



**National Highways & Infrastructure Development Corporation Ltd.
(Under Ministry of Road, Transport & Highways, Govt. of India)**

Request for Proposal (RFP) for Invitation of Bid

Providing & supplying of 03 nos. vehicle (01 Innova Crysta or equivalent, 02 Scorpio or equivalent) on contract for NHIDCL, PMU-Shillong in the state of Meghalaya.

September 2025



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NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(Ministry of Road, Transport & Highways, Government of India)
NHIDCL, PMU-Shillong in the State of Meghalaya

No. NHIDCL/RO-SHG/PMU-Shillong/Vehicle/2025/06

Date: 10.09.2025

REQUEST FOR PROPOSAL

RFP for Services: Providing & supplying of 03 nos. vehicle (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent) on contract to NHIDCL, PMU-Shillong in the state of Meghalaya.

Online Bids are invited under Two Bid System i.e., Technical Bid and Financial Bid from reputed Companies / Firms / Agencies / Individuals for providing Registered Vehicles (preferably of Meghalaya) to the National Highways and Infrastructure Development Corporation Limited (Authority), PMU-Shillong, in the State of Meghalaya, a PSU company under the Ministry of Road Transport & Highways, Govt. of India initially for a period of 02 year from the date of award of contract.

Sl. No	Service Requirement	Vehicles required (Numbers are Tentative)	EMD/Bid Security	Period of Contract	Remarks
1	Providing & supplying of 03 nos. vehicles on contract basis.	(a) 01 Innova or equivalent. (b) 02 Scorpio or equivalent.	Rs. 93,600/-	2 Year	Refer to terms 7 conditions listed in Annexure -I

2. Additional information:

Sl.No.	Description as per GeM portal	Remarks
1.	Bid published date	10.09.2025
2.	Bid due date	24.09.2025
3.	Contract Period	02 Years
4.	Validity of bids	120 days
5.	Usage Variant (Other's)	3000 Km x 720 Hrs
6.	Type of Services	For official purposes
7.	Vehicle Model	Year 2023 Onwards
8.	Vehicle Km Travel	Not more than 30,000 Kms

- The Contracted vehicles are to be delivered to the office of the, NHIDCL, PMU Shillong, Meghalaya)
- Interested Companies/Firms/Agencies/Individual to submit bid documents online complete in all respect. The Earnest Money Deposit (EMD) of **Rs.93,600/- (Rupees Ninety-Three Thousand & Six-Hundred Only)** (2% of the Contract Value) to be submitted as Demand Draft on or before 24.09.2025 by 1700 hours to the Executive Director (P), NHIDCL, RO Shillong. Bidders having MSME certificate are exempted from submitting Earnest Money Deposit (EMD).
- The EMD to be made in Favour of Executive Director (P), NHIDCL, RO-Shillong, payable at

any Nationalized Bank. The EMD of unsuccessful Bidders will be returned after 10 days of Contract Signing. EMD validity is 06 months from the date of publication of Request for Proposal (RFP).

6. The Technical Bids will be opened at 17.30 hrs on 24.09.2029.
7. The Authority reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to accept or reject any or all the bids without assigning any notice or reason whatsoever and without incurring any liability to the affected bidders. The decision of the GM (P, HR & Admin), of the Authority in this regard shall be final and binding on all.
8. Bid documents to be downloaded from the website <https://gem.gov.in>. & NHIDCL website Bidder must submit its financial and technical bid at <https://gem.gov.in> on or before 24.09.2025 (up to 1700 Hrs. IST). Technical Bids received online shall be opened on 24.09.2025 (at 17:30 hours IST).
9. The terms and Conditions and other details are attached as Annexure I, II & III.
10. No Authority Staff, their relatives or any of the Contractor/Vendor assigned works/contracts with Authority will be considered for hiring of vehicles. A certificate in this effect will be given by the contractor bidding for service contract.
11. Conditional offer or the bid not furnished in the said format shall be considered non-responsive and is liable to be rejected.
12. The Bidders may contact the undersigned for any clarification, if any in respect of the process.
13. Schedule of the Bid process is given below:

(i)	Last Date for submission of documents	24.09.2025 @1700 Hrs.
(ii)	Date and Time for opening of Technical Bid	24.09.2025 @17:30hrs
(iii)	Date and Time for opening of Financial Bid	To be intimated later



W.S. 10.09.2025

GM (P, HR & Admin))
NHIDCL, Regional Office Shillong
2nd Floor The AD Residency, Langkyrding,
Nongmynsong, Near Community Hall
East Khasi Hills District, Shillong
Meghalaya- 793019

TERMS AND CONDITIONS

RFP for Services: Providing & supplying of 03 nos. vehicle (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent) on contract to NHIDCL, PMU-Shillong in the state of Meghalaya.

1. The vehicle will be provided along with driver. The vehicle should be preferably new or not more than 02-years-old and not driven more than 30,000 Kms.
2. The vehicles provided should be in good running condition with clean interior & exterior and good upholstery. Vehicles tyres including spare tyre should be in good condition with good freed depth.
3. The vehicle provided should have all India permit with permission to run in the State of Meghalaya and other North Eastern States.
4. All necessary taxes for operating the vehicles commercially should be fully paid and all necessary papers shall be provided in the vehicles as required by prevailing Motor Vehicles Act with comprehensive insurance cover for the vehicles.
5. The vehicles with the Driver shall be available 24 hours*365 days, if required in case of emergency.
6. The driver should possess a valid driving license issued by RTO and shall have zero accident record. Also, the drivers should wear uniform during the duty hours. Drivers police verification report shall be submitted before assigning and after Contract signing.
7. The vehicle and driver will not be changed for the entire agreement period unless agreed to by the Authority & asked to be changed by the Authority due to poor/bad performance/conduct of the drivers. The drivers shall be responsible for preparing vehicle log sheets on daily basis.
8. The vendor shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrications oil and other consumables, necessary service and maintenance, repairs and replacement etc. and shall bear all expenses required for keeping the driver such as:-
 - a) Lodging & salary of the driver per month as per Govt. norms.
 - b) In the event of vehicle is not available for any reason, the vendor shall provide substitute vehicle of similar type immediately. If the substitute vehicle is not provided, hiring cost of similar vehicle, under intimation to vendor, from market will be recovered for the duration by the Authority and the amount will be adjusted in the bills of the vendor.
9. A fixed payment per month as per the details mentioned in the Bid Documents will be made up to 3000 Km per month per vehicle considering availability for 30/31 day (For February 28/29 days). Extra Kilometer run will be paid when the total cumulative kilometer run for all the vehicles exceeds 3000 kms for each vehicle i.e., $3000 \times 03 = 9000$ kms in a month & shall be paid @Rs. 12/- extra kilometer.
10. The quoted rates shall be inclusive of GST and other taxes for operating the vehicle, if applicable.
11. Vehicle can be withdrawn from usage with 01 (One) month of advance notice by either party i.e Authority or the Vendor.
12. The quoted rates for hiring charges of vehicles including fuel and lubricants, maintenance of

vehicle etc. will be valid for period of two year from the day of acceptance. No variation/revision in quoted rates on any account will be entertained.

13. The vendor should supply the vehicles within 7 (seven) days from the date of the agreement at the Authority's office.
14. As per requirement by PMU office, if one or more vehicles need to be hired, same may be provided by vendor as per quoted rate for that category of vehicle.
15. All claim related to accident/damage/compensation shall be responsibility of the contractor.
16. The Contractor has to furnish the performance security for an amount of **Rs. 1,40,400/- (Rupees One Lakh, Forty Thousand & Four Hundred only)** (3% of the contract value) in the form of FD of any Nationalized bank within 7 days of signing of the Contract Agreement. EMD of successful Bidder will be returned after receipt of performance security. The performance Security will be encashed and deposited in the Authority Bank Accounted till successful completion of the Contract as per the agreed contract terms and conditions.
17. The vehicle hiring payments will be cleared every month within 10 days after submission of bill. However, in unseen circumstances, if payment is not made in time the Authority shall not pay any interest on late payment.
18. The successful bidder will submit a copy of the following documents for each vehicle to be supplied during bid submission. The original documents should be available all the time in the vehicle under the custody of concerned driver. All instructions of Government need to be followed for all vehicles.
 - (i) Comprehensive Accident and workman Compensatory insurance policy coverage in respect of every employee employed by Contractor and third-party liability as our rule valid for entire period of the contract.
 - (ii) Copy of RC Book/Registration of Vehicle.
 - (iii) Pollution Clearance Certificate.
 - (iv) Driving License of concerned driver.
 - (v) Any other documents/permit required by Govt. of Meghalaya for vehicle.
19. The Authority will pay Rs. 500 for outstation visit (night stay required) charges to the driver which may be claimed by the vendor in monthly bill and will be adjusted in the monthly bill of the vendor. Any other expenditure incurred /demand by the driver will be settled by the vendor only. Any outstation expenditure given by Authority, over and above Rs. 500 incurred by the driver and claimed from the vendor but not paid by the vendor may be settled from the subsequent bill given by the vendor.
20. In the event any vehicles being off the road for maintenance or on any account of breakdown, the Authority shall provide a substitute vehicle of same type immediately. If the substitute vehicle is not provided, NHIDCL reserves the right to hire a vehicle from the other sources, under intimation to vendor & may deduct the same charges from the monthly bill of supplier subject to maximum limit of Rs.2,500/- per day. If the vehicle is not provided continuously for 07 days, the Authority reserves the right to terminate the contract immediately.
20. The EMD/Performance Security will be forfeited:
 - (a) If the Bidder withdraws the Bid after Bid submission.
 - (b) If the Successful bidder fails to submit Performance Security.
 - (c) If the Successful bidder fails to sign the Agreement.



(-----)

Signature of the Bidder

TECHNICAL BID FOR HIRING OF VEHICLE:

(To be submitted subscribing "Technical Bid")

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1	Name of the Companies/firms/Individual with full address with Pin code, telephone No. & email	
2	Address Proof (Voter ID, Aadhar Card) (attach self-certified copies)	
3	TAN No. of the companies/Firms and PAN No. for individuals allocated by the income Tax Department (attached self-certified copies)	
4	GST Registration No. and certificate (attach self-certified copies)	
5	Details of the vehicle offered: a) State Registration No. b) Owner Name c) Year of Manufacture d) Model Name and Number e) Kms Run till Bid submission date f) Color of vehicle g) Other Information (if any)	
6	EMD details DD No. and name of issuing Bank	
7	Experience Certificate (of providing similar services to other Govt/PSU establishments in the State of Meghalaya)	

(-----)

Signature of the Bidder

UNDERTAKING

RFP for Services: - Providing & supplying of 03 nos. vehicle (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent) on contract to NHIDCL, PMU-Shillong in the state of Meghalaya.

1. I/We hereby certify that the information furnished above is true and correct in all respect to the best of my/our knowledge. I/We Understand that in case any deviation is found in the above Statement at any stage; I/We will be blacklisted and will not have any dealing with the department in future.
2. I/We undertake that, I/We have carefully studied all the terms and conditions as indicated in Annexure-I and understood the parameters of the proposed requirement of vehicle and shall be abided.
3. If the bids are accepted, I / We hereby agree to abide by and fulfill all the terms and provisions of the said conditions as indicated in Annexure-I so far as applicable.
4. I/We have not blacklisted by any Organization / Department as on the date of submission of bid.

(-----)

Signature of the Bidder



EVALUATION CRITERIA OF FINANCIAL BID: CONSIDERATION POINTS

1. For Financial Evaluation, the monthly rental (all-inclusive including of GST & other taxes) quoted by the bidder for combined 3 nos. vehicle shall be considered. Bidder quoting lowest monthly rental amount for providing 3 nos. vehicles in combined, will be declared as L-1 bidder
2. The Authority reserves the right to negotiate the base rate/optional rate with the L-1 Bidder.
3. The L-1 bidder shall be declared as the "Selected Bidder". In case the L-1 bidder are more than 01 (one) then process of Reverse Auction (RA) will be used to discover L1 Bidder. Letter of Acceptance (LoA) shall be issued after completion of Technical & Financial Evaluation. However, before issue of LoA, the offered vehicles and drivers shall be called for demonstration and in case any vehicle/driver being offered by a bidder is found unsatisfactory to NHIDCL, the bidder shall provide alternative vehicle as per the RFP Bid terms.



ANNEXURE-III

FINANCIAL BID FOR HIRING OF VEHICLE

RFP for Services: - Providing & supplying of 03 nos. vehicle (01 Innova or Equivalent, 02 Scorpio or equivalent) on contract to NHIDCL, PMU-Shillong in the state of Meghalaya.

Name and Address of the Companies/Firms/ Agencies/Individual: Contact Details
(Mobile No. & E-mail ID):

Sl. No.	Type & Location of Vehicles	KM Run per Month	Rate be quoted by the Bidder (Per Vehicle Max. up to two decimal) (In Rupees)	
			In Figure	In Words
	Vehicle Name			
1	_____ (____nos)	Per Month 3000 Km		
2.	_____ (____nos)	-do-		
3.	_____ (____nos)	-do-		

1. The lowest bidder for contract will be the one with lowest quoted rates for all vehicles considering as combined.
2. The total amount quoted in words shall be the sole guiding factor in financial evaluation, in case of mismatch/error in figures and words.
3. Annexure - I terms & conditions shall be the part of bid process documentation and hence shall be duly signed by the Bidder.
4. The quoted rates for hire charges per month include salary of the driver per month, cost of all lubricants, routine maintenance, toll tax, Parking Charges including cost of spares etc. and any other incidentals as required. The quoted rate shall be inclusive of all other taxes and including GST, if any.

Signature of authorized person with Date & Seal_____

Name & full address_____



DECLARATION FOR FINANCIAL BID

1. I, Son/Daughter/Wife of Shri am Competent to sign this declaration and submit this bid document.
2. I have carefully read and understood all the terms and conditions of the Request for Proposal (RFP) and undertake to abide by them.
3. The information/documents furnished along with the submitted bid are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature

Place:

Full Name:

(Stamp/seal if applicable)



