



**TENDER DOCUMENT**  
**For Tender Enquiry No. : HRM/ BUS/TE/6/02 Rev 01**

For

**“Contract for Hiring and Operation of  
52 Seats Capacity Buses of 2012 or Later Model”**

**Contact Person:**

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Tender Due Date: 27/04/16 at 13:15 Hrs  
Tender Opening Date : 27/04/16 at 14:00 Hrs

Rev 01 Date 13/04/16	Rev. 01 is being issued to amend Page 3, 14, 16, 17, 23, 27, 28 and tender due date & Tender opening date.
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**Human Resource Management**  
**Bharat Heavy Electricals Limited,**  
PO: BHEL, Jhansi 284120 UP





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

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I/ We agree with above  
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**Annexure "A"**

**NOTICE FOR INVITING TENDER**

S. No.	Name of Work	Description
1	Scope of Work	Presently our requirement to take the services of 5 buses to maximum 7 Nos. Buses of 52 Seat Capacity and of 2012 or later model for carrying Employees, their wards –Student/ Teachers of BHEL Jhansi to & fro between BHEL and various places in Jhansi in line with routes detailed in Tender.
2	Tender Evaluation Criteria	As per Annexure "1"
3	Duration of Contract	TWO YEARS from the date of award. Extendable for one more year on mutual consent.
4	Last date of receipt of the Tender	27.04.2016 on 13.00 Hours
5	Date of opening of Techno - Commercial Bid.	27.04.2016 on 14.00 Hours.
6	Address for submitting the tender	Tender Box at CISF office Administrative Building gate BHEL, Jhansi-284120
7	Earnest Money Deposit	<b>Rs. 2,00,000 (Rs. Two lakhs Only)</b> <b>(Ref. Clause in tender for details)</b>
8	From where the tender can be obtained	The Tender document can be purchased from the office of SR. DGM (HR), Administrative Building, Ground Floor, BHEL Jhansi or can be downloaded from web site <a href="http://www.bheljhs.co.in">www.bheljhs.co.in</a> or <a href="http://www.bhel.com">www.bhel.com</a>
9	Cost of Tender	Rs.1000/- +VAT @14.5 % = total <b>Rs. 1145.00- only</b> (Payable through a Separate DD in favors of BHEL, Jhansi along with Techno - Commercial Bid in case of documents downloaded from website OR Deposit in Cash Office at BHEL Jhansi.
10	Validity of Offer	120 Days from tender opening date.



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# Bharat Heavy Electricals Limited, Jhansi

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Annexure-“B”

### SCOPE OF WORK AND WOSRK SPECIFICATIONS

1. Presently our requirement to take the services of 5 buses to maximum 7 Nos., 52-Seater Buses of 2012 or later model for carrying employees, their wards –Student/Teachers of BHEL Jhansi to & fro between BHEL and various places in Jhansi as detailed in Annexure “H”.
2. The cost of fuel, maintenance, operating staff and their insurance, registration, road permit, fitness and insurance of vehicles etc. shall be in scope of contractor. The contractor shall also be responsible for providing immediate alternative arrangement in case of breakdown or accident. In case of breakdown the clause No.10 of Contractor’s Obligation will be applicable. The time schedule for the running of buses shall be maintained strictly by the contractor.
3. The contractor shall be free for use of buses for other activities during the off time when buses are not required by BHEL. The requirement of the buses is based on number of trips and shifts.
4. The operation of the buses shall be in scope of work of the contractor for which they shall provide qualified and trained drivers, conductors / cleaners on each of the bus during operation hours.
5. The buses shall be normally operated on sanctioned routes as decided by BHEL as per Annexure “H” in day or night as directed. The buses shall be operated normally on working days. In case of change in routes and / or distance, the variation shall be paid on pro-rata basis only if variation is more than 10%. Distance for different bus routes are measured from Elite Square and BHEL as starting point and end point as per bus route Annexure “H”.
6. Apart from the routes & buses as listed in Annexure “G” “Measurement Criteria” the bidder may have to provide bus as and when required. The rates of such requirement shall be paid as per rate contract for SL 7 of Price Bid on pro rata basis in Rs. per KM. The charges shall be paid for minimum 50 KM distance measured from BHEL Main Gate.



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Annexure "C"

**IMPORTANT INSTRUCTIONS TO BIDDER**

1. The bidders shall closely peruse all the clauses of the tender documents and all annexure enclosed / referred in Tender Documents before quoting. If the bidder has any doubt about the meaning of any portion of the tender conditions or find discrepancies or omissions in the provisions or require clarification on any of the technical aspect, scope of work etc. he shall at once contact the authority inviting the tender for clarification before the submission of the tender.
2. Non-compliance with any of the tender conditions set forth thereon and incomplete, conditional or ambiguous offers are liable to reject the tender.
3. Before submitting the bid, the bidders are advised to be well acquainted with the actual working and familiar with all other prevalent conditions, facilities available, nature of work / duties etc. No claim shall be entertained later, on the ground of lack of knowledge.
4. All entries in the tender documents should be in one color ink. Corrections, over writing, cuttings if any should be countersigned by the contractor with date. All the columns in the tender form should be filled without leaving blank in any clause in any page of the tender and all the pages must be duly signed & stamped by the bidder before submission. The contract can be extended further on mutually agreed terms and conditions.
5. The price / rate should be quoted in figure as well as in words. Price quoted in words shall be final and binding on all the parties. Price quoted shall be inclusive of all taxes & duties, all statutory requirement / liabilities etc. Service Tax shall be extra as applicable.
6. Corrections in the bid should normally be avoided. However, when these become essential, bidder shall score out the incorrect information and put the correct information duly endorsing each correction with his signatures
7. **Procedure for Submission of Bid :** Above tender is "Two Part Bid" System (Technical / Commercial Bid & Price - bid). The tender is to be submitted in two parts.
  - a. **Part I- Techno Commercial Bid + Blank Price Bid**
  - b. **Part II- Price Bid**

**Part I:-**The Techno-Commercial bid and its enclosures must be submitted in one sealed envelope super scribed as "**Tender No. HRM/BUS/TE/06/02 TECHNO-COMMERCIAL BID**"

EMD / cash deposit receipt for EMD amount, Cost of tender documents, Blank Price Bid and copies of all the relevant documents for qualifying requirement of the tender, must be enclosed with Part I.

**Part II:** The second envelope duly sealed should contain the **price bid** (Duly filled, signed and stamped in prescribed format as per annexure "K") only. This envelope should be super scribed as "**Tender No. HRM/BUS/TE/06/02 PRICE BID.**"

8. The price bid envelope should contain the rates in figure and words only. Any other enclosures, which the bidder wishes to submit, must be enclosed with the Technical bid only.

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**Annexure "C"**

9. Both the techno commercial bid and price bid sealed envelope must be again enclosed in a single envelope duly sealed and super scribed as "**Tender Enquiry No. HRM/BUS/TE/06/02** The same should be dropped in the tender box kept in the office of CISF at Administrative Building gate, BHEL, Khailar, Jhansi, on or before the specified date and time.
10. Offer not in line with the above procedure or quoted in any other format is liable to be rejected.
11. **Opening of Bid:** The Techno Commercial bid shall be opened on specified date in presence of representatives of bidders who want to participate.
12. After evaluation of the Technical Bid, the price bids of only techno-commercially accepted bidders will be opened. The date of opening of price bid will be informed only to those bidders whose technical bid has been accepted for witnessing the Price Bid opening.



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Annexure "D"

**Contractor's Obligation**

1. BHEL shall not entertain any claims arising out of increase in rate of Road Taxes, Permit Charges, Insurance charges etc.
2. Contractor shall supervise the work allotted to him and to be carried out by his employees.
3. Billing Cycle: The contractor will have to raise monthly bills for the services rendered. These bills shall be scrutinized by BHEL before payment. Normal processing time of bills is 45 days from the receipt of bill in BHEL.
4. **Maintenance of Log books:**  
The contractor shall maintain separate log book for each vehicle. The log books shall be provided by BHEL free of cost. Date, Kilometer readings, places visited etc. shall be entered in the log books. The log book should be got countersigned by the transport pool staff of BHEL on regular intervals. The kilometers covered by each vehicle shall be provided in the bill of the contractor. BHEL authorized personnel shall have the right to inspect the log book(s) at any time. The buses shall be operated on tentative routes as per Annexure- "H".
6. The timings to be followed are as per Annexure-"G". The arrivals & Departures at / from BHEL should be strictly adhered to. However delay beyond 20 minutes in any trip and 4 times in any calendar month shall be liable for penalty @ 5% on the value of per bus per trip from the 5<sup>th</sup> lapse. However more than 10 lapses in one calendar month shall entail cancellation of the contract. The penalty can be waived at the sole discretion of BHEL subject to written explanation submitted by the contractor.
7. It shall be the sole responsibility of the contractor to ensure through conductor of the bus that only authorized Persons board the buses having valid bus-passes issued by BHEL.
8. Drivers should have valid driving license of heavy Motor vehicles.
9. The vehicle(s) may be required to go outside Jhansi very rarely.
10. In case of breakdown of the bus on any day, another bus will have to be provided without delay. In case of failure to provide another bus, a penalty @ Rs.1000/- per day will be imposed and at the same time cost of hiring the alternate bus will be charged to the contractor's account. This will be allowed only for maximum 15 days in a year, after which management reserves the right to terminate the contract.
11. A plate indicating "ON BHEL DUTY" and "Bus Route number" will have to be provided both on front & back of the bus.
12. The driver-conductor should be well dressed in uniform and they should be well mannered and courteous.
13. The contractor will require to maintain the buses in good running condition including the engine, seats, windows, doors, roof, floor etc. The seat covers should be cleaned and replaced twice in a month. Good housekeeping will have to be maintained in the bus. Dust should be cleaned regularly. The windows should be airtight and noise free. First Aid box should be available in each bus.

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### Annexure "D"

Failure to comply with these instructions can attract **penalty up to a maximum of 5% of the daily charges.**

14. BHEL shall be liable for payment from the starting point to finishing point as stipulated in the route / trip sheets. No payment shall be admissible from the starting / finishing point to the contractor's garage.
15. The contractor and his staff will have to follow all the road safety rules & laws of the government applicable from time to time. The 'Motor vehicles Act 1989' along with all amendments has to be strictly followed.
16. In case a road accident occurs it shall be the total responsibility of the contractor to deal with the Police authorities, affected parties, staff deployed, courts etc. BHEL shall not be responsible for any such incidences. The staff deployed (Driver / Conductor etc.) on buses should be insured by the contractor.
17. Mobile phone to be provided by the contractor to the drivers and conductors / running staff to have instant communication. The expenses in this regards will be borne by the contractor.
18. The bidder qualifies for the contract, shall have to maintain an office in / around BHEL, Jhansi along-with a responsible & empowered person who shall remain available during all the days of the year. The office shall be easily accessible by road. The office shall be equipped with Telephone/Mobile / email facility. Non- compliance can result in cancellation of the contract if required.
19. Contractor / Operator will have to fulfill all legal obligations regarding minimum wages, PF, ESI, Pollution norms, Motor Vehicle Act, Service tax etc. as may be applicable.
20. BHEL reserves the right to accept or reject any or all offers without assigning any reason.
21. BHEL reserves the right to alter routes of buses of the contract by giving three days' notice.
22. BHEL reserves the right to cancel the contract at any point of time by giving one month's notice without assigning any reason. No additional charges shall be payable in such an event.
23. The offers given by contractors should be kept valid for minimum 120 days' time from tender opening date to finalize the contract.
24. Contractor to ensure that all precautions are taken for safety of his employees and equipment.
25. The staff deployed should be insured by the contractor.

### 26. BILLS PAYMENT, ATTENDANCE AND PAYMENT OF WAGES

- i. The contractor shall submit the bus wise monthly bill.
- ii. The contractor shall submit bills to the Incharge Transport Pool department on or before 8<sup>th</sup> of each month.
- iii. The contractor's bills should be accompanied with the following.
  - a) Copy of log Book entries / Statement of work done by the Contractor
  - b) Copy of Challan of previous service tax paid
- iv. The executing department shall pass the bills of the contractor after checking all the documents.

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Annexure "D"

- v. Finance department shall, on satisfactory compliance, and after deduction on account of Security deposit amount if any and TDS will make payment to the contractor.

**27. POOLING AND TYING UP WITH FIRM:**

The required number of buses may be pooled up by tying-up with other firm. Tie-up documents should be submitted for technical evaluation.

-----X-----



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Annexure: - "E"

**GENERAL TERMS AND CONDITIONS**

1. If bid is to be sent under Registered Post / Speed post, the bid must be posted with due allowance for postal transit time so as to reach on or before 13.00 Hrs. on Due Date in tender box.
2. Bid can also be accepted (Personally dropped in the Tender Box) up-to 13.15 Hrs. on Due Date. The sealed common envelope and first sealed envelope containing "Part I-Techno Commercial Bid" will be opened on the same day at 14.00 Hrs. in the presence of bidder's or their representative who wish to witness the bid opening.
3. Quotations received after DUE DATE and TIME will be treated as LATE and may NOT be considered.
4. "Part II- Price Bid" of technically acceptable bidders will be opened on later date which shall be intimated to the bidders. Part II bids of bidders whose Part I are not technically accepted shall not be opened.
5. Date for opening of "Part II- Price Bid" shall be intimated to the bidders after scrutinizing technical bids.
6. BHEL reserves the right to cancel tender in totality without assigning any reason thereof.
7. In case, it comes to notice of BHEL at a later stage that any of the contractor to whom the contract is awarded, has given incomplete / false / suppressed / forged information then his contract is liable to be terminated and Earnest Money / Security Deposit will be forfeited.
8. The contractor shall be responsible for the discipline of his own staff deployed under the service contract. In case of any loss to the BHEL Jhansi on account of indiscipline of his staff then such loss shall be assessed and recovered from the running bills of the contractor or from the security deposit.
9. The contractor shall not employ any person who has not completed his 18 years of age and person who has attained 60 years of age.
10. The contractor, on advice of authorized BHEL official, shall immediately remove any person employed by him, who may in the opinion of such authorized BHEL official is involved in misconduct. Such person shall not be re-employed by the contractor without prior permission.
11. **Diesel Price Variation Clause:**
  - a. The Basic Rates agreed between BHEL and the contractor will remain firm during the period of contract. However the rates will increase / decrease by 30% of the percentage increase / decrease on 1<sup>st</sup> day of the month in which service given , w.r.t. Base Price of retail diesel price of **Rs 49.98** per Liter as on 01/04/16 (Hindustan Petroleum Ltd. 'HPL'). Any increase / decrease so allowed to the contractor will be extra / less and form the part of basic rate. This increase / decrease will be done only monthly basis as under:

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### Annexure "E"

- b. The retail Sale Price of diesel existing of 1<sup>st</sup> of each month shall be applicable throughout the month. The rates shall be declared for the whole month. Diesel price on 1<sup>st</sup> of calendar month (1<sup>st</sup> Feb, 1<sup>st</sup> Mar., 1<sup>st</sup> Apr. etc.) will remain same up to end of current month (1<sup>st</sup> Feb. to 28<sup>th</sup> Feb, 1<sup>st</sup> Mar. to 31 Mar. etc.)
- c. The retail sale price (RSP) of diesel applicable for Jhansi District obtained from the office of IOCL / HPCL/ Reputed dealer, shall be the basis for calculation of price change.

- d. **Example for Calculation of Rate for Payable to Contractor Considering Price Variation in Diesel:**

SL No	Date	Retail Sale Price of Diesel (RSP)
1.	Base Date (01/04/16)	49.98 of Hindustan Petroleum Ltd.
2.	On 1/06/16 (assumed)	51.98
3.	% increase wrt RSP	$(51.98 - 49.98)/49.98 = 4.00\%$ Limited to 2 digit of decimal.
4.	Allowed percentage in rates per KM	$30\% \times 4.00 = 1.20\%$
5.	Contract Base Rate Rate Per KM (assumed)	Rs 40 per KM
6.	PVC per KM	Rs 0.48 Per KM
7.	Payable Rate with PVC	$Rs 40 + 0.48 = Rs 40.48$ Per KM

This increase in Rate shall be applicable in period from 1<sup>st</sup> day of the month to Last day of the month. (Both included).

Rate increase on any other account will not be permissible.

#### 12. **Distance Variation:**

- a. The lengths of the various routes are as per Annexure-"G".
- b. The routes and stops are liable to change (increase / decrease).
- c. Any distance variation per day of more than 10% of that indicated in price bid format shall be computed on pro rata basis for the trips with variation e.g. :
- If the distance of specific route is 100 KM, and due to any reason distance changes to 90 KM or 110 KM, no change shall be allowed amount.
  - If the distance is increased to 114Km and the rate quoted are Rs.2000/- per trip, the allocable rate per trip shall be  $(114/100) \times 2000 = 2280$  per trip
  - If the distance is changed to 85KM then the acceptable rate per trip shall be  $(85/100) \times 2000 = Rs. 1700$  per trip.

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**Annexure "E"**

**13. INDEMNIFY:**

- a. The contractor shall have to indemnify BHEL against all claims for injury or damage to any person or property caused by his negligence or negligence of his employees.
- b. The contractor shall indemnify the company against all payments by way of compensation or otherwise which the company may be called upon to make under the provisions of the applicable Acts to any workmen as aforesaid, and any cost incurred by the company in connection with any claim preferred by such workmen and or against all actions, claims and demands whatsoever in respect thereof or in respect of any loss, injury or damages whatsoever to any third person arising out of or occasioned by the negligent, imperfect or improper performance of this contract by the contractor, their workmen servants or agents.
- c. The contractor has to make an agreement with BHEL in the format prescribed only on Rs. 100/- Non Judicial stamp paper.

- 16. ARBITRATION:** All disputes arising in connection with the contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules made there under. The dispute shall be referred for arbitration to any arbitrator to be appointed by the Head of the Unit. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be is Jhansi. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this contract shall be to the exclusive jurisdiction of Jhansi Courts.

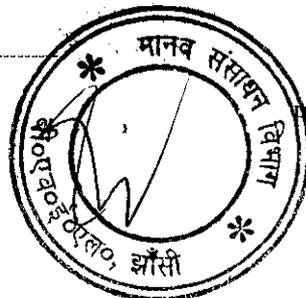
- 17. JURISDICTION:** Any matter of dispute arising out of or in connection with this contract shall be under jurisdiction of Jhansi court only.

**18. Documents required**

- A. The bidders should submit copy of all the documents of minimum two buses of Manufacturing date 2012 or later as listed below for eligibility:-
1. Following documents for minimum 1 buses having manufacturing date 01/01/2012 or later. Bidder may submit documents for more than 1 bus also (refer "Tender Evaluation Criteria").
    - a. Registration of at least 2 buses in the name of bidder / firm.
    - b. Valid Insurance of the four buses of 2012 or later model.
    - c. Permit of above four buses for operation in India.
  2. Driving License of minimum 1 drivers.
  3. Registration of firm.
  4. Service Tax registration Nos.
  5. Copy of PAN Card
  6. Copy of Income Tax returns for AY 2013-14, 2014-15 & 2015-16

Copy of annual financial results audited by Chartered Accountant for three of last four years viz. 2012-13, 2013-14, 2014-15 and 2015-16 along with Balance Sheet and Profit/Loss Account.

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- B. Documentary proof in support of above eligibility criteria along with EMD shall be submitted along with Techno-Commercial Bid at Annexure-“J”.
- C. Blank Price bid, without price (Annexure “K”) dully signed by the bidder should be submitted with techno commercial bid.
- D. After awarding the contract, the bidder will have to submit the following original documents for all the nine buses within 4 weeks of awarding of contract for verification. (a) Registration in his name, (b) Road Permit, (c) License, (d) Driver / Conductor -Name, (e) Contractor’s Mobile No. (f) Copy of Driving License. In case the contractor fails to submit the required documents within two months’ time, the contract may be cancelled and EMD will be forfeited.

**19. SUSPENSION / TERMINATION:**

BHEL reserve the right to Suspend/ Terminate performance of any or all of its obligations under the contract. Notice for a period of one month shall specify the obligation of which performance is to be Suspended/ Terminated, the effective date of Suspension/ Termination and the reasons therefore. The contractor shall there upon Suspend/ Terminate performance of such obligation until ordered in writing to resume such performance by the same authority that ordered for suspension.

**20. QUANTITY DISTRIBUTION / MANNER OF SPLITTING:**

The required number of buses may be distributed between two sources on L1 Basis on L1 agreed sources as under:

SL No	If Buses Deployed:	Qty. of L1	Qty. of L2
1	7	5	2
2	6	4	2
3	5	3	2

Maximum quantity will be given to L1 bidder as above If L2 bidder does not ready to accept L1 rate then further counter offering will be done to get two sources. If we do not get two sources then 100% quantity may be sourced from L1 bidder. In case the services of L1 bidder not found satisfactory then BHEL reserved the rights to re distribute the quantity of L1 bidder in any ratio between two sources.



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**21. PENALTY:** The driver and bus conductor must ensure to allow to travel only valid pass holder employee/ students. If any passenger found any out-sider, without valid pass, the amount bus pass charges for a period of one month will be deducted from running bill of contractor. If the same case is repeated then double charges of bus pass amount shall be deducted from running bill of the contractor. In case the running staff of the buses found carrying any goods the penalty shall be imposed in line with bus charges @ 50 Kg equal to charges of one pass holder.

**22. EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT:**

**1. EARNEST MONEY DEPOSIT (EMD)**

- The bidder is required to submit an Earnest Money Deposit (EMD) of an amount of **Rs. 2.00 Lakhs** specified in tender notice (NIT), in the form of A/c Payee Demand Draft payable to "Bharat Heavy Electricals Limited, JHANSI" along with the 'techno-commercial' bid in "**Two Part Bid**" system. Tenders not conforming to this condition will be rejected.
- The Earnest Money Deposited (EMD) will be refunded to unsuccessful bidders within a reasonable time after the award of the contract. For successful bidders, the same will be converted and adjusted against security deposit.
- EMD shall be forfeited, if the bidder withdraws his offer before completion of contract finalization. If the successful bidder fails to sign the contract agreement or fails to submit Security Deposit (SD) within the stipulated period after award of the contract the EMD shall be forfeited.
- No interest will be paid for Earnest Money Deposit (EMD).

**2. SECURITY DEPOSIT (SD)**

- Depending on value of contract awarded the amount of Security Deposit shall be as following:

Rs. 10 Lakhs	10%
Rs 10 Lakhs & up to Rs 50 Lakhs	Rs.1.0 Lakh + 7.5% of the amount exceeding Rs 10 Lakhs
above 50 Lakhs	Rs. 4.0 Lakhs + 5% of the amount exceeding Rs. 50 Lakhs.

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- b. The contractor shall submit the 'Security Deposit' within 30days of awarding contract / issue of Letter of Intent as follows :-
- Cash
  - Demand Draft drawn in favor of M/s "Bharat Heavy Electricals Limited, JHANSI".
  - The SD can also be recovered at the rate of 10% from running bills. However in such cases at least 50% of the SD should be deposited before the start of work and balance 50% may be recovered from running bills.
  - The Security Deposit shall not carry any interest.
  - EMD of the successful bidder shall be converted / adjusted against the security deposit (SD)
  - Security deposit shall be refunded to the contractor only after satisfactory completion of the work and after making necessary recovery if any.
  - The contractor will have to pay stamp duty on security deposit amount as per the state government norms as given below :

S	Security Deposit	Stamp duty applicable
1.	Pay Order, Demand Draft, Local Cheque of scheduled Banks	Rs. 125/- per Rs.1000/-
2.	Security available from Post Offices such as NSC / Kisan Vikas Patra etc. and FDR issued by scheduled Bank / Public Financial institutions	Rs. 70/- per Rs. 1000/-
3.	Bank Guaranty from scheduled Bank / Public Financial institutions	Rs.5/- per Rs.1000/- limited to Rs. 10,000/-

- viii. In case of non-satisfactory performance of the contract BHEL shall have the right of forfeiting the security deposit. In case of any dispute the decision of concerned head of department shall be final.

