

Dated 14.09.2015

**NOTICE INVITING BIDS FOR HIRING OF COMMERCIAL VEHICLES FOR  
OFFICE USE AT NHIDCL HEADQUARTER**

NHIDCL invites sealed bids from interested, established, experienced and reputed individual/ firm/ organization and other agencies for hiring Commercial Vehicles for office use by its Head Quarter Office for a period of one year extendable by another one year on the satisfactory performance and on same terms and conditions.

**SCOPE OF WORK:-**

- (1) Hiring of one Commercial Vehicle ‘**Innova**’ (year of manufacture of the vehicle must not be older than 2013), on monthly payment basis/ daily payment basis, as the case may be at the discretion of NHIDCL.
- (2) Hiring of one Commercial Vehicle ‘**Swift Dezire or equivalent**’ (year of manufacture of the vehicle must not be older than 2013), on monthly payment basis/ daily payment basis, as the case may be at the discretion of NHIDCL.
- (3) The number of vehicles may increase or decrease depending upon the requirement of NHIDCL.

**SUBMISSION OF BIDS:-**

A copy of the blank Bid document along with other terms & conditions may be downloaded from the NHIDCL’s website [www.nhidcl.com](http://www.nhidcl.com). The last date for submission of the duly filled-in bids shall be **28.09.2015 (upto 03:00 PM)**. The bids received within the stipulated date and time shall be opened in the presence of interested bidders on the same day at **4:00 PM**.

The offer/ proposal should be submitted in two separate sealed covers consisting of (i) Technical Proposal in the specified format as per **Annexure–I** along with attested

photocopies of PAN No. of the owner and documents in support of ownership title of the vehicle and (ii) Financial Proposal in the specified format as at **Annexure-II**. Both these covers should be super scribed as “**Technical Proposal**” and/ or “**Financial Proposal**” respectively and should be kept in one sealed cover marked “**BIDS FOR HIRING OF COMMERCIAL OFFICE VEHICLE**”. Bids not received in the prescribed pro-forma are liable to be rejected

- Only those bids which qualify technically would be considered for financial evaluation.
- The Financial evaluation of the technically qualified bidders shall be done on the basis of the lowest total monthly amount quoted for vehicles

## **RESOLUTION OF DISPUTE**

In case of any dispute, the decision of the NHIDCL shall be final.

## **PAYMENT**

The monthly payment shall be released within 15 days through ECS /RTGS/ NEFT after the invoices are received by NHIDCL. However, in unforeseen circumstances, if the payment is not made in time, the company shall not pay any interest on late payment.

## **TERMS AND CONDITIONS**

- a The year of manufacture of the vehicle being provided must not be older than 2013.
- b The hired vehicle should be available for the exclusive use of NHIDCL.
- c The vehicle should be in excellent running condition and proper maintenance shall be carried out throughout the contract period to ensure optimum performance of the vehicle.
- d All applicable taxes in respect of the commercial use of the vehicle should be paid in full and copy of all relevant papers including “Pollution Under Control” certificate and comprehensive insurance cover shall be placed in the vehicle at all times, as per the requirement of the prevailing Motor Vehicle Act.
- e The vehicle required for daily use (On daily rate) shall be provided as per the requirement of NHIDCL within the span of 2 hours.
- f Agency shall depute all its drivers after due verification of their antecedents and moral character. It may also be ensured that drivers are in possession of a valid driving license with no past history of accidents.
- g Driver must report on duty having mobile phone and in uniform and the Agency shall provide at least two set of uniforms and a mobile phone to the driver at their own cost.

- h The Agency shall produce all relevant papers in support of the ownership of vehicle.
- i The Vehicle and driver provided to an officer shall not be changed during the agreement period unless prior approval to do so is obtained.
- j The Agency shall bear all expenses such as fuel, Lubricant oil and other consumable etc required for keeping the vehicle in smooth running conditions.
- k In the absence of the contracted vehicle, the Agency shall provide a substitute vehicle immediately, failing which a penalty of Rs.2,500/- per day for each vehicle shall be deducted from the monthly bills of the Agency.
- l All vehicles provided to NHIDCL should have permit to travel within the Delhi NCR region.
- m The quoted rates for hire charges/ month will include monthly salary of the driver month, cost of all lubricants, routine maintenance including cost of spares etc. & any other incidentals as may be required. The quoted rate shall be exclusive of applicable service tax.
- n The agency should be able to supply the required vehicle within seven days from the date of Letter of Acceptance.
- o The contract is valid initially for period of one year extendable by another one year at the discretion of NHIDCL on the same terms and conditions on mutual agreement.
- p The driver has to maintain a daily log book for the actual travelling of the vehicle, duly signed by the authorized representative of NHIDCL. The initial and final reading shall be taken from NHIDCL i.e. PTI building, New Delhi.
- q The successful agency would have to submit the following Documents before start of the work.
  - Comprehensive Accident and workman Compensatory insurance policy coverage in respect of every employee employed by agency and third party liability as per rule valid for entire period of the contract.
  - Registration under latest Sales Tax Act/ PF code/ etc.
  - Copy of RC Book (Vehicle should be registered in the name of company/ proprietor which should be clearly indicated on RC Book of Vehicle).
  - Registration, Taxi passing and other vehicle related document/ paper of the vehicles.
  - The fuel being used in the vehicle must be endorsed and mentioned on registration certificate issued by the concerned transport authority.
- r The bids shall be valid for 90 days from the date of opening.

- s NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.
- t The monthly vehicle will on duty on all days except Sundays and Gazetted holidays.
- u The parking charges and toll will be reimbursed along with the monthly bill on production of receipts.
- v Please provide the copies of the agreements/ work orders in case the vehicle have been deployed in any Govt. Office.
- w Bidder must ensure to send the clean/ washed vehicle for duly every day.

#### **EARNEST MONEY/BID SECURITY**

The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand Only), refundable (without interest) should be necessarily kept in the sealed cover containing the Bid of the Agency in the form of Demand Draft/ Pay Order Drawn in the favour of “Managing Director, **National Highway and Infrastructure Development Corporation Limited, payable at NEW DELHI**”, failing which the bid shall be rejected summarily.

Dy. GM (HR)  
NHIDCL

**Technical Bids**

S. No.	Particulars	
1.	<u>Suitability of the Vehicles:</u>  Make / Model of vehicles offered (a copy of RC to be submitted along with the bids)	Make and Year of model  i)  ii)
2	PAN details (a copy of PAN to be submitted along with the bids )	PAN No. _____
3	Service tax No. (a copy of same to be submitted along with the bids )	Service Tax No. _____

**In absence of any of above document, the bid shall be treated as Non Responsive**

I / We declare that I am/we/ \_\_\_\_\_ agency are the absolute owner of the vehicles offered to you. **Copy of all the require documents are enclosed with proposal.**

**Signature of Authorised signatory  
Name of the Agency with Seal**

**FINANCIAL BID****Subject: Hiring of Commercial Vehicle on monthly basis/ daily basis for NHIDCL.**

Name of tendering Company/Firm/Agency:.....

1. Details of Earnest Money Deposit: Rs.10000/- (Rupees Ten thousand Only)

D.D/P.O. No. &amp; Date:

Drawn Bank:

I / We, refer to your advertisement dated ..... in ..... (here mention name of the newspaper / website ) and offer you the following rates exclusive of applicable taxes for providing vehicles NHIDCL.

Sl. No.	Name of Item	Vehicle Model	Qty per month (Nos.)	Rate be quoted by the Bidder (in Rs. Per month) exclusive of applicable service tax.	Amount (Rs.) 6= 4X5
1	2	3	4	5	6
1	Providing running & maintenance of vehicle				
A	Innova (Travel up to 2400 Km and upto 300 hrs per month) as per terms and conditions.		01		
B	Swift Dezire or equivalent (Travel up to 2400 Km and upto 300 hrs per month) as per terms and conditions.		01		
Total					

**Note: If any of above vehicle is required on daily payment basis, the payment shall be made on pro-rata basis of the monthly quoted amount.**

**Other fixed charges payable by NHIDCL (not to be quoted by the agency)**

Sl.No.	Name of Item	Unit	Fixed Rate (Rs.)
<b>1</b>	<b>Rate for extra Km of running including POL etc (beyond 2400 Km per month).</b>		
a.	Innova	Per Km	15 (fifteen)
b.	Swift Dezire or equivalent	Per Km	12(Twelve)
<b>2</b>	<b>Rate for extra Hrs. of running including POL etc (beyond 300 Hrs per month).</b>		
a.	Innova	Per Hrs.	50 (Fifty)
b.	Swift Dezire or equivalent	Per Hrs.	50(Fifty)
<b>3.</b>	<b>Rate for per night halt charges out of head quarter</b>		
a.	Innova	Per night	200(Two Hundred)
b.	Swift Dezire or equivalent	Per night	150(Two Hundred)

**Certificate:-**

I have understood the scope of work and agree to the terms and conditions laid down in the notice inviting bids.

**Signature of Authorised signatory**  
**Name of the Agency with Seal**

Place \_\_\_\_\_

Date \_\_\_\_\_

## **DECLARATION**

1. I, ..... Son/Daughter/Wife of Shri..... signatory of the company/agency/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 NHIDCL, through my Company/Agency/Firm.
4. My Company/Agency/Firm has not been blacklisted/ debarred from participating in tender of any Ministry/Department of Government of India and Government of India undertaking in last three years.
5. 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:  
Place:

Name:  
Seal: