



BEML LIMITED

(A Govt of India Mini Ratna Company under Ministry of Defence)

Regional Office,

206/D1 'Bhagirathi'

(Behind NCC/Army Campus)

Rameshwaram Colony, Bariatu Road, Ranchi – 834009 (Jharkhand) .

Ph No:0651-2540710

Fax: 0651-2540624

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

Tender Enquiry (Bid invitation : 6300033220)

Sub.: Tender Enquiry for Hiring of Vehicle – deployed under Regional Office, Ranchi

Bids are invited for Hiring of Vehicles viz. 01 no. Air Conditioned Sedan car (Diesel), 04 nos. Air Conditioned SUV (Diesel) on Monthly Basis to be provided on all week days i.e. for 26/30/31 days in a months for **deployment under Regional Office, Ranchi, including store at Kokar industrial area, Projects site – presently at KD Hesalong, Meghahatuburu, Rajrappa, Kathara, Bokaro & Kargali, Dhori, Argada and Hazaribagh** (which may change as per organizational requirement). These vehicles will be required to travel to different places in Odisha, Bihar & Jharkhand state, as and when require.

Please refer to the Tender Documents uploaded as attachments in the Collaboration Folder which can be accessed by clicking on the “Technical RFx” tab.

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 and other technical details of company) as Per Annexure -C
- e) **Price Bid/ Commercial Bid as per format in Item Data Tab-SRM.**
(Specimen Format – referred in Annexure-D)
TAXES (GST APPLICABLE AS EXTRA AS PER RULE)

EMD (in Rs.): Rs82000/- (Rupees Eighty two Thousand Only)

Tender Fee – An amount of Rs.500/- (Rs. Five hundred only) – not to be refunded in any circumstances

Duration of Contract: 03 years (2 + 1 year) from the date of award of contract i.e. the work order will be initially placed for 02 years and extendable for 01 year on mutual consent and satisfactory performance.

Last Date/Time for submission of tender & Extension of Closing Date : Up to **2.30 PM** on or before **28/07/2020**.

The closing date of Tender submission will be extended in case of no. of Bids received less than three by 12.30 PM of the last date of bid submission date; same will be initially extended by two days including Sunday/ Public Holiday for first extension and thereafter for five days for second extension including Sunday/ Public Holiday, maximum one time after first extension. In case, closing date of tender falls on Sunday/ public holiday, next working day will be considered to open the tender. In case, three Bids are not received after granting the above extensions, the tender shall be opened without any further extension.

The bidders 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: - amr@rm.beml.co.in / ranchi@rm.beml.co.in

Any queries related to submission of quotation may please be communicated through e-mail:- admin.srm@beml.co.in or your may contact BEML SRM Team. Phone No. 080 – 22963269 or 080 – 22963141.

Digital Signature: To participate in this e-tender and submit bid in our SRM e- procurement system, the Bidder should have a **Valid Class 3 (organization) Digital Signature with signing & Encryption Certificates issued by Authorized Certifying Authority.**

Bidders are requested to submit the commercial details in the Item Data only.

Attachments: Collaboration folder

Regional Manager
BEML Limited, Ranchi

BEML LIMITED

(A Government of India Mini-ratan Company under Ministry of Defence)
 206/D1, “Bhagirathi” (Behind NCC/Army Campus), Rameshwaram Colony,
 Bariatu Road, Ranchi – 834009 (JHARKHAND)
 Tel.: (0651) 2540710 Fax: 0651 – 2540624
 Web - <http://www.bemlindia.in> e-mail : amr@rm.beml.co.in

Tender No: 6300033220

Quotations in e-mode through BEML SRM platform are invited in Two Bid System (**Technical Bid and Commercial Bid**) from eligible reputed firms for Hiring of Vehicles i.e. 01 no. Air Conditioned Sedan car (Diesel), 04 nos. Air Conditioned SUV (Diesel) on Monthly Basis to be provided on all week days i.e. for 26/30/31 days in a months for **deployment under Regional Office, Ranchi, including store at Kokar industrial area, Projects site – presently at KD Hesalong, Meghahatuburu, Rajrappa, Kathara, Bokaro & Kargali , Dhori, Argada and Hazaribagh** (which may change as per organizational requirement). These vehicles will be required to travel to different places in Odisha, Bihar & Jharkhand state, as and when require.

