

## **NOTICE INVITING QUOTATIONS**

**NOTICE INVITING QUOTATIONS FOR HIRING OF COMMERCIAL VEHICLE, Bolero or Equivalent FOR OFFICE USE AT NHIDCL SUB-BRANCH OFFICE, SILIGURI (WEST BENGAL).**

**Earnest Money: Rs. 10,000/-**

**Cost of Document: Rs. 500/-**

**Time Period: One Year.**

Sealed quotations are invited from established, experienced and reputed individuals, firms/Organizations and other agencies having adequate experience in providing vehicles for such work.

The blank BOQ and terms & conditions for the above may be obtained from NHIDCL website or office of the undersigned.

The duly filled in quotations in sealed envelope can be submitted in the office of the undersigned upto 1130 Hrs. on 31.12.2018\_and the same will be opened on 31.12.2018\_at 1500 Hrs. in the presence of intending bidders, who choose to remain present.

Regarding any queries, interested party may contact to DGM (P), NHIDCL, Sub-Branch Office-Flat No. BA1, Vinayak Apartment, Near BDO Office, Shiv Mandir, Siliguri, West Bengal.  
Contact No 9818692719,8402090090,7002159573.

**(Lakshman Bir Batheja)**

Dy. General Manager (Projects),  
NHIDCL,

Flat No. BA-1, Vinayak Apartment,  
Near BDO Office, Shiv Mandir,  
Siliguri, West Bengal

**Email: nhidclsiliguri@gmail.com**

Contact No 9818692719

## **TERMS AND CONDITIONS**

1. The vehicle should be new or should not be older than one year old and driven not more than 20,000 kms.
2. The bidder shall submit the bid in 2 envelopes. Technical Bid in envelope 1 clearly marked as **Technical Bid** and Financial Bid in envelope 2 clearly marked as **Financial Bid**. Both these envelopes shall be properly sealed and enclosed in **third envelope**. The bidder shall submit information as given in Technical Bid Annexure-I along with copies of documents supporting the information.
3. The vehicle should be in good running condition and well maintained with all top safety features like Airbags, bumpers, fog lamps, Parking lights, Indicators, horn etc., suited for extensive running on Hilly areas/ rough surface road. The interior of the vehicle should be neat & clean, and seat should be covered with white seat covers & with two hand towels & a hand-rest on the back seat of the vehicle. There shall not be any lapse on this crucial safety aspect, for which successful bidder will be solely responsible.
4. All necessary taxes for operation the vehicle 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 cover for the vehicle. Cost of insurance will be fully born by Successful bidder and the rate quoted shall be inclusive of this.
5. The vehicle shall be provided day and night (24 hours) as required by NHIDCL for all days regularly in a month. NHIDCL will not be responsible for parking/accommodation/facility of meals for the driver and hence agency should make above arrangements on their own.
6. NHIDCL will pay Rs. 200/- directly to the driver for a night halt at outstations with vehicle with the permission of the concerned officer. NHIDCL will pay Rs. 100 directly to the driver as food allowance in case of outstation travelling beyond a duration of 8 hours.
7. Agency shall also make available drivers having valid driving license with experience of more than 5 years running on Hilly areas/ rough surface road. The driver shall be well trained, physically fit, well behaved, and neatly dressed in a defined dress code approved by NHIDCL with working mobile phone. If necessary, successful bidder shall also provide additional driver, as and when, called by NHIDCL. Failing which NHIDCL shall levy the penalty of Rs. 1000/- per day.
8. The successful bidder shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil & other consumables, necessary service & maintenance, driver's repairs & replacements etc. The rates quoted shall inclusive of all these provisions.
9. In the event of any vehicle being put off the road for maintenance, break down or on any account, the successful bidder shall provide a substitute vehicle of same category immediately. If the substitute vehicle is not provided, a penalty of Rs. 2500/- per day shall be deducted from the bill of agency.
10. The vehicle shall be provided with name plate of NHIDCL, as approved by NHIDCL, on front and rear side of the vehicle. Once the name board is fixed, it shall be exclusively in the custody of NHIDCL for all the time & for all the purposes.
11. The agency should quote their rates on monthly basis i.e. per vehicle per month. In case, travel less/more than 3000 Kms for a vehicle in a month the remaining/extra Kms shall be adjustable in the next month. It may be paid on pro-rata basis (subject to approval/acceptance by officer-in-charge of

the vehicle) as worked out in relation to the monthly amount quoted for particular vehicle category.

12. The vehicle provided should have permit to travel in All India.

13. The agency should ensure that sufficient fuel is always available for travel and the attending driver is duly funded for re-fueling.

14. The quoted rates for hire charges/month include salary of the driver/month, cost of all lubricants, routine maintenance, toll tax if any including cost of spares etc & any other incidentals as may be required. The quoted rates shall be inclusive of all taxes & other taxes, if any.

15. Vehicle can be withdrawn from usage within 15 (fifteen) days of advance notice by either party i.e. successful bidder or NHIDCL.

16. The agency should submit their bills in duplicate along with logbook within 1<sup>st</sup> week of every month for payment. It is the responsibility of bidder to maintain the log book for every vehicle and get it certified from the concerned official using the vehicle on daily basis, failing which, payment may not be made.

17. The quoted rates for the vehicles shall include fuel and lubricants, repairs and maintenance, Driver salary and other labour charges, depreciation etc and should be valid for a period of one year from the date of acceptance. The quoted rates for hire charges of vehicles with fuel and lubricants etc. should be valid for period of one year from the date of acceptance. No variation/revision in quoted rates on account of any increase in fuel or spares cost will be entertained.

18. The successful bidder should be able to supply the required vehicles within seven days from the date of issue of 'Letter of Acceptance' by NHIDCL. Number of vehicles can be increase or decrease on a seven days' notice by the NHIDCL.

19. The supply of vehicle is initially for duration of one year only from the date of issue of Letter of Acceptance. Vehicles may be continued beyond one-year period on the above conditions if required by NHIDCL for further period as decided by NHIDCL.

20. The successful bidder shall submit all the required documents of vehicle, driver, insurance, service tax etc. Execute the agreement within a week of issue of Letter of Acceptance on hundred-rupee bond paper, failing which 2<sup>nd</sup> lowest bidder will be given offer in the Lowest rate quoted in the bidding.

21. Amendments, corrigendum, if any, would be hosted on NHIDCL website only.

22. NHIDCL reserves full rights to curtail, modify, halt/cancel, reject any or all offer/s, at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.

### **RESOLUTION OF DISPUTE**

In case of any dispute, the decision of the branch head i.e. concerned General Manager(P), NHIDCL, Branch office **GANGTOK, SIKKIM** shall be final.

### **PAYMENT**

The monthly payment shall be released after submission of invoices by Cheque/ECS /RTGS / NEFT within 15 days. However, in unforeseen circumstances, if the payment is not made in time the company shall not pay any interest on late payment & vehicle services shall be continued.

**The Bid Security/Earnest Money**

The Bidders shall furnish, as part of the quotation Earnest Money/Bid Security of the amount as specified in the document.

The Bidders shall furnish, as part of the quotation Bid Security of Rs. 10,000/- in the form of Demand Draft in favour of National Highways & Infrastructure Development Corporation Limited payable at Gangtok, Sikkim. 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 03 months of opening of Bids. The Bid Security of the Successful Bidder shall be converted into Performance Security upon signing of the Agreement.

The performance Security shall be refunded within three months, after the successful completion of the contract.

**The Bid Security/Earnest Money 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.

I accept all the terms and conditions of NHIDCL.

**Name, Signature & Seal of Bidder**

**Annexure - I**

**Technical Bid**

S. No.	Particulars	
1.	<u>Suitability of the Vehicle:</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	<u>Number of vehicles owned by the firm of Model 2017 &amp; later:</u>  A copy of RCs of the vehicle to be enclosed.	Registration No. of the Vehicles  i)  ii)  iii)  iv)  v)  vi)
3	<u>List of PSUs/ Govt. /Other Clients served / being served by the agency:</u>  List along with supporting documents to be enclosed.	Details of the clients  i)  ii)  iii)  iv)  v)

I / We declare that I am/we/ \_\_\_\_\_ agency is the absolute owner of the vehicle offered to you. Copy of valid RC is enclosed with proposal.

**Signature of Authorized  
signatory**

**Name of the Agency with Seal**

**FINANCIAL BID**

**Subject: Hiring of Commercial Vehicle on monthly basis for NHIDCL, Sub-Branch office at Siliguri under Branch office, Gangtok, Sikkim.**

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

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

- i. D.D/P.O. No. & Date:
- ii. 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 vehicle in Sub-Branch office at Siliguri under branch office, Gangtok, Sikkim.

Sl. No.	Name of Item	Vehicle Model	Unit	Qty per month (Nos.)	Rate be quoted by the Bidder (in Rs. Per month) exclusive of all applicable taxes.
(1)	(2)		(3)	(4)	(5)
1	Providing Running, Operating & Maintenance vehicle of higher version with all top safety features which is not older than two years and travelled not more than 30,000 Kms. till date.				
(a)	One No (01) of Bolero or equivalent (Travel up to 2500 Kms Per month) as per terms & conditions.		Per month	01	
(b)	Rate for extra Km of running including POL etc (beyond 2500 Km per month)		Per Km		Rs.13.00 (Rs. Thirteen) Fixed Charge.
©	Rate for per night halt charges out of HQ.		Per Night		Rs.200.00 (Rs. Two Hundred) Fixed Charge.
d					
<b>Total</b>					

**Certificate:-**

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

**Signature of Authorized 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, Sub-Branch  
office Siliguri, West Bengal 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:

Name:

Place:

Seal: