. C. Kureel
Regional Manager
Bilaspur, Chhattisgarh

BEML LIMITED

(A Government of India Undertaking – Ministry of Defence)
1/A Sirgitti Industrial Area, Sector "C", PO: Tifra, Bilaspur - 495223 (C.G)

Tel.: (07752) 252065 / 252745

Web - <http://www.bemlindia.in> e-mail : mv@beml.co.in / mkv@rm.beml.co.in

Annexure to our Tender No. : 6300032985

Terms & Conditions

- 01) Quotation to be submitted in two parts i.e. Technical Bid & Commercial Bid.
- 02) Technical Bid and Commercial Bid should be submitted through e-mode on our SRM platform only.
- 03) **Technical Bid:** The following documents **duly signed with seal** should be scanned & uploaded in collaboration folder on SRM platform.
 - a) Annexure – "A" : Terms and Conditions
 - b) Annexure – "B" : Scope of Work & Other Conditions.
 - c) Annexure – "C" : Profile and other technical details of your Company.
- 04) **Tender Fee (Non-refundable) & Earnest Money Deposit :**
 - a) **Tender Fee – An amount of** Rs.500/- (Rs. Five hundred only) – not to be refunded in any circumstances, and
 - b) **EMD –** An amount of Rs.24,000/- (Rupees Twenty four Thousand Only), both payable thru' Demand Draft/net banking to M/s BEML Ltd. Account standing at '**State Bank of India**' Tifra Branch Bilaspur (IFS Code '**SBIN0006276**' / MICR '495002008') Current Account No. '**10102785035**', or in cash to Bank cash counter thru' Pay-in-slip in the said SBI Branch. In case of Cash payment, the scan copy of Pay-in-slip to be uploaded with the Bid. Bidder should endorse narration "EMD for Tender No. (as above)." on the Pay-in-slip.
 - c) **Security Deposit-** 10% of the contract value. EMD of the qualifying party will be converted into SD and balance if any to be submitted.
- 05) The scan of transaction sheet (duly endorsed with Tender No **as stated above**) Print-out after remittance of EMD should be uploaded.
- 06) Quotation submitted online without submission of EMD will not be considered
- 07) EMD in any other form will not be accepted and the offer is liable to be rejected.
- 08) EMD remittance lesser than specified amount is liable to be rejected.
- 09) EMD of the unsuccessful bidder will be returned after finalization of the contract.
- 10) EMD does not carry any interest on return.

- 11) EMD will be forfeited if any firm withdraws the tender submitted or refuses to execute the order for reasons whatsoever.
- 12) **Commercial Bid:** Price bid to be submitted through E-mode as per the format given in the Item Data in SRM. The rates quoted shall be complete inclusive of fuel charges for the vehicle , wages for the driver, maintenance charges for the vehicle, comprehensive insurance for the vehicle and the passengers and other expenses. GST shall be extra as applicable.
- 13) Technical bid will be opened first and the Commercial bid of only technically accepted bids will be opened subsequently.
- 14) **Payment Terms :** Payment to contractor will be made within 15 days from the date of receipt of bills at RO – Bilaspur along with all requisite documents. Contractor will submit the bills (in duplicate on monthly basis, which will be duly verified, checked and passed by BEML Ltd and forwarded to Finance Department for releasing payment to the party.
- 15) FAX or EMAIL quotations will not be accepted.
- 16) The quotation should be completed in all respects and free from ambiguity.
- 17) The price quoted should be valid at least for a period of 120 days from the closing date of tender.
- 18) BEML Ltd reserves the right to accept or reject any offer in full or part.
- 19) L1, Status will be determined taking only monthly rate into consideration.
- 20) Offers not confirming to the above terms are liable to be ignored.
- 21) Canvassing by tenderers in any form including unsolicited letter on tenders submitted or post tender corrections shall render their tenders liable for rejection.

Acknowledged & Accepted
Company's/Firm Signature with seal

BEML LIMITED

(A Government of India Undertaking – Ministry of Defence)
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Annexure – “B”

Annexure to our Tender No. 6300032985

Scope of Work

01) BEML Ltd, Regional Office, Bilaspur intends to hire the following vehicles: -

Sl.No.	Vehicle Type	Make/Manufacturer/Class of Vehicle	Quantity
01	AC Camper Bolero Vehicle or equivalent (for site office Kusbunda project under Bilaspur office)	AC Camper Bolero Vehicle or equivalent	01

- 02) The vehicle to be deployed should not be older than one year from the date of floating of tender, vehicle should be in very good /satisfactory & trouble free operative with proper document of registration with R.T.O..
- 03) The contractor should ensure that the vehicle should be well maintained, clean and in good working conditions, ensuring trouble free and smooth running.
- 04) A copy of documents, viz., RC Book, Insurance Certificate, Emission Test Certificate and Tax paid receipt of the vehicle allotted to BEML Ltd should be furnished along with a copy of valid Driving License of the Driver.
- 05) Vehicle should have only Yellow Board with Black Letters.
- 06) Vehicle should be covered under Comprehensive Insurance.
- 07) In case of any accident or breakdown, the contractor should attend the formalities with the traffic police / RTO authorities including court proceedings and claims thereon under the motor vehicles act etc,. If any as the case may be in such event alternative transport arrangement should be made by the contractor at his cost within one hour from the time of accident, beyond which the cost of any alternative arrangements made by BEML Ltd shall be at the cost of the travel agency.
- 08) A well-equipped first aid box should always be made available in the vehicle to meet any emergencies.
- 09) The Driver should wear white or Grey color uniform and should be provided with mobile phone at the cost of the contractor.
- 10) In case of delay in reporting at the place of duly assigned, penalty clause will be imposed to the extent of 10% of daily rental charges (i.e. Quoted rate divided by 30) rounded to next Rs.10/- or Rs.350/- (Rs. Three hundred fifty) whichever is found higher for the first three instance in a month , which will be double per instance thereafter.
- 11) The vehicle should have been registered with the appropriate RTO authorizing movement of the vehicle in any part of India and registered as Tourist Taxi. The driver

should adhere to all the instructions/directions of RTO/Police Department as per Motor Vehicle Act/Rules pertaining to usage of Taxis.

- As and when required, road permit / national permit / clearance from RTO or any other authority concerned and compliance of any other legal formalities connected with the contract have to be arranged by the contractor at his cost. BEML Ltd will not take any responsibility and will not bear any additional expenses in this regard.
- 12) The requirement of number of Vehicle may increase or decrease during the validity of the contract and contractor shall accordingly provide the specified vehicles. For any increase in no. of vehicle, the rates for type of Vehicle agreed upon shall also be applicable for the additional Vehicle to be provided. Any increase or decrease in fleet of Vehicle will be intimated by BEML Ltd, one week (07 days) in advance.
 - 13) After entering into the contract, the respective Vehicle identified for BEML Ltd. shall be at sole disposal of BEML Ltd only and shall not be let or sublet to others.
 - 14) The service of Vehicle in usual course to be provided on all calendar days, including Sunday & holidays from 8.30 AM to 08.30 PM, It will be responsibility of the Provider to fulfill such requirements at no extra cost, other than the agreed terms/monthly rate.
 - 15) The utilization of the Vehicle deployed will be at the sole discretion of the User during the entire contract period. In case of Out station Duty, the deployment will be with reference to the requirement, which may be early morning (around 5.00AM) to Late night (around 10.00/11.00 PM) and/or as situation warrants. The Contractor will have to supply the specified Vehicle with Driver, Fuel etc. The rates shall be quoted accordingly, no separate billing / rate will be made for Sundays or Holidays, other than the agreed terms/monthly rate.
 - 16) The provider should quote all the rates clearly as per Format of this BID Invitation. The **monthly rate** quoted for **all calculation purpose will be 30 days**, however, payment for actual no. of days of deployment will be paid.
 - 17) Normal usage of the vehicle is considered for a running of 2000 KM per month and charges for extra kilometer beyond 2000 km per month will be paid for which rate shall be quoted in by the bidders in the tender.

TERMS & CONDITIONS (Annexure-B contd.) : **Tender No.6300032985**

A. QUALIFICATION CRITERIA :-

The bidders shall submit relevant records in proof of complying with qualification criterion conditions along with the Part – A: Technical Bids.

1. Transport contractors should own minimum one vehicle as stated in Scope of Work having Commercial Registration with RTO) of not prior to 2018 model and the details of such vehicles under their disposal for deployment along with the copies of documents (Upload/Attach) viz. – Certificate of Registration, Road Tax token, Permit, Fitness Certificates, Insurance to be provided along with the technical bid.
2. The vendor should have a valid Bank Account Number and shall provide the account details in the technical bid and payment to the contractor will be made to their Bank Account by NEFT or RTGS mode. The Vendor has to furnish the Bank Account Details viz.– Bank Name, Account No., IFS Code, MICR Code (Upload / Attach a copy of cancelled Cheque)
3. Transport contractors should have valid IT PAN Number and Income tax will be deducted at source as per prevailing Income Tax Rules.

4. Transport Contractors should have GST registration number, and contractors not fulfilling the criterion shall submit the GST Registration number as and when they become liable to pay GST. The tenderer should also give an undertaking for uploading the tax invoices /Debit Note /Credit Note in GST portal make payment of GST and file return , under GST in time to facilitate BEML to avail Input Tax Credit (ITC) as per eligibility under GST. In case of failure on account of service provider, that the penalty including interest (if any) borne by BEML shall be recovered from service provider.
5. Work experience - The Vendor Upload/Attach work Experience certificate or copy of Work Order The Vendor must clearly state if they have no experience of deployment in Govt./Quasi Govt./Private Organization.

B. GENERAL TERMS & CONDITIONS: -

1. The EMD submitted by the Bidder will be forfeited if;
 - a) the Bidder revokes his tender, after opening the tender, within the validity period and increases his earlier quoted rates.
 - b) The Bidder does not commence the work within the period as per LOI / Contract. In case the LOI / Contract is silent in this regard then within 30 days after award of contract.
2. **EMD & SECURITY DEPOSIT or BANK GUARANTEE** : - EMD given by all unsuccessful Bidder shall be refunded normally within thirty days of acceptance of award of work to the successfully Bidder. EMD shall not carry any interest.
 - a) The Successful Bidder have to either pay Security deposit or execute a Bank Guarantee for a value of 10% of contract value which should be valid up to three months after completion of contract Period. In case of extending the Contract the Contractor is required to renew the bank guarantee before one month of its expiry with same validity failing which it will be realized by the BEML Management.
 - b) The Bank Guarantee should provide for indemnifying BEML for any breach of contract and from all losses arising out of this contract directly or indirectly during the validity of this contract apart from adjusting any due from the contractor at any time.
 - c) EMD and Monthly Bill of appropriate value of security deposit will be retained by M/s BEML Ltd. till the said Security deposit or Bank Guarantee will be submitted by the Agency.
3. Failure to pay the Security deposit / Bank guarantee shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the contract awarded and the EMD amount will be forfeited. The security deposit shall be refunded within three (3) months after the date of expiry of the contract period subject to the contractor fulfilling all obligations and operations as required under the contract.
4. BEML Ltd reserves the right to appropriate the whole or any part of the amount of the security deposit without prejudice to other claims against the contractor for losses suffered by BEML due to failures on the part of the contractor or due to termination of contract or contractor becoming disqualified because of liquidation and other reasons. Such losses, damages, charges, expenses or cost, as assumed by BEML Ltd, shall be final and binding upon the contractor and shall not be called into question.
5. The Bidder has to furnish the full name of the bidder with full official address, email, landline and mobile phone numbers. In case of partnership firm the name and address of all the partners together with a certified copy of the partnership deed shall be furnished along with the Tender Part – A. (i.e. Technical Bid) and the Tender in such case has to be digitally signed by the power of attorney (PoA) holder.
6. All entries in the tender document shall be neatly typed or written in one ink (by blue or black ball pen) without any alternations and erasures and to be uploaded accordingly.

7. The tender document shall be deemed to form an integral part of the contract to be entered for this work.
8. BEML Ltd reserves the right to have parallel / similar contract with any number of contractors.
9. Disputes if any arising between the company and the supplier in connection with this Work order or any other matters connected herewith that same will be mutually discussed and settled, failing which, the disputes shall be referred to a sole arbitrator to be appointed by BEML. The arbitration/ proceedings shall be in accordance with the provisions of Indian Arbitration and Conciliation Act 1996 and Rules framed there under. The place of arbitration shall be at Bilaspur or any other place mutually decided by and between the company and the supplier and all arbitration proceedings shall be conducted in English language. The award of the sole arbitrator shall be final and binding on all the parties.
10. In case of any suit or other legal proceedings arising under or relating to this contract, the courts at Bilaspur shall only have jurisdiction.

C) CONTRACT SPECIFIC TERMS & CONDITIONS: -

- i. The place of deployment, in case of shifting of Office locations/residence of the Authority concern, may change and will be intimated to the Provider accordingly for deployment of specified Vehicle.
- ii. The deployed Vehicles may be utilized for outstation trips also, if required in special cases and in such a case Driver Special allowance (Bhatta) as per NIT terms/agreed rate will be paid separately. Rate of Special Driver Bhatta for utilization in local beyond 12 hrs. operation to be quoted in the price bid.
- iii. Special Driver Bhatta for utilization beyond 8.30 PM will be applicable only for Local duty when deployment period exceeds 12 hours and it will not be applicable when Vehicle is on tour and Outstation Driver Bhatta (for same day return or night stay, as the case may be) is claimed. Such Special Bhatta for Local Duty, beyond 12 hours utilization will be paid for completed extra hour and no payment will be admissible for fraction of hours.
- iv. Normal usage of all the vehicle to be utilized @ 12 hours a day for 2000 Kms. per calendar month. The offers considering these operational specifications per calendar month are to be quoted in Price Bid separately in prescribed Format. However for extra kilometers rates over and above the contract will be paid, for which the rates are to be quoted separately in the PRICE BID. The payment will be made for actual Km. of Operation & no. of day/days of utilization in a month.
- v. Normal usage of the vehicle is between 8:30 AM to 8:30 PM for about 12 hours on any day and 360 hours per month cumulative. Usage of vehicle beyond this time period (i.e. Cumulative 360 hours per month) will be treated as additional service for which extra hour charges as stated in above paragraph will be paid and is to be quoted by the bidders in the tender.
- vi. The usage of specified Vehicle in normal course is for all seven days including Sunday / holidays.
- vii. **Maintenance Hours** : Normally two days in a month (Sundays & Holidays only) will be provided as off-day for maintenance and other requirements whereas in the Projects/Site Offices, usage of Vehicle is for all seven days of the week. Whenever regular vehicle withdrawn for preventive/periodic maintenance etc. replacement vehicle has to be provided by the Contractor. However, in case of any emergent requirement,

necessary vehicle has to be provided by the Contractor at the same rate & terms, as agreed for specified Class of Vehicle.

- viii. **Dead Kilometer distance and time** (for conveyance of the vehicle from the contractor's office to site office and back) will be allowed only once a day. Dead Kilometer will be considered at actual distance or 3 kilometers one way, whichever is less, and time allowed will be 15 minutes and the **same will not be accounted for calculation of 360 hours of operation in a month**. Dead KM will not be applicable once the Vehicle is on Tour/on Official duty and only actual operated mileage will be claimed for payment.
- ix. In case the reporting / release point is other than BEML Ltd, distance from contractor's office to the reporting / release point at actual KM minus Dead Kilometer (total 6kms. To & fro) and actual time in hours will be considered.
- x. The dead KM will be part of above specified 2000 kms./month given as per the contract, whereas, grace reporting time allowed (i.e. 15 minutes) **will not** be part of 360 hrs. of operation in a month. .
- xi. The vehicles deployed for the contract should not be owned by a BEML employees and / or their dependants/Blood relatives and the ownership details of the vehicle has to be submitted by the successful bidder before deployment. If there is any contravention of this clause, the contract will be terminated immediately and the Security Deposit/Bank guarantee, will be forfeited/ **en-cashed**.
- xii. The vehicle to be deployed should not be older than one year from the date of floating of tender, vehicle should be in very good /satisfactory & trouble free operative with proper document of registration with R.T.O..
- xiii. The vehicle should have been registered as per the provisions of applicable Motor Vehicles Act for commercial use with appropriate RTO under taxi permit and Successful Bidder shall have to submit documentary proof of the same before deployment.
- xiv. The vehicle deployed shall be well maintained in good running condition and road worthy to ensure smooth and trouble free service during the entire contract period.
- xv. The deployment of vehicle shall be punctual always. Late reporting and absence will attract penalty at the discretion of BEML Ltd. as per the terms enumerated in above paragraphs.
- xvi. Any unauthorized journey undertaken by the driver / contractor during the contract period will be disallowed and will be penalized at the discretion of BEML Ltd.
- xvii. While deploying the vehicle, the contractor shall ensure the following always :-**
1. Valid and relevant documents for the vehicle and driver viz., Registration Certificate, Tax paid Challan / Endorsement, Insurance, Fitness Certificate, Driving License, Commercial use permit, emission test certificate. etc.
 2. Vehicle shall be in full preparedness for the full day service including the fuel in the tank and preparedness of the driver.
 3. The Driver on duty should have reasonable money for meeting contingency requirements, including fuel, lubricant, Toll tax, Parking charge etc.
 4. A mobile phone with the driver in working and charged condition.
 5. A first aid kit in the vehicle.

6. Car audio system (not mandatory) and if in-built, to play FM stations, CD, USB, etc., at the discretion of the users.
7. Good upholstery for the seats and with cotton cloth covering on the top. The cotton cloth shall be regularly washed and maintained in hygienic condition.
8. Vehicle washed daily and maintained, cleanly both exteriors and interiors and to be equipped with Car Air Freshener & Perfumes.
9. Essential minimum spares viz., fan belt, spare wheel properly inflated, spare bulb & fuses, jack, standard tools and tackles to attend to emergencies during operation.
10. The Vehicle deployed and while on duty should bear a Red Color Board (size approx. 18" x 9") with white letter "ON DUTY – GOVT. OF INDIA u/t, MINISTRY OF DEFENCE" and a Sticker of bemi logo to be affixed in Front Cabin glass preferably on left top corner.
11. The Vehicle and Driver once approved will remain unchanged during entire period of Contract in normal condition except in such cases which is beyond control and frequent change of Vehicle/Driver by the Provider will attract penalty, leading to termination of the contract .
12. The service provider have to obtain necessary Permit from Competent authority for the deployed Vehicle for free movement to Other neighboring State within a week time from the date of award of Contract.

xviii. **Duties and responsibilities of the driver :**

- a. Driver employed for the vehicle should have minimum of 5 years experience, physically fit, having good eyesight and reflexes.
- b. Driver shall have valid driving license for the type of vehicle and keep it updated and to be produced as and when required.
- c. Driver should have valid permissions to drive vehicle inside the Mines as per SECL statutory requirements like ID card, gate pass, VTC etc
- d. Driver should be aware of the localities and routes within the place of deployment.
- e. Driver should have knowledge of commonly spoken language Hindi and knowledge of Local & English languages will be preferred.
- f. Drivers shall wear preferably white or Grey Color Uniform – both the trousers and shirts while on duty.
- g. While deployed for duty, the driver should be courteous to the passengers and well behaved. The driver shall open and close the doors for all the passengers while getting into and getting out of the vehicles.
- h. The driver should get inside the vehicle only after passengers are seated and made comfortable.