To know the scope of the work, it is suggested to the interested / eligible Bidders to visit BEML, Regional Office, located at 206/D1, “Bhagirathi” (Behind NCC/Army Campus), Rameshwaram Colony, Bariatu Road, Ranchi – 834009, by taking prior appointment, by calling telephone no: 0651 – 2540710, 2540791, 2544054, 2544609 of Regional Office/Parts & Stores, Ranchi before closing date for submission of the offers.

Please refer to the Tender Document uploaded as attachments in the Collaboration Folder which can be accessed by clicking clicking on the “Technical RFx” tab. Tender document will also be available at CPP Portal.

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

Last date of submitting BID is **28/07/2020** on or **before 14:30 Hrs.**

Sl.No	Description	EMD and Tender fees Amount Rs.	Technical Bid Opening Date & Time
01	Providing 1 no. AC Sedan car (Diesel) i.e. Maruti Swift Dzire/ Honda Amaze/ Tata Zest/ Hyundai Xcent for Hiring on monthly basis.	Rs.82000/-	28/07/2020
02	Providing 4 nos. AC SUV (Diesel) (TATA SUMO / Mahindra Bolero/ Mahindra Scorpio/ Tata Safari Storme for Hiring on monthly basis.	and Rs.500/-	15:30 Hrs

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

To download the tender documents, visit www.bemlindia.in → Suppliers

→ e-Procurement (SRM) → Log In

Log In using the tab Guest Log In and click process bid and click on the Tender No. 6300033220 see the details of the tender and download the tender documents from the tab-Information from Purchaser – Collaboration folder. Tender documents is also available at CPP portal.

Interested bidders 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. To participate in this e-tender and submit bid in our SRM e- procurement system, the Bidder should have a **Valid Class 3 (organization) Digital Signature with signing & Encryption Certificates** issued by Authorized Certifying Authority.

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.82000/- and Tender fees of Rs. 500/- should be submitted Thru' RTGS/NEFT in specified SBI Account of BEML Limited, Ranchi or thru'Demand Draft / banker's Cheque in favour of BEML Limited, Payable at Ranchi, **before the closing date and time as stated above.**

Thanking you

Yours faithfully,
For BEML Limited,

Regional Manager

BEML Limited,
206/D1, "Bhagirathi"
Rameshwaram Colony,
Bariatu Road, Ranchi.
Ph: 0651-2540710

Annexure "A"

BEML LIMITED

(A Government of India Mini-ratan Company under Ministry of Defence)
206/D1, "Bhagirathi" (Behind NCC/Army Campus), Rameshwaram Colony,
Bariatu Road, Ranchi – 834009 (JHARKHAND)
Tel.: (0651) 2540710 Fax: 0651 – 2540624
Web - <http://www.bemlindia.in> e-mail : amr@rm.beml.co.in

Annexure to our Tender No. : 6300033220

Terms & Conditions

- 01) Quotation to be submitted in two parts i.e. Technical Bid & Commercial Bid. Before submission, the Bidder must read the **Check List** attached to this Bid Invitation.
- 02) Technical Bid and Commercial Bid should be submitted through e-mode on BEML SRM platform only.
- 03) **Technical Bid:** The complete tender documents **duly signed with seal** should be scanned & uploaded in collaboration folder on SRM platform. Also Annexure-C i.e. Profile and other technical details of your Company is required to be filled, signed & stamped while uploading the technical bid.
- 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 – EMD amount Rs.82000/- as specified to be remitted online or on Bank Counter in favour of BEML Limited in its STATE BANK OF INDIA Account [A/c No. 11048999662 /IFSC 'SBIN0012623' / MICR '834002032'] . Or thru' Demand Draft / Banker's Cheque in favour of BEML LIMITED, payable at Ranchi. In case of online remittance, the transaction slips printout or Copy of Demand Draft/ Banker's cheque to be uploaded in SRM system. The original Demand Draft /Banker's Cheque towards Earnest Money Deposit (EMD) & Tender Fee, to be submitted in a sealed envelope in the Tender drop Box provided at Regional Office, Ranchi before closing date and time of the bid submission.**
- 05) Quotation submitted online without submission of EMD and Tender Fee will not be considered.
- 06) EMD and Tender Fee, in any other form will not be accepted and the offer is liable to be rejected.
- 07) EMD and Tender Fee remittance, lesser than specified amount is liable to be rejected.
- 08) EMD of the unsuccessful bidder will be returned after finalization of the contract.
- 09) EMD of the successful bidder will be adjusted against security deposit or will be returned after receiving the require security deposit amount / Performance Bank Guarantee.
- 10) EMD does not carry any interest on return.

- 11) EMD will be forfeited if the successful firm refuses to execute the order for reasons whatsoever.
- 12) **Commercial Bid:** Price bid to be submitted through E-mode as per the format by clicking on Item Data tab in SRM. Kindly quote unit rate exclusive of all taxes for all the items, however indicate % of taxes considered (if any) in the Bidder's remarks.
- 13) Technical bid will be opened first and the Commercial bid of only technically accepted bids will be opened subsequently.
- 14) **Payment Terms:** Monthly basis within 21 days from the date of submission of bills with supporting documents acceptable to BEML i.e. submission of bills on completion of every month.
- 15) FAX or E-MAIL 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 opening date of tender.
- 18) BEML Limited reserves the right to accept or reject any offer in full or part.
- 19) Bidders have to submit bids (technical & price bid) for all the two types as mentioned above in the covering letter at SL.1 & 2, failing which, offer will be rejected. BEML Limited, reserves the right to avail the lowest offer for each type of Vehicle (Sedan Car/ SUV) as mentioned above in the covering letter at SL.1 & 2 and place order on different firms accordingly.
- 20) L1, for deciding the Tender, will be arrived considering Lowest rate quoted for each type of Vehicle (Sedan Car/ SUV) as mentioned above in the covering letter at SL.1 & 2 with regard to the following :
 - a) Unit rate quoted for monthly rental (notional for 26 days deployment and 1500 km per month)
 - b) Rate for extra KM beyond 1500 km (notional for extra 500 km.)
 - c) Rate for extra hours exceeding 312 Hrs per month (notional 1 Extra hrs.)
 - d) Driver Special Allowance (bhatta) for using Vehicle beyond 12 hrs. in Local movement. (notional bhatta for 1 hour)
 - e) Driver bhatta per day for out station duty – same day return (notional Bhatta for 1 day out station duty without night stay)
 - f) Driver bhatta per day for out station duty – over night stay (notional Bhatta for 1 day out station duty with night stay).
- 21) Tour (Outstation duty) will be considered only when the Vehicle travels outside city/district for more than 50 km. one way from deployed station to a different location.
- 22) Canvassing by bidders in any form including unsolicited letter on tenders submitted or post tender corrections shall render their tenders liable for rejection and offers not confirming to the above terms are liable to be rejected.

- 23) BEML Limited may ask for shortfall documents during the evaluation of the technical bids. Request for shortfall documents and the response shall be through E-mail – amr@rm.beml.co.in, ranchi@rm.beml.co.in and no change in the prices of the bid shall be sought, offered or permitted.

Acknowledged & Accepted
Company's/Firm Signature with seal

Annexure – “B”**BEML LIMITED**

(A Government of India Mini-ratan Company under Ministry of Defence)
206/D1, “Bhagirathi” (Behind NCC/Army Campus), Rameshwaram Colony,
Bariatu Road, Ranchi – 834009 (JHARKHAND)
Tel.: (0651) 2540710 Fax: 0651 – 2540624
Web - <http://www.bemlindia.in> e-mail: amr@rm.beml.co.in

Annexure to our Tender No. 6300033220**Scope of Work**

01) BEML Limited, Regional Office, Ranchi intends to hire the following vehicles: -

Sl.No.	Vehicle Type	Make/Manufacturer/Class of Vehicle	Quantity
01	AC Sedan car	Maruti Swift Dzire/ Honda Amaze/ Tata Zest/ Hyundai Xcent	01
02	AC SUV (Diesel)	TATA SUMO / Mahindra Bolero/ Mahindra Scorpio/ Tata Safari Storme	04

- 02) The vehicle to be deployed should be new or year of manufacture should be not before year 2018 and in very good /satisfactory & trouble free operative condition 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, Pollution under control Certificate, Fitness/ Fitment Certificate and Road Tax paid receipt of the vehicle allotted to BEML Limited should be furnished along with a copy of valid Driving License of the Driver, prior deployment of vehicle.
- 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 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 Limited 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 decent 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 duty assigned, **penalty will be imposed to the extent of Rs.500/- per day** which will be deducted from monthly bills. Delay reporting i.e. maximum

delay of 2 hours i.e. reporting after 11 am in place of reporting at 9 am, will not be considered as delay reporting and vehicle will not be accepted for that day.

- 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.
- 12) 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 Limited will not take any responsibility and will not bear any additional expenses in this regard.
- 13) The requirement of number of Vehicle (Sedan Car/SUV) 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 Limited, one week (07 days) in advance.
- 14) After entering into the contract, the respective Vehicle identified for BEML Limited shall be at sole disposal of BEML Limited only and shall not be let or sublet to others.
- 15) The service of Vehicle in usual course to be provided on all week days, from Monday to Saturday from 9.00 AM to 09.00 PM, however, the deployed Vehicle may be utilized on Sunday and Holiday, which will be intimated thru' driver on duty. It will be responsibility of the Provider to fulfill such requirements at no extra cost, other than the agreed terms/monthly rate.
- 16) 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 5.00 AM) 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, lube oil 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.
- 17) The Vehicle service provider should quote all the rates clearly as per Format of this BID Invitation. The **monthly rate** quoted for **all calculation purpose will be 26 days**; however, the payment will be made for actual Km. of Operation & no. of day/days of utilization in a month.
- 18) Normal usage of the vehicle is considered for a running of 1500 KM per month and charges for extra kilometer beyond 1500 km per month will be paid for which rate shall be quoted in by the bidders in the tender.

QUALIFICATION CRITERIA: -

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

1. Contractors should own minimum 2 (Two) vehicles i.e. AC Sedan car (Diesel) or AC SUV (Diesel) in totality (either of specified Vehicle as stated in Scope of Work having Commercial Registration with RTO) and the details of such vehicles under their disposal for deployment along with the valid copies of documents (Upload/Attach) viz. – Certificate of Registration, Road Tax token, Jharkhand state or National Permit , Fitness/ Fitment Certificates, Insurance, Pollution under control Certificate to be provided along with the technical bid.
2. The Tenderer has to submit an Affidavit on a non-judicial stamp paper worth Rs.500/- with the condition that "They are going to provide the Vehicle as per the NIT/Tender on placement of work order".
The said affidavit will be taken into consideration and considered as eligible.
3. 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., IFSC Code, MICR Code (Upload / Attach a copy of cancelled Cheque)
4. Contractors should have valid IT PAN Number and Income tax will be deducted at source as per prevailing Income Tax Rules.
5. Contractors should have GST tax registration number. The bidder, who does not have GST registration number, has to submit an undertaking, stating that “we shall provide GST registration certificate within one month from the date of receipt of work order”, if the bidder receive the work order.
6. Work experience and past performance - The Vendor must Upload/Attach work Experience certificate / work completion certificate with copy of Work Order of minimum two contracts, performed in the **last 3 years from the date of issue of tender**.
7. Average Annual Financial turnover during the last 3 financial years, ending 31st March i.e.F.Y. 2016-17,2017-18,2018-19, should be at least **Rs.12.19 Lakhs** (Copy of audited Profit and Loss account and balance sheet to be scanned and uploaded in collaboration folder).

A. GENERAL TERMS & CONDITIONS: -

1. EMD amount Rs.82000/- as specified to be remitted online or on Bank Counter in favor of BEML Limited in its STATE BANK OF INDIA Account [A/c No. **11048999662** /IFSC '**SBIN0012623**' / MICR '**834002032**']. Or thru' Demand Draft / Banker's Cheque in favour of BEML LIMITED, payable at Ranchi. In case of online remittance, the transaction slips printout or Copy of Demand Draft/ Banker's cheque to be uploaded in SRM system. The original Demand Draft /Banker's Cheque towards Earnest Money Deposit (EMD) & Tender Fee, to be submitted in a sealed envelope in the Tender drop Box provided at Regional Office, Ranchi before closing date and time of the bid submission.
2. 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.
3. **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 order to the successfully Bidder. EMD shall not carry any interest.
- a) The value of EMD and Security Deposit will remain same irrespective of no. of Vehicle to be offered by the Bidder. The Successful bidder has to submit a Demand Draft/Banker's cheque towards Security deposit (adjusting the EMD amount) or to execute a Bank Guarantee from any commercial bank in India @ 10% of total contract / Work order value (Including Tax). This Security Deposite / Bank Gurantee to be submitted within 30 days from the date of issue of work order. The Security Deposit or bank guarantee should be valid up to 90 days after completion of contract Period. If the contract is getting extended, same PBG will be extended for the extended period plus 90 days i.e. extended period and 90 days after completion of extended period.
 - 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 BEML Limited till the said Security deposit or Bank Guarantee will be submitted by the successful bidder/ Service provider.
4. The security deposit shall be refunded within 90 days after the date of expiry of the contract period subject to the contractor fulfilling all obligations and operations as required under the contract.
5. BEML Limited 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 Limited, shall be final and binding upon the contractor and shall not be called into question.
6. 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.
7. 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.
8. The tender document shall be deemed to form an integral part of the contract to be entered for this work.
9. BEML Limited reserves the right to have parallel / similar contract with any number of contractors.

