

Bid Document

| Bid Details | |
|--|--|
| Bid End Date/Time | 06-08-2021 14:00:00 |
| Bid Opening Date/Time | 06-08-2021 14:30:00 |
| Bid Life Cycle (From Publish Date) | 90 (Days) |
| Bid Offer Validity (From End Date) | 30 (Days) |
| Ministry/State Name | Ministry Of Petroleum And Natural Gas |
| Department Name | Bharat Petroleum Corporation Ltd |
| Organisation Name | Bharat Petroleum Corporation Ltd |
| Office Name | Devanagonthi Installation |
| Item Category | Monthly Basis Cab & Taxi Hiring Services - SUV; 6000 KM 4500 KM 4500 KM; Local |
| Contract Period | 1 Year(s) |
| Years of Past Experience required | 3 Year (s) |
| Past Experience of Similar Services required | Yes |
| MSE Exemption for Years Of Experience and Turnover | Yes |
| Startup Exemption for Years Of Experience and Turnover | Yes |
| SHG Exemption for Years of Experience and Turnover | No |
| Document required from seller | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Bid to RA enabled | No |
| Time allowed for Technical Clarifications during technical evaluation | 5 Days |
| Floor Price | This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value. |
| Estimated Bid Value | 315000 |
| Evaluation Method | Total value wise evaluation |

EMD Detail

| | |
|----------|----|
| Required | No |
|----------|----|

ePBG Detail

| | |
|----------|----|
| Required | No |
|----------|----|

Splitting

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid support of having provided services during each of the Financial year.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):3

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):4

Minimum years (up to 5 years) of experience in related field:3

Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:4

Scope of Work:[1627373887.pdf](#)

Monthly Basis Cab & Taxi Hiring Services - SUV; 6000 KM 4500 KM 4500 KM; Local (3)

Technical Specifications

| Specification | Values |
|---------------|-------------|
| Core | |
| Vehicle Type | Premium SUV |

| Specification | Values |
|---|--|
| Type of car (Please select at least 3 options) | Mahindra XUV 500 , Toyota Innova , Toyot Innova Crysta |
| Usage Variant | 6000 KM 4500 KM 4500 KM |
| Type of Service | Local |
| Year of Vehicle Model | 2019 |
| Km Travelled | Upto 75,000 Kms |
| Air Conditioning Requirement | Non-A/C |
| The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid | Yes |
| Area of Operation | Plains |
| Addon(s) | |
| Outstation night charges applicable | No |

Additional Specification Documents

Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address | Service Number of Vehicle(s) | Additional Requirements |
|-------|-----------------------------|---|------------------------------|---|
| 1 | Akhila Suresh | 560067,BPCL-Devanagonthi Installation, Near Devanagonthi Railway station, Hoskote Taluk, Bengaluru - 560067 | 3 | <ul style="list-style-type: none"> Duration in Months 12 |

Buyer Added Bid Specific Additional Terms and Conditions

- PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
- Buyer Added text based ATC clauses

REF.DKN/TENDER
DATE: 27.07.2021

TENDER FOR TRANSPORT OF STAFF AT BPCL DEVANAGONTHI INSTALLATION

We invite your quotation for providing Non AC vehicles on monthly rental basis for our daily use. The period contract shall be 1 year from i.e. from **01.09.2021 to 31.08.2022**, which can be extended for **one mo year** based on satisfactory services and under the same terms and conditions. The requirements of vehicle are in the following categories:

| S.No | Type of vehicle | Route | Min guarantee KMs/Month | No of vehicles |
|------|--|--|----------------------------|-------------------|
| 1 | (6+1) seater Marazzo Equivalent including driver (Morning Shift) | 1. Koramangala to DKN - Round trip; 2. Hoodi to DKN - Round trip 3. Koramangala to DKN - Round trip | 6000 | 1 |
| 2 | (6+1) seater Marazzo Equivalent including driver (Second Shift) | 1. Amruthahalli to DKN - roundtrip 2. DKN to Hoodi - Round trip | 4500 | 1 |
| 3 | (6+1) seater Marazzo Equivalent including driver (Night Shift) | 1. Koramangala to DKN - Round trip 2 times | 4500 | 1 |

The bidder must be capable of supplying all types of vehicles mentioned in the tender and has to upload the documents of the vehicles.

Ownership of the vehicles should be preferably with the firm/travel agency (Bidder). If the vehicles are attached from others, it should carry affidavit (Reference at the end of this doc)

Model: the vehicles provided for staff transport duty should be of 2019 model or later but preference will be given for the latest make.

In case of any vehicle is taken for maintenance /RTO certification etc., a replacement vehicle of the same/latest model should be provided by the transporter. If an older vehicle is provided as per replacement, company reserves the right to pay only 50% of the agreed payment for the period for which the replaced vehicle will not be depending on the condition of the vehicle.

At the time of submitting the tender, transporters should have ready vehicle.

- All cars should be fitted with front and rear seat belts compulsory.
- The vehicle must run on original tyres and not on re-treaded tyres.
- These vehicles should be fitted/provided with the following additional accessories/utilities like clean seat covers, Quality music system, Reading Lamp etc.
- Should be holding NCIP crash test of 3 and above

The following details/ document are to be uploaded in the specified format only along with the

1. Detail about the transporter /their firm
2. Details of vehicles owned/attached (with affidavit) are to be provided
3. Copy of the RC/TC book is to be submitted of these as a proof
4. Copy of the valid insurance policy of the vehicles is to be enclosed (insurance of the vehicle and the risk passenger travelling in the vehicles should be covered by the transporter to the extent of liability specified in the motor Vehicle act & rules made there under or any other law applicable in that respect.
5. A list of drivers with their valid driving license no is to be enclosed as per specified format enclosed.
6. Declaration from the transporter on their letter head (as per format enclosed) stating that the drivers are

good character, having valid driving license, aware of road traffic rules and competent to drive. They will be the proper uniform with shoe and with mobile phones all the time while on duty. Use of mobile phone while driving will attract penalty.

7. **Copy of attested income tax clearance certificate to be enclosed (not older than 1 year)**
8. The transporter must provide at least two client certificate of satisfactory performance from the parties whom they have provided "cars on hire".
9. Transporter shall produce along with tender income tax/Sales tax certificate & Partnership deed if any to the corporation
10. The transporter must provide accidental insurance of Rs. 5 Lacs or above for the drivers who will be engaged at site
11. Successful tenderer shall pay PF, ESI and other statutory payments as per prevailing statute to the drivers and their staff.

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SCOPE OF WORK:

Presently, we have **two** routes for pickup and drop facility to/from Devanagonthi Installation which are as follows -

- A) Kormangala - Old Airport Road - Whitefield - Devanagonthi Route
- B) Hebbal - Kalyan Nagar- Outer Ring Road - Hoskote - Devanagonthi Route

- We would use the vehicles provided on the monthly rental basis for the transporting officers /staffs of BPCL.
- Ours is an organization dealing with essential service commodity with Hazardous natures and to meet our exigencies, we may require car/vehicle in short notice of **time by giving 3 hours' advance notice** a successful tenderer should be in a position to produce cars in short notice as required. Cars are required to reach office before commencement in **1st shift operating from 06:00 hours and ending 14:00 hours** **2nd shift 14:00 hours to 22:00 hours, night shift from 22:00 hours to 06:00 hours and according drivers would start picking up personnel at least 1.5 hours from the start of shift times.**
- **If all 3 vehicles are not reporting for duty, then minimum KMs are not guaranteed. In that case payment will be made on actual KM basis of that particular vehicle.**
- Successful tenderer shall engage driver who shall be having valid driving license with minimum 2 years experience. Driver shall be polite and not drive the vehicles rashly. Successful tenderer should submit Police Verification Certificate for ascertaining the antecedents of the drivers.
- These vehicles would be required on the daily basis to report to duty at our various offices, or at nominated place situated at Bangalore.
- All the vehicles have to be provided with GPS and the report of the same shall be submitted to BPCL on request.
- The company reserves the right to change the model and number of vehicles as per its requirement and the same will be intimated to the transporter with prior notice of one week.
- Shift vehicles to run on all days of the week including Sundays and Holidays.
- In-between the shift hours, vehicles can be used for official purpose for nearby urgent works.
- Successful tenderer has to obtain RFID and All the TOLL charges would be reimbursed along with monthly bill at actuals with proof of payments at respective Toll plazas.
- On duty, the driver will have to make his own arrangement for food. Transporter should pay/provide driver sufficient cash in hand for fuel and other consumables.
- The driver shall also take care of minor breakdown and repairs like tyre puncture, light repairs etc.
- Time schedule for vehicle is from first pick up point to the last drop point within Bangalore city and schedule

picking will be provided.

- **KMs will be calculated from first pick up point of Officer/Staff to the last drop point of Officer/Staff within Bangalore city.**
- Rate should include cost of fuel, vehicle maintenance, salary for driver including all taxes like road tax, per diem etc.
- The transporter shall appoint a person to contact in case of emergency during transit to deal with authorities and to provide medical support for Drivers. BPCL shall be not responsible for any emergencies in transit.

PENALTIES

- In case the driver is refusing to drop/pickup as per instructions of officers, a penalty of Rs. 5000/- for each occasion would be charged to the transporter. Repetitive occurrences of such instances beyond 5 times will lead to forfeiting of the security deposit submitted to BPCL.
- In the event of vehicle not reporting for duty for any reason, a penalty of Rs.2500/- will be deducted from transporter bill or cost of alternative arrangements for hiring a vehicle to reach the Installation. Repetitive occurrences of above two instances beyond 5 times will lead to forfeiting of the security deposit submitted to BPCL.
- In case of a Breakdown the transporter shall be responsible for providing a suitable replacement within 1 hour else the company will claim Rs.1500/- towards penalty and the same will be deducted from transporter's pending bills/payment.
- In case the mobile phone provided to the driver is found to be not working, a penalty of Rs. 250/- for each occasion would be charged to the transporter.
- In case the driver reports the duty without approved uniform, a penalty of Rs.250/- for each occasion would be charged to the transporter.
- In case of delay in reporting of the vehicle a penalty of Rs.100/- for delay of every half an hour will be charged to the transporter.
- In case of use of mobile phone while driving a penalty of Rs.100/- per instance will be charged to the transporter.
- Parking charges will be paid subject to the production of receipts issued by the respective valid authorities.

GENERAL TERMS AND CONDITIONS

- Transporter shall make alternative arrangements to ferry the staff if vehicle breaks down on en-route and any overtime arising due to breakdown of vehicle supplied by transporter shall be on his account and shall not be charged to BPCL.
- Transporters will indemnify BPCL and keep BPCL indemnified from and against any claim whatsoever that may be made against all in relation to or arising out of this contract and undertake to see that they are absolved of any liability whatsoever to any third party on account of this contract.
- During the contract period, if any of the transporter's vehicles meet with any major accident or any of the vehicle starts giving any maintenance problem, the same is to be informed to the officer concerned and suitable replacement of the vehicle of equivalent category is to be procured/arranged.
- Bills would be settled on monthly basis and rates would be paid as per the actual utilization of the vehicle based on the time /place of reporting and time/place of release of vehicle. Therefore it is necessary on the part of the transporters to obtain the above noting, signature with name of the "User" on the trip sheet without fail. Successful tenderer shall ensure equal utilization of each vehicle so that there is only 2% mileage variation allowed between all similar kinds of vehicles.
- Payments would be made within 10 days from the date of receipt of correct bills.
- The transporter shall be making payment directly to his Staff's/Driver's bank account. Proof of payment has to be submitted to BPCL.

The Corporation reserves the right to accept or reject any tender from without assigning any reason whatsoever or terminate the contract for any or all vehicles any time during the contract period, for which the Transporter shall not be entitled to any compensation by reason of such action.

SPECIAL TERMS AND CONDITIONS

- BPCL name or logo should be put up on the vehicle while on duty.
- Usage of mobile phones & Bluetooth devices while driving should be strictly prohibited.
- **Police verification report to be submitted for all the drivers engaged at site prior to engagement of the driver. No drivers will be allowed without valid police verification document. Any change of driver shall be intimated to BPCL in advance and police verification and copy of ID to be submitted to BPCL.**

ESCALATION/ DE-ESCALATION CLAUSE

In case of price change of fuel rate **i.e. 10% or** more (increase/decrease) during the period of contract the new rate/KM applicable would be calculated as follows.

Average mileage per vehicle

Depending on the Hike/Reduction in fuel rate, diff in rate will be added/reduced with the old rate for the vehicle. Average mileage of Tata/Innova/Mahindra Marazzo will be taken as 10 KM/L and for Swift/Desire/Etios will be taken as 15 KM/L.

The differential payment shall be done on monthly basis subjected to submission of proofs and verification from BPCL end.

SECURITY DEPOSIT:

The successful vendor will be required to produce a bank guarantee (3% of total value) or **Rs.1.0 Lakh whichever is minimum. No other form of payment such as DD / Cheque shall be accepted.**

DURATION OF THE CONTRACT

The contract shall be **valid for one year starting from 01.09.2021 till 31.08.2022 with an option to extend for one more year based on satisfactory performance and as per terms and conditions agreed upon by BPCL and the vendor.**

FORM FOR FILLING

- NAME OF THE PARTY-
- OFFICE ADDRESS
- TELEPHONE NO-
- MOBILE

PAN NO-

GST REGISTRATION NO-

BANK ACCOUNT DETAIL WITH NEFT CODE ALONG WITH CROSSED CHEQUE.

1. EXISTING VEHICLE DETAIL (OWNED/ATTACHED) WHICH ARE 2019 OR LATER MODEL ALONG WITH VEHICLE NOS ARE AS GIVEN BELOW:

| S.NO | MODEL | REG. NO | YEAR OF MFG | YEAR OF PURCHASE |
|------|-------|---------|-------------|------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

I AGREE TO PROVIDE THE VEHICLES MENTIONED ABOVE ON THE DATE OF COMMENCEMENT OF THE CONTRACT.

NAME OF TRANSPORTER:

DATE:

SIGNATURE WITH SEAL

2. A COPY OF THE RC/TC BOOK TO BE ENCLOSED.
3. INSURANCE COPY TO BE ENCLOSED.
4. DETAILS OF DRIVERS TO BE GIVEN AS UNDER. A COPY OF THEIR RESPECTIVE LICENSE IS ALSO ENCLOSED

| NAME OF DRIVER | EMPLOYED SINCE | GROSS SALARY | LICENSE NO |
|----------------|----------------|--------------|------------|
| | | | |
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NAME OF THE TRANSPORTER:

DATE:

SEAL

SIGNATURE WITH

5. FORMAT OF DECLARATION FOR DRIVERS CHARACTER AND COMPETENCY

To,

Date:

Ch. Manager Ops. I/C

Bharat Petroleum Corporation Limited

Devanagonthi

Hoskote taluk

Bangalore- 560067

Sir,

Competency and character declaration for drivers

We hereby declare that all our drivers mentioned in the item: 7 of Technical Bid (Part -A) are of good character with politeness and pleasing manner. They all have valid driving license and have very good level competency and safe driving habits. Also, they are well aware of the city routes and have very good knowledge about the place inside city. We have provided full uniform to them with shoes and mobile phones have been provided with them for easy accessibility.

Also we confirm that all cars are fitted with front and rear seat belts.

Name of proprietor/Manager:

Signature with seal:

-
6. Copy of IT return to be submitted as proof (2017-2018, 2018-2019,2019-20)
 7. Parties with whom vehicle supply contracts are being maintained for last 2 to 3 years.
 8. The transporter must provide minimum 3 nos of satisfactory performance certificate from the parties whom they have provided “vehicles on hire” during last 2 to 3 financial years.

| Name of party with whom vehicle supply is existing | No of vehicle Under existing contract | Address | Name of contact person with telephone no. |
|--|---------------------------------------|---------|---|
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I/we have read carefully the above terms and conditions of the tender and agree to abide by the same.

Signature of contractor-
(or Authorized representatives)

Date:

Name and seal of the contractor

Address

Tel no-

Mobile no-

(On Non-Judicial Stamp Paper as prescribed in the respective State)

AFFIDAVIT

I/We _____ s/o Sh. _____
resident of _____ do hereby solemnly affirm and
declare as under

| VEHICLE REGISTR ATION NO | OWNER NAME | MODEL | ENGINE NO | CHASSIS NO | YEAR OF MFG |
|---|-----------------------|--------------|----------------------|-----------------------|------------------------|
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That I/We have attached/shall keep attached the above vehicles with M/s. _____ till the validity of Staff Transport Contract at _____ location.

DEPONENT

-

VERIFICATION

-

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

DEPONENT

Verified at _____ on _____

Notary Public

Note: Proof of the chassis shall be attached in respect of vehicles offered against affidavit. Vehicles without proof shall be summarily rejected.

**Seal
Signature of Tenderer**

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority, Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will override the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---