



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

**Name of Work: Providing and supplying of vehicle 4 Nos. on monthly basis for
NHIDCL PMU Office- Darjeeling in the State of West Bengal.**

TENDER DOCUMENT

November, 2025

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents	Page No.
1	Cover Page	1
2	Contents of Tender Document	2
3	Notice Inviting Tender	3-4
4	Terms and Conditions (Annexure-I)	5-8
5	Form for Technical Bid (Annexure-II)	9
6	Undertaking (Part of Annexure-II)	10
7	Form for Financial Bid (Annexure-III)	11

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(Ministry of Road, Transport & Highways, Government of India)

NOTICE INVITING TENDER

Name of work: -

Providing & supplying of vehicle 4 nos. on monthly basis for NHIDCL, PMU Office- Darjeeling in the State of West Bengal.

(Earnest money Rs 10,000/-, Cost of Documents Rs 500/-)

Sealed tenders are invited under Two Bid System i.e., Technical Bid and Financial Bid from experienced and reputed Companies/Firms/Agencies/Individual having adequate experience in the work mentioned above for providing Vehicle to **PMU Office-Darjeeling** of the National Highways and Infrastructure Development Corporation Limited, a PSU company under the Ministry of Road Transport & Highways, Govt. of India. Bids are invited initially for a period of **Two Year** from the date of award of contract, which is extendable as per the requirement.

Sl. No.	Name of work	Type of Vehicle	No. of Vehicle	EMD/Bid Security (in Rs)	Period of Contract	Eligibility Criteria
1	Providing & supplying of vehicle 4 no. on monthly basis for PMU Office-Darjeeling in the State of West Bengal for travel upto 3000 kms per month	Innova Captain seat	One no.	10,000/-	02 Years	Vehicle should not be more than 2 years old as on date of issue of tender.
2		Scorpio N	One no.			
3		Bolero	Two no.			

The blank BOQ/Bid documents along with terms & conditions for the above may be obtained from the office of PMU-Darjeeling Office on any working day from 12.11.2025 to 11.12.2025 on payment of document fee of Rs. 500/-. **Quotation form may also be download from NHIDCL website www.nhidcl.com.** The duly filled quotation can be submitted in the office of the PMU-Darjeeling Office up to 03:00 pm on dated 12.12.2025 and quotation will be opened on dated 13.12.2025 at 05.00 pm by Evaluation Committee constituted for this purpose in the presence of intending bidders. The cost of Earnest Money and Cost of Documents (Non-Refundable) shall be in the form of **NHIDCL Establishment Account, RO-Siliguri** payable at **Siliguri**. **The EMD of unsuccessful bidders will be refunded without interest.**

NHIDCL 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 effected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, PMU-Darjeeling Office in this regard shall be final and binding on all. No. of vehicle are tentative and may decrease/increase as per the

requirement and any additional vehicle as per requirement may be hired in accordance with the terms and conditions of this contract (IF REQUIRED).

Sl. No.	Description	Period
1.	Date of issue of NIT	11.11.2025
2.	Date of Sale of Bid Documents	12.11.2025
3.	Date of close of sale of Bid Documents	11.12.2025 (1100 Hrs)
4.	Date of submission of Bid (hard copy)	12.12.2025 (1500 Hrs)
5.	Date of Opening of Technical Bids	13.12.2025 (1700 Hrs)
6.	Date of opening of Financial Bids	14.12.2025 (1700 Hrs)

Dy General Manager (P)
NHIDCL, PMU-Siliguri
(With Additional Charge of PMU-Darjeeling)
5th Floor, Unit 1&2 Home Square, Kisturi Warehouse,
Salugara, PS Bhaktinagar, Siliguri
District- Jalpaiguri, West Bengal-734008
E-mail: pmu.siliguri@nhidcl.com

(To be executed on Rs.100 Stamp Paper)

TERMS AND CONDITIONS

Name of work:

Providing & supplying of vehicle 4 No on monthly basis for NHIDCL PMU Office-Darjeeling in the State of West Bengal.

1. The vehicle should be in good running condition during the contract.
2. The vehicle provided should have permit to travel pan India as the vehicle may be used at any place within the state of West Bengal as well as in adjoining states as per the requirement of NHIDCL.
3. The vehicle provided should either be owned in the name of the applicant or may be hired from other sources. However, in case of hiring of vehicle from other sources, necessary documents need to be submitted. Once the bid is accepted, the service provider shall produce all original documents related to ownership/hiring of the vehicle from other sources for verification.
4. All necessary taxes for operating the vehicle should be fully paid and all necessary papers shall be provided in the vehicle as required by prevailing Motor Vehicle Act with comprehensive insurance cover for the vehicle.
5. NHIDCL reserves the right to use the vehicle round the clock without paying anything extra. NHIDCL will not be responsible for parking, accommodation and facility of meals for the driver and hence agency/vehicle owner should make above arrangements on their own.
6. Agency/vehicle owner shall make available drivers having valid driving license with no accident record. The driver to be provided for 24 hours and 7 days a week.
7. The vehicle and driver provided with a vehicle shall not be changed or altered for entire agreement period unless approved/accepted by NHIDCL inwriting.
8. The agency/vehicle owner /vehicle owner /vehicle owner shall bear all expenses required for keeping the vehicle in smooth running condition such as fuel, lubrications oil & other consumables, necessary service & maintenance, repairs & replacement etc. and salary of the driver per month.
9. In the event any vehicle being off the road for maintenance or on any other account of breakdown, the agency/vehicle owner 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 and may deduct the same charges from the monthly bill of supplier/agency/vehicle owner subject to maximum limit of Rs. 2500/- per day.
10. The Agency/vehicle owner should ensure that sufficient fuel is always available at all times for travel minimum upto 300 Kms. Vehicle can be withdrawn from usage and contract will be cancelled with two months of advance notice by Agency/vehicle owner or one month of advance notice by NHIDCL.
11. The Agency/vehicle owner should submit their bills in duplicate along with logbook within 1st week of every month for payment. Any statutory taxes such as TDS (IT) & TDS (GST) will be deducted and payments will be made.

12. A log book for the car in the format prescribed, for each of the journeys performed, duly signed by the office, would be maintained and submitted by the service provider along with the bills and duty slips.
13. The quoted rates for hire charges of vehicle with fuel and lubricant set should be valid for a period of two years from the date of acceptance. No variation/revision in quoted rates on account of any increase in fuel or spares cost will be entertained.
14. The Agency/vehicle owner should be able to supply the required vehicle within Four working days from the date of award of work.
15. The supply of vehicle is initially for duration of two year only from the date of signing of contract agreement. Vehicle may be continued beyond the stipulated period on the rates quoted & condition herein if required by NHIDCL and agreed by the bidder.
16. The successful agency/vehicle owner /individual will submit a copy of the following documents for each vehicle before start of the work. Also, original documents should be available all the time in the vehicle under the custody of concerned driver. All instructions of Government shall be followed for all vehicle.
 - Comprehensive Accident and workman Compensatory insurance policy coverage in respect of every employee employed by agency/vehicle owner and third-party liability as per rule valid for entire period of the contract.
 - Copy of RC Book/Registration of Vehicle.
 - Pollution Clearance Certificate.
 - Driving License of concerned driver.
 - Any other documents/permit required by state of West Bengal for vehicle.
17. In case of breach of terms & conditions performance by agency/vehicle owner and in case of rash/inappropriate driving, NHIDCL may terminate the agreement immediately without assigning reasons. Decision of NHIDCL is final and binding.
18. The vehicle should be registered along with all necessary documents i.e., valid insurance, road tax payment etc. The Driver should possess valid driving license and should be well dressed, experienced, mannered/ disciplined and adequately educated so as to maintain log book and maintain decency, politeness and good habits.
19. Department shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/ parts and accessories therein. Similarly, department shall not be responsible for any third-party claims.
20. Whenever required by NHIDCL, the vehicle will be operated in AC mode. An agreement/ contract will be signed with the successful bidder within 07 (seven) days of issue of award letter.
21. The “service provider” should keep the Vehicle in good condition with clean interior & exterior and well-maintained seats all the time.
22. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL with no extra charges.
23. The service provider/driver should have a mobile telephone for contact round the clock. Cost & Bills will be borne by the service provider.
24. The owner/service provider will be solely responsible for all wages/dues to the driver and to follow all the rules/provisions as per the law. NHIDCL shall not be responsible for any dispute/liability whatsoever in this regard.
25. In case of any accident, any and all the claims and damages arising shall be met by the service provider. The department shall not have any liability/Responsibility in this regard either for the driver, commuter vehicle or the third party.

26. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
27. NHIDCL will pay Rs. 500/- for night halt (fooding and lodging) at outstation with vehicle to the driver directly.
28. The lowest bidder for contract is the one who quotes lowest cost per vehicle. The agency/vehicle owner should quote their rates on monthly basis i.e per vehicle per month for travel up to 3000 Kms/month. The payment of extra Kms beyond 3000 kms will be made on pro rata basis as per approved rates of taxi union of region for particular vehicle category.
29. Earnest Money Deposit /Bid security:
- ✓ The bidders shall furnish, as part of the bid, an Earnest Money /Bid security of the amount as specified in the documents.
 - ✓ The Earnest Money/Bid security shall be in the form of Demand Draft in favor of the ED(P), NHIDCL RO-Siliguri payable at Siliguri.
 - ✓ Any bid not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non-responsive.
 - ✓ The Bid Security of the Successful Bidder shall be converted into Performance Security upon signing of the Agreement and will be returned within 30 days of successful completion of contract.
 - ✓ The bids shall be valid for 30 days from the date of opening.
 - ✓ The Earnest Money/Bid security of unsuccessful bidders will be returned after award of work or 30 days from opening of financial bid whichever is earlier.
30. The Bid Security/EMD will be forfeited:
- ✓ If the Bidder withdraws the Bid after it's submission.
 - ✓ If the bidder does not accept the arithmetic correction of the bid price; or
 - ✓ If the successful Bidder fails to sign the Agreement.
 - ✓ If the Bidder does not give 60 days prior notice for withdrawal of the vehicle.
31. The vehicle should be provided with name plate of NHIDCL, Govt of India as approved by NHIDCL. Once the name board is fixed, it shall be exclusively in the custody of NHIDCL for all the time and for all the purposes.
32. In case the agencies/individual fails to comply above conditions, the bid is liable to be rejected.

Name, Signature & Seal of Bidder

TECHNICAL BID FOR HIRING OF VEHICLE:
(To be submitted subscribing “Technical Bid”)

Name of work:

Providing & supplying of vehicle 4 No. on monthly basis for NHIDCL PMU Office- Darjeeling in the State of West Bengal.

1.	Name of the Companies/Firms/Agencies/Individual with full address with pincode, telephone no & e-mail etc.	
2.	Address Proof (Voter ID, Aadhar Card etc.) (Please attach self-certified copy)	
3.	PAN No. of the Companies/Firms/Agencies/Individual allocated by the Income Tax Department. (Please attach self-certified copy)	
4.	GST Registration No. (Please attach self-certified copy)	
5.	Details of experience in the field (Please mention name of the client served along with period of service and attach the self-certified copy of job order/service certificate/Exp. Certificate/Contract Agreement from any of the agencies).	
7.	Any other information	

Signature of authorized person with Date & Seal _____

Name & full address _____

UNDERTAKING

1. I,.....Son/Daughter/Wife of Shri.....signatory of the company/agency/vehicle owner /firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. I indemnify NHIDCL against any loss that may be incurred by NHIDCL due to any act of Omission or Commission by the Driver/Vehicle deployed in PMU Darjeeling in the state of West Bengal through my Company/Agency/vehicle owner /Firm.
4. The information/documents furnished along with the above application 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 incurring liabilities towards prosecution under the appropriate law.

Signature of authorized person(s)

Date:

Name:

Place:

Seal:

FINANCIAL BID FOR HIRING OF VEHICLE

PROFORMA FOR QUOTING RATES
(TO BE SUBMITTED SUBSCRIBING “FINANCIAL BID”)

Name of work:

Providing & supplying of vehicle 4 no. on monthly basis for NHIDCL PMU Office-Darjeeling in the state of west Bengal.

Name and Address:

Contact Details (Mobile No. & E-mail ID):

Sl. No.	Type & Location of Vehicle	Unit	Rate be quoted by the Bidder (Per Vehicle) (In Rupees)	
			In Figure	In Words
1.	Vehicle for PMU Office-Darjeeling:	Per Month		
	Innova Captain seat			
	Scorpio N			
	Bolero			

Note:

1. The lowest bidder for contract is the one who quotes lowest cost per vehicle. The agency/vehicle owner should quote their rates on monthly basis i.e. per vehicle per month for travel equal upto 3000 Kms. The payment of extra Kms beyond 3000 kms will be made on pro rata basis as per approved rates of taxi union of region for particular vehicle category.
2. The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders for each vehicle.
3. Terms & conditions shall be the part of bid and hence shall be duly signed by the Bidder.
4. The quoted rates for hire charges per month includes salary of the driver per month, cost of all lubricants, routine maintenance, toll tax, Parking Charges if any including cost of spares etc. and any other incidentals as required. The quoted rates shall be inclusive of all taxes.
5. The payment will be made on monthly basis within 10 days after submission of bill. However, in unforeseen circumstances, if the payment is not made in time NHIDCL shall not pay any interest on late payment and vehicle services shall be continue.

Signature of authorized person with Date & Seal _____

Name & full address _____