

To, M/s. BPCL ESTIMATE MUMBAI . India - 400038. Ph:,Fax:. Vendor Code:300648	REQUEST FOR QUOTATION Collective RFQ Number/ Purchase Group 1000463718 / J11-CIVIL/TK/SPH/PNTG Contact person/Telephone KRISHNA RAO P/0484-2821656 Fax : - Email:krishnaraop@bharatpetroleum.in Our ref.: J11/26031GEM	
RFQ No/Date: 6001960161 / 07.09.2026	Quotation Due Date/Time: 28.09.2026/14:00:00	
Material/Services required at: M/s. Bharat Petroleum Corpn.Ltd KOCHI REFINERY AMBALAMUGAL KOCHI ERNAKULAM- 682302 India		
<u>THIS TENDER IS FOR FINALIZATION OF OPERATION OF MULTI UTILITY VEHICLES (MUVS), CARRIER VANS AND MINIBUSES FOR TWO YEARS AT BPCL KOCHI REFINERY.</u> EVALUATION METHODOLOGY: OFFERS WOULD BE EVALUATED AND CONTRACT WILL BE PLACED ON OVERALL L1 BASIS. AS THIS IS OVERALL L1 BASIS EVALUATION, THE BIDDERS MUST QUOTE FOR ALL LINE ITEMS; OTHERWISE, THEIR BID WILL NOT BE CONSIDERED FOR EVALUATION. OFFERS WITH NIL VALUE OR ZERO VALUE FOR ANY OF THE ITEMS MAY ALSO LIABLE TO BE REJECTED. TYPE OF JOB: SERVICE. NATURE OF SERVICE: SERVICE BY RATE CONTRACT. THIS IS A NON DIVISIBLE SERVICE CONTRACT JOB AS PER MSE & PPPMII PERSPECTIVE. PRICING: FIXED PRICING IS APPLICABLE AS PER ATTACHED TENDER DOCUMENT. EARNEST MONEY DEPOSIT (EMD): BIDDERS ARE REQUIRED TO SUBMIT INTEREST FREE EMD OF RS.20,00,000/- (RUPEES TWENTY LAKHS ONLY). THE EMD DETAILS ARE MENTIONED IN CLAUSE NO.6 OF ATTACHED GCC AND THE TENDER DOCUMENT (TENDERDOCS). BIDDERS ARE REQUIRED TO READ AND COMPLY WITH THE "BID QUALIFICATION CRITERIA" ATTACHED WITH TENDER DOCUMENT AND SUBMIT THE REQUIRED DOCUMENTS. PERIOD OF CONTRACT: TWO YEARS FROM THE DATE OF CONTRACT. SINCE TIME IS THE ESSENCE OF THIS CONTRACT, EXECUTION OF WORK/SERVICE WITHIN THE ABOVE PERIOD SHALL BE A TENDER CONDITION FOR SMOOTH RUNNING OF THE REFINERY. OFFERS WHICH ARE NOT MEETING ABOVE TIME PERIOD WILL NOT BE CONSIDERED FOR EVALUATION. PAYMENT TERM: PAYMENT SHALL BE MADE ON THE BASIS OF WORK ACTUALLY EXECUTED AND APPROVED BY THE ENGINEER-IN-CHARGE (EIC) WITH ALL SUPPORTING DOCUMENT. 75% PAYMENT OF THE RUNNING ACCOUNT BILL (RA BILL) SHALL BE RELEASED WITHIN 15 CALENDAR DAYS OF RECEIPT OF RA BILL DULY CERTIFIED BY EIC AND THE BALANCE PAYMENT SHALL BE RELEASED WITHIN 30 DAYS OF RECEIPT OF RA BILL BY EIC AFTER DETAILED SCRUTINY. THIS PAYMENT WILL BE MADE AFTER MAKING NECESSARY DEDUCTIONS AS STIPULATED ELSEWHERE IN THE CONTRACT DOCUMENT FOR MATERIALS, SECURITY DEPOSIT OR ANY MONEYS DUE TO THE OWNER ETC. THE FINAL BILL SHALL BE SUBMITTED BY THE CONTRACTOR WITHIN ONE MONTH OF THE DATE OF PHYSICAL COMPLETION OF THE		
Page 1 of 26	Vendor Sign & Stamp	For Bharat Petroleum Corporation Ltd.

WORK, AND SETTLED IMMEDIATELY BUT NOT LATER THAN 60 DAYS. THE DETAILS OF PAYMENT IS MENTIONED IN CLAUSE NO.75 TO 80 OF THE ATTACHED GENERAL CONDITIONS OF CONTRACT.

THE OFFERS, INCLUDING PRICE, RECEIVED AGAINST THIS TENDER SHALL BE VALID FOR A PERIOD OF 180 DAYS FROM THE BID OPENING DATE. IN CASE OF TWO PART BID SYSTEM, UN PRICED BID OPENING DATE IS CONSIDERED AS THE BID OPENING DATE.

THE BIDDER SHOULD UPLOAD THE ATTACHED DOCUMENT "ITEM WISE PRICE DETAILS OF QUOTE" ALONG WITH PRICE BID ONLY.

RATE CONTRACT CLAUSE: THIS TENDER IS INVITED FOR FINALIZING A RATE CONTRACT. THE QUANTITY MENTIONED IN TENDER DOCUMENT IS TENTATIVE AND ESTIMATED CONSIDERING THE DURATION OF THE CONTRACT AND MAY VARY TO AN EXTENT. HENCE THE SAME SHALL NOT BE TAKEN AS OUR FIRM COMMITMENT. PO QUANTITY / ACTUAL WORK MAY BE CONSIDERABLY LESS THAN THE ESTIMATED QUANTITY. BIDDER WILL NOT HAVE ANY CLAIM WHATSOEVER IF THE QUANTITY IS CONSIDERABLY LESS. THE RATE QUOTED SHALL BE FIRM FOR THE ENTIRE CONTRACT PERIOD. A RATE CONTRACT (VALUE CONTRACT) WILL BE ISSUED TO THE SUCCESSFUL BIDDER VALID FOR THE CONTRACT PERIOD AND SEPARATE RELEASE ORDERS BASED ON PRICING WILL BE ISSUED FOR ACTUAL QUANTUM OF WORK DEPENDS UPON OUR REQUIREMENT. THE TIME OF COMPLETION FOR INDIVIDUAL JOBS MENTIONED IN THE RELEASE ORDERS WILL BE THE BASE DATE FOR LIQUIDATED DAMAGES FOR DELAY.

DEVIATION TO TENDER CONDITIONS: DEVIATION TO ANY OF THE TENDER CONDITIONS IS NOT AT ALL ACCEPTABLE. BIDDERS ARE REQUESTED TO QUOTE STRICTLY AS PER OUR TENDER CONDITIONS. IN CASE OF OFFER WITH TECHNICAL/COMMERCIAL DEVIATIONS & EXCEPTIONS, PLEASE HIGHLIGHT IT WITH SPECIFIC DETAILS IN THE DEVIATION & EXCEPTION FORM. PLEASE NOTE THAT IF NO DEVIATION & EXCEPTION IS GIVEN, IT SHALL BE PRESUMED THAT YOUR OFFER HAS NO DEVIATION FROM OUR TENDER CONDITIONS. NO AMENDMENT WILL BE ENTERTAINED AFTER PLACEMENT OF ORDER.

THE BIDDER SHOULD UPLOAD ALL THE SUPPORTING DOCUMENT FOR THE TECHNO COMMERCIAL EVALUATION OF THE OFFER. THE BIDDER ALSO NEEDS TO UPLOAD THE SIGNED COPY OF THIS RFQ AND SCOPE OF WORK ALONG WITH TENDER DOCUMENTS.

PRE BID MEETING / SITE VISIT: THE PURPOSE OF PRE BID MEETING / SITE VISIT IS TO CLARIFY ANY DOUBTS OF THE BIDDERS ON THE INTERPRETATION OF THE PROVISIONS OF TENDER. PRE BID QUERIES, IF ANY, CAN BE SUBMITTED BY E MAIL ON OR BEFORE 14.09.2026. THE TECHNICAL QUERIES, IF ANY, CAN BE SUBMITTED TO kishorkumarek@bharatpetroleum.in (TELEPHONE NO.0484-282-1452/ MOB: 9447072255) AND COMMERCIAL QUERIES CAN BE SUBMITTED TO krishnaraop@bharatpetroleum.in (TELEPHONE NO.0484-282-1656/ MOB: 7736073577). THE E TENDER NUMBER, TENDER CLAUSE, PAGE NUMBER AND POINT NUMBER SHOULD BE CLEARLY MENTIONED WITH THE PRE BID QUERY. THE PRE BID MEETING / SITE VISIT IS SCHEDULED ON 14.09.2026; 10:00 HRS, AT BPCL KOCHI REFINERY. INTERESTED BIDDERS ARE REQUESTED TO CONTACT WITH THE ENGINEER-IN-CHARGE BEFORE THE SCHEDULED DATE OF PRE BID MEETING AS GIVEN ABOVE.

E-TENDER: THIS IS AN E-TENDER THROUGH GEM PORTAL ([HTTPS://GEM.GOV.IN](https://gem.gov.in)).

DIGITALLY SIGNED QUOTATIONS ARE INVITED, IN TWO PART BID SYSTEM (UNPRICED TECHNO COMMERCIAL BID AND PRICED BID, FROM BIDDERS FOR THE SUBJECT SERVICE AS PER THE ENCLOSED TENDER DOCUMENTS.

SUBMISSION OF BIDS ONLINE: BIDDERS ARE REQUESTED TO SUBMIT/ UPLOAD THEIR UNPRICED AND PRICED BID WITH ALL REQUIRED DOCUMENTS THROUGH ABOVE WEBSITE. THE DETAILS ARE MENTIONED IN THE ATTACHED TENDER DOCUMENTS. THE UNPRICED BIDS WILL BE OPENED ON THE TENDER DUE DATE AFTER THE TENDER DUE TIME. THE PRICE BIDS OF QUALIFIED BIDDERS WILL BE OPENED ON A LATER DATE.

LIQUIDATED DAMAGES FOR DELAY: IN CASE THE CONTRACTOR FAILS TO COMPLETE THE WHOLE WORK WITHIN THE STIPULATED PERIOD, HE SHALL BE LIABLE TO PAY LIQUIDATED DAMAGES OF 0.5% OF THE BASIC VALUE OF CONTRACT PER WEEK AND OR PART THEREOF OF THE DELAY SUBJECT TO A MAXIMUM OF 5% OF THE VALUE OF THE CONTRACT. THE DETAILS OF PRICE REDUCTION CLAUSE IS MENTIONED IN CLAUSE NO.22 & 86 OF ATTACHED GCC.

PERFORMANCE SECURITY DEPOSIT / RETENTION MONEY: TO ENSURE PERFORMANCE OF THE CONTRACT AND DUE DISCHARGE OF THE CONTRACTUAL OBLIGATIONS, THE SUCCESSFUL CONTRACTOR WILL HAVE TO PROVIDE SECURITY DEPOSIT OF 5% OF THE BASIC VALUE OF CONTRACT. THIS SECURITY DEPOSIT MAY BE FURNISHED IN THE FORM OF BANK GUARANTEE / INSURANCE SURETY BOND IN THE PRESCRIBED FORMAT. IN CASE THE SUCCESSFUL CONTRACTOR IS NOT FURNISHING THE PERFORMANCE SECURITY DEPOSIT AS REFERRED ABOVE ON AWARD OF THE JOB, THE SAME SHALL BE DEDUCTED FROM EACH RUNNING ACCOUNT BILLS AT THE RATE OF 5% OF BILL VALUE TILL OVERALL SECURITY DEPOSIT OF 5% AS MENTIONED ABOVE IS COLLECTED. THE DETAILS OF PERFORMANCE SECURITY DEPOSIT / RETENTION MONEY IS MENTIONED IN CLAUSE NO.18 OF ATTACHED GENERAL CONDITIONS OF CONTRACT. IN THE CASE OF SECURITY DEPOSIT SUBMITTED IN THE FORM OF BANK GUARANTEE / INSURANCE SURETY BOND, THE BANK GUARANTEE / INSURANCE SURETY BOND SHALL BE VALID AND REMAIN IN FORCE TILL THE CONTRACTUAL COMPLETION PERIOD (EXPIRY OF THE DEFECT LIABILITY PERIOD- REFER CLAUSE-74 OF GCC, IF APPLICABLE) AND WITH A CLAIM PERIOD OF SIX MONTHS THEREAFTER.

DEFECT LIABILITY PERIOD: THE CONTRACTOR SHALL GUARANTEE THE WORK FOR A PERIOD OF 12 (TWELVE) MONTHS FROM THE DATE OF COMPLETION OF WORK.

GENERAL CONDITIONS OF CONTRACT (GCC): PLEASE FIND THE GCC ATTACHED WITH TENDER DOCUMENTS, SIGN ALL THE PAGES OF GCC AS A TOKEN OF YOUR ACCEPTANCE OF ALL THE TERMS & CONDITIONS AS MENTIONED AND UPLOAD WITH DULY FILLED GCC ACKNOWLEDGEMENT FORM.

INTEGRITY PACT: BPCL KOCHI REFINERY HAS IMPLEMENTED AN INTEGRITY PACT PROGRAM (IPP) FOR PROCUREMENT OF SERVICES AND ACCORDINGLY THE FOLLOWING TERMS SHALL BE ENFORCED. THE FORMAT OF INTEGRITY PACT PROGRAM IS ATTACHED WITH TENDER DOCUMENTS.

PROFORMA OF INTEGRITY PACT (IP) ATTACHED SHALL BE UPLOADED BY ALL THE BIDDER/S ALONG WITH THE UN-PRICED BID DOCUMENTS DULY SIGNED (OR DIGITALLY SIGNED IN CASE OF E-TENDER) BY THE SAME SIGNATORY WHO IS AUTHORIZED TO SIGN THE BID DOCUMENTS. ALL THE PAGES OF THE INTEGRITY PACT SHALL BE DULY SIGNED AND STAMPED INCLUDING NAME, ADDRESS AND SIGNATURE OF ONE WITNESS IN THE LAST PAGE.

BIDDER'S FAILURE TO UPLOAD THE IP DULY SIGNED (DIGITALLY) ALONG WITH BID DOCUMENTS SHALL RESULT IN THE BID NOT BEING CONSIDERED FOR FURTHER EVALUATION.

IF THE BIDDER HAS BEEN DISQUALIFIED FROM THE TENDER PROCESS PRIOR TO THE AWARD OF THE CONTRACT IN ACCORDANCE WITH THE PROVISIONS OF THE INTEGRITY PACT, BPCL SHALL BE ENTITLED TO DEMAND AND RECOVER FROM BIDDER LIQUIDATED DAMAGES AMOUNT BY FORFEITING THE EMD/BID SECURITY AS PER PROVISIONS OF THE INTEGRITY PACT.

IF THE CONTRACT HAS BEEN TERMINATED ACCORDING TO THE PROVISIONS OF THE INTEGRITY PACT, OR IF BPCL IS ENTITLED TO TERMINATE THE CONTRACT ACCORDING TO THE PROVISIONS OF THE INTEGRITY PACT, BPCL SHALL BE ENTITLED TO DEMAND AND RECOVER FROM CONTRACTOR LIQUIDATED DAMAGES AMOUNT BY FORFEITING THE SECURITY DEPOSIT/ PERFORMANCE BANK GUARANTEE AS PER PROVISIONS OF THE INTEGRITY PACT.

FOR ANY QUERIES/CLARIFICATIONS ON TENDER POINTS AND OTHER TERMS AND CONDITIONS OF THE TENDER, PLEASE CONTACT AS FOLLOWS:

1. KRISHNA RAO P, PROCUREMENT MANAGER,
CONTACT NOS. : LAND PH: 0484-282-1656, MOB: 7736073577
E-MAIL ID: krishnaraop@bharatpetroleum.in

2. SABAREESAN C K, PROCUREMENT LEADER,
CONTACT NOS. : LAND PH: 0484-282-1631, MOB: 9995226260,
E-MAIL ID: sabareesanck@bharatpetroleum.in

OFFICE ADDRESS:

CPO (KR), BPCL - KOCHI REFINERY, POST BAG NO. 2, AMBALAMUGAL P O, PIN - 682302, ERNAKULAM DISTRICT, KERALA, INDIA.
PHONE: 0484-2722061 FAX: 0484- 2720803.

BIDDERS MAY RAISE DISPUTES/ COMPLAINTS, IF ANY, WITH THE PRINCIPAL APPOINTED INDEPENDENT EXTERNAL MONITOR (IEM). THE NAME AND E MAIL ID OF INDEPENDENT EXTERNAL MONITORS APPOINTED ARE GIVEN BELOW:

1. SHRI. GANESH VISHWAKARMA, EMAIL: GANESH_VISHWAKARMA@YAHOO.COM
2. SHRI. DR. ATANU PURKAYASTHA, EMAIL: DRATANU2011@GMAIL.COM
3. SHRI. PRADEEP KUMAR, EMAIL: PRADEEPAWASTHI1981@GMAIL.COM

BIDDERS ARE REQUIRED TO READ AND COMPLY WITH THE FOLLOWING DOCUMENTS ATTACHED WITH THE TENDER. ALL FORMS, DECLARATIONS, AND CERTIFICATES REQUIRED AS PER THE BELOW DOCUMENTS SHALL BE DULY FILLED, SIGNED, STAMPED, AND UPLOADED ALONG WITH THE TENDER DOCUMENTS. FAILURE TO SUBMIT OR SUBMISSION OF INCOMPLETE DOCUMENTS SHALL RENDER THE BID NON RESPONSIVE AND LIABLE FOR REJECTION.

1. BID QUALIFICATION CRITERIA (BQC)
2. COMMERCIAL FORMAT
3. POLICY FOR HOLIDAY LISTING OF BIDDERS IN BPCL
4. LAND BORDER RESTRICTION POLICY
5. PURCHASE PREFERENCE TO MSE
6. PURCHASE PREFERENCE TO MAKE IN INDIA

7. BID REJECTION CRITERIA FORM
8. TENDER ACKNOWLEDGEMENT FORM
9. COMPLIANCE TO BID REQUIREMENT FORM
10. BIDDER DOCUMENT CHECKLIST

IF THE BIDDER IS NOT A REGISTERED BIDDER IN BPCL, PROVIDE DULY FILLED BIDDERS INFORMATION FORM WITH REQUIRED DOCUMENT. THE BIDDERS INFORMATION FORM IS ATTACHED WITH TENDER DOCUMENT.

GST IS APPLICABLE AS PER GCC CLAUSE 86 AND ADDITIONAL TERMS AND CONDITIONS UNDER GST ARE ATTACHED WITH TENDER DOCUMENTS.

CONTRACTOR SHALL AT HIS OWN EXPENSES CARRY AND MAINTAIN INSURANCE WITH REPUTABLE INSURANCE COMPANIES TO THE SATISFACTION OF THE OWNER AS PER GCC CLAUSE 87.

BIDDERS ARE ALSO REQUIRED TO READ AND COMPLY WITH THE FOLLOWING DOCUMENTS ATTACHED WITH THE TENDER.

1. INSTRUCTIONS TO BIDDERS
2. ONE BID PER BIDDER CLAUSE
3. CONCURRENT APPLICATION
4. ADVISORY ON ENVIRONMENTAL CRITERIA
5. ADVISORY ON BANK GUARANTEE
6. GOVERNMENT DIRECTIVES
7. SAFETY & SECURITY REGULATIONS
8. INSTRUCTIONS TO CONTRACTORS

THE ATTACHED TENDER DOCUMENT (TENDERDOCS) FORMS AN INTEGRAL PART OF THIS E-TENDER. PLEASE READ, DULY FILL, SIGN, STAMP AND UPLOAD THE REQUIRED DOCUMENTS ALONG WITH YOUR OFFER. OFFERS NOT COMPLYING THE ABOVE POINTS ARE LIABLE TO BE REJECTED.

BPCL-KOCHI REFINERY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL QUOTATIONS, EITHER IN WHOLE OR IN PART, AND TO ACCEPT ANY QUOTATION OTHER THAN THE LOWEST PRICED QUOTATION WITHOUT ASSIGNING ANY REASON.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
00010	Operation of AC Multi Utility Vehicles		30.10.2028	
The item 00010 covers the following services:				
10	9009194 HIRNG 7STR-STAFF ORD-AC 200KM AV RUN24HR	3,700	EA (each)	
HIRING 7 SEATER-FOR STAFF ORD-AC Hire charges for operation of Ordinary type Seven Seater- AC - for an Average Running of 200 KM per day, on Round the Clock basis.				
Page 5 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ORD 150 KM AV RUN- 24 HR Service Item 10: Unit basic rate in words _____				
20	9009182 HIRNG 7STR-STAFF ORD 90KM AV RUN-24HR	16,000	EA (each)	
HIRING 7 SEATER-FOR STAFF ORD-NONAC Hire charges for operation of Ordinary type Seven Seater- Non AC - for an Average Running of 90 KM per day, on Round the Clock basis.				
CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ORD 80 KM AV RUN- 24 HR Service Item 20: Unit basic rate in words _____				
30	9009188 HIRNG 7STR-STAFF ORD-AC 80KM AV RUN-G/S	30,660	EA (each)	
HIRING 7 SEATER-FOR STAFF ORD-AC Hire charges for operation of Ordinary type Seven Seater- AC - for an Average Running of 80 KM per day, during General Shift.				
CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ORD 80 KM AV RUN-GENERAL SHIFT Service Item 30: Unit basic rate in words _____				
40	9009183 HIRNG 7STR-STAFF ORD 180KM AV RUN-24HR	750	EA (each)	
HIRING 7 SEATER-FOR STAFF ORD-NONAC				
Page 6 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

To:M/s. BPCL ESTIMATE MUMBAI - 400038 India (300648)

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	Hire charges for operation of Ordinary type Seven Seater- Non AC - for an Average Running of 180 KM per day, on Round the Clock basis.			
	CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ORD 180 KM AV RUN- 24 HR			
	Service Item 40: Unit basic rate in words _____			
50	9009187 HIRNG 7STR-STAFF ORD-AC 60KM AV RUN-G/S	4,450	EA (each)	
	HIRING 7 SEATER-FOR STAFF ORD-AC Hire charges for operation of Ordinary type Seven Seater- AC - for an Average Running of 60 KM per day, during General Shift.			
	CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ORD 60 KM AV RUN- GENERAL SHIFT			
	Service Item 50: Unit basic rate in words _____			
60	9009189 HIRNG 7STR-STAFF ORD-AC 100KM AV RUN12HR	750	EA (each)	
	HIRING 7 SEATER-FOR STAFF ORD-AC Hire charges for operation of Ordinary type Seven Seater- AC - for an Average Running of 100 KM per day, on 12 Hour Shift.			
	CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ORD 100 KM AV RUN- 12 HR			
	Service Item 60: Unit basic rate in words _____			
70	9009192 HIRNG 7STR-STAFF ORD-AC 90KM AV RUN-24HR	2,950	EA (each)	
	HIRING			
Page 7 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	7 SEATER-FOR STAFF ORD-AC Hire charges for operation of Ordinary type Seven Seater- AC - for an Average Running of 90 KM per day, on Round the Clock basis.			
	CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ORD 90 KM AV RUN- 24 HR			
	Service Item 70: Unit basic rate in words _____			
80	9009195 HIRNG 7STR-STAFF ORD-AC ADDL HR	25,900.0	HR (Hours)	
	HIRING 7 SEATER-FOR STAFF ORD-AC Rate per additional hour of usage of the car than the stipulated duration.			
	CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ADDL HR			
	Service Item 80: Unit basic rate in words _____			
90	9009196 HIRNG 7STR-STAFF ORD-AC ADDL KM	465,000	KM (Miles/Kms)	
	HIRING 7 SEATER-FOR STAFF ORD-AC Rate per additional KM of usage of the car than the stipulated KMs.			
	CHANGED AS HIRNG AC MULTI UTILITY VEHICLES (MUVs) ADDL KM			
	Service Item 90: Unit basic rate in words _____			
Page 8 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

To:M/s. BPCL ESTIMATE MUMBAI - 400038 India (300648)

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
State GST % : _____ % Central GST % : _____ % Integrated GST % : _____ %				
Union Ter. GST % : _____ % GST Comp. Cess % : _____ %				
HSN Code / SAC Code : _____				
Billing State : _____				
00020	Opn of Non-AC Carrier vans for canteen		30.10.2028	
The item 00020 covers the following services:				
10	9009233	5,900	EA	
	HIRNG CARRIER VAN ORD 24 HR OPERATION			(each)
 HIRING CARRIER VAN ORDINARY Hire charges for operation of Carrier Van-Ordinary- on Round the Clock basis.				
CHANGED AS HIRNG NON-AC CARRIER VAN 80 KM AVG RUN- 24 HR				
Service Item 10: Unit basic rate in words _____				
20	9009242	55,000	KM	
	HIRNG CARRIER VAN SMALL ADDL KM			(Miles/Kms)
 HIRING CARRIER VAN ORDINARY-SMALL Rate per additional KM of usage of the van than the stipulated KMs.				
Service Item 20: Unit basic rate in words _____				

Page 9 of 26	Vendor Sign & Stamp	For Bharat Petroleum Corporation Ltd.
--------------	---------------------	---------------------------------------

To:M/s. BPCL ESTIMATE MUMBAI - 400038 India (300648)

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
State GST % : _____ % Central GST % : _____ % Integrated GST % : _____ %				
Union Ter. GST % : _____ % GST Comp. Cess % : _____ %				
HSN Code / SAC Code : _____				
Billing State : _____				
00030 Operation of Non AC Mini Buses		30.10.2028		
The item 00030 covers the following services:				
10	9009282	6,600	EA	
	HIRNG BUS-STAFF 25STR-NON AC 24 HR (each)			
 HIRING BUS FOR STAFF 25 STR-NON AC Hire charges for operation of Non AC Mini Bus - 25 seater on Round-the-clock basis for an average running Kilometer Per Day as indicated in the scope of work.				
CHANGED AS HIRNG NON-AC 25 STR MINI BUSES 150 KM AVG RUN- 24 HR				
Service Item 10: Unit basic rate in words _____				
20	9009285	1,000	KM	
	HIRNG BUS-STAFF 25STR-NON AC ADDL KM (Miles/Kms)			
 HIRING BUS FOR STAFF 25 STR-NON AC Rate per additional KM of usage of the Mini Bus than the stipulated KMs.				
Page 10 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

To:M/s. BPCL ESTIMATE MUMBAI - 400038 India (300648)				
Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
Service Item 20: Unit basic rate in words _____				
State GST % : _____ % Central GST % : _____ % Integrated GST % : _____ % Union Ter. GST % : _____ % GST Comp. Cess % : _____ % HSN Code / SAC Code : _____ Billing State : _____				
* 01 SCOPE OF WORK & SCC <u>Operation of Vehicles for BPCL KR: "Operation of Multi Utility Vehicles (MUVs), Carrier Vans and Minibuses for BPCL - KR for two years."</u> Vehicles under this contract are to be operated as per the below schedule for two years from the commencement of the contract. This contract is for operation of AC Multi Utility Vehicles (MUVs), Non AC carrier vans and Non AC Twenty five seater Mini buses for the operation at various sections of BPCL Kochi Refinery (Herein after mentioned as BPCL - KR / Company) for a period of two years. As per the approximate number of vehicles given below. BPCL KR reserves the absolute right to increase/ decrease the number of vehicles before entering into the contract or during the tenure of the contract two weeks prior notice. All vehicles deployed for operation under this contract shall be of 2023 or later model. Documentary evidence along with physical evidence shall be mandatory proof for the above. The successful contractor shall submit copies of RC book, insurance/Tax document, Pollution under Control Certificate for each vehicle, license of drivers, along with originals for verification before commencement of the contract. Copies of Safety driving license and HSE cards shall be submitted on obtaining the same but not later than two weeks of commencement of contract. Requirement of Vehicles. AC Multi Utility Vehicles (MUVs) 1. AC Multi Utility Vehicles (MUVs)(Bolero Neo, KIA Carens or equivalent) 150				
Page 11 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	km/24hrs (07:00 - 07:00 hrs) - 5 Nos. 2. AC Multi Utility Vehicles (MUVs)(Bolero Neo, KIA Carens or equivalent) 80 km/24hrs(07:00 - 07:00 hrs) -21 Nos. 3. AC Multi Utility Vehicles (MUVs)(Bolero Neo, KIA Carens or equivalent) for inside Refinery - 80km/ General Shift (08:00 - 17:00 hrs) (Mon to Fri/Sat) - 37 Nos. 4. AC Multi Utility Vehicles (MUVs) (Bolero or equivalent) 180km/24hrs (07:00-07:00 hrs) - 1 No. 5. AC Multi Utility Vehicles (MUVs) (Bolero or equivalent) 60 Km/ General Shift (Mon to Fri/Sat) (08:00 - 17:00 hrs) 6 Nos. 6. AC Multi Utility Vehicles (MUVs) (Bolero or equivalent) 100km/12hrs - 1 No. 7. AC Multi Utility Vehicles (MUVs) (Bolero Camper or equivalent) 90km /24hrs (07:00-07:00hrs) - 4 Nos. Non AC Carrier Vans 8. Non AC Carrier Vans 80 km/24hrs (07:00-07:00 hrs) - 8 Nos Non AC Mini buses 9. Non AC Mini Buses 150km/ 24hrs (07:00 - 07:00 hrs) - 9 Nos 1.0. Operation of AC Multi Utility Vehicles (MUVs) 1.1. Departmental Deployment and Utilization AC Multi Utility Vehicles (MUVs) shall be utilized by various departments#including HR, Maintenance, OM&S, MFG, IS, PDPP, Inspection, P&U (Electrical), P&U (Utility), E&C, and CPO#for their day-to-day operational activities and specific assignments. The deployment framework for these vehicles is defined as follows: General Departmental Activities: Vehicles shall be used for routine departmental tasks, administrative commutes, and special works as instructed by the respective Officer-in-Charge or authorized personnel. Maintenance Section: Vehicles allotted to the maintenance section are to be specifically deployed for maintenance-related jobs, including the transportation of employees, shifting of various materials, and any other purposes as per the instruction of the Officer-in-Charge or authorized personnel. HR Estate: Vehicles are to be deployed for jobs related to Housing colony maintenance and Electrical including purchase and transportation of various materials and for any other purposes as required from time to time with driver (General shift) as per the average running KM per day specified against each.			
Page 12 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	Security / STF: Vehicles allotted to Security / STF shall be deployed for continuous patrolling and rounds by Security/CISF personnel within the STF Puthuvypeen and BPCL Kochi premises (including the plant area), and for any other security-related purposes, subject to the average running kilometer (KM) limit specified per day against each vehicle. 1.2. Camper Vehicles allotted to Quality control section are to be operated as per the requirement of the section and if any additional fittings or modifications required in the vehicles are to be done at contractor's expense. 2.0. Operation of Non-AC Carrier Vans Contractor shall deploy carrier vans for use by Kochi Refinery canteen as per details given below: 2.1. These vehicles on 80 kms /24hrs should be covered carrier vans of minimum carrying capacity 9.66 M3 (minimum Length x Breadth x Height of 3300x1600x1830mm), chassis shall be of Force/ Mahindra/ Tata/Leyland or any other suitable make, for transportation of food items, for Kochi Refinery Canteen on daily basis round the year, including Sundays and Company Holidays as per the average running KM per day specified against each. Contractor shall also deploy a covered carrier van of lower capacity having dimensions 4.89 M3 (minimum Length x Breadth x Height of 2140 x 1430 x 1600 mm), chassis shall be of Tata Ace, Ape Truck, Traveller Force, Mahindra or any other suitable make (four wheelers only), preferably having passenger carrying capacity of two (02) in addition to the driver, (for supply of food to STF, Puthuvypin) from morning 0600 to evening 2000 hrs (14 hours) covering an average running Kilometer of 80 Kms on all days including Sundays and holidays round the year. 2.2. The contractor shall also provide a spare vehicle of same capacity and model and the same shall be stationed near the canteen in the Refinery premises and will be maintained in roadworthy condition always. This spare vehicle will be used in case of a break down/ service of any of the carrier vans. 2.3. In addition to the driver seat, there should be minimum two seats in the cabin of the van for travel of Canteen personnel in all carrier vans. 2.4. The contractor shall deploy only covered vehicle (with hard top and sides) without any side windows or openings. The doors for the carriage shall be at the rear side and also on the left side of the vehicle. Doors on the left side shall have an appropriate door closer/ mechanism to lock the door when open, fixed to prevent sudden closing of doors. Apart from this, a fan shall be provided in the driver's cabin for the canteen employees travelling in the vehicle.			
Page 13 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	2.5. The platform should be fixed with chequered Aluminium sheet and there should not be any nuts or bolts protruding upwards/outwards. A rubber sheet of minimum thickness to cover any protruding screws or mounting shall be provided which will ensure smooth movement of plastic food baskets/ trays in the vehicle compartment. 2.6. The doors should be so sealed that there is no chance of any dust or other minute particles from the environment entering the vehicle and getting into the food. 2.7. All vans should be fitted with a reverse horn which should be functional to ensure that no accident takes place while the vehicles are reversed. 2.8. The Contractor shall deploy only diesel driven vehicle inside Kochi Refinery premises with the following special safety features. In the electrical charging system only alternator shall be used and not dynamo. Instead of electrical horns low intensity air horn shall be used. High voltage head lamps with relays shall not be used, that is only direct connected lamps without booster / relay shall be used. Company approved exhaust flame / spark arrestor shall be provided. Thermal insulation shall be provided on the exhaust manifold. The air intake, wire gauze type air filter shall be used, i.e., paper filter shall not be used. 2.9. The contractor will not be allowed to run vehicles of lesser models or different models even in the case of spare vehicles. 2.10. The vehicles have to operate on daily basis including Sundays and Holidays throughout the year. 2.11. The vehicles are mainly meant for food and beverage distribution and have to operate for the exclusive use of Kochi Refinery canteen, as per their directions. In addition to the food transportation within the Refinery premises, the vehicles have to travel for transportation and distribution of food to our BPLC at Kundannur, , STF at Puthuvypin, CR School etc; and also to any other offices of Kochi Refinery at any location in Ernakulam district if required. No extra payment shall be made for such trips. 2.12. The vehicles will have to run as many trips within the specified Kilometer limit, as required by Officer in charge of canteen. 2.13. The vehicles under this contract shall be clean and in good operating condition always and are to be maintained to the satisfaction of the company. Driver taking over vehicle in each shift shall check and inspect and ensure the vehicle is in good operating condition, and the same shall be entered in the book provided in each vehicle. Any problem found during the operation of the vehicle shall be communicated immediately to the contractor's supervisor/ contractor. Problem found shall also be entered in the book. Contractor shall			
Page 14 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	arrange to rectify the problem on immediate basis. Contractor's supervisor/ contractor shall apprise the Engineer-in-charge in person at the beginning of the Day shift regarding the problem found and the action taken. Drivers handing over and taking over the duty in each shift shall sign the book without fail. 2.14. The contractor has to arrange frequent cleaning and washing of the vehicles at least once a day or at a lesser frequency to keep the vehicle in clean condition always, at the cost of the contractor. All cleaning materials to be arranged by the contractor himself. All cleaning materials used shall be eco-friendly No cleaning materials/equipment belonging to the canteen to be used for this purpose. Hot water washing of the cabins shall also be carried out in all vehicles at least once in a day so as to ensure that no pests like cockroaches remain in the vehicles. All safety precautions shall be complied with while carrying out the hot water washing. Cleaning of the vehicle by washing shall be certified by the Officer-in-charge of canteen and the same shall be produced along with each running bill. 2.15. The Contractor shall arrange pest control treatment inside the vehicles, as and when required to control pests/cockroaches getting inside the vehicles. Materials used for pest control shall be eco-friendly, not causing any hazard to human beings and shall be approved by the Officer-in-charge. As far as possible, pests shall be evicted from the vehicle by hot water washing the cabins thoroughly using the facility provided in the canteen parking area. Adequate safety precautions shall be taken by the person washing the vehicles with hot water. Appropriate Personal protective equipment's shall be provided by the contractor. 3.0 Operation of Non-AC 25 seater Mini buses. 3.1. These buses shall generally be required to operate trips required for transportation of our employees, to and fro, for duties in Rotating shifts and for circular trips inside the refinery throughout the day. Apart from this, these buses shall also be utilized for trips within the Refinery/ Housing colony or even outside as and when required without affecting its routine trips. Special Conditions of Contract applicable to all vehicles 4.0 Vehicles 4.1. Only commercial vehicles registered as contract carriages shall be engaged with 'Taxi Permit' is mandatory. Usage of personal vehicles for commercial purposes is a violation of Motor Vehicles Rules. 4.2. All vehicles deployed for operation under this contract shall be of 2023 or later model. During the contract period if any of the vehicle crosses			
Page 15 of 26	Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.	

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	1,50,000 kilometers run, it should be replaced with new vehicle by the contractor immediately. Due to any strike, Hartal, lock out or closure or any such force majeure happenings, the operation of the vehicles is suspended by giving notice in writing, BPCL Kochi Refinery will have the right to extend this contract for a period not exceeding the number of days the operation of the vehicle was so suspended, on the same terms and conditions of this agreement. 4.3. The contractor will not be eligible for any payment on the days the vehicles are idle due to any one of the above or if not being operated for Kochi Refinery. 4.4. The contractor shall deploy only Diesel Engine driven vehicle inside Kochi Refinery premises/STF. 4.5. Even in the event of a Hartal/strike by any agencies outside Kochi Refinery Premises, the contractor shall be prepared to run the vehicle within BPCL Kochi Refinery Premises or the area of operation as specified in the contract. If the contractor fails to run the vehicle due to hartal, strike etc., a penalty at double the rate quoted per day of operation (Basic Item Rate) for each day shall be levied without notice to the contractor. 4.6. The contractor should be prepared to put into service additional vehicles as the case may be, with the same make/model if required, within seven days' notice, at the same agreed rates and terms and conditions, if so required by Kochi Refinery during the tenancy of the contract. The contractor should also be prepared to run additional vehicles as the case may be, at short notice if required for short period for the company to tide over any emergency situations in exceptional cases. 4.7. In case of breakdown of the vehicle, relief vehicle shall be deployed by the contractor to continue the trips within half an hour, with a vehicle of same capacity and in good condition so that the services of the vehicles will not be affected. If there is any delay in providing the spare vehicle in time, BPCL Kochi Refinery has the right to arrange a substitute vehicle of its choice at the risk and cost of the contractor and shall realize all the expenses in this regard from the contractor. 4.8. During the tenure of the contract, if any unsatisfactory service including continuous breakdown happens repeatedly, i.e., more than twice in a month, BPCL Kochi Refinery reserves the right to terminate the contract without notice to the contractor and to operate the contract for the balance period through other agencies at the risk and cost of the contractor. 4.9. The contractor has to produce the vehicle for inspection by BPCL Kochi Refinery personnel before placing the vehicle on duty for the service under this agreement. Replacement of the vehicle will also be subject to the prior			
Page 16 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	inspection except during emergencies. The condition of the vehicle including the operation of the doors, shutters and windows, condition of seats and protection from rain condition of head lights, parking lights, horns etc., shall be up to the satisfaction of BPCL Kochi Refinery. 4.10. BPCL Kochi Refinery reserves the right to decrease/increase the required number of vehicles before entering into contract or during the tenure of the contract with one weeks' notice as per the same rate and terms and conditions. BPCL Kochi Refinery also reserves the right to inspect and grant or reject permission for use of vehicles before the commencement of its operation. 4.11. Global Positioning system (GPS) should be installed in all vehicles running under this contract to track the exact location, speed at which it is travelling, daily kilometer usage, Geo fencing facility, Record of kilometer usage etc of the vehicles. An administration portal and mobile application to be developed by the contractor as per the specifications of BPCL KR at contractors expense for the smooth tracking of vehicles. Access to admin portal and Mobile application to be provided to Officer in charge, authorized personnel and to every section where the vehicles are allotted. If the GPS system, Admin portal and mobile application are not satisfactory it should be changed and a new system to be developed immediately without any resistance. Contractor has to bear all the expenses of installing the GPS system and maintaining the Admin / mobile application during the tenure of the contract. Contractor should ensure that the drivers do not tamper with the GPS system and any such instances occur company reserves the right to terminate the contract without notice. 4.12. Kochi Refinery reserves the right to check the correctness of the speedometer and GPS system before putting any vehicle into service as well as periodically during the tenure of the contract at the discretion of the Officer / Engineer in charge. Kochi Refinery also reserves the right to terminate the contract if false claims are made on the basis of fabrication of speedometer or GPS system is detected. 4.13. The contractor is liable to pay compensation, as decided by BPCL Kochi Refinery, if any damage is caused to BPCL Kochi Refinery property during the operation of the vehicle inside Kochi Refinery premises. The decision of BPCL Kochi Refinery in this regard shall be final and binding on the contractor. 4.14. Insurance of the vehicle, including SRCC (strike, riot and civil commotion) risks and the risk of passengers travelling in the vehicles should be covered by the contractor to the extent of the liabilities specified in the Motor Vehicles Act. BPCL Kochi Refinery is not liable to pay any compensation to any person/s or property arising out of/during the operation of the vehicles covered under this contract. Third party insurance coverage for any accident of the vehicles inside and outside Refinery will be solely to the contractor's responsibility and the BPCL Kochi Refinery shall in no way be			
Page 17 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	liable to pay any compensation to any person/property. 4.15. The vehicle hired by BPCL Kochi Refinery should have valid comprehensive insurance and cover third party risks. The contractor shall take adequate insurance coverage for the vehicle engaged for this contract and BPCL Kochi Refinery, in no way, will be liable for any damages/defects occurring to such vehicle and equipment due to whatever causes including fire explosion etc. 4.16. It will be the responsibility of the contractor to arrange necessary statutory approvals from time to time, for running of the vehicles and no liabilities should be pending towards any Government Authorities and BPCL Kochi Refinery shall not be made responsible to pay such liabilities, during the tenure of the contract. 4.17. All formalities connected with the plying of the vehicle shall be complied by the contractor and BPCL Kochi Refinery does not accept any responsibility towards licenses, taxes, insurance and permits etc. These documents should be submitted on demand to BPCL Kochi Refinery by the contractor. 4.18. The vehicle should have valid registration and permits and its driver shall hold valid license required under law. There should not be any pending dues/liabilities towards Govt./Statutory bodies. 4.19. The contractor shall comply with and give notices required by any Act or by any regulations or bye-law of any local or other public authority and shall pay and indemnify the BPCL Kochi Refinery if necessary against any fees or charges recovered from them under such Act, regulation or bye-law. 4.20. It is the responsibility of the contractor to meet all claims for compensation under Workmen's Compensation Act or under any other law including in respect of accidents or injury or death suffered by workmen engaged by him or passengers or third parties during the period of contract. The contractor alone shall be responsible and liable in respect of claims under the Workmen's Compensation Act and all other Acts aforesaid and the BPCL Kochi Refinery shall not under any circumstances be liable for any such claims. 4.21. The contractor should make his own arrangements for filling of fuel and lubricants and check the conditions of the vehicle before each trip, at his own expense. BPCL KOCHI REFINERY WILL NOT BE LIABLE TO PAY FOR PRICES OF LUBE OIL, REPAIRS OF VEHICLE, ANY COMPENSATION FOR HIKE IN PRICES OF LUBE OIL AND SPARE PARTS ETC., DURING THE TENURE OF THIS CONTRACT. The quoted rates shall be firm till completion of the contract, and no revision/escalation shall be applicable during the tenure of the contract except for cost of fuel as explained vide clause 5.0 below. Any hike or revision in the price of lubricants, spare parts etc., shall be to contractor's account and BPCL Kochi Refinery will not consider any claims for reimbursement/additional payment, on			
Page 18 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	account of the same.			
	5.0. Diesel price			
	5.1. Payment on account of fuel price (diesel) escalation both upward and downward shall be applicable on account of fluctuation of diesel prices only when the variation in diesel price is more than 10 percent with respect to the diesel price on the date of creation of this Request For Quotation (RFQ). Escalation on running cost will be paid on the following basis:			
	Escalation on running cost/Km will be			
	[Escalated monthly average Price - Prevailing market Price as on date of RFQ*]			
	Divided by mileage of the vehicle.			
	Mileage of the vehicles shall be considered as follows			
	Mileage of Multi Utility Vehicles (MUVs) - 8 (Inside Refinery)			
	Mileage of Multi Utility Vehicles (MUVs) - 10 (Outside Refinery)			
	Mileage of carrier vans - 6 (Inside Refinery)			
	Mileage of carrier vans - 8 (Outside Refinery)			
	Mileage of minibuses - 4 (Inside Refinery)			
	Mileage of minibuses - 6 (Outside Refinery)			
	5.2. Based on the above, the contractor will be paid additional charges for increase in Diesel price (only when the variation in diesel price is +/- 10 percent) for the Actual Distance (in Km) travelled subsequently to the date of price escalation. Similarly, for decrease in diesel price, appropriate deduction in monthly bills will be made. No other rate/charges shall be charged on account of price variation of diesel. The price of diesel per litre prevailing on the date of creation of RFQ is as under:			
	As on the date of creation of RFQ:			
	* Diesel price at Ambalamugal Chithrapuzha BPCL Pump in Kochi: Rs 102.44 as on 27.08.2026			
	Above method of calculation will apply to all class of vehicles under the contract.			
	6.0. Special Conditions			
	6.1. The contractor should abide by the Security regulations of BPCL Kochi Refinery and shall strictly adhere to and enforce all safety and fire protection rules of Kochi Refinery during the performance of the work. WHILE RUNNING INSIDE KOCHI REFINERY, COMPANY APPROVED FLAME ARRESTORS SHOULD BE			
Page 19 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	FIXED IN ENGINE EXHAUSTS, which are to be procured and fixed by the contractor at his cost. 6.2. Company shall provide office space for two supervisors at company premises on round the clock basis for the supervision and coordination of all vehicles under this contract. Smart and polite supervisors should be engaged by contractor round the clock with laptop, mobile phone and other accessories like flame arrestors for meeting all requirements. Supervisors should verify the log book and keep a register for recording drivers attendance and vehicle details every day. They should coordinate all vehicle movements under this contract as per the instruction of officer in charge or authorized personnel. 6.3. BPCL Kochi Refinery will be providing uncovered parking space for the vehicle and restroom for the drivers under contract outside the main gate/within the boundary of Refinery premises. BPCL Kochi Refinery will not provide food etc to the drivers. BPCL Kochi Refinery shall have no responsibility in case of accidents or theft or damages, while the vehicles are within the boundary of Kochi Refinery or outside Kochi Refinery premises. It is also the responsibility of the contractor to arrange food and other items/facilities to the drivers deployed by him inside Kochi Refinery during the period of Strike, Hartal etc affecting the Public/Kochi Refinery. 6.4. Drivers acceptable to BPCL Kochi Refinery only shall be deployed to operate the vehicle covered under this agreement. Drivers will have to undergo Safety Driving Test of Kochi Refinery and qualify the driving test before being engaged for running the vehicles inside BPCL Kochi Refinery premises. The drivers, apart from being technically competent, medically fit and should be very polite to the travelling employees and authorized personnel, and reasonably smart. They should be willing to oblige to the instant instructions/directions given by Kochi Refinery personnel. If BPCL Kochi Refinery so desires to change a particular driver, due to any reason, he should be replaced with another acceptable driver within 24 hours. The decision of BPCL Kochi Refinery in this regard shall be final and binding on the contractor. 6.5. The contractor shall be solely and exclusively responsible for engaging or employing persons for the execution of work. All employees engaged by the contractor shall be on his / their payroll and paid by him/them. All disputes or differences between the contractor and his/their employees shall be settled by him/them. The contractor shall maintain proper records / registers as necessary and submit them at the end of each month and at the time of completion of the job as required by the Contract Labour Regulation and Abolition Act, 1970. 6.6. It is the responsibility of the contractor to meet all claims for compensation under the Workmen's Compensation Act or under any other law including in respect of accidents or injury or death suffered by workmen			
Page 20 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	engaged by him or passengers or third parties during the period of contract. The contractor alone shall be responsible and liable in respect of claims under the Workmen's Compensation Act and all other acts aforesaid and BPCL-Kochi Refinery shall not under any circumstances be liable for any such claims. The contractor shall also cover the drivers under ESI/PF as required under the law of all regular vehicles operated inside the Refinery. 6.7. In the event BPCL-KR points out any deviations / non-compliance of the terms and conditions of contract, it will be the responsibility of the contractor to take immediate remedial measures. 6.8. Drivers will get a break for having lunch/dinner. However the time break for the same has to be suitably adjusted without affecting any exigencies and during emergency situations. The full cooperation of the drivers shall be ensured by the contractor for the smooth functioning of the various operations and requirements of the department/section to which the vehicle is attached for. The drivers are not allowed to take food/beverages from BPCL KR Canteen and they should not enter inside the canteen without prior permission from the Engineer in Charge. 6.9. Drivers deployed shall abide by all the statutory requirements/rules and regulations of Motor Vehicle Act. 6.10. If for any reason whatsoever, the driver does not report to BPCL Kochi Refinery at the prescribed time and place in any day in accordance with BPCL Kochi Refinery's instructions, the contractor shall be liable to pay Rs.1000/- (Rupees one thousand only) per hour as penalty to Kochi Refinery. If such incidence of irresponsible behavior of any driver deployed by the contractor for operation of the vehicles under this contract is reported, or if any driver is found to be misbehaving or non-cooperative with BPCL Kochi Refinery staff, such drivers will not be allowed to drive the vehicle and the contractor has to replace such drivers, immediately/at short notice. Under no circumstances the driver of the vehicle, when used by BPCL Kochi Refinery, shall transport anybody else other than the individuals authorized by Kochi Refinery. 6.11. The contractor has to arrange daily cleaning and washing of the vehicles, at his cost to ensure that the vehicles are clean and tidy at all times. 6.12. The driver, who qualifies the Safety Driving Test conducted by the Fire & Safety Section of Kochi Refinery, shall only be permitted to drive the vehicle inside Kochi Refinery premises. The contractor has to arrange for the Safety Driving Test of the driver, before he engages them inside Kochi Refinery premises, for driving the vehicles. Additional drivers who have qualified BPCL Kochi Refinery Safety Driving Test shall be available, as stand-by, for emergencies and also for relieving the driver, engaged inside			
Page 21 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	within short-notice. 6.13. The contractor should maintain Log Book, and any other records, as per the directions of Engineer-in-charge. It is the responsibility of the drivers to get the necessary endorsement in the Log Book from the authorized officials of Company, as per the directions of Officer-in-charge. At the end of each day the driver shall ensure that trip sheet is signed by the Shift in Charge or any other official of BPCL KR. The entries in the log book and the trip sheet should tally and same will be verified on a need basis. Any discrepancy will lead to deductions from the contractor's dues. Verification of entries in the log book and the trip sheet is the responsibility of the contractor or his representative. 6.14. For the vehicles being deployed on round-the-clock basis, the drivers should enter the readings at the end of each 24 hrs and shall get endorsed from the concerned sections/ shift-in-charges/officers on duty. 6.15. For The vehicles being deployed on daily basis, the driver should enter the readings at the beginning and end of each duty (i.e, at 08:00 hrs and 17:00 hrs for General shift or as the case may be as specified in the item note) and shall get it endorsed from the concerned Section Officer on duty. 6.16. The contractor or his representative will ensure the correctness of data entered in the log book and tally it with that entered in the daily trip sheet. Any anomaly will not be accepted and will be the sole responsibility of the contractor. 7.0. Payment Terms. 7.1. As per GCC relevant clause, on raising the required invoice/RA bills along with original certified trip sheets, statement showing details of days used, working of the average running Kilometre per day for the month and excess kilometre, if any, as per format by the contractor. The contractor shall submit signed abstract of bill as per rates agreed to in the value contract and as per the format specified by the Officer / Engineer-in-charge. The rate quoted per vehicle per day, shall be applicable for running the vehicle, for BPCL Kochi Refinery, for an AVERAGE RUNNING KILOMETER PER DAY as specified in the respective individual line items. For the purpose of billing/payment, the ACTUAL AVERAGE RUNNING KILOMETER OF EACH VEHICLE PER DAY shall be derived from the following formula: IF A = ACTUAL AVERAGE RUNNING KILOMETER OF THE VEHICLE PER DAY B = TOTAL RUNNING KILOMETER OF THE VEHICLE FOR ONE MONTH, BASED ON LOG BOOK/TRIP SHEETS C = TOTAL NUMBER OF DAYS THE VEHICLE HAS RUN FOR THE KOCHI REFINERY, DURING THE MONTH BASED ON LOG BOOK/TRIP SHEETS.			
Page 22 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
	THEN $A = B / C$ If the actual Average Running Kilometre per day, as calculated above, is greater than the average running Kilometre specified in the respective individual line items, then the applicable rate for additional KM over and above the average running Kilometre specified in respective individual line items, shall be applicable. Example: If "A" is the actual average running KM per day as computed above, Additional payment = (A - Average running Kilometer specified in the respective individual line item) X Actual Number of days the vehicle is operated during the month X Rate as applicable per additional KM for the item. Likewise if the running KM is lower than the actual KM mentioned in each line item, amount as calculated above will be deducted. 7.2. Pro-rata deduction will be made for the hours/days as the case may be, in case the vehicle is not operated as specified against individual line items of this contract. 7.3. Payment for additional hours will be paid for the extra hours each vehicle runs in addition to the hours specified against each line item. 7.4. BPCL Kochi Refinery reserves the right to terminate the contract if any of the conditions mentioned in the Special Conditions of Contract/General Conditions of Contract, for this job, is violated by the contractor. The performance will be closely monitored by Kochi Refinery and the contract may be terminated if the performance is not found satisfactory. 7.5. The authorized representative of BPCL Kochi Refinery, who coordinates the contract, will be the Officer / Engineer-in-charge for the job. 7.6. The contractor shall pay all fees including Airport/Railway station parking charges, toll and other legally demandable compensation to any person/body or firm and the same shall not be reimbursed by BPCL-Kochi Refinery. 8.0. Successful contractor shall mobilize all the vehicles as required in the contract within fifteen days from the date of issue of Letter of Award/Purchase order. In case the contractor fails to mobilize the vehicles with in the specified time, Company will arrange vehicles from other parties and the difference amount if there are any from the contractors quoted rates shall be deducted from the first monthly bill of the contractor with an additional penal recovery of Rs.2500/- per day per Vehicle. 9.0. GCC shall be applicable including SD, LD & DLP.			
Page 23 of 26		Vendor Sign & Stamp		For Bharat Petroleum Corporation Ltd.

