
Open TENDER – HIRE OF VEHICLE

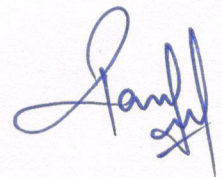
BEML Limited, a Public Sector Undertaking requires Diesel "Vehicles" for day-to-day use for deployment under District Office, Leh. If you fulfil the requirement, please submit the offer with supporting documents for the following requirement of Jeeps.

{Management reserves the right to accept or reject any or all Tenders without assigning any reason whatsoever.}

Please go through the tender document carefully and submit your offer accordingly, complete in all respects, with supporting documents. Any deviation from the NIT may attract disqualification.

The offer has to be submitted as per details mentioned below.

- a) Check List as per Annexure- A of tender document.
 - b) All pages of the offer should be duly signed by the authorised representative of the bidder.
- All pages of the offer along with the enclosures are to be submitted duly signed by the bidder.
 - Quotations erased and overwritten will be summarily rejected unless corrections are authenticated with bidder's signature.
 - Offers received after the submission time of the due date and time will not be accepted.
 - The rates quoted should be mentioned both in words and figures. If any differences are observed in the rates mentioned in figures and words, the rate written in words will be considered final.
 - The requirement of jeep will be on the monthly basis with unlimited outstation duty.
 - The contract will be entered initially for a period of **TWO (2) YEARS** and can be extended for a further period of **ONE** year on the same terms and conditions and Rate. Based on the satisfactory performance during the initial 2 year period.



- The company will not be held responsible for any liability against the vehicle deployed or the driver.
- The successful bidder will be required to sign an agreement on a non-judicial stamp paper of Rs. 100/-. The effective date of contract shall be reckoned from the Date of signing of the contract.

- **Earnest Money Deposit (EMD):** The bidders are required to submit an EMD of ₹10,000/- along with the tender documents. EMD to be paid in the form of DD in favour of BEML Ltd., payable at New Delhi or RTGS /NEFT through our SBI Account No. (11084238253), IFSC Code SBIN0000691.

The bank details for payment of EMD through RTGS/NEFT are as mentioned below:

Sl. No.	Description	Details
1.	Account holder name	BEML Limited
2.	Bank Account Number	00000011084238253
3.	Bank	State Bank of India
4.	Branch	New Delhi Main Branch (00691)
5.	IFSC Code	SBIN0000691
6.	MICR Code	110002087

- EMD for unsuccessful bidder would be returned within 30 days after issue of work order to the successful bidder.
- EMD for successful bidder would be returned after successful completion of work order.
- BEML Ltd reserves the right to reject any or all the tenders without assigning any reasons whatsoever. Decision of BEML Ltd in this regard shall be final & binding to all parties.
- Canvassing/ influencing in any form by the bidders, including receipt of unsolicited covers or post tender for corrections shall be rendered for summarily rejection without any notice to the bidder.

For **BEML Limited**


Authorized Signatory



Phone: 01982-258828

BEML LIMITED
District Office
174-B, Housing Colony,
Near Royal Enfield Showroom
Leh-194101, Jammu & Kashmir

Ref. No. BEML/MLL/VEHICLE/2019/ **579**

Date: 18.07.2019

Dear Sir,

Sub: Manual Tender for Hiring of Vehicles on Monthly Basis of D.O Leh.

BEML Ltd., a Govt. of India Mini Ratna Public Sector Company under Ministry of Defence intends to hire 01 (One) No., Mahindra & Mahindra- Xylo (AC & Heater) or equivalent at **174-B, Housing Colony, Near Royal Enfield Showroom, Leh-194101, Jammu & Kashmir** on monthly basis for a period of 02 (Two) years.

Please find enclosed technical and price bid format and submit your offer in separate sealed envelopes bearing on the top the reference of the Tender and Bid Details (i.e. Technical Bid or Price Bid) to "District Manager, M/s BEML Leh, 174-B, Housing Colony, Leh-Ladakh-194101" **on or before 08.08.2019 4:00 pm**

Price bid opening date will be communicated to successful bidders qualified in technical bid by E-mail/phone.

Thanking you,

Yours faithfully,

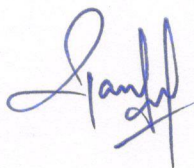
For BEML LIMITED

District Manager

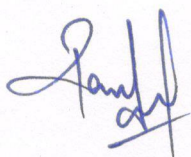
Enclosure: Contract Terms and Conditions (05 pages), Annexures - A, B & C.