- i. While on duty to pick up guests from Railway Station / Bus Stand / Airport, the driver should display the placard at the EXIT or suitable location for welcoming the passenger.
- j. The driver shall park the vehicle only in the designated parking area always.
- k. The Driver shall pay the parking charges & Toll Bridge Charge, whenever required, which may be reimbursed in due course against production of receipt duly counter-signed by user.
- l. The Driver shall place “ON DUTY BOARD” as stated above in front of the Vehicle.
- m. The driver shall not smoke Cigarettes / Bidis nor use other tobacco products while on duty.
- n. The driver shall not spit, belch and make unsavory gestures while performing duty.
- o. The driver shall not consume alcohol and shall not be under the influence of alcohol while on duty, and if noticed it will attract penalty as determined by BEML and may lead to cancellation of contract, if such occurrence is repeated.
- p. The driver shall not use mobile phone while driving, and calls, if any shall be attended only by stopping the vehicle at suitable location.
- n) Drivers should not be a relative of BEML Personnel and will not operate any BEML Personnel’s Vehicle except in case of any emergency with the permission of Transport Controlling Deptt. / Authority and in case of non-adherence of instruction will attract imposition of penalty on the contractor.
- xix. **VEHICLE LOG BOOK** : A LOG BOOK (containing the details as prescribed by BEML Management) will have to be provided by the Contractor for each of the vehicle where the running will be maintained. The driver has to ensure its proper filling and acknowledgement while performing the duty. The Vehicle LOG BOOK details as recorded and signed by the user will be the basis for preparing the bills and tampering/overwritten Km. or timing by the Driver if not countersigned by the user will attract deduction accordingly.
- xx. The contractor shall not change the Vehicle as they wish, except in case of Break Down, however, the change has to be communicated to M/s BEML Ltd, Authority concerned in advance..
- xxi. The Contractor shall not sub-let the contract for Vehicles deployed to BEML Ltd, instances found if any will be viewed seriously and contract is liable for termination and black listing of the contractor. No correspondence shall be entertained in this regard and the decision taken by BEML Ltd is final and shall be binding on the contractor.
- xxii. For non fulfillment of the contract conditions, BEML Ltd reserves the right to impose penalty on the contractor as follows: -
 - a. In the event of contractor failing to provide the specified vehicle as stated in Scope of Work as above, BEML Ltd shall be at liberty to make alternative arrangements, the expenditure @ market rate for such arrangements and for the loss / damage incurred by BEML Ltd as a result of such non-compliance will be deducted from the monthly running bill or security deposit of the contractor. BEML Ltd reserves the right to determine the cost of deduction at its sole discretion.
The deduction for non-supply of stipulated vehicle during the month against requisition will attract a penalty per day at a rate of 1.5 times the normal rate (i.e., Monthly rate of the vehicle multiplied by 1.5 and divided by 30) and penalty

- will be imposed to the Service provider (Contractor) by M/s BEML However, such penalty is subject to force major conditions like, accident, public unrest, natural calamities etc. at the discretion and verification of BEML Ltd.
- b. In the event of the breakdown of the vehicle, alternative arrangement of similar vehicle shall be made within reasonable time by the contractor, failing which penalty as above will be applicable.
 - c. **Deductions for Break down hours** will be levied on case to case basis for respective vehicle and will be admissible at the following rate for fraction of 24 hours:
 1. Break down Less than 6 hours - 30% of per day rate
 - (ii) Break down more than 6 hours but less than 12 hours - 50 % of per day rate
 - (iii) Break down more than 12 hours - 100% of per day rate.
 - d. For late reporting of the vehicle at the place of duly assigned, penalty clause will be imposed to the extent of 10% of daily rental charges (i.e. Quoted rate divided by 26) rounded to next Rs.10/- or Rs.350/- (Rs. Three hundred fifty) whichever is found higher for the first three instance in a month, which will be double per instance thereafter.
 - e. For indulgence of disobedience / misbehavior / malpractice / fraud or any act of misdemeanor of the driver while on duty a penalty of Rs.500/- per incidence will be levied and repeated act of misdemeanor will attract termination of Contract..
- xxiii. In the event of contractor failing to provide the vehicle as above and BEML Ltd shall be at liberty to make alternative arrangements, the expenditure @ market rate for such arrangements and for the loss / damage incurred by BEML Ltd as a result of such non-compliance will be deducted from the monthly running bill or security deposit of the contractor. BEML Ltd reserves the right to determine the cost of deduction at its sole discretion.
 - xxiv. For repeated non-compliance of contract conditions, BEML Ltd reserves the right to terminate the contract and make alternative arrangements. The cost of making such alternative arrangements will be levied on the contractor and will be deducted from the running bills or the security deposit of the contractor.
 - xxv. BEML Ltd reserves the right to check the speedometer / odometer of the deployed vehicle at any point of time and if it is found inaccurate / tampered, suitable action deemed fit will be taken.
 - xxvi. Only authorized staff attached to the contractor and driver nominated shall be allowed entry inside the company or any other premises during the course of contract. The successful bidder shall provide the details of the drivers and authorized representatives for this purpose before commencing the work.
 - xxvii. The contractor and the authorized representatives including drivers will be held responsible for any breach of the terms and conditions of the contract.
 - xxviii. The contractor /Driver should report accidents during the course of the work immediately to BEML Ltd. Delayed information may be permitted however not later than 12 hours. Contractor shall submit detailed report of any such accident or incident.
 - xxix. The Contractor will operate their vehicles entirely at their own risk and BEML Ltd shall not be held responsible for any damage / losses incurred both for the vehicle or persons traveling in the vehicle any time.
 - xxx. The contractors shall make their own arrangement for parking the vehicles overnight and during off days and holidays.

