



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

Name of Work: Providing & supplying of commercial vehicle 05 Nos.(01 Innova Crysta, 02 Scorpio, 02 Bolero) on monthly basis for Project Management Units/Site Offices of NHIDCL in the state of Meghalaya.

TENDER DOCUMENT

December 2020



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NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

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

Project Management Unit/Site offices of NHIDCL in the state of Meghalaya

NOTICE INVITING TENDER

Name of work: Providing & supplying of commercial vehicle 05 Nos. (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent, 02 Bolero or equivalent) on monthly basis for Project Management Units/Site Offices of NHIDCL in the state of Meghalaya.

Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed Companies/Firms/Agencies/Individual for providing Vehicles to the National Highways and Infrastructure Development Corporation Limited, Project Management Unit/Site offices of NHIDCL in the state of Meghalaya, a PSU company under the Ministry of Road Transport & Highways, Govt. of India **initially for a period of 01 year** from the date of award of contract, which is extendable as per the requirement.

Sl. No	Name of work	No. of Vehicles Required	EMD/Bid Security	Period of Contract
1	Providing & supplying of commercial vehicle 05 Nos. (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent, 02 Bolero or equivalent) on monthly basis for Project Management Units/Site Offices of NHIDCL in the state of Meghalaya. Vehicle shall be preferably 4 wheel drive.	05 Nos. Innova Crysta or equivalent (01 no.) Scorpio or equivalent (02 nos.) Bolero or equivalent (02 nos)	NIL Bid Security Declaration to be signed	01 Year

1. Interested Companies/Firms/Agencies/Individual may submit tender documents complete in all respect along with Bid Security Declaration and other requisite documents on or before 30.12.2020 by 03:00 PM to the General Manager (Project), PMU-Shillong NHIDCL. No tender shall be entertained after this deadline under any circumstances whatsoever.
2. The Technical Bids of the bidders will be opened at 03:30 PM on 30.12.2020 & the opening date and time of financial bid will be 31.12.2020 (02:00 PM).
3. Every page of Technical as well as Financial Bid should be duly signed by the

authorized representative. NHIDCL reserves the right to accept or reject any bid if it is not duly signed.

NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender 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, in this regard shall be final and binding on all

4. **No. of vehicles are tentative and may decrease/increase as per the requirement.**

The tentative locations of vehicles are as under:

Type of the Vehicle	Tentative Location
Innova Crysta or equivalent	Meghalaya
Scorpio or equivalent	Meghalaya
Bolero or equivalent	Meghalaya

5. The Tender document can also be downloaded from the website www.nhidcl.com.
6. Terms and conditions and other details are attached as Annexure-I, II&III.
7. Schedule of tendering Process is given below:

S. No.	Description	Periods
1	Date of issue of NIT	22.12.2020
2	Availability of Tender Documents	22.12.2020
3	Last Date for submission of Tender/Bid	30.12.2020 (03:00 PM)
4	Date and Time for opening of Technical Bid	30.12.2020 (03:30 PM)
5	Date and Time for opening of Financial Bid	31.12.2020 (02:00 PM)

8. The Selected Bidder shall submit Performance Security amounting to 3% of the contract value in form of a Fixed Deposit Receipt from a Nationalized bank
Executive Director (P), NHIDCL Regional Office- Shillong

22.12.2020
General Manager(P)
NHIDCL, PMU-Shillong
Email: gmpshillong@nhidcl.com/gmsshillongnhidcl@yahoo.com



TERMS AND CONDITIONS

Name of work: Providing & supplying of commercial vehicle 05 Nos. (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent, 02 Bolero or equivalent) on monthly basis for Project Management Units/Site Offices of NHIDCL in the state of Meghalaya

1. The vehicle should be new and not more than six months old and driven not more than 25000Kms. The vehicles should be in good running condition during the contract.
2. The vehicles provided should have permit to travel in the entire State of Meghalaya, as the vehicle may be used at any place within the state of Meghalaya, 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 resources, 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 vehicles 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 vehicle.
5. The vehicles, with driver in readiness, shall be available all the time (24x7) as required by NHIDCL for all days including holidays and Sundays regularly during the period of contract with no extra charges.
6. Agency shall make available drivers having valid driving license and no outstanding accident claim.
7. The vehicle and driver provided with a vehicle shall not be changed or altered for entire agreement period unless approved/accepted by this office in writing.
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 as per Govt. norms.
9. In the event any vehicles being off the road for maintenance or on any other account of breakdown, the agency 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 subject to maximum limit of Rs.2500 per day in addition to deduction of amount for the days of absence at Prorata basis @ Monthly Rent /Nos. of days in a month.