To:M/s. BPCL ESTIMATE MUMBAI - 400038 India **(300648)**

Item	Material Description	Qty	Unit Delivery date	Unit Basic Rate (in Figures)
------	----------------------	-----	--------------------	------------------------------

02	GCC AND OTHER TENDER DOCUMENTS	
	Attached with ATCDocs in GEM tender portal.	

Grand Total (inclusive of all taxes, duties/charges etc)

In figure:

In Words :

To:M/s. BPCL ESTIMATE MUMBAI - 400038 India (300648)

TERMS & CONDITIONS

Important Notice

Sr.No	Description
-------	-------------

- | | |
|-----|---|
| 001 | Quotation received after due date will not be entertained |
| 002 | Your quotation must specify exact amount or percentage discount, GST, Charges, Transport, Packing & forwarding, etc. as applicable. |
| 003 | In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating. |
| 004 | No quotation will be accepted without your rubber stamp and signature. |
| 005 | Your quotation must be strictly in enclosed envelope indicating Collective RFQ No., RFQ No. and due date. |
| 006 | For all future correspondences please mention the vendor code Collective RFQ Number & RFQ Number. |

LIST OF ENCLOSURES

1. SCOPE OF WORK & SCC
2. GCC AND OTHER TENDER DOCUMENTS

To:M/s. BPCL ESTIMATE MUMBAI - 400038 India (300648)

-----Tear off Portion to be pasted on the envelope containing offer-----

Collective RFQ No. : 1000463718

Our Reference: J11/26031GEM
RFQ No. : 6001960161
Subject:

Due Date : 28.09.2026
Due Time : 14:00:00

To,
PROCUREMENT MANAGER, KR
BPCL - KOCHI REFINERY
POST BAG NO 2, AMBALAMUGAL
KOCHI, INDIA
682302

Purchase Group : J11-CIVIL/TK/SPH/PNTG