- xxxi. The successful bidder shall ensure that all their vehicles under the contract are covered by a comprehensive insurance by a leading / reputed insurance provider. The insurance policy shall cover compensation for the loss / damage to the vehicle, driver and co-passengers as well. Under no circumstance shall BEML Ltd be liable to compensate any loss / damage that may be caused to / by the vehicle while engaged in discharge of the contractor's obligations under this contract.
- xxxii. As and when required, route permit / national permit / clearance from RTO or any other authority concerned and compliance of any other legal formalities connected with the contract have to be arranged by the contractor at his cost, BEML Ltd will not take any responsibility and will not bear any additional expenses in this regard.
- xxxiii. The contractor at his own expense reinstate and make good to the satisfaction of BEML Ltd and pay compensation for any injury to any person, loss / damage occurred to any property or rights whatever including property and rights of BEML Ltd and its bonafide users of the vehicle, for the injury, loss / damage arising out of or in connection with or during the execution of the contract and further contractor shall indemnify the BEML Ltd against all claims enforceable against BEML Ltd or its bonafide users of the vehicle.
- xxxiv. The bidders shall quote for the vehicles on lump sum basis for 2000 (for 12 hrs. usage) kilometer running cumulative 30 days per month. The charges shall be inclusive of all expenses like fuel, payment to driver / staff, maintenance charges for vehicle, taxes, insurance, etc., to the incurred. The rental for respective Vehicle as per agreed rate, duly appropriating the cost of fuel consumption (Rate per Liter as on the date of finalization of Contract), as the case may be accounted for short or excess days of deployment in a particular month. The rate for 30 days is indicative for calculation purpose, however, payment for actual no. of days of utilization will be paid on submission of Bill.
- xxxv. The contract shall have price variation clause for providing increase / decrease in contract price in proportion to the increase / decrease in fuel price from time to time as follows: -
 - a. Fuel price (Diesel) increase / decrease up to 5% over the price existing on the date of contract shall be borne by the contractor. Price variation beyond +/- 5% will be compensated by applying the following formula: -

$$\text{Price Increase or Decrease/KM} = \frac{\text{Increase or Decrease in Price of (Fuel) Diesel}}{\text{KM per liter (Diesel Consumption) *}}$$

* For diesel consumption the average Km will be taken as 12 Kms per liter.

- b. If the change in the fuel cost is effected in the middle of the month; then monthly rental will be computed proportionately for that month and when price changes on daily basis (as per Govt. notification), the monthly rental will be computed on average price during the month.
 - c. The cost of fuel (normal diesel) on the date of technical bid opening will be the base price for price variation clause.
- xxxvi. The rates should be quoted in figure as well as in words clearly as given the "PRICE BID SCHEDULE" in Annexure – B.
- xxxvii. In case the rate quoted in figures differ from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the Bidder.

- xxxviii. All the offers received will be scrutinized and only technically qualified offers will be considered for Price bid opening.
- xxxix. The Technically unqualified offers will be rejected.
- xl. The tenders received after the specified time of their "Submission" are treated as Late Tenders and shall not be considered.
- xli. The contract will be in force for **24 months** from the date of order for deployment of respective vehicles at respective locations and can be extended for another one year depending upon it's satisfactory performance, on mutual consent.
- xlii. BEML Ltd reserves to short close the contract at its discretion at any point of time with giving a notice of 30 (thirty) days.
- xliii. Payment to contractor will be made for actual period of deployment within 30 days from the date of submission of bills and Contractor will submit the bills (in duplicate) on
- xliv. monthly basis, which will be dully verified, checked and passed by BEML Ltd and forwarded to Finance Department for releasing payment to the party.
- xlv. The actual taxi parking charges / toll charges / permit charges incurred at airports / railway stations / check posts or any other places will be reimbursed on production of actual receipt without any corrections or overwriting duly countersigned by the user.

ACKNOWLEDGEMENT

The terms & conditions mentioned in the tender are acceptable to me / us and the relevant documents as desired are enclosed herewith.

Date :

Place :

Agency Director/Partner/Authorised Signatory
(Rubber Stamp / Seal)

Annexure to our Tender No. : 6300032985

Profile and other technical details of your Company

01)	Name of the Individual / Travel / Tour / Taxi Operation and Address	
02)	Landline Tel No. Mobile Email ID	
03)	Registration of Tour / Taxi / Operator / Travel Agency (Scanned copy of the registration details to be uploaded in the collaboration folder)	
04)	Average Annual Financial turnover during the last 2 years, ending 31 st March of the previous financial year, should be at least Rs.07.00 Lakhs (Copy of balance sheet to be scanned and uploaded in collaboration folder)	Financial Year 2017-18 – Rs. Financial Year 2018-19– Rs. Average for 2 years Rs.
05)	Experience and past performance on similar contracts for the last 2 years i.e. credential for operating hiring of cars/taxis. (Please upload the copies of contract / work order) The Vendor must clearly state if they have no experience of deployment in Govt./Quasi Govt./Private Organization	
06)	Contractors Fleet Strength (Please provide the fleet details viz., type of vehicle, model, registration number, etc.)	
07)	Banker’s Name & Address (Indicate IFS code & MICR Code also, for faster payment)	
08)	PAN Number (Scanned copy of the PAN Card to be uploaded in the collaboration folder)	
09)	Service Tax “GST” Registration Number (Scanned copy of the registration details to be uploaded in the collaboration folder)	

Note: If the offers are submitted without the above details, the same are liable for rejection.

Signature with company/firm with seal

COMMERCIAL BID : Tender No. :6300032985**PART – II****Price bid to be quoted as per format in Item Data Tab-SRM**

Sl. No.	Particulars	Rate (In Rs.)
1	Monthly rate for 12 Hrs a Day – 30 days in a month (inclusive of POL, Driver charges & all maintenance for 2000 KMs) per vehicle excluding service tax	Rs.....
2	Charges for extra kilometer beyond 2000 KMs at Rs. per KM	Rs.....
3	Charges for extra hours for use for more than 12 hours at Rs. Per hour	Rs./Hr
4	Driver special allowance (Bhatta) for using the vehicle beyond 10.00 PM	Rs./Hr
5	Driver special allowance (Bhatta) for using the vehicle for outstation trip (Overnight stay)	Rs./day

Note : 01 GST will be charge extra as per applicable rate

02.L-1, Status will be determined taking only monthly rate into consideration.

Place :

Date :

Bidder's Name / Signature & Seal

CHECK LIST

Tender No. : 6300032985

Index - Documents to be uploaded (attached) by the Bidder

Sl .N o.	Document Description	Index – Annexure (to be numbered by the Bidder)	Page No. (to be marked by the Bidder)
1.	NIT Document duly signed with Seal (Uploaded /Attached)	Annexure - 1	
2.	Bank Account Details – Bank Name, Account No., IFS Code, MICR Code (Details Uploaded/ Attached with a copy of cancelled Cheque)	Annexure- 2/ 2A/2B.....	
3.	Income Tax Pan No. details (Details Uploaded/Attached)	Annexure- 3	
4.	Balance Sheet & IT Return for last 2 years. (Scanned copies uploaded)	Annexure- 4, 4A/4B/4C....	
5.	Registration of Tour/Taxi /Travel Agency (Scanned copies uploaded)	Annexure- 5	
6.	Service Tax “GST” Registration (Details uploaded/attached)	Annexure - 6	
7.	Details of Vehicle (Uploaded/Attached Details viz. – Certificate of Registration, Road Tax token, Insurance, Fitness Certificates, Pollution Certificate)	Annexure- 7/ 7A/7B/7C....	
8.	Work experience (Uploaded/Attached Experience certificate or Work Order Copy of latest three Contracts only)	Annexure-8/ 8A /8B	
All above documents before scanning & uploading must be marked with Annexure No.1,2,....			
Uploading of Unwanted/uncalled-for/blur (not readable) document will attract disqualification.			