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Annexure "F"

### QUALIFYING REQUIREMENTS

BHEL Jhansi (A Government of India Undertaking) invites tenders from bidders who qualify as per criteria as under:

SL No	Qualifying Requirement	Format Attached As per Annexure	Weather Documents Attached or Not.
1	Earnest Money Deposit 'EMD' of Rs. 2.00 Lakhs	Doc Ref.....	Yes / No
2	Tender Cost of Rs 1000 + Vat @ 14.5%	Doc Ref.....	Yes / No
3	Bidder Should have an average Turnover during 3 years of last 4 financial year ending 31 march 2016 at least 10 Lakhs. (Year 2012-13,2013-2014, 2014-15 & 2015-2016). Duly audited Financial statement / Balance Sheet/ Certificate from CA to be submitted as the supporting documents along with the offer	Doc Ref.....	
4	Experience of Having Successfully operation of Buses for a period of 1 year from 031/03/16.	Doc Ref.....	Yes/ No
5	<b>Owner ship of fleet &amp; Experience:</b> The bidders should have ownership of minimum 1 (one) 52-Seater buses of 2012 or later model. The bidder should have relevant valid documents such as road permit, insurance, registration, work award letter from reputed firm/Institutions etc. for operating in any part of India	Doc Ref.....	Yes/ No
6	Self-declaration certificate for having experience in the field of Bus operation for minimum one year from 31/03/2016 during last seven years. Bidder has to Tie-up with Firms/ Individuals to Meet the requirement of at least 3 buses. For this tie-up with a confirmation letter (along with documents of Buses i.e. Registration Certificate) from Firms / Individuals must be submitted by the bidder along with offer. Main bidder shall be responsible for co-ordination with his sub-contractor, quality of workmanship and their payment, ensuring timely completion of work and submission of bills to BHEL.	Doc Ref.....	Yes/ No
7	Authorization Letter from Director of Firm or From Partner/ Proprietor of Firm in case Offer submitted by any employee of the firm.	Doc Ref.....	Yes/ No
8	Acceptance for Reverse Auction		Yes/ No

I/ We agree with above  
Acceptance of bidder: Seal & Sign





# Bharat Heavy Electricals Limited, Jhansi

## Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure-“G”

### Criteria for Measurement of Works

The measurement of work will be done on the basis of bus route and the bus number of trips completed by bus per day as detailed below:

Bus No	Route	Distance	Start Time		Finish Time		Remarks
Bus No 1	1A	26.5	06:00	Elite	06:55	BHEL Main Gate	1st shift Pick-up
	1B	26.5	16:00	BHEL Main Gate	***	Elite	1st shift Drop
<b>Total Bus 1</b>		<b>53</b>					

Bus No 2	2A	22	06:00	Elite	06:55	BHEL Main Gate	1st Shift Pick-up
	2B	22	16:00	BHEL Main Gate	***	Elite	1st Shift Drop
	CC	16.4	18:00	Elite	18:30	BHEL Main Gate	TO BRING NIGHT SHIFT FROM BHEL
	7B	36.3	00:30	BHEL Main gate	***	Elite	Night Shift DROP
<b>Total Bus 2</b>		<b>96.7</b>					

Bus No 3	3A	30	06:00	Elite	15:45	BHEL Main Gate	1st Shift Pick-up
	3B	30	16:00	BHEL Main Gate	***	Elite	1st Shift Drop
<b>Total Bus 3</b>		<b>60</b>					

Bus No 4	4A	34	06:00	Elite	15:45	BHEL Main Gate	1st Shift Pick-Up
	4B	34	16:00	BHEL Main Gate	***	Elite	1st Shift Drop
<b>Total Bus 4</b>		<b>68</b>					

Bus No 5	5A	34.5	06:55	Elite	16:45	BHEL Main Gate	General Shift Pick-Up
	CC	16.4	13:00	BHEL ADM gate	14:20	Elite	TO BRING NIGHT SHIFT FROM City
	7A	24	14:30		16:45		
	5B	34.5	17:00	BHEL ADM gate	***	Elite	General Shift DROP
<b>Total Bus 5</b>		<b>109.4</b>					

Bus No 6	6A	36	14:20	Elite	15:45	BHEL Main gate	Night Shift Pick-up
	6B	33	00:30	BHEL Main Gate		Elite	Night Shift Drop
<b>Total Bus 6</b>		<b>69</b>					

**Note:** The distance indicated are having tolerance of +/- 10% for details of routes please refer annexure “H”. The Routes given above are tentative for the purpose of finalization of L1 rate. However Actual Routes may be changed if required or distance of routes may be surveyed mutually on actual basis. In addition to above a distance of 63.9 KM may run within the above buses or a separate bus may be asked if required.

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure "H"

**BUS ROUTES:** Tentative routes shall be as follows:

Route : 1A, 1B, 2A, 2B, 3A, 3B,4A,4B,5A,5B, 6A,6B, 7A, 7B & CC for pick-up and drop of BHEL Bus Pass Holder. The above routes are tentative for finalization of Rate. However route can be changed in line with our requirement. If BHEL changed any routes than distance may also be amended accordingly By BHEL.

The details of above tentative routes are as under:

**मार्ग सं० 1A & 1B**

मार्ग	कि.मी./1 A
इलाइट चौराहा से प्रस्थान	0
पचकुइयां	1.4
कोतवाली	1.7
मिनर्वा चौराहा / Rani Mahal	2.1
गोविन्द चौराहा	2.7
कचहरी चौराहा	3.5
ऐविट मार्केट	4.3
सुधा नर्सिंग होम	6.3
नजा अस्पताल	
मेडीकल	7.3
सदर बाजार	11.8
झॉसी होटल	12.6
कारखाना मुख्य द्वार	26.5

मार्ग	कि.मी./1 B
कारखाना मुख्य द्वार	0
झॉसी होटल	13.6
सदर बाजार	14.4
मेडीकल	18.9
नजा अस्पताल	
सुधा नर्सिंग होम	19.9
ऐविट मार्केट	21.9
कचहरी चौराहा	22.7
गोविन्द चौराहा	23.5
मिनर्वा चौराहा	24.1
कोतवाली	24.5
पचकुइयां	24.8
इलाइट	26.5

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure - H'

**मार्ग सं० 2A & 2B**

मार्ग	कि.मी./2 A
इलाइट चौराहा से प्रस्थान	0
खन्डेराव गेट	1.4
आशिक चौराहा	1.7
आंतिया ताल	2.1
बी.के.डी	2.6
मिशन गेट	2.9
जी.आई.सी	3.5
रेलवे कौंसिंग (ग्वा०)	4.3
बाबू लाल कारखाना	6.3
जेल चौराहा	8.1
रेलवे कौंसिंग (हसारी)	10.3
हसारी (भाटिया अस्पताल )	11.5
कारखाना मुख्य द्वार	22

मार्ग	कि.मी./2 B
कारखाना मुख्य द्वार	0
हसारी (भाटिया अस्पताल )	10.5
रेलवे कौंसिंग (हसारी)	11.7
जेल चौराहा	13.9
बाबू लाल कारखाना	15.7
रेलवे कौंसिंग (ग्वा०)	17.7
जी.आई.सी	18.5
मिशन गेट	19.1
बी.के.डी	19.4
आंतिया ताल	19.9
आशिक चौराहा	20.3
खन्डेराव गेट	20.6
इलाइट चौराहा से प्रस्थान	22

**मार्ग सं० 3A & 3B**

मार्ग	कि.मी./3 A
इलाइट चौराहा से प्रस्थान	0
भारत माता मन्दिर (वाया पुलिया न० 9)	7.4
खाती बाबा	8.1
निर्मिला कॉन्वेन्ट	8.6
गरिया फाटक नगरा	10.2
नगरा	10.7
पुलिया न० 9	12.1
हसारी (धन्नु लाल गौतम)	19.1
कारखाना मुख्य द्वार	30

मार्ग	कि.मी./3 B
कारखाना मुख्य द्वार	0
हसारी (धन्नु लाल गौतम)	10.1
पुलिया न० 9	17.7
नगरा	19.1
गरिया फाटक नगरा	19.6
निर्मिला कॉन्वेन्ट	21.2
खाती बाबा	21.7
भारत माता मन्दिर	22.4
इलाइट	30

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure "H"  
मार्ग सं० 4A & 4B

मार्ग	कि.मी./4 A	मार्ग	कि.मी./4 B
इलाइट चौराहा से प्रस्थान	0	कारखना मुख्य द्वार	0
आवास विकास (वाया पुलिया न० 9 /मालगोदाम)	8.9	इलाहाबाद बैंक चौराहा	14.5
नन्दनपुरा	9.3	चित्रा चौराहा	17
होटल हाइवे	9.9	बी.के.डी चौराहा	18.1
माता मन्दिर सीपरी	10.3	जर्मनी अस्पताल	22.4
रामाबुक डिपो	10.6	रायगंज	22.6
हनुमान मन्दिर	11	कार्गिल पार्क	22.8
कार्गिल पार्क	11.2	हनुमान मन्दिर	23
रायगंज	11.4	रामाबुक डिपो	23.4
जर्मनी अस्पताल	11.6	माता मन्दिर सीपरी	23.7
बी.के.डी चौराहा (वाया आई.टी. आई)	15.9	होटल हाइवे	24.1
चित्रा चौराहा	17	नन्दनपुरा	25.1
इलाहाबाद बैंक चौराहा	19.5	आवास विकास	25.5
कारखना मुख्य द्वार	34	इलाइट वाया मालगोदाम/पुलिया न० 9	34

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

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Annexure - H

**सामान्य पाली**  
मार्ग सं० 5A & 5B

मार्ग	कि.मी./5 A
इलाइट चौराहा से प्रस्थान	0
रेलवे वर्क शॉप (वाया पुलिया न० 9)	4.7
हाट का मैदान नगरा	5.1
आवास विकास (वाया मालगोदाम )	10.1
रायगंज	12.6
मिशन कम्पाउण्ड (वाया आई.टी.आई)	16.4
बी.के.डी चौराहा	16.8
आशिक चौराहा	17.6
खण्डेराव गेट	17.9
इलाइट चौराहा	19.1
जैल चौराहा	20
प्रशासनिक भवन	34.5

मार्ग	कि.मी./5 B
प्रशासनिक भवन	0
जैल चौराहा	14.5
इलाइट चौराहा	15.4
खण्डेराव गेट	16.6
आशिक चौराहा	16.9
बी.के.डी चौराहा	17.7
मिशन कम्पाउण्ड	18.1
रायगंज (वाया आई.टी.आई)	21.9
आवास विकास	24.4
हाट का मैदान नगरा (वाया मालगोदाम )	29.4
रेलवे वर्क शॉप	29.8
इलाइट (वाया पुलिया न० 9)	34.5



I/ We agree with above  
Acceptance of bidder: Seal & Sign



**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

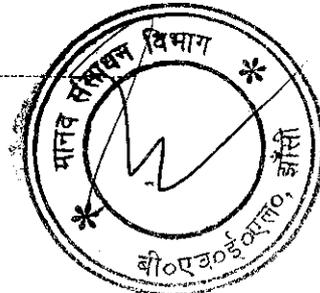
Annexure "H"

मार्ग सं० 06  
6A & 6B

मार्ग	कि.मी./6 A
इलाइट चौराहा से प्रस्थान	0
जर्मनी अस्पताल (वाया आई. टी.आई)	6.8
रायगंज	7.4
कार्गिल पार्क	7.8
हनुमान मन्दिर	7.9
रामाबुक डिपो	8.4
कलारी	9
आवास विकास	10.3
आरोग्य सदन	10.5
नन्दनपुरा चौराहा	11.2
के.वी 03 (वाया मालगोदाम)	14.6
गरिया फाटक	15.9
नगरा	16.4
पुलिया न० 9	17.9
स्टेशन	20.1
इलाहाबाद बैंक चौराहा	21.6
भाटिया अस्पताल (हसारी)	25.4
धन्नु लाल गौतम (हसारी)	25.9
कारखाना मुख्य द्वार	36

मार्ग	कि.मी./6 B
कारखाना मुख्य द्वार	0
धन्नु लाल गौतम (हसारी)	10.5
भाटिया अस्पताल (हसारी)	11
इलाहाबाद बैंक चौराहा	15.1
स्टेशन	16.6
चित्रा चौराहा	17.5
रसवहार चौराहा	18
रामाबुक डिपो	18.3
हनुमान मन्दिर	18.8
कार्गिल पार्क	18.9
रायगंज	19.3
जर्मनी अस्पताल	19.9
छोटी माता मन्दिर	21
कलारी	21.2
आवास विकास चौराहा	22.5
आरोग्य सदन	22.7
नन्दनपुरा चौराहा	23.4
भारत माता मन्दिर	24.2
खाती बाबा	24.8
निर्मिला कॉन्वेन्ट	25.4
गरिया फाटक	27
नगरा	27.5
रेलवे वर्क शॉप	28
पुलिया न० 9	29
इलाइट	33

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure "H"

**मार्ग सं० ०७**  
**७A & ७B**

मार्ग	कि.मी./७ A
इलाइट चौराहा से प्रस्थान	०
राजहंश पेट्रोल पम्प	१
मिनर्वा चौराहा	१.९
कोतवाली	२.३
पचहुइयां	२.५
आशिक चौराहा	३
आतियां ताल	३.४
बी.के.डी	३.९
बाबूलाल कारखाना	४.४
इलाइट	५.९
तालपुरा	७.४
ऐविट मार्केट	८.१
सदर वाजार	९.२
झॉसी होटल	१०
कारखाना मुख्य द्वार	२४

मार्ग	कि.मी./७ B
कारखाना मुख्य द्वार	०
झॉसी होटल	१४
गोविन्द चौराहा	१५.२
मिनर्वा	१५.९
कोतवाली	१६.३
आशिक चौराहा	१७
बी.के.डी	१८
जी.आई.सी	१८.९
बाबूलाल कारखाना	२०.३
इलाइट	२१.२
सदर वाजार	२३.२
तालपुरा	२४
ऐविट मार्केट	२४.७
लक्ष्मी गेट	२६.८
मेडीकल	३१
इलाइट	३६.३

Note: In addition to Bus Route 1A, 1B, 2A,2B,3A,3B,4A,4B,5A,5B,6A,6B,7A,7B, & CC above 63.9 KM may also be run per day as and when required. The Route of above 63.9 Km may be decided as and when required.

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure "I"

**TENDER EVALUATION CRITERIA**

The Evaluation of the tender will be carried out as follows:

1. The bidders shall be evaluated for qualifying requirements as per Annexure "F" and tender documents.
2. Successful technically qualified bidders only will be invited for opening of the price bid/ Reverse Auction..
3. The contractor shall be awarded the work on over all L-1 (i.e. the lowest) basis i.e. the grand total of amount for all items as detailed in price bid including service tax (Annexure "K").
4. In case more than one bidder are L-1 in totality, then following process will be adopted to select L-1 on priority wise :
  - a. The bidder having more No. of eligible buses in their fleet and documents provided in the tender for all the busses of fleet will be selected as L-1.
  - b. The contractor having more average annual turnover for last three years will be selected as L-1.

Note : BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price bid, submitted by the bidder. This will be decided after techno-commercial evaluation. All bidders to give their acceptance for participation in RA. Non –acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA.

**In case BHEL decides to go for reverse auction, the H1 bidder (whose quote is highest in online sealed bid) may not be allowed to participate in further RA process.**

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure "J"

**PERFORMA FOR SUBMITTING TECHNICAL BID FOR  
'Hiring of 52-Seater Bus of 2012 or later model for 2 years.'**

1. Name of the firm : \_\_\_\_\_
2. Name of the Proprietor / Partners / Directors : \_\_\_\_\_
3. Address and Contact Numbers : \_\_\_\_\_
4. Registration Number : \_\_\_\_\_  
Copy of the Certificate : Enclosed / Not Enclosed
5. Labor License Number : \_\_\_\_\_ (Desirable )  
Copy of the License : Enclosed / Not Enclosed
6. PF Code Number : \_\_\_\_\_ (Desirable)  
Copy of the Certificate : Enclosed / Not Enclosed
7. ESI Code Number : \_\_\_\_\_  
Copy of the Certificate : Enclosed / Not Enclosed
8. (1) PAN/TAN Number : \_\_\_\_\_  
(2) Income Tax return last 3 yrs. Along- Enclosed / Not Enclosed  
With Balance Sheet & Profit /Loss  
Account or CA Certificate
9. Pan Based Service Tax Number : \_\_\_\_\_
10. No. of Workers including Supervisors  
on the rolls of the firm
11. Earnest Money Deposit : Rs.2,00,000.00  
a) D.D. Number & Date : -----Date-----  
b) Drawn on (Bank) : -----

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure "J"

12. Any other relevant information :-----
13. Tender Cost : Rs 1000+ VAT @ 14.5% = Rs. 1145.00  
D.D. No. :-----
14. Validity of offer : 120 days from the date of  
tender Opening.
15. Blank Price bid : Enclosed/Not Enclosed
16. Experience document like Road permit, : Enclosed/Not Enclosed  
Work Award letter from reputed firm/  
Institutions
17. Registration N. of one Buse : Enclosed/ Not Enclosed
18. Acceptance of Reverse Auction Yes/ No

**I/ We will fulfill all the obligations of the contractor and abide by the Terms & Conditions mentioned in the enquiry.**

Signature with Name  
& Office Seal

Date:

Note: Technical Commercial bid and Price Bid should be submitted in separate sealed envelopes. In case the bids are found in one signal bid then the "bids" are liable to be rejected.  
Non acceptance of reverse auction (RA) as per sl. No.18 may result in non-consideration of your bid.



