



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

Name of Work: Hiring of 02 no's of Vehicle on Monthly Basis for the
Regional office of NHIDCL, Executive Director (Projects)
Office at Aizawl in the state of Mizoram.

BID DOCUMENT

January, 2020

Name of Work: Hiring of 02 no's of Vehicle on Monthly Basis for the Regional office of NHIDCL, Executive Director (Projects) Office at Aizawl in the state of Mizoram.

Bid Security : ₹ 20,000/-
 Cost of Bid Documents : ₹ 500/-
 Time Period : Two Years

1. Sealed quotations are invited from established, experienced, and reputed agencies having adequate experience in the work mentioned above for providing 2 nos of Vehicles on Monthly basis as detailed below.

Designation	Type of Vehicle	Nos	Total Running
Executive Director (Projects)	SUV with priority in the range of (i) Innova Crysta VX Model (ii) Tata Hexa (iii) XUV 500	1 nos	4000 Kms
Manager and others (Pool Vehicle)	Priority in the range of (i) Mahindra Scorpio (ii) Tata Harrier (iii) Hyundai Creta (iv) Bolero	1 Nos	3500 Kms

2. The bids can be viewed/downloaded from the website of NHIDCL from 22.01.2020 to 07.02.2020 (1500 Hrs). A bidder may also obtain the bid documents from the office of the General Manager (Projects) Branch Office: Aizawl, C/o State Institute of Rural Development & Panchayati Raj, Durtlang, Leitan, Aizawl, Mizoram-796015.
3. The bidder is required to pay an amount of Rs 500/- (Rupees Five Hundred only) towards the cost of bid document in the form of DD in favour of General Manager (P), NHIDCL payable at Aizawl, Mizoram.
4. Interested Companies/Firms/Agencies/Individual may submit the bid document(s) duly complete with all respect along with Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Ten Thousand only) in the form of Demand Draft pledged in favour of **General Manager (P), NHIDCL** payable at **Aizawl, Mizoram** and other requisite documents on or before 07.02.2020 by 1500 (Hours) to the General Manager (Projects) Branch Office: Aizawl, C/o State Institute of Rural Development & Panchayati Raj, Durtlang, Leitan, Aizawl, Mizoram-796015. No bid shall be entertained after the deadline under any circumstances whatsoever.

5. The bids shall be opened at 1600 Hrs on 07.02.2020.
6. 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, Branch Office- Aizawl, Mizoram in this regard shall be final and binding on all.
7. The duly filled quotation in sealed envelope shall be submitted in the office of the undersigned upto 1500 Hrs on 07.02.2020 and quotation will be opened on 07.02.2020 at 1600 Hrs by Evaluation Committee constituted for this purpose in the presence of intending bidders.

Dy. General Manager (P)
Branch Office: Aizawl, C/o
State Institute of Rural
Development & Panchayati Raj,
Durtlang, Leitan, Aizawl,
Mizoram-796015
Telephone No:-0389-2950166
Email ID:nhidcl.aizawl1@gmail.com

General Conditions of Contract

1. Vehicle shall be operating with/without All India Permit.
2. The Condition of Vehicle being provided should be in excellent working conditions and the model should not be older than 3 years and with proper maintenance for reliable performance.
3. **BID SECURITY:** -The Bidders shall furnish, as part of the quotation Bid Security of Rs 20,000/-in the form of Demand Draft in favour of **General Manager (P), NHIDCL** payable at **Aizawl, Mizoram**. Any quotation not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive. The Bid Security of Unsuccessful bidders will be returned within 28 days of opening of Bids. The Bid Security of the Successful Bidder shall be converted into Performance Security upon signing of the Agreement. The Bid shall remain valid for 120 days from date of opening. The Bid Security will be forfeited:
 - (a) If the Bidder Withdraws the Bid after its submission ;or
 - (b) If the Bidder does not accept the arithmetic correction of the bid price ;or
 - (c) In the case of a Successful Bidder if the Bidder fails to sign the Agreement
4. The Performance Security shall be refunded after the successful completion of the contract.
5. The Total Amount quoted in words shall be the sole guiding factor for financial evaluation of Bidders.

Procedure for Submission of Quotations for “Hiring of 02 no’s of Vehicle on Monthly Basis for the Regional office of NHIDCL, Executive Director (Projects) Office at Aizawl in the state of Mizoram”

1. The Bidder is required to download the documents from the website of NHIDCL i.e www.nhidcl.com or may obtain the bidding documents from the office of General Manager (Projects) Branch Office: Aizawl, C/o State Institute of Rural Development & Panchayati Raj, Durtlang, Leitan, Aizawl, Mizoram-796015.
2. A DD of Rs 500/- (Rupees Five Hundred Only) is to be made in the form of Demand Draft pledged in favour of **General Manager (P), NHIDCL payable at Aizawl, Mizoram.**
3. An Earnest Money Deposit (EMD) of Rs 20,000/- (Rupees Ten Thousand only) in the form of Demand Draft pledged in favour of **General Manager (P), NHIDCL payable at Aizawl, Mizoram is to be prepared.**
4. The bidder is required to fill the necessary details in the BOQ given and fill the rates carefully and sign as per the format given in **Annexure A.**
5. The bidder is required to accept the “TERMS AND CONDITIONS” and sign the **Annexure B.**
6. The Supporting documents for Vehicle should be provided as per **Annexure C.**
6. Consequent upon completion, the bidder is required to place in an envelope the 5 types of documents i.e. (i) DD of Rs 500/- (Rupees Five Hundred Only) (ii) Earnest Money Deposit (EMD) of Rs. 20,000/-(Rupees Ten Thousand only) (iii) duly filled and signed Annexure A (iv) Signed Annexure B and (v) Copy of Vehicle documents as per Annexure C. The envelope is to be sealed.
7. The envelope is to be further Superscribed as “Quotations for Hiring of 02 no’s of Vehicle on Monthly Basis for the Regional office of NHIDCL, Executive Director (Projects) Office at Aizawl in the state of Mizoram’.
8. The envelope should be addressed to “**General Manager (Projects) Branch Office: Aizawl, C/o State Institute of Rural Development & Panchayati Raj, Durtlang, Leitan, Aizawl, Mizoram-796015**” and should reach on or before **07.02.2020 by 1500 (Hours).** No bid shall be entertained after the deadline under any circumstances whatsoever.
9. Bids shall be opened on 07.02.2020 at 1600 Hrs by the Evaluation Committee constituted for this purpose in the presence of intending bidders.

Bill of Quantity

Submission of quotation in respect of 'Hiring of 02 no's of Vehicle on Monthly Basis for the Regional office of NHIDCL, Executive Director (Projects) Office at Aizawl in the state of Mizoram'.

I _____, S/o _____,

Address _____ hereby submit
the following rates and accepts all the terms and Conditions as mentioned in the proposal
of NHIDCL.

Sl. No	Name of Item	Unit	Type of Vehicle being provided	Amount quoted by bidder for Vehicle per Month	
				In Figure	In Words
(i)	"Providing, running & maintenance of SUV on monthly basis with priority in the range of (i) Innova Crysta VX Model (ii) Tata Hexa (iii) XUV 500 [Travel upto 4000 km per month] for the office of Executive Director (P), office Aizawl, Mizoram.	Vehicle nos. / Months 01/24			
(ii)	"Providing, running & maintenance of vehicle on monthly basis for Manager with Priority in the range of (i) Mahindra Scorpio (ii) Tata Harrier (iii) Hyundai Creta (iv) Bolero [Travel upto 3500 km per month] for the office of Executive Director (P), office Aizawl, Mizoram.	Vehicle nos. / Months 01/24			
	Total (Including Taxes)				

Name, Signature & Seal of Bidder

TERMS AND CONDITIONS

1. The vehicles should be new.
2. Proposals are invited from reputed agencies/individuals who can provide 2 nos of AC vehicles to the office Executive Director (P), Office at Aizawl, Mizoram as detailed in BOQ on monthly hire basis.
3. The vehicles should be in good running condition.
4. All necessary taxes for operating the vehicles commercially should be fully paid and all necessary papers shall be provided in the vehicle as required by prevailing Motor Vehicles Act with comprehensive insurance coverage for the vehicle. All the cases related to accident/damages/compensation shall be the responsibility of vehicle owner.
5. The vehicles shall be available day and night (24 hours) as required by NHIDCL for all days regularly in a month.
6. The driver should be in sound mental and physical condition.
7. The drivers should be having valid driving license.
8. The Agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrications oil & other consumables, necessary service & maintenance, repairs & replacement etc. and salary of the driver per month & his related expenses for duty.
9. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the Agency shall provide a substitute vehicle immediately. If the substitute vehicle is not provided penalty of Rs. 3000/-per day for each vehicle shall be affected from the bills of Agency.
10. The rate applicable for extra Km of travel beyond total run in a month shall be paid @16/- per Km for vehicle mentioned at sl no. (i) and @14/- per km for vehicle mentioned at Sl no (ii) of the BOQ.
11. The Agency should ensure that sufficient fuel is always available for travel.
12. The quoted rates shall be inclusive of taxes including of applicable GST.
13. Vehicle/Vehicles can be withdrawn from usage within 15 (fifteen) days of advance notice by either party i.e. Agency or NHIDCL.
14. The Agency should submit their bills in duplicate along with logbook within 1st week of every month for payment.
15. The quoted rates for hire charges of vehicles with fuel and lubricants etc should be valid for 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.
16. The Agency should be able to supply the required vehicles within fifteen days from the date of Letter of Acceptance.
17. The supply of vehicles is initially for duration of two years only from the date of agreement. Vehicles may be continued beyond the stipulated period on the rates quoted & condition herein if required by NHIDCL and agreed by the bidder.
18. The Jurisdiction of vehicles moving is Mizoram and other North Eastern States.

Name, Signature & Seal of Bidder

Documents of the proposed vehicles being provided are to be annexed.