10. The Agency should ensure that sufficient fuel is always available in the tank for travel.

11. The Agency should submit their bills in duplicate along with logbook within 1st week of every month for payment. Necessary taxes including GST if any will be deducted and payments made.

12. A logbook for the car in the format prescribed, for each of the journeys performed, duly signed by the officer, would be maintained and submitted by the service provider along with the bills and duty slips.

13. The quoted rates for hire charges of vehicles with fuel and lubricants etc. should be valid for a 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.

14. The Agency should be able to supply the required vehicles within ten working days from the date of award of work.

15. The supply of vehicles is initially for duration of one year only from the date of issue of Letter of Acceptance. Vehicle may be continued beyond the stipulated period on the rates quoted & condition here in if required by NHIDCL and agreed by the bidder.

16. The successful agency 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 need to be followed for all vehicles.

- I. 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.
- 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.

17. In case of breach of terms & conditions performance by agency and in case of rash/inappropriate driving, NHIDCL may terminate the agreement immediately without assigning reasons, forfeiting the Performance Security, if any. Decision of NHIDCL shall be 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 logbook and maintain decency, politeness and good habits.

19. A fixed payment per month as per the details mentioned in the Tender Documents will be made up to 3000/ KM per month per vehicles considering availability for 30/31days (For February 28/29days). Extra kilometer run will be paid when the total cumulative kilometer run for all the vehicle exceeds $3000 \times \text{Nos. of Vehicles}$ i.e $3000 \times 05 = 15000 \text{Kms}$ in a month and shall be paid @ Rs.13/extra kilometer.

20. The Kilometer counting of the vehicle shall start from the designated office and shall end at the designated office. Odometer must be correctly calibrated at all times.

21. 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

22. The successful bidder has to provide the vehicles as per requirements of the respective office. The number of vehicles may increase or decrease during the period of validity of the tender. Payment will be made on the basis of actual number of vehicles hired and operated during the relevant month/period. Occasionally in exigencies of works, additional vehicles for short period may also be hired for which additional payment at Prorata basis @ Monthly rent/Nos. of days in a month will be paid.

23. The vehicles will be operated in AC mode. The model of the Vehicles should be Top model.

24. An agreement/ contract will be signed with the successful bidder.

25. The service provider should give an undertaking that he or his firm has not been blacklisted by any Organization/Government department as on the date of submission of the bid.

26. The "service provider" should provide Vehicles in good condition with clean Interior & exterior and good upholstery.

27. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL with no extra charges.

28. The service provider/driver should have a mobile telephone for contact round the clock. Cost & Bills will be borne by the service provider.

29. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.
30. In order to ensure day today functionality of NHIDCL, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the NHIDCL so indicates in the case of eventuality or unsuitability.
31. Any person or any employee of the Department should not be a partner, directly or indirectly, with the service provider.
32. It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/driver maybe deployed by her/him in his office to claim any regular employment in this office or any government office. 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. This Office/Department shall not be responsible for any dispute/liability what so ever in this regard.
33. In case of any accident, any and all the claims and damages arising there from 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.
34. 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.
35. The Department reserves the right to reject the vehicle in case of delay for non-provision of vehicle in time. The driver needs to have experience in hill driving. In case it is seen that the driver or the vehicle or services rendered are unsuitable/unsatisfactory, NHIDCL reserves right to terminate the agreement without any notice, forfeiting the Performance Security. The vehicle can be used to travel anywhere in Meghalaya& Assam and adjoining states as per requirement of NHIDCL.

36. 'Vehicle or equivalent' means an equivalent vehicle which costs same or above than the vehicle required.

37. Extra charges Rs.250/-Per night will be paid for night stay away from the place of hiring.

38. If the vehicle is not provided continuously for 03 days, NHIDCL reserves the right to terminate the contract immediately, forfeiting the Performance Security.

39. In case of Violation of any of above mentioned conditions & failure towards providing services of vehicle whenever required, a penalty of Rs 500/- per occasion is liable to be imposed.

40. Bid Security: NIL

Validity of Bids: 02 month after bids submission date

The Bidder shall sign the Bid Security Declaration and the bidder shall be debarred/blacklisted from providing services in any of the NHIDCL offices for a period of 01 year, if:

If the Bidder with draws or modify the Bids during period of validity.

If the successful Bidder fails to submit Performance Security;

If the successful Bidder fails to sign the Agreement;

41. The Selected Bidder shall submit Performance Security amounting to 3% of the contract value in form of a Fixed Deposit Receipt from a nationalized bank in favor of Executive Director (P), NHIDCL Regional Office-Shillong.

42. In case the agencies fail to provide valid contact details (Telephone/Mobile No., E-mail & Address), the bid may be rejected.

43. It should be ensured that none of the staff, their relatives or any of the contractor/vendor/agencies assigned works/contracts is considered for hiring of vehicles. A certificate in this regard should be submitted by the agency/contractor to this effect

TECHNICAL BID FOR HIRING OF VEHICLE:

Annexure-II

(To be submitted subscribing "Technical Bid")

Name of work: Providing & supplying of commercial vehicle 05 Nos. (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent, 02 Bolero or equivalent) on monthly basis for Project Management Units/Site Offices of NHIDCL in the state of Meghalaya

1.	Name of the Companies/Firms/Agencies/Individual with full address with Pincode, telephone No & e-mail etc, Reg No.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 the vehicle offered : a) Registration No. b) Owner Name c) Model No./Year d) Kms Run till date e) Color of Vehicle f) Other information (if any) (Details be provided for each vehicle Separately: separate sheets may be attached if required. In case the vehicles are not in own name, notarized agreement with the owner may be attached)	
6.	Earnest money details DD No. and name of issuing Bank	NA

MGP 22-12-2020
General Manager(P)
NHIDCL, PMU- Shillong
Email: gmpshillong@nhidcl.com/gmshillongnhidcl@yahoo.com



Undertaking (Part of Annexure-II)

Name of work: Providing & supplying of commercial vehicle 05 Nos. (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent, 02 Bolero or equivalent) on monthly basis for Project Management Units/Site Offices of NHIDCL in the state of Meghalaya

1. I, Son/Daughter/Wife of Shri, am 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. 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 liabilities towards prosecution under appropriate law.
4. It would be ensured that none of the staff of NHIDCL, their relatives or any of the contractor/vendor/agencies assigned works/contracts of NHIDCL is considered for hiring of vehicles.

Date:

Full Name:

Place:

Signature:

ANNEXURE-III

FINANCIAL BID FOR HIRING OF VEHICLE

PROFORMA FOR QUOTING RATES
(TO BE SUBMITTED SUBSCRIBING "FINANCIALBID")

Name of work: Providing & supplying of commercial vehicle 05 Nos. (01 Innova Crysta or Equivalent, 02 Scorpio or equivalent, 02 Bolero or equivalent) on monthly basis for Project Management Units/Site Offices of NHIDCL 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	Type of Cost	Quantity	Rate be quoted by the Bidder (Per Vehicle) inclusive of all taxes		Amount	
				In Figures	In words	In Figures	In words
1	01 Innove or Equivalent	Rate Per Month for 3000 Km	01				
2	02 Scorpio or Equivalent	Rate Per Month for 3000 Km	02				
3	02 Bolero or Equivalent	Rate Per Month for 3000 Km	02				

1. The lowest bidder for contract is the one who quotes lowest rate for 3000Km per month.
2. The Selected Bidder shall submit Performance Security amounting to 3% of the contract value in form of a Fixed Deposit Receipt from a Nationalized bank in favor of Executive Director (P), NHIDCL Regional Office-Shillong.
3. The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders.
4. Annexure I for terms & conditions shall be the part of bid and hence shall be duly signed by the Bidder.

5. The quoted rates (Fixed & Flexible) for hire charges per month include 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 rate shall be inclusive of GST and all other taxes, if any.
6. The payment will be made on monthly basis within 10 days after submission of bill. Total payment per vehicle will be fixed cost plus flexible cost calculated as per the actual Kms run for each month. There will be extra payment for night charges, but not for the change in location of vehicle within Meghalaya or any other reason whatsoever.
7. NHIDCL reserves the right to sign the agreement with more than one Companies/Firms/Agencies/Individual within the submitted bids for hiring of vehicle for different locations based on the quoted rates.

DECLARATION FOR FINANCIAL BID

1. I,Son/Daughter/Wife of Shriam 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 under take to abide by them.
3. 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 liabilities towards prosecution under appropriate law.

Date:

Full Name:

Place:

Signature:

DECLARATION FOR BID SECURITY

4. I,Son/Daughter/Wife of Shriam competent to sign this declaration and execute this tender document.
5. Ihavecarefullyreadandunderstoodallthetermsandconditionsofthetenderand undertaketoabide by them.
6. I take the full responsibility that if I withdraw my bids or modify during the period of validity after submission or any other default as mentioned in para 40 of the terms & conditions, I shall be solely responsible for the action taken against me as per para 40 of the terms & conditions

Date:

Full Name:

Place:

Signature: