



**National Highways & Infrastructure Development Corporation Limited**  
**(Undertaking of Ministry of Road Transport & Highways)**  
PMU - Tezpur, Assam 784001

## **Request for Proposal (RFP)**

**Invitation of Bid**  
**For**  
**Hiring of Vehicles on Monthly Basis**  
**For**  
**PMU - Tezpur**

**October-2022**

**Dy. General Manager (P)**  
**NHIDCL, PMU, Tezpur**  
**1st Floor, Saraf Tower**  
**Opp.- Don Bosco High School**  
**Mazgaon, NH-37 A,**  
**Tezpur-784001, Assam**  
**Email: [gntezpurnhidcl@yahoo.com](mailto:gntezpurnhidcl@yahoo.com)**

## **I N D E X**

<b>Particulars</b>	<b>Page Nos.</b>
Notice Inviting Tender	3-6
Instruction to Bidders	7-13
Data Sheet	14-15
Terms of Reference	16-19
Technical Bid	20-25
Financial Bid	26-27

# **Section-I**

## **Notice Inviting Tender**

**Project Monitoring Unit - Tezpur of  
National Highways & Infrastructure Development Corporation  
Limited  
Notice Inviting e-Tender  
(National Competitive Bidding through e-Tendering mode only)**

REF: NHIDCL/PMU-TEZ/Estt/2022/03

Date: 11.10.2022

1. National Highways and Infrastructure Development Corporation Ltd. (hereinafter called “the Employer”) invites sealed bids in single stage two cover system i.e. the Technical and Financial Bids from the experienced Firms/Tour & Travel Agency excluding those Firms/Tour & Travel Agency who have been declared as non-performing by MoRT&H/NHAI/NHIDCL or the Firms/Tour & Travel Agency those are blacklisted/debarred for specified period by MoRT&H/NHAI/NHIDCL :-

<i>Sr. No.</i>	<i>Name of work</i>
1	Providing of 04 nos. of light vehicles for a period of one year for the purpose of performing duties on behalf of DGM(P), PMU Tezpur, NHIDCL  Category & Locations of deployment of vehicles will be as under: (i) One Innova or equivalent for PMU, Tezpur. (ii) Three Scorpio/Bolero or equivalent for PMU Tezpur/Site office, Biswanath Chariali

2. Norms of paying monthly charges of NHIDCL are as under:

<b>Sl. No.</b>	<b>Type of Vehicle</b>	<b>Monthly running ceiling limits</b>
1	Innova or equivalent	One Nos. (01) of Innova or equivalent (Travel up to 3000 Kms) as per terms & conditions
2	Scorpio/Bolero or equivalent	Three Nos. (03) of Scorpio/Bolero or equivalent (Travel up to 3000 Kms) as per terms & conditions

3. Date of Publishing is from 11.10.2022.
4. The complete BID document can be viewed / downloaded from web portal <https://eprocure.gov.in> & [www.nhidcl.com](http://www.nhidcl.com) from 11.10.2022 to 01.11.2022 (upto 15:00 Hrs. IST).
5. Bidder must submit its Financial bid and Technical Bid at <https://eprocure.gov.in> on or before 01.11.2022 upto 15:00 hours IST. Bids received online shall be opened on 02.11.2022 (at 15:00 hours IST).
6. Bid documents can be seen at and downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) and <https://eprocure.gov.in>. Bid documents contain qualifying criteria for bidder, conditions and other details.

7. Bidder shall submit the following documents in physical form and scanned copy to be uploaded.
  - i) Registration of the Firms/Tour & Travel Agency
  - ii) Copy of PAN/ TAN Card
  - iii) FDR/Demand Draft/Bank Guarantee for Bid Security (Original)
  - iv) GST Registration Certificate
  - v) Experience Certificate/Existing Commitments, if any
