TENDER ENQUIRY NO : BMN/MM/OTE/26-27/046
DATE : 18/11/2026

Tender Document

For

Rate Contract for Hiring Taxis/Vehicles/Buses on Hourly/ Daily/ Monthly basis for "Local / Outstation Trips" for BAPL Nagpur

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This Tender document contains **25** Pages

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Note: Bidders are advised to regularly visit BAPL website for any Errata / Addendum / Extension / corrigendum to this tender hosted on BAPL website www.brahmos.com

NOTICE INVITING TENDER

1.	Tender Enquiry No. & Date	: **BMN/MM/OTE/26-27/046 dt 18/11/2026**
2.	Name of the work	: Rate Contract for Hiring of taxis/vehicles/buses on Hourly /Daily/ Monthly basis for Local/Outstation Trips for BAPL Nagpur
3.	Duration of Contract	: **TWO YEARS** (Extendable for **one more year** at same rates based on service quality)
4.	Estimated Amount [Business]	: Approx. Rs.80.00 lakhs [Rs. Eighty lakhs] per year
5.	Due Date of Tender	: **December 02, 2026 & Time: 11:00Hrs**
6.	Place of submission	: Sealed Tenders to be dropped in **Tender Box** available at BAPL Nagpur security gate.
7.	Postal address for sending the Bids	: **BrahMos Aerospace Pvt. Ltd**. C/o DRDL, PJ-10 Complex, Near Mohagaon bus stop, KM 22, Wardha Road, Vill.: Bothli, P.O. Butibori, Nagpur Maharashtra- 441 108

This Tender Document contains 25 pages comprising of General

Instructions to the bidders, Scope of work and

Terms & Conditions, Formats of Price bid etc.

(Part – A)

Technical Bid

RATE CONTRACT FOR HIRING OF TAXIS/VEHICLES/BUSES ON HOURLY/ DAILY/ MONTHLY BASIS FOR LOCAL / OUTSTATION TRIPS FOR BAPL NAGPUR

1.0 GENERAL INSTRUCTIONS TO BIDDERS

1.1. Tenders for the work as stated in Tender Notice are invited as **Two-Bid System through physically drop in tender drop box,** kept at security gate **or speed post (**which in-turn would be dropped in Tender Drop Box) **before due date i.e. 02 Dec 2026 & 11:00hrs**. The responsibility to ensure this lies with the Bidder. Early submission of the Bids is acceptable to the Buyer**. E-mail quotes shall not be entertained and will be rejected by us.**

1.2. BAPL Nagpur intends to hire vehicles as mentioned in **Annexure – 1,2 & 3 (Price Bid formats) on as & when required basis**.

1.3. Tour & Taxi Operators/ Travel agencies bidding for the contract are required to read the instructions carefully and complete all the formalities as required. In the event of furnishing false information / incomplete information, the offer(s) is liable to be rejected. In case bidders require any clarification, they may contact on landline and email IDs mentioned in page No. 1 within 7 working days from issue of tender.

1.4. The Tour & Taxi Operators / Travel Agencies are required to submit the offer in **Two separate sealed envelope i.e. (i) Technical bid** (this envelope must be clearly marked as "Part A- Technical bid") and **(ii) Commercial/ Price Bid** (this envelope must be clearly marked as "Part B- Price bid")**. These two sealed envelopes** shall be put in **one sealed outer envelope. Tender No., Due Date and Name & Address of the Bidder** should be mandatory mentioned on all envelopes.

1.5. **Technical bid** should also be accompanied with other relevant supporting documents **as per para 2.1.19**.

1.6. **The Price bids** of only those bidders who are technically qualified shall be considered for further processing.

1.7. Tender should not be addressed to any individual's name but only by designation to:

Chief General Manager – Plant Head
BrahMos Aerospace Pvt Ltd.
DRDO, PJ-10 Complex, Near Mohagaon Bus Stop,
Wardha Road, Village: Bothli, PO: Butibori, Nagpur -441108.

1.8. BAPL also reserves the right to disqualify any vendor at any stage, should it be necessary on account of security consideration. **Chief General Manager, Plant Head, BAPL**, Nagpur reserves the right to reject any tender/bid wholly or partly without assigning any reason at any stage.

1.9. This RFQ is being issued with **no financial commitment** and **BrahMos Aerospace Pvt Ltd (also referred as "BAPL" or "Buyer")** reserves the right to change or vary any part thereof or foreclosure the procurement/tender at any stage.

1.10. **BAPL reserves the right to place part/split orders on multiple successful bidders for hiring of Taxis/vehicles/Buses based on the most competitive price at the discretion of competent authority of BAPL.**

2.0 SCOPE OF WORK AND TERMS & CONDITIONS

2.1 SPECIFIC TERMS & CONDITIONS:

2.1.1 BAPL Nagpur intends to hire various types of vehicles for Local / Outstation Trips on Hourly / Daily / Monthly basis on Rate Contract.

2.1.2 The normal requirement of vehicles on monthly basis (3x Buses, 2x Cars, 1x Camper, 2x Tata ace etc.) and on call basis (local/outstation) will be 3 to 4 vehicles per month depending on the requirement (Numbers are only indicative and may vary). However, the contractor shall be prepared to supply additional vehicles as per requirement at short notice. Advance information would be given and the contractor shall be prepared to supply the specified vehicle[s] covered within this tender.

2.1.3 The total estimated value indicated in the tender is subject to variation (may increase or decrease) depending upon the requirement of vehicles during the contract period.

2.1.4 The contractor shall quote for the following Category /Class of vehicles.

Type of Vehicle	4 hrs X 40 km (local)	10 hrs X 100 km (local)	Outstation (lump sum rate for Min 300 Kms /day)	Driver Batta / Fooding charges	Night Halt Charges	Extra KM	Extra Hour
Hatch back							
Sedan							
Premium Sedan							
Luxury Premium Sedan							
MUV Multi Utility Vehicle							
Premium MUV							
BUS 17 Seater							
BUS 25 Seater							
BUS 50 Seater							

2.1.5. The charges quoted in the tender shall be inclusive of all charges including fuel, taxes, Comprehensive Insurance, Payment to staff, vehicle maintenance, Overhead etc., but **shall not include GST**.

2.1.6. All the offers received will be scrutinized and only the technically qualified offers will be considered for further processing.

2.1.7. The tender which are incomplete and not furnished in the formats given shall be rejected.

2.1.8. **EVALUATION CRITERIA FOR PRICE BIDS**

The following criteria will be followed to evaluate lowest bid: -

i) Bidders are required to bid by quoting their best rates for all the categories of vehicles i.e., [a] **4 Hrs./40 Kms**, [b]**10 Hrs./ 100Kms**, [c] **Extra rate per KM** beyond the slabs indicated [d] **Extra rate per Hour** beyond the slabs indicated including driver batta /any other charges.

ii) Lump sum rates for **Out station** trips considering 300 kms/day and rate per KM for extra KM usage including driver batta and night halt charges etc. shall be quoted by the bidder. Fixed rate quoted for monthly hiring vehicles.

2.1.9. **The selection of contractor, for negotiation will be based on technical qualification and the overall lowest quote to the Buyer.**

2.1.10. Bidders are required to quote for all the categories of vehicles as provided in the Performa, failing which, their bid may be rejected.

2.1.11. BAPL Nagpur reserves the right to negotiate the rates quoted by the Lowest Bidder.

2.1.12 Mere participation in the tender shall not grant any right/claim in favor of any tenderer. BAPL Nagpur reserves the right to accept/reject the Tender in full/part at its own discretion.

2.1.13 If any bidder fails to deploy the vehicle after issuance of the Work Order in his favor, BAPL Nagpur may terminate the contract and also initiate action to blacklist / ban future business dealings with such party as per Policies/Rules laid down by BAPL Nagpur.

2.1.14 All the Rates quoted shall remain valid for acceptance for a minimum period of 90 (Ninety) days from the date of Technical Bid opening.

2.1.15 Notwithstanding the quote/bid, the base rate of fuel (Normal Diesel / Petrol) will be the one prevailing on the **date of Commencement of the contract.**

2.1.16 The name, full address and phone numbers of the Tour & Taxi Operators/Travel Agencies should be furnished at appropriate places in the tender documents. In case of a partnership firm, the name and address of all the partners with a certified copy of the partnership deed shall be furnished along with the tender. In case of Limited Companies, duly authorized representative shall sign the bid and in case of proprietorship, proprietor shall sign the bid document.

2.1.17 **Vehicles used for providing services against this tender should not be owned by any BAPL Employees or their dependents.**

2.1.18 If the Bidders have already provided/providing services to BAPL Units, their performance during the existing/ previous contracts also will be taken into account while evaluating their technical capability. The bidder/s who has been blacklisted by BAPL earlier will NOT be considered for this tender.

2.1.19 **Minimum Qualification Requirements of the Taxi/ Bus Operators / Travel Agencies at the time Technical Bid opening:**

i) The Bidder must be a **registered Tour & Taxi Operator / Travel Agency** with the concerned Govt. Agency / Department for operating vehicles on hire in Maharashtra. Copy of such registration certificate shall be enclosed.

ii) The Bidder should have **regular establishment / office and garage at Nagpur**. The office shall have telephone / Mobile Phone, SMS, electronic messages, E-mail for accepting booking of taxis and for day-to-day transactions/communications. The successful agency / firm / company shall assign a supervisor, who shall be responsible for immediate interaction for day to day operation.

iii) The Bidder should have **adequate number of fleet** to meet our requirement and also have a **minimum of 10 [Ten] vehicles (SUV/Sedan)** and **minimum 02 [Two] self-owned buses** with 17 seaters and above, **not older than Jan 2024**, under their disposal for deploymentand the details of such vehicles shall be provided along with the Technical Bid.

iv) The vehicles can be in the name of agency, proprietor / partner or attached vehicles. In respect of attached vehicles, a copy of agreement with the owner on Rs. 100/- bond paper listing the vehicle numbers should be attached. **However, preference will be given to agency owned/proprietor owned vehicles.**

v) The Bidders should have **PAN No.** as per Income Tax Act and **GST** registration number as per GST Act and furnish copy of the same.

vi) The contracting agency must have **minimum financial turnover of Rs 1 crore for last two/ three years**. **Audited P& L account and balance sheet of last three years** has to be submitted as proof.

vii) The bidder shall also submit the net worth certificate and GSTR1 3B challan of last 6 months.

viii) The Bidder shall have the **experience** of having successfully undertaken **similar works** during last 03 [three] years and furnish proof ***.**

*Documentary proof such as the **Work Order/Purchase Order indicating value of work along with certificate of satisfactory services** from the Agencies/Companies/ Establishments to whom similar services were provided should be enclosed.

ix) The bidder should have **at least one Govt. (Central/ State) / PSU / Defense Organization/Reputed Private MNC/ Govt. institute /organizations** in his clientele in the last two/three years of his operations.

x) BAPL Nagpur may have the physical verification of the bidders' Office, Garage & vehicles during the bid qualification process.

xi) Complete scope of work, terms and conditions of tender document duly signed and stamped as accepted by bidder to be submitted as part of **technical bid**.

2.1.20 **EARNEST MONEY DEPOSIT (EMD)**

EMD payable is Rs. 15,000/- (Rupees Fifteen Thousand only).

1. EMD will be pre-paid only via Demand Draft (DD) in favour of "Brahmos Aerospace Private Limited".
2. The EMD Demand Draft (DD) will be part and parcel of Technical Bid and **should be attached with Technical Bid.**

2. Bidders registered as **MSMEs** are exempted from EMD on submission of Registration certificate issued by appropriate authority.

3. EMD of successful bidder will be adjusted towards part of the **security deposit (5%).**

4. EMD shall not carry any interest.

5. EMD of all unsuccessful bidders shall be **returned** normally within twenty days of placement of LOI / Work Order on successful bidder. EMD DD to be collected back by unsuccessful bidders from our office during working hours.

2.1.21 **EMD of the Tenderer will be forfeited if:**

1. The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI / Work Order.

2. If the bidder declines to accept the LOI or is unable to accept the work which has been awarded on the basis of the offer received from the bidder or revokes the offer within the validity period of the offer, the earnest money shall stand forfeited.

3. EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant "Guidelines on Suspension of business dealings with suppliers/ contractors" and forfeited/ released based on the action as determined under these guidelines.

2.1.22 **PERFORMANCE SECURITY:**

(i) The Service Provider shall guarantee faithful execution of the Work Order in accordance with the terms and conditions specified. As a performance security, the Service provider shall furnish a **Performance Bank guarantee** from an **Indian nationalized bank OR Axis/HDFC/ICICI/Kotak Bank** for **5%** of the **total contract value** of **one year (Calculated for Monthly hired vehicles)** valid up to the **entire contract period plus claim period of 03 (Three) months** in our format **within 15 days** from the date of award of contract. Failing which the equivalent amount will be deducted from the running account bill of the vendor.

(ii) The period of work order may be extended further if thought fit by BAPL. In case the validity of PBG required to be extended for such reason, the contractor shall make suitable arrangement to make such extension. The Performance security shall not carry any interest and shall be returned by the service receiver on completion of all the contractual obligations.

(iii) In case of breach of any conditions under the Work Order, the PBG shall be liable to be encashed. In addition, the Work Order(s) is also liable to be terminated and any amount due to the Service Provider against any other Work Order from the BAPL is also liable to be appropriated.

3.0 GENERAL TERMS & CONDITIONS

3.1 SPECIFICATIONS OF THE JOB TO BE AWARDED

3.1.1 The successful Tour and Taxi Operators / Travel Agencies will be listed for hiring of the following category of the vehicles:

Type of Vehicle	4 hrs X 40 km (local)	10 hrs X 100 km (local)	Outsta-tion (lump sum rate for 300 Kms/ day)	Driver Batta / Food-ing charges	Night Halt Charges	Extra KM	Extra Hour
Hatch back							
Sedan							
Premium Sedan							
Luxury Premium Sedan							
MUV Multi Utility Vehicle							
Premium MUV							
BUS 17 Seater							
BUS 25 Seater							
BUS 50 Seater							

3.2 MEASUREMENT OF THE JOB:

The following methods will be adopted for measuring the job/s carried out by the contractor.

3.2.1 LOCAL TRIPS:

3.2.2 A maximum distance of 80 Kms (one way) from BAPL Nagpur or from the place of Reporting would be considered as local trip. Local Trip will be further governed by the following Slabs:

i. 4 Hrs. / 40 Kms **ii. 10 Hrs. / 100 Kms** **iii. Extra Hours**

iv. Extra Running (Kms)

Note:

a. Extra running Kms (exceeding slab limit) would be paid at actual, i.e., Slab rate + Extra Kms exceeding slab Kms x rate for extra running (Kms)

b. For computing Extra hours below half-an-hour (below 30 Minutes) would be rounded off to be previous hour and above half-an-hour (above 30 minutes) would be rounded-off to the next hour.

c. Starting KMs will be calculated from the boarding point. A distance of upto **10 kms** or **at actual distance (whichever is lesser)** from Garage (one way) to our office / reporting place will only be considered**.**

d. Excess KM (if any) for monthly hired vehicles (except bus), will be calculated on quarterly basis and paid along with monthly bills of the particular quarter.

3.2.3 OUTSTATION TRIPS:

1. The outstation hiring charges will be paid for a minimum of 300 Kms per day. In case of outstation duties, the rate shall apply on 24-hour basis and not based on calendar dates, i.e., every 24 Hrs of usage will be treated as one day and for extra distance and time, if any, on the final day rate for extra Km / hour will apply.

2. The driver(s) will not be entitled for any boarding and lodging charges.

3. During Outstation trips, where there is variation (excess or less) either in terms of Kms run and/or the No. of days involved, then the payment will be calculated as follows:

   (a)Where Kms run exceed the No. of Days, then Rate/Km x No. of Kms

4. Outstation Hire charges are regulated as Minimum 300 Kms per day on the following criteria:
   I) Rate in Rupees per KM
   II) Driver Batta for outstation trip. (Night Batta is considered between 10pm to 6am.)
   III) Night charges if any.



4.0 PAYMENT TO THE CONTRACTOR

4.1.1 Payment will be made to the contractor on the basis of actual work carried out after deduction of any penalties (if any) as applicable **on monthly basis.**

4.1.2 The parking charges, toll tax, barrier tax, state border entry tax etc., during BAPL duty, will be paid extra by BAPL Nagpur at actuals on producing original Bills/Receipts/email from Fast tag.

4.1.3 The Contractor shall obtain the signature of the BAPL Official/Customer/other actual users in respect of each trip/Taxi service carried out for BAPL in the Trip Sheet. Also the feedback will be collected from the guest as per the format given by BAPL. **Over writing/corrections** on Trip sheets will not be entertained.

4.1.4 Bill/Tax Invoices accompanied by the local / out-station Trip Sheets duly signed by BAPL/ Official/Customer etc. shall be submitted by the contractor to the Admin department on monthly basis. Bill/Tax Invoices should be complete with breakup of applicable tax details. Invoices for the trips provided from 1st to 30th/31st shall be submitted on or before 2nd of the following months.

4.1.5 Payment to the contractor will be made within 30 (Thirty) days from the date of submission of clear bills and after due verification, certification by the Transport In-charge at BAPL, Nagpur. All payments will be made through Electronic Fund Transfer.

4.1.6 The total hiring charges payable will be rounded off to the nearest full rupee value. Income tax shall be deducted at source as applicable under relevant Act / Law. GST shall also be applicable under relevant Act/Law.

5.0 PRICE VARIATION CLAUSE (PVC):

5.1 The rates finalized will be firm during the contract period. However, in case of *variation in fuel prices*, a change in the rate will be allowed. Revised Rates as per PVC will be given effect from the actual date of claim by the contractor regarding effect of change in Fuel price after verification. The rate for extra hours and driver Bata will remain firm and no change will be admissible on any other account whatsoever. The fuel price prevailing on the commencement date of contract will be the base price for affecting the PVC clause. The fuel price variation clause is applicable both for Local/Outstation trips.

5.2 Price variation clause will be applicable only when there is increase/ decrease in fuel (Normal Petrol/Diesel) price per Liter to the tune of 5% over the base price i.e. Petrol/ Diesel price prevalent at the time of commencement of contract. Variation in fuel charges: For every 5% increase/decrease in the fuel price over and above/ below the base rate on the date of commencement of the contract would be compensated/ reduced for all vehicles.

For e.g. Base price of a vehicle is 1500 and fuel (Petrol/Diesel) prices increase by Rs 10 from Rs.100 (10% from base price,) now the revised base prices would be 1550 = { 1500 +(1500x (10% / 3) }, considering all three factors (i.e. Weightage of 33.33% is given for Fuel cost and 66.67% is for Manpower and Repair & Maintenance). Same would be applicable in rate per Km but would not be applicable for extra hours. Fixation of base would be as prevalent on Contract date.

6.0 CONTRACTUAL AND LEGAL OBLIGATIONS OF THE CONTRACTOR:

6.1 GENERAL

6.1.1 BAPL Nagpur has the privity of the contract with the contractor only and will give instructions to the contractor or his authorized representatives. BAPL Nagpur will have nothing to do or be concerned with the employment of employees working for the contractor. The relationship between BAPL, Nagpur and the contractor will be that of independent entities and nothing herein contained will amount to joint venture, partnership or an employer-employee relationship.

6.1.2 The successful Taxi/Tour operator shall send the confirmation by SMS to the guest and BAPL Nagpur office immediately on receiving the booking request. The details of driver name, mobile no. and cab no. etc. shall be sent to the guest and BAPL, Nagpur office sufficiently in advance (at least before 4 hrs. of reporting time). In case of early morning duties i.e., before 06:00 am, the information may be sent by previous night before 10:00pm.

6.1.3 All vehicles supplied for service **should be GPS enabled** and the successful bidder to share the GPS tracking details with BAPL Nagpur.

6.1.4 Bidders should not have been **blacklisted/banned** by any organization (Self certification letter to be submitted)



7.0 DUTIES AND RESPONSIBILITIES OF CONTRACTOR:

7.1 Contractor has to ensure that the taxi drivers are physically and mentally fit and do not have any criminal record. Drivers should possess valid driving license and experience. The drivers should be able to communicate in Marathi, Hindi & English.The drivers of taxi for local trips should have good road knowledge of Nagpur and surrounding areas. The taxi drivers for outstation trips should have road knowledge of southern states.

7.2 The drivers shall be provided with **Basic Mobile phone without camera & without internet** for communication and shall be in proper uniform during duty.

7.3 The driver should be sent for periodical medical checkup i.e., at least once in a year for general health check-up, eye check-up & audiometric test by the contractor at his own cost to rule out possibilities of loss of vision, hearing etc., and furnish proof of the same.

7.4 The contractor should ensure to engage the vehicles, with only such drivers who have minimum 2 years of experience in driving similar vehicles with **valid driving license** and Valid **Police Verification Certificate** (not older than six months). The contractor should also instruct and ensure that the drivers follow the following good practices.

a) **Follow all Traffic Rules & Regulations and ensure safe & efficient driving**
b) **To keep the vehicle neat and clean always.**
c) **Report for duty at least 15 minutes before at the appointed time and place.**
d) **Allow the passengers to get inside the vehicle, secure the doors properly and only then Driver should enter into car.**
e) **To open and close doors for all passengers/customers while boarding and alighting the vehicle.**
f) **Strictly not to smoke / be drunk while on duty.**
g) **Strictly not to use mobile phone while driving the vehicle.**
h) **Not to indulge in rash & negligent driving**
i) **Should not disclose any details of office, Operational process, security arrangements and administrative/organizational matter as all these are confidential in nature.**
j) **To carry Photo ID issued by the contractor during the duty hours.**
k) **To follow safety precautions like wearing face mask and using sanitizer etc.**

7.5 Contractor will be responsible for the good conduct of his drivers. In case of any misconduct /misbehavior by any of his taxi drivers on duty, the contractor will replace such drivers immediately.

7.6 Contractor will keep watch on his taxi drivers and he will be liable for any pilferage / loss to BAPL Nagpur due to acts of omission and commission by his taxi drivers. Similarly, Liability for any compensation to outsiders on account of any act of omission and commission by the drivers deployed by the contractor shall lie exclusively with the contractor.

7.7 The contractor shall be fully responsible for enforcing all safety and other RTO regulations as applicable under Motor Vehicles Act, 1988 and Rules framed there under as in force from time to time.

7.8 The contractor has to ensure that **taxi drivers wear a distinct uniform** i.e., white Shirt & Trouser. The uniform shall be kept in neat and tidy condition. Contractor has to ensure that all precautions are taken for safety of his drivers and vehicles.

7.9 The Contractor should see that his drivers keep reasonable money to meet contingent expenditures such as Fuel, Parking /Entry/ Toll/ Permit Fee etc., while travelling local/outstation.

7.10 Contractor shall maintain effective coordination / communication with BAPL Nagpur Transport In-charge at all times. Upon booking/allotting Taxis the details such as the vehicle Registration Number, driver name and his mobile number etc. shall be provided both to the Transport In-charge as well as the User/Guest by means of SMS / WhatsApp for smooth operation of the system. They shall also coordinate for submission of Bills with trip sheets and settlement of bills thereof.

7.11 Contractor shall not sub-let any portion of the contract to anybody or Firm or Agency whosoever.

8.0 STATUTORY LIABILITY:

8.1 The taxis should have compliance with all the provisions **of Motor Vehicle Act**, **1988** and Rules framed there under as in force from time to time, and fit to hire.

8.2 The liability for any compensation on account of injury sustained by a taxi driver/ employee of the contractor will exclusively be that of the contractor.

8.3 Route permit / National permit / Clearance from RTO or any other authority concerned and compliance of any other legal formalities connected with the contract have to be arranged by the contractor at his cost. BAPL does not take responsibility in this regard.

8.4 The contractor will ensure that all vehicles deployed under this contract agreement, are covered by respective comprehensive insurance policies. Under no circumstance shall BAPL Nagpur be liable to compensate for any loss or damage that may be caused to /by the vehicles while engaged in discharging of the contractor's obligations under this contract. Service provider shall be solely responsible for all cause and liabilities arising out of any accidents or traffic offence. BAPL Nagpur will not be party to any disputes arising out of such events.

8.5 The contractor shall at his own expenses reinstate and make good to the satisfaction of BAPL Nagpur management and pay compensation for any injury to any person, loss or damage occurred to any property or rights whatever including property and rights of BAPL Nagpur or its agents or employee of BAPL, Nagpur the injury loss or damage arising out of or in connection with or during the execution or performed execution of the contract and further the contractor shall indemnify the BAPL, against all claims enforceable against BAPL or any agent, servant or employee of BAPL in respect of any such injury (including injury resulting in death) loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or any other labour legislations or laws/regulation/rules and notification as maybe applicable.

8.6 Compliance to all statutory requirements under various Acts, rules, regulations, notifications in relation to employment of drivers will be the responsibility of the contractor.

8.7 The liability of any compensation on account of injury sustained by the employee of the contractor will be exclusively that of the contractor.



9.0 SUPPLY OF VEHICLES, MONITORING & TRIP SHEETS

9.1.1 Contractor shall provide well maintained and road worthy vehicles only of models – not older than **Three years (registered on or after Jan'2024)**. The vehicles provided will be inspected by BAPL Nagpur representative or by any other person authorized in this regard at any point of time and if the vehicles are not found in road worthy condition, the same will be sent back on the condition that replacement should be given within reasonable time.

9.1.2 This contract will be in operation on 24 x 7 hours' basis throughout the period of Contract and the Contractor or his nominated representative shall be available for rendering unhindered service.

9.1.3 The Contractor shall be responsible for the safe, comfortable and timely transporting of the passengers / baggage/ stores.

9.1.4 The Contractor shall supply the demanded number of vehicle[s] within one hour under normal circumstances and within half-an-hour under emergencies in respect of Local Trips. However, for Outstation Trips, BAPL Nagpur will specify the timings, but at least 04 [four] hours advance notice will be given. If there is failure, the Contractor will be intimated of his deficient performance. Chronic deficiency in performance [i.e., more than two occasions in a month] may result in **termination of the Contract**. BAPL reserves its right to engage Taxi from any other Agency at the cost and expenses of the contractor in the event of failure to provide Taxis by Contractor and deduct such charges from the Contractor's Bills.

9.1.5 The Contractor shall ensure to keep the taxi in full readiness for the entire day's operation in respect of fuel availability and willingness of the drivers to drive the vehicle.

9.1.6 The contractor shall replace the taxi in case of a breakdown while in operation within 30 minutes from the time of reporting breakdown in the case of Local Trip. However,in the case of Outstation Trip, alternate arrangements shall be made at the quickest possible time. The bills under such circumstances are prepared for one vehicle only.

9.1.7 No detention charges will be paid for breakdown and arranging alternative vehicle. The log / trip sheets shall mention about the breakdown.

9.1.8 Contractor shall provide Taxis of specified model only. If any of the taxi models found to be in operation earlier than specified year of registration, at a later date, notwithstanding its rights to terminate the contract, BAPL Nagpur may not pay the charges with respect to such taxi or may deduct any charges paid with respect to such taxi at a later date from the running bill of the Contractor.

9.1.9 The Contractor shall ensure that his drivers will get all the columns in the trip sheets filled and signed by the user. Corrections/over-writing should be avoided in the Trip Sheets and Bills. Corrections, if any, shall be duly attested by the User in the Trip Sheets.

9.1.10 The Contractor agrees that timely supply of taxis is the essence of this contract. The taxis will be utilized for VIPs, Customers and Senior Executives etc. who are to be treated well. The taxis should report to the required points as directed by Transport In-charge of BAPL Nagpur at the given time, date and place.

9.1.11 Any deficiency in service requirements stated in the contract shall attract penalty as per Liquidated damages clause.

9.1.12 The provided vehicles must be registered as **Taxi (Yellow number plate)** /transport category only.

9.1.13 The Contractor must ensure that the vehicles are furnished with following:

a) The relevant documents like RC Book, driving license, comprehensive insurance policy, permit, emission test certificate and other legal documents.

b) A first aid kit with all necessary medicines and allied items should be kept in the vehicle as per the MV Rules and the same shall be subject to inspection by concerned.

c) The vehicles should be provided with Audio/FM facility.

d) The cars should be provided with additional emergency accessories like Stepony, standard toolkit, spare bulb, fuses, fan belt, foot mats and hose pipe etc.

e) Obtaining of insurance cover for his employees/equipment/tools and tackles etc. and taking third party insurance cover will be the responsibility of the contractor.

f) Newspaper and water bottles to be kept in all Premium Segment vehicle.

10.0 RIGHTS AND OBLIGATIONS OF BAPL

10.1.0 BAPL Nagpur also reserves the right to separately deal with any other taxi / vehicle/Bus providers during emergency circumstances or for use by VIPs and other dignitaries.

10.1.1 In case of loss of original trip sheet, BAPL Nagpur reserves the right not to entertain the claim.

10.1.2 In case the contractor does not carry out the contractual obligations or the services rendered by him are found to be unsatisfactory, BAPL Nagpur shall bring same to his notice and he will be obliged to discharge the obligations and rectify the deficiency / Anomaly within specified time failing which BAPL Nagpur reserves the right to impose reasonable penalty or initiate Short closure of contract with a notice period of one month.

10.1.3 Notwithstanding the above and other rights of BAPL Nagpur there shall be no liability on the part of BAPL to pay any compensation whatsoever to the contractor, in case of misbehavior, disobedience, dishonesty, clandestine insolvency, any court order, non-sanction of road permit or any other related activities on the part of contractor or his drivers/employees deputed under the contract or in case of the failure of the contractor to fulfill the terms and conditions of the contract etc.

10.1.4 The decision of BAPL Nagpur regarding interpretation of any terms and conditions set forth in the agreement shall be final and binding on the contractor.

11.0 DURATION OF THE CONTRACT:

11.1.1 The duration of the contract shall be for a period of **Two Years** from the date of award of work. Duration of the contract can be **extendable by another period of One year**, on the satisfactory performance during initial year of contract at the sole discretion of BAPL.

11.1.2 The successful bidder shall have to execute an agreement with BAPL Nagpur on a non-judicial stamp paper of the value of Rs.500/- at his own cost.

12.0 ARBITRATION

12.1.1 In the event of any controversy, disputes or differences arising out of or in the interpretation of any of the terms and conditions of this agreement or on breach by any of the parties shall bring the said reason to the notice of each other, and shall amicably try to settle any such issues within 30 days of such notice. In the event of the parties' failure to reach amicable settlement as mentioned herein, all unresolved controversies, disputes or arbitration in accordance with Indian arbitration and conciliation Act, 1996 and the venue of arbitration shall be **Nagpur, India.**

13.0 LIQUIDATED DAMAGES (LD) CLAUSE

BAPL, Nagpur reserves the right to impose penalties as given hereunder:

Sl. No.	Causes of Penalties	Penalty Amount (Rs.)
1	Failure to provide the vehicle as per the requisition by BAPL (Taxi will be engage from other Agency by BAPL at the cost and expenses of the contractor)	Rs.1000/- per day
2	Complaints pertaining to poor quality of service such as delayed arrival at the designated stop/place / No response	Rs. 1000/- per incident
3	Older model /other than prescribed model	Rs. 1000/- per incident
4	Complaints pertaining to poor quality of vehicles (both interior & exterior)	Rs. 1000/- per incident
5	Misbehavior by contractor staff/ drivers with the BAPL staff/ guests etc.	Rs. 1000/- per incident
6	Failure of driver to carry the mobile basic mobile phone (Without camera and internet) while on duty of BAPL	Rs. 1000/- per incident
7	Any lapse noticed during operation of the present Agreement other than listed in clause of penalties	Rs. 1000/- per incident
8	In case any unauthorized man/material is found in the cab	Rs. 1000/- per incident
9	Any tampering of the log-sheet details, by the contractor or his person	Rs. 1000/- per incident

NOTE: - Bidders are required to correctly fill the appendix- A, B, C & D and submit duly signed & stamped along with Technical bid.

Sr Systems Manager
Contracts & Materials Management
BAPL, Nagpur

Appendix-A

(Filled copy to be submitted as a part of **Technical Bid**)

Hiring of Taxis/Vehicles/Bus on Hourly/ Daily Rate Contract basis for Local/ Outstation Trips

Essential Criteria for Evaluation of Technical Bids.

Sl. No.	Description	Contractor's Acceptance (Yes/No) / Remarks
1	Whether the bidder is a Registered Tour/Travel Operator / Travel Agency (Copy of registration certificate shall be enclosed)	
2	Whether the Bidder has a regular establishment / office/Garage at Nagpur. The office shall have telephone, and E-mail facilitiesfor booking of taxis. **(Please indicate here your address, Mobile/telephone No. and E-Mail ID).**	
3	Whether the bidder agrees to supply taxis for Local Trips within 1(one) hour of booking under normal conditions and within ½ (half-an-hour) under emergency conditions, and for OutstationTrips as specified by BAPL	
4	Whether the bidder has under his disposal a **minimum of 10 (Ten) vehicles** such as Toyota Etios, Maruti Suzuki Dzire, Maruti Swift, TATA Tigor, Toyota Glanza, Maruti Earitga, Maruti XL6, KIA Caren, Honda Amaze, Honda City, Maruti Suzuki Ciaz, Honda Amaze, Hyundai Verna, Innova Crysta (Bucket & Bench Seat), Innova Hycross, Hundai Elanta, Mahindra Marazzo, Toyota Corolla Altis etc. registered for operating as Taxis and **minimum of two buses (Xerox copies of RC book to be enclosed).**	
5	Whether the average **annual financial turnover** of the bidder ending 31st March of the last 2/3 financial years (2023-24, 2024-25 & 2025-26 is **Rs 1 crore (documents showing Financial Turnover duly attested by a Chartered Accountant to be enclosed)**	
6	Whether the bidder has the experience of having carried out similar works **during last 2-3 years**. (Similar work means supply of taxis/buses on hourly/ daily/monthly Rate Contract basis). **Copy of work order indicating value of work with certificate for satisfactory services / Completion certificate indicating the value of work executed** should be enclosed.	
7	**Statutory details** **[enclose Xerox copy].** (a) Registration / Company No. of firm (b) PAN details (c) GSTIN Regn. No.	
8	Month and year of commencement business.	

Sl. No.	Description	Contractor's Acceptance (Yes/No) / Remarks
9	**Legal Status/ Nature of Firm / Concern** (Proprietor/Partnership/Pvt. Limited/Public Ltd.) ***Note**: Please enclose* *a) In case of partnership firm, photo copy of the partnership deed.* *b) In case of company, photo copy of the incorporation certificate.* *c) In case of proprietorship, photo copy of the registration under Shops & Est. Act.* *d) In case of any other legal entity, photo copy of the registration certificate.*	
10	**Names, address and phone nos. of Partners/Proprietor/ Directors**	
11	**Name, of the Person(s) and designation authorized for signing the contract** / dealing with BAPL and his Contact No. and email ID	
12	Whether bidder is having any relative working in BAPL **(if yes, provide name, staff no., designation and department.)**	

Note: All above information should be supported by relevant documents as applicable

Appendix – B

(Filled copy to be submitted as a part of **Technical Bid)**

Details of the various types of vehicles under the disposal of the bidder for deployment as Taxis /Buses **(Xerox copy of RC books & insurance to be enclosed, each copy to be signed and stamped).** In case the space provided is not sufficient, the bidders may use additional sheets for furnishing complete information.

S. N	Type of vehicle	Registration No.	Year of Registration	Whether registered as taxi	Fitness Certificate	Comprehensive Insurance Validity date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Appendix-C

(Filled copy to be submitted as a part of **Technical Bid**)

To,
The Chief General Manager
M/s BrahMos Aerospace Pvt Ltd,
DRDO, PJ-10 Complex, Near Mohagaon bus stop,
KM 22, Wardha Road, Village: Bothli,
PO: Butibori, Nagpur -441108 Maharashtra

ACCEPTANCE OF TERMS & CONDITIONS OF TENDER

Tender Reference No. _____

Name of Tender: _____

Dear Sir,

1. I / We hereby certify that I / we read entire terms and conditions of the tender documents from Page No.__ to __ (including all documents like annexure(s), schedule(s), etc.,), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

2. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.

3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

4. The Techno Commercial Bid and its enclosures submitted in physical form as mentioned in RFP.

5. In case any provisions of this tender are found violated, your department / organization shall be at liberty to reject this tender / bid absolutely and we shall not have any claim / right against dept in satisfaction of this condition

Place:

Signature of the Contractor

Date:

APPENDIX-D

NON-BLACK LISTING CERTIFICATE

(To be given on Bidders Company Letter Head)

1. I, _____ son of shri _____ age about _____ by profession proprietor/ partner of M/s _____ having registered office at _____ do hereby solemnly affirms and declare as under: -

(a) Undertakes to the effect that the firm I represent is not blacklisted by any Government Organization.

(b) I am not Proprietor/ Partners/ Director of any other firm or business organization with whom Government has banned/ suspended business dealing.

(c) I do not have any concern/ subsidiaries with any business organization or agency blacklisted by Government Organization.

Company Seal (Authorised Signatory of Company)

Place:

Dated:

Signature of Bidder & Stamp

PART-B

[PRICE BID FORMAT]

BrahMos

BrahMos Aerospace Pvt. Ltd.
An India-Russia Joint Venture

Annexure-1

FINANCIAL BID

Basic Rates in Rupees for Hiring following Vehicles for Local & Outstation Trip On Requirement Basis/ Call Basis

Sr. No.	Type of Vehicles	Description/ Specification	Type	Local Hiring Rates Rs.				Outstation Hiring Rates Rs.	
				4 Hours/ 40 KM (or) Min. hir-ing charges (Rs)	10 hours/ 100 KM (Rs)	Charges for Extra kms (Rs)	Charges for Extra hrs (Rs)	Min. 300 kms/day (Rs)	Charges for Extra kms (Rs)
1	Hatchback	**Swift / Glanza**	AC						
2	Sedan	**Maruti Swift Dzire/Honda Amaze/ Toyota Etios**	**AC**						
3	Premium Sedan	**Honda City / Honda Elevate/ Hyundai Verna**	**AC**						
4	MUV (Multi Utility Vehicle)	**Eartiga / XL6/ Carens/ Toyota Rumion**	**AC**						
5	Premium SUV	**Innova Crysta / Innova Hycross/ Hyundai Elanta/ Mahindra Marazoo**	**AC**						
6	**Tempo Traveller**	**17 Seater**	**AC**						
7	**Tempo Traveller**	**25 Seater**	**AC**						

Outstation Duty/ Night Halt Charges: - Rs……. per day

Seal of Agency / Firm/ Company Name

BrahMos

BrahMos Aerospace Pvt. Ltd.
An India-Russia Joint Venture

PART-B
[PRICE BID FORMAT]

Annexure-2

FINANCIAL BID

Basic rates in Rupees for hiring following vehicles on Monthly Basis

Sl. No	Vehicle Type	Ve-hicle Type	Fixed Hours	Fixed KM monthly	Monthly Fixed Rate (Rs)	Charges for Extra Hrs (Rs)	Charges for Extra KMs (Rs)
1	**Maruti Swift Dzire/Honda Amaze/ Hundai Aura/ TATA Tigor**	**AC**	312 (12 X 26 Days) One Driver @ 12 Hrs	3000			
2	**Honda City / Hyundai Verna**	**AC**		3000			
3	**Eartiga / XL6/ Carens/Toyota Rumion**	**AC**	Monthly Two Driver @ 12 Hrs each	3000			
4	**TATA XENON/ Mahindra Camper/ Isuzu**	**AC**		3000			
5	**TATA ACE**	**NON AC**	Monthly One driver @ 12 Hrs	1800			
6	**BUS (50 SEATER) (To be Hired for 6 months per year Apr to Sep) ****	**AC**	**156 (6 X 26 Days)** One Driver @ 12 Hrs	1800			
7	**BUS (50 SEATER) (To be Hired for 6 months per year Oct to March) ****	**NON AC**	**156 (6 X 26 Days)** One Driver @ 12 Hrs	1800			
8	**BUS (25 Seater)**	**AC**	312 (12 X 26 Days) One Driver @ 12 Hrs	1800			
9	***BUS (50 SEATER)***	***Non AC***	**312 (12 X 26 Days)** One Driver @ 12 Hrs	1800			
10	***BUS (25 Seater)***	***Non AC***	**312 (12 X 26 Days)** One Driver @ 12 Hrs	1800			

Sign & Seal of Bidder

Note: Tentative requirement per month:

Type of Vehicle	Monthly Qty
50 Seater Bus – AC/ Non AC	2 Nos
25 Seater Bus – AC/ Non-AC	1 No
Tata Ace – Non AC	2 Nos
Isuzu/Camper- AC	1 No
Ertiga - AC	1 No
Honda City/Verna - AC	1 No



BrahMos
BrahMos Aerospace Pvt. Ltd.
An India-Russia Joint Venture

PART-B

[PRICE BID]

Annexure-3

FINANCIAL BID

Basic rates in Rupees for hiring following vehicles from Outstation to Nagpur

Sr. No.	From - To	Description/ Specification	Type of Vehicle	Usually time taken To & Fro (in Days)	Fixed Consolidate charges (inclusive of Batta/ Night Halt/ Food / Out station /Toll etc.) (Rs)
1	INS Vajrakosh (Karwar) to Nagpur & Back	Maruti Swift Dzire	AC	09 days	Rs.
		Eartiga	AC		Rs.
		INNOVA Crysta	AC		Rs.
2	INS Kalinga (Vizag) to Nagpur & Back	Maruti Swift Dzire	AC	09 days	Rs.
		Eartiga	AC		Rs.
		INNOVA Crysta	AC		Rs.

Charges for additional days beyond above mentioned days: -

Description/ Specification	Type of Vehicle	Charges for additional day Rs. per day (lump sum)
Maruti Swift Dzire	AC	
Eartiga	AC	
INNOVA Crysta	AC	

Signature:

Name: **Seal of Agency / Firm/ / Company**



Proforma for Pasting on Outer Sealed envelope

TO:
Chief General Manager (Plant Head)
Address: **BrahMos Aerospace Pvt Ltd** **C/o DRDL, PJ-10 Complex,** **Near Mohgaon bus stop, KM 22,** **Wardha Road, Vill.:Bothli, P.O. Butibori, Nagpur, Maharashtra- 441 108**
LL: 07103-282-803 / 805 / 703

TENDER Name	**Rate Contract for Hiring Taxis/Vehicles/Buses on Hourly/ Daily/ Monthly basis for "Local / Outstation Trips" for BAPL Nagpur**
RFP NO:	**BMN/MM/OTE/26-27/046**
RFP Date	**18/11/2026**
TENDER OPEN DATE	**02 December 2026 & 11:30 Hrs**

LAST DATE OF SUBMISSION
02 DECEMBER 2026
11:00 HRS

FROM:	
Vendor Name:	
Vendor Address:	
Contact No.:	

(NOTE: THE BID (SINGLE/ TWO BID as per RFP) SHOULD BE PUT IN ONE OUTER SEALED ENVELOPE AND THIS PROFORMA SHOULD BE PASTED ON TOP. THE TENDER (SEALED ENVELPOE) SHOULD BE DROPPED IN THE TENDER BOX ONLY WITHIN THE LAST DATE & TIME OF SUBMISSION AS PER RFP.)