10. 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 Limited. 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 Ranchi 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.
11. In case of any suit or other legal proceedings arising under or relating to this contract, the courts at Ranchi shall only have jurisdiction.

12. **CONTRACT SPECIFIC TERMS & CONDITIONS:** -

- i. The vehicles will normally be utilized by Car / SUV of Transport section under BEML Limited for plying **under Regional Office, Ranchi, including store at Kokar industrial area, projects site – presently at KD Hesalong, Meghahatuburu, Rajrappa, Kathara, Bokaro & Kargali, Dhor, Argada and Hazaribagh** (which may change as per organizational requirement) as per the timings/schedule indicated above or as decided from time to time by the User Deptt. These vehicles will also be required to travel to different places in Odisha, Bihar & Jharkhand state, as and when require. The deployment of said Vehicle may change to other locations/New Offices (if created) depending upon organizational requirement, which must be agreeable to the Contractor. The Contractor before submitting the offer should analyze and after signing the contract, they may not withdraw their commitment in any case.
- ii. 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.
- iii. 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.
- iv. Special Driver Bhatta for utilization beyond 9 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.
- v. **Normal usage of the entire vehicle to be utilized @ 12 hours a day for 26 days in a month and 1500 km. per calendar month. The offers considering these operational specifications per calendar month (26 days) 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 basis as per the following parameters:**

Description		Calculations
A	Monthly rate (26 days / 12 hrs per days / initial 1500 km)	Quoted rate in price bid
B	Rate/litre of diesel on the date of issue of work order (IOCL Ranchi rate)	Diesel rate

C	For diesel consumption the average km will be taken as 12 km per litre	12 km per litre
D	Calculation of Diesel price (initial 1500 km) which is included in the quoted rate (A)	$1500 \times \text{rate/litre of diesel on the date of issue of work order (IOCL Ranchi rate)}$ 12
Description		Calculations
E	Service charges – Rate of 26 days which is included in the quoted rate (A)	A-D
F	Rate beyond 1500 kms per month	quoted rate per km in price bid
Monthly Payment will be released as per the following scenario :		
Scenario 1	Utilised 26 days and 1500 Km	A
Scenario 2	Utilised 26 days and less than 1500 Km	$\{(E+(D/1500 \text{ KM} \times \text{Actual utilised in KM})\}$
Scenario 3	Utilised 26 days and more than 1500 Km	$\{(A+ (\text{Extra KM} \times F)\}$
Scenario 4	Utilised less than 26 days and 1500 km	$\{(E/26 \times \text{Actual Days}) + D\}$
Scenario 5	Utilised less than 26 days and Less than 1500 km	$\{(E/26 \times \text{Actual Days}) + (D/1500 \text{ KM} \times \text{Actual utilised KM})\}$
Scenario 6	Utilised less than 26 days and more than 1500 km	$\{(E/26 \times \text{Actual Days}) + D + (\text{Extra KM} \times F)\}$
Scenario 7	Utilised more than 26 days and more than 1500 km	$\{(A+ (E/26 \times \text{EXTRA DAYS}) + (\text{Extra KM} \times F)\}$
Scenario 8	Utilised more than 26 days and less than 1500 km	$\{(E+ (E/26 \times \text{EXTRA DAYS}) + (D/1500 \text{ KM} \times \text{Actual utilised KM})\}$
Scenario 9	Utilised more than 26 days and 1500 km	$\{(E+ (E/26 \times \text{EXTRA DAYS}) + D\}$

- vi. Normal usage of the vehicle is between 9.00 AM to 9.00 PM for about 12 hours on any day and 312 hours per month cumulative. Usage of vehicle beyond this time period (i.e. Cumulative 312 hours per month) will be treated as additional service for which extra hour charges will be paid and is to be quoted by the bidders in the Price bid of this Tender.
- vii. The usage of specified Vehicle in normal course under Ranchi Region for local, deployment in Projects or any assigned place in Jharkhand, Bihar, Odisha state, is on all weekdays (from Monday to Saturday), however, the vehicle may be utilized on other week days i.e. on Sunday and/or Holidays, depending upon the requirement by BEML.
- viii. **Maintenance Hours:** Normally two days in a month (Sundays & Holidays only) will be provided as off-day for maintenance and other requirements. 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.

- ix. 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**.
- x. The vehicle deployed for the contract shall be new or year of manufacture should be not before year 2018 as on the date of issue of work order for deployment **and must be in good/satisfactory/trouble free operative condition**.
- xi. 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.
- xii. 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.
- xiii. The deployment of vehicle shall be punctual always. Late reporting and absence will attract penalty at the discretion of BEML Limited, as per the terms enumerated in this tender.
- xiv. Any unauthorized journey undertaken by the driver / contractor during the contract period will be disallowed and will be penalized at the discretion of BEML Limited.
- xv. While deploying the vehicle, the contractor shall ensure the following :-**
 1. Valid and relevant documents for the vehicle and driver viz., Registration Certificate, Tax paid Challan / Endorsement, Insurance, Fitness/ Fitment Certificate, Driving License, Commercial use permit, Pollution under control 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 charges etc.
 4. A mobile phone with the driver in working and charged condition.
 5. A first aid kit in the vehicle.
 6. 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.
 7. Vehicle washed daily and maintained, cleanly both exteriors and interiors and to be equipped with Car Air Freshener & Perfumes and Seat Cover/Towel cover. The Seat Cover / Towel cover must be cleaned periodically i.e. on weekly basis or before, if required. The Seat Cover/Towel cover and to be changed once in a week time.

8. Essential minimum spares viz., fan belt, spare wheel properly inflated, spare bulb & fuses, jack, standard tools and tackles to attend to emergencies during operation.
9. 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 BEML logo to be affixed in Front Cabin glass preferably on left top corner.
10. 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 of the contractor. In such cases, contractor has to give prior information to BEML on deployment of alternate vehicle/ driver.
11. The Service provider has to obtain necessary Permit from Competent authority for the deployed Vehicle for free movement to other neighboring State within 30 days time from the date of award of Contract.

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

- a) Driver employed for the vehicle should have minimum of 5 years/ experience (driving license should be valid minimum 5 years of the driver issued by competent authorities at the time of issuing the work order), 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 be aware of the localities and routes within the place of deployment.
- d) Driver should have knowledge of commonly spoken language Hindi and knowledge of Local & English languages will be preferred.
- e) Drivers shall wear preferably decent Uniform – both the trousers and shirts while on duty.
- f) 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.
- g) The driver should get inside the vehicle only after passengers are seated and made comfortable.
- h) 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.
- i) The driver shall park the vehicle only in the designated parking area always.
- j) 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.
- k) The Driver shall place "ON DUTY BOARD" as stated above in front of the Vehicle.

- l) The driver shall not smoke Cigarettes / Bidis nor use other tobacco products while on duty.
 - m) The driver shall not spit, belch and make unsavory gestures while performing duty.
 - n) 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.
 - o) The driver shall not use mobile phone while driving, and calls, if any shall be attended only by stopping the vehicle at suitable location.
 - p) 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.
- ii. **VEHICLE LOG BOOK:** A LOG BOOK (containing the details as prescribed by BEML) 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.
- iii. 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 Limited, Authority concerned in advance.
- iv. The Contractor shall not sub-let the contract for Vehicles deployed to BEML Limited, 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 Limited is final and shall be binding on the contractor.
- v. For non fulfillment of the contract conditions, BEML Limited 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 Limited shall be at liberty to make alternative arrangements. The expenditure at the market rate for such arrangements and for the loss / damage incurred by BEML Limited as a result of such non-compliance will be deducted from the monthly running bill or security deposit of the contractor. BEML Limited 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. Penalty per day = Monthly rate of the vehicle x 1.5 and divided by 26 days

The penalty as stated above will be imposed to the Service provider (Contractor) by BEML Limited. However, such penalty is subject to force major conditions like, accident, public unrest, natural calamities etc. at the discretion and verification of BEML Limited.

- 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:
- (i) 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. In case of delay in reporting at the place of duty assigned, **penalty will be imposed to the extent of Rs.500/- per day** which will be deducted from monthly bills. Delay reporting i.e. maximum delay of 2 hours i.e. reporting after 11 am in place of reporting at 9 am, will not be considered as delay reporting and vehicle will not be accepted for that day.
- 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.
- vi. In the event of contractor failing to provide the vehicle as above and BEML Limited shall be at liberty to make alternative arrangements, the expenditure at the market rate for such arrangements and for the loss / damage incurred by BEML Limited as a result of such non-compliance will be deducted from the monthly running bill or security deposit of the contractor. BEML Limited reserves the right to determine the cost of deduction at its sole discretion.
- vii. For repeated non-compliance of contract conditions, BEML Limited 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.
- viii. BEML Limited 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.
- ix. 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.
- x. The contractor and the authorized representatives including drivers will be held responsible for any breach of the terms and conditions of the contract.
- xi. The contractor /Driver should report accidents during the course of the work immediately to BEML Limited. Delayed information may be permitted, however not later than 12 hours. Contractor shall submit detailed report of any such accident or incident.
- xii. The Contractor will operate their vehicles entirely at their own risk and BEML Limited shall not be held responsible for any damage / losses incurred both for the vehicle or persons traveling in the vehicle any time.
- xiii. The contractors shall make their own arrangement for parking the vehicles overnight and during off days and holidays.

- xiv. 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 Limited 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.
- xv. 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 Limited will not take any responsibility and will not bear any additional expenses in this regard.
- xvi. The contractor at his own expense reinstate and make good to the satisfaction of BEML Limited and pay compensation for any injury to any person, loss / damage occurred to any property or rights whatever including property and rights of BEML Limited 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 Limited against all claims enforceable against BEML Limited or its bonafide users of the vehicle.
- xvii. The bidders shall quote for the vehicles on lump sum basis for 1500 (for 12 hrs. usage per day) kilometer running cumulative 26 days per month. The charges shall be inclusive of all expenses like fuel, oil, lubricants, 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 issue of Work Order), as the case may be accounted for short or excess days/ km of deployment in a particular month. The rate for 26 days is indicative for calculation purpose; however, payment for actual no. of days / km. of utilization will be paid on submission of Bill.
- xviii. The contract shall have price variation clause for providing increase / decrease in contract price in proportion to the increase / decrease in diesel 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 Work Order shall be borne by the contractor. Price variation beyond +/- 5% will be compensated by applying the following formula on the total km run on monthly basis: -

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

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

- b. While calculating the diesel escalation on monthly basis, we shall consider every month’s average of Highest and lowest rate of High Speed Diesel. This rate will be taken from Indian Oil Corporation Limited (IOCL).
- c. The cost of fuel (HSD diesel) on the date of work order/ service purchase order will be the base price for price variation clause.
- xix. The rates should be quoted in figure as well as in words (In INR) clearly as given in the “PRICE BID SCHEDULE”.

- xx. 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.
- xxi. All the offers received will be scrutinized and only technically qualified offers will be considered for Price bid opening.
- xxii. The Technically unqualified offers will be rejected.
- xxiii. The tenders received after the specified time of their "Submission" are treated as Late Tenders and shall not be considered.
- xxiv. The contract will be in force for two years from the date of work order/ Service purchase order for deployment of respective vehicles at respective locations and can be extended for another one year depending upon its satisfactory performance, on mutual consent.**
- xxv. BEML Limited reserves to short close the contract at its discretion at any point of time with giving a notice of 30 (thirty) days.
- xxvi. Monthly basis within 21 days from the date of submission of original bills with supporting documents acceptable to BEML i.e. submission of bills on completion of every month.
- xxvii. Contractor has to submit LOG BOOK for each vehicle. Log book to be submitted at BEML office while reporting to BEML office/assigned place informed by BEML, at every day morning and Log book should be signed by BEML representative who will use the vehicle for official purpose. Log Book will indicate details such as date, time in & out, km run, place of visit, designation & signature of BEML person against every movement. While closing of the day, time and signature of BEML person to be taken before leaving the BEML designated premises. These activities to be taken care by contractor/ driver of the respective vehicles.
- xxviii. FASTag (Electronic Toll Collection System) to be fitted in each vehicle which will be deployed at various location of BEML. Contractor has to ensure of fitment of FASTag system in each vehicle, without any extra charges. FASTag toll fee will be reimbursed on submission of relating documents/ receipt/ statement.
- xxix. 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. : 6300033220**Annexure – “C”****Profile and other technical details of your Company :
and upload in SRM platform, duly stamped and signed****To be filled in by the Bidder**

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 3 years, ending 31 st March of the previous financial year, should be at least Rs.12.19 Lakhs (Copy of audited Profit and Loss account and balance sheet to be scanned and uploaded in collaboration folder)	Financial Year 2018-19 – Rs. Financial Year 2017-18– Rs. Financial Year 2016-17 – Rs. Average for 3 years - Rs.
05)	Experience and past performance on similar contracts for the last 3 years from the date of issue of tender i.e. credential for operating hiring of cars/taxies. (Please upload the copies of Performance Certificate/ work completion certificate with relevant 2 nos work order/ Contracts only during the above specified period)	
06)	Contractors Fleet Strength (Please provide the fleet details viz., type of vehicle, model, registration number, etc.). Also scanned copy of the details such as RC book, Road tax token, insurance, Jharkhand state or National Permit, Pollution under control certificate, Fitness certificate of each vehicle to be uploaded with duly stamped and signed. Contractors should own minimum 2 (Two) vehicles as a fleet i.e. AC Sedan car (Diesel) or	