I/ We agree with above  
Acceptance of bidder: Seal & Sign



# Bharat Heavy Electricals Limited, Jhansi

## Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure "K"

### BLANK PRICE BID

*(Blank price bid to be submitted along with Techno- Commercial bid)*

- 1 Name of the Firms
- 2 Name of the Proprietor/ partners
- 3 Address & Contact No.

The single average rate in Rupees Per day of operating for 7, 52-Seater buses of 2012 or later model in Nine categories are as following :-

Sl. No.	No. of Route Covered (a)	Avg distance per day in KM +/- 10% (b)	Operation Day/Night €	Bus No. (d)	Operating day / Year €	Amount Per day Amount based on Rate quoted * at SL 4 above (f)	Amount (g) = (e x f)
1	1A+1B	53 km	Day	1	306		
2	2A+2B+CC+7B	96.7 km	Day & Night	2	306		
3	3A+3B	60 km	Day	3	306		
4	4A+4B	68km	Day	4	306		
5	5A+5B+CC+7B	109.4 km	Day & Night	5	306		
6	6A+6B	69 km	Day & Night	6	306		
7	Reserved	63.9 KM	Day	--	306		
						Total	

Service Tax (% to be quoted in Blank Price Bid & Price Bid)

Note:

1. Service Tax Shall be paid extra as applicable during the contract period.
2. All columns are to be filled. No column should be left blank. Rates are to be offered for all the 7 categories.
3. The evaluation of rates shall be done on the basis of total value of column (g) including service tax.
4. Any change in number of Days / Distance due to changes in route shall be paid on pro-rata basis during operation. No Extra charges shall be paid for holidays.
5. Price variation due to change in diesel rates shall be as per contract. In case of lack of clarity / ambiguity in figures and words in the price bid, the price quoted in words shall be considered.
6. The rates shall be on firm basis with PVC as per technical bid of contract. The base rate of diesel shall be Rs. 49.98 (HPL) as on 01.04.2016.

Note: The evaluation of L1 shall be based on Total value of Contract i.e. Total of Column 'g'.

I/ We agree with above  
Acceptance of bidder: Seal & Sign





# Bharat Heavy Electricals Limited, Jhansi

## Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

Annexure "K"

### PRICE BID

- 1 Name of the Firms :
- 2 Name of the Proprietor/ partners :
- 3 Address & Contact No. :

The single average rate in Rupees Per day of operating for 7, 52-Seater buses of 2012 or later model in Nine categories are as following :-

Sl. No.	No. of Route Covered (a)	Avg distance per day in KM +/- 10% (b)	Operation Day/Night €	Bus No. (d)	Operating day / Year €	Amount Per day Amount based on Rate quoted* at SL 4 above (f)	Amount (g) = (e x f)
1	1A+1B	53 km	Day	1	306		
2	2A+2B+CC+7B	96.4 km	Day & Night	2	306		
3	3A+3B	60 km	Day	3	306		
4	4A+4B	68km	Day	4	306		
5	5A+5B+CC+7B	109.4 km	Day & Night	5	306		
6	6A+6B	69 km	Day & Night	6	306		
7	Reserved	63.9 KM	Day	--	306		
<b>Total</b>							

Service Tax (% to be quoted in Blank Price Bid & Price Bid)

Note:

1. Service Tax Shall be paid extra as applicable during the contract period.
2. All columns are to be filled. No column should be left blank. Rates are to be offered for all the 7 categories.
3. The evaluation of rates shall be done on the basis of total value of column (g) including service tax.
4. Any change in number of Days / Distance due to changes in route shall be paid on pro-rata basis during operation. No Extra charges shall be paid for holidays.
5. Price variation due to change in diesel rates shall be as per contract. In case of lack of clarity / ambiguity in figures and words in the price bid, the price quoted in words shall be considered.
6. The rates shall be on firm basis with PVC as per technical bid of contract. The base rate of diesel shall be Rs. 49.98 (HPL) as on 01.04.2016.

Note: The evaluation of L1 shall be based on Total value of Contract i.e. Total of Column 'g'

I/ We agree with above  
Acceptance of bidder: Seal & Sign





**Bharat Heavy Electricals Limited, Jhansi**  
Human Resource Management

Tender Enquiry No : HRM/ BUS/TE/6/02 rev 01

*Annexure "L"*

**Self-Declaration Certificate**

I / We M/s.....proprietorship / Pvt. Ltd. / partnerships firm represented by Shri.....s/o.....aged about .....resident of .....do here by solemnly affirm and state as follows:

1. That the firm stated hereinabove holds all statutory requirements such as under :-
  - A. PAN/TAN number in the name of the Firm.
  - B. Service Tax number.
2. That the deponent declares that no criminal trial/prosecution for any offence involving fraud dishonesty and moral turpitude is pending against the deponent in any court of law. Further no penalty/guilty/conviction was awarded against the deponent by any court of law/statutory authority in India.
3. That the deponent hereby declare that neither myself & my firm was declared as insolvent by any court of law nor any insolvency proceedings pending in any court of law.
4. That the deponent declares that the firm referred herein above never been blacklisted/banned/delisted on the date of tender by any establishment of any PSU / State Govt. / Govt. of India.
5. Declaration that he is not Blacklisted / under hold from BHEL Jhansi OR banned by any unit / region / office of BHEL or any other PSU.

Authorized Signature of Bidder

Name:

Designation

Seal

Date:

Place



I/ We agree with above  
Acceptance of bidder: Seal & Sign