CONTRACT TERMS AND CONDITIONS:

- 01) The vehicles shall be commercially registered and will normally be utilized by District Office Leh under BEML Ltd, for plying within Leh and Kargil District of J&K. The bidder should have the (Full State) road permit of J&K/ All India permit for the vehicle offered, failing which the quotation shall be liable for rejection.
- 02) The vehicle may be utilised beyond the general timings and for outstation trips, and in such a case driver special allowance (Bata) will be paid separately beyond 11PM (11PM to 5AM) for which rates shall be quoted in the price format.
- 03) Normal usage of the vehicle is for 2200 Kms Mahindra & Mahindra- Xylo(AC & Heater) or equivalent per calendar month, however for extra kilometres rates over and above distance of 2200 kms per month will be paid as per the same formulae mentioned under (Point No. 30).
- 04) Normal usage of the vehicle is between 8.00 AM to 8.00 PM for about 12 hours on any day. Usage of vehicle beyond this time period will be treated as additional service for which extra hour charges beyond cumulative 360 Hours per month will be paid and is to be quoted by the party in the price format.
- 05) Normal usage of the vehicle is on weekday i.e. Monday to Saturday, however, the vehicle if required on Sundays and Holidays shall also be provided.
- 06) Dead Kilometre distance and time (for conveyance of the vehicle from the contractor's office to BEML Ltd. and back) will be allowed only once a day. Dead Kilometre is considered at actual distance of 05 Kilometres, whichever is less.
- 07) The dead KM is part of 2200 km/month for Mahindra & Mahindra - Xylo (AC & Heater) of equivalent given as per the contract.
- 08) The vehicle deployed for the contract should not be owned by BEML employees and or their dependents, the ownership details of the vehicle to be submitted by the successful bidder before deployment and if there is any contravention of this clause, the contract will be terminated immediately and the Security Deposit will be forfeited.
- 09) The vehicle deployed for the contract shall be of 2014 and later model vehicles only.
- 10) The vehicle should have been registered under Motor Vehicles Act as applicable for commercial use with RTO under Taxi Permit in the Bidder's Name only. Bidder shall submit documentary proof of the same along with the Bid.



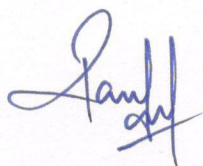
- 11) The vehicle employed shall be well maintained in good running condition and road worthy to ensure smooth and trouble free service during the entire contract period.
- 12) The deployment of vehicle shall be punctual always. Late reporting and absence will attract penalty at the discretion of BEML Ltd.
- 13) 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.
- 14) While deploying the vehicle, the contractor shall ensure the following always:-
 - a) Valid and relevant documents for the vehicle and driver viz., Registration Certificate, Tax paid challans / Endorsement, Complete Insurance, Fitness Certificate, Driving License, Commercial use permit, emission test certificate. Etc.
 - b) Vehicle shall be in full preparedness for the full day service including the fuel in the tank, preparedness of the driver and reasonable money with the driver for meeting contingency requirements.
 - c) A mobile phone with the driver in working and charged condition.
 - d) A first aid kit in the vehicle.
 - e) 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.
 - f) Vehicle washed daily and maintained cleanly both exteriors and interiors.
 - g) Essential minimum spares viz., fan-belt, spare wheel properly inflated, spare bulb & fuses, jack, standard tools and tackles to attend to emergencies.
- 15) Duties and responsibilities of the driver:
 - a) Driver employed for the vehicle should have minimum of 5 years' experience in hilly and plain terrain, physically fit, having good eyesight and reflexes.
 - b) Driver shall have valid driving license for the type of vehicle and keep it updated as when required.
 - c) Driver should be aware of the localities and routes in and around of Leh, Kargil, Nubra, Zanskar, Changthang, etc regions of J&K.
 - d) Driver should have knowledge of Hindi and English languages.
 - e) Drivers shall wear uniform as per RTO rules 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 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 not smoke cigarettes / bidis nor use other tobacco products, pan masala etc. while on duty.



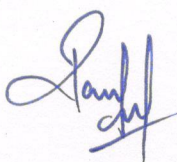
- k) The driver shall not spit, belch and make unsavoury gestures while performing duty.
- l) The driver shall not consume alcohol and shall not be under the influence of alcohol while on duty.
- m) The driver shall not use mobile phone while driving; calls if any shall be attended only by stopping the vehicle at suitable location.
- 16) Trip sheet booklet will be provided by BEML Ltd for the vehicle every month & the driver has to ensure its proper filling and acknowledgement while performing the duty. The trip sheet details as recorded and signed will be the basis for preparing the bills.
- 17) The contractor shall not sub-let the 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.
- 18) For non-fulfilment of the contract conditions, BEML Ltd reserves the right to impose penalty on the contractor as follows:-
- a) For non-supply of stipulated vehicle during the month penalty per day at a rate of two (2) times the normal rate i.e., Monthly rate of the vehicle / 26 X 2; penalty is subject to force majeure 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) For late reporting of the vehicle, the contractor has to compensate for the alternate arrangement made by BEML or penalty will be imposed of Rs. 200/- for each instance at the discretion of BEML.
- d) For indulgence of disobedience / misbehaviour / malpractice / fraud or any act of misdemeanour of the driver while on duty a penalty of Rs. 750/- per incidence will be levied.
- e) If driver found to be under influence of alcohol while on duty a penalty of Rs. 500/- per incident will be imposed.
- f) If driver while on duty fails to pick up guests/officers from Bus Stand/ Airport then a penalty of Rs. 500/- per incident will be imposed in addition to the actual auto/ taxi fare spent by the guest/ officer.

The penalty amount imposed if any would be deducted from the monthly bill of the contractor.

- 19) 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 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.



- 20) 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.
- 21) 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.
- 22) Only authorized staff attached to the contractor and driver nominated shall be allowed entry inside of 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.
- 23) The contractor and the authorized representatives including drivers will be held responsible for any breach of the terms and conditions of the contract.
- 24) Accidents during the course of the work should be reported by the contractor / driver 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.
- 25) 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.
- 26) The contractors shall make their own arrangement for parking the vehicles overnight and during off days and holidays.
- 27) 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.
- 28) 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 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.
- 29) 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 bonfide users of the vehicle.

30) 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 (Diesel) Price will be reimbursed as per actual i.e. for every 09 kms run rate of 01 lts of Diesel will be reimbursed. The rate of Diesel per litre will be calculated by taking average of three rates in a month by applying the following formula:

$$\text{Fuel rate/ litre "L": } \frac{\text{Rate of diesel in (1}^{\text{st}} \text{ week+ 2}^{\text{nd}} \text{ or 3}^{\text{rd}} \text{ week + 4}^{\text{th}} \text{ week)}}{03(\text{three})}$$

b) The fuel rate reimbursed then = **{Total Kms Run/ 09 kms (average)} x "L"**

c) The Average/ milage of the Fuel (Diesel) for Mahindra & Mahindra – Xylo (AC & Heater) will be 09 KMS.

d) Minimum of three diesel bills to be submitted per month to calculate the average diesel rate for the month.

31) All the offers received will be scrutinized and only technically qualified offers will be considered for Price Bid opening.

32) The Technically unqualified offers will be rejected.

33) The contract will be in force for 24 months from the date of deployment of vehicles, which can be further extended for 01 year on same terms and conditions if required by BEML Ltd.

34) BEML Ltd reserves to short close the contract at its discretion at any point of time with giving a notice of 30 days.

35) Payment to contractor will be made within 30 days from the date of submission of bills. 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.

36) The actual taxi parking charges / toll charges incurred at airports / check posts or any other places will be reimbursed on production of actual receipt duly certified by the user without any corrections or overwriting on monthly basis.

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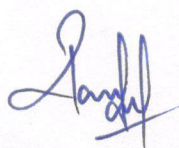
Annexure - "A"

FORMAT FOR PROVIDING INFORMATION PERTAINING TO TECHNICAL BID

01)	Name of the Individual / Travel / Tour / Taxi Operation and Address	
02)	Telephone No. - Landline Telephone No. - Mobile Email ID	
03)	Registration of Tour / Taxi Operator / Travel Agency/ Contractor	
04)	Annual Turnover of the last 03 years (copy of balance sheet to be attached) 2015-16 2017-18 2018-19	
05)	Experience credential for operating hiring of vehicles (Please provide the contract details along with copies of contract / work order copies)	
06)	Contractors Fleet Strength (Please provide the fleet details viz., type of vehicle, model, registration number etc.)	
07)	Banker's name and Address Account Number	
08)	PAN No.	
09)	GST Registration Number	
10)	No. of vehicles owned which are not more than 5 years old. i.e. Vehicles registered after 2014.(RC copy)	
11)	Agreeable for Terms and Conditions. (Please provide copy of the tender document duly signed and stamped)	Yes / No

Note: Partnership companies should enclose copy of partnership deed.

Bidder's Name/ Signature & Stamp



Annexure – "B"

EVALUATION FORMULA:

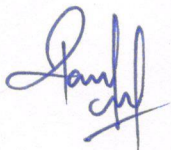
The following evaluation formula shall be used to determine the lowest bid (L1 Bid).

For Hire of Mahindra & Mahindra XYLO (AC & Heater) on Monthly Basis:			
Sl. No.	Particulars	Quantity (Per Month)	Total (Rs./Months)
1	Monthly rental rate per Vehicle for 360 Hrs. per Month, say Rs. "P"	1	(1xP) =
2	Charges for Extra Hours for use for more than 360 Hours per Month, say Rs. "H" per Hour	10 Hours	(10xH)=
3	Driver Bata for using the vehicle beyond 08:00 PM, say Rs. "N" per Night	1 Night	(1xN) =
4	Driver Bata for using Vehicle for Outstation Trip, say Rs. "T" per Day	1 Day	(1xT) =
Total Evaluated Cost (C2) =			(1xP + 10xH + 1xN + 1xT)
Total Evaluated Cost (C2) =			

Place:

Date:

Bidder's Name/ Signature & Stamp



PRICE BID SCHEDULE

Sl. No.	Particulars	Rate for Mahindra & Mahindra XYLO (AC & Heater) Vehicle in Rs.
1.	Monthly rate per vehicle for 12 Hours a day.	Rs...../Month
2.	Charges for extra hours for use for more than 360 hours per month at Rs. Per Hour.	Rs...../ Hour
3.	Driver special allowance (Bata) for using the vehicle beyond 08:00 PM	Rs...../Night
4.	Driver special allowance (Bata) for using vehicle for outstation trip	Rs...../Day

Place:

Date:

Bidder's Name/ Signature & Stamp