	AC SUV (Diesel).	
07)	Banker's Name & Address (Indicate IFSC code & MICR Code also, for faster payment). Cancelled cheque to be uploaded.	
08)	PAN Number (Scanned copy of the PAN Card to be uploaded in the collaboration folder)	
09)	"GST" Registration Number (Scanned copy of the GST registration certificate to be uploaded in the collaboration folder)	
10)	The Tenderer has to submit an Affidavit on a non-judicial stamp paper worth Rs.500/- with the condition that "They are going to provide the Vehicle as per the NIT/Tender on placement of work order".	

Note: If the offers are submitted without the above details, shortfall documents are required to be submitted against the clarification asked by BEML, within seven day including Sunday & public holidays, failing which offer will be rejected.

Signature with company/firm with seal

(Specimen Format (For guidance only))

Annexure – “D”

COMMERCIAL BID : Tender No. :6300033220**PART – II****Price bid to be quoted as per format in Item Data Tab-SRM****Rate to be submitted separately for each class of Vehicle to be deployed :-****For 12 hrs. x 26 days in a month :**

Sl. No.	Particulars	Vehicle : Car / Jeep (Diesel)
01)	Monthly rate per vehicle excluding tax (for initial 1500 kms. Of operation)	Rs..... (in word
02)	Charges for extra kilometer beyond 1500 KMs per month at Rs. per KM	Rs./ KM (in word
03)	Charges for extra hours for use for more than 312 hours per month at Rs. per hour	Rs./Hr (in word
04)	Driver special allowance (bhatta) for using the vehicle beyond 12 hrs. of utilization in Local duty only, not for on Out station Duty (Tour).	Rs...../Hr (in word
05)	Driver special allowance (bhatta) for using the vehicle for outstation trip a) same day return b) with Night stay	a) Rs...../day (in word) b) Rs...../day (in word)
06)	Rate / Litre of Diesel on the Submission date of tender	Rs..... (in word
07)	NOTE : Kindly indicate the GST in percentage which is extra as applicable	

Place:

Date :

Bidder's Name / Signature & Seal

CHECK LIST**Tender No. : 6300033220**

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

Sl.No.	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., IFSC Code, MICR Code (Details Uploaded/ Attached with a copy of cancelled Cheque)	Annexure- 2/ 2A/2B.....	
3.	Income Tax PAN No. details (Scanned copy of PAN card duly signed and stamped to be Uploaded /Attached)	Annexure- 3	
4.	Audited Profit & Loss account, Balance Sheet & IT Return for last 3 financial years – F.Y- 2016-17, 2017-18, 2018-19. (Scanned copies duly signed and stamped to be uploaded)	Annexure- 4, 4A/4B/4C....	
5.	Registration certificate of Tour/Taxi /Travel Agency (Scanned copies duly signed and stamped to be uploaded)	Annexure- 5	
6.	“GST” Registration certificate (Scanned copy of certificate duly signed and stamped to be uploaded/attached)	Annexure - 6	
7.	Details of Fleet of Vehicles (Scanned copy of valid documents viz. – Certificate of Registration/ RC book, Road Tax token, Insurance, Fitness Certificates, Pollution under control Certificate and Jharkhand state or National Permit of each vehicle. to be uploaded, if possessing). Contractors should own minimum 2 (Two) vehicles as a fleet i.e. AC Sedan car (Diesel) or AC SUV (Diesel).	Annexure- 7/ 7A/7B/7C.....	
8.	Work Experience and past performance on similar contracts for the last 3 years from the date of issue of tender i.e. credential for operating hiring of cars/taxies. (Please upload the copies of Performance Certificate/ work completion certificate with relevant 2 nos work order/ Contracts only during the above specified period)	Annexure-8/ 8A /8B	
9.	EMD & Tender Fee : Transaction slips printout for online remittance or Copy of Demand Draft/ Banker’s cheque to be uploaded in SRM system	Annexure-9/ 9A/9B.....	
10	The Tenderer has to submit an Affidavit on a non-judicial stamp paper worth Rs.500/- with the condition that "They are going to provide the Vehicle as per the NIT/Tender on placement of work order".	Annexure-10	
All above documents before scanning & uploading must be marked with Annexure No.1,2,....			
All documents uploaded in SRM system to be clearly visible and not blurred (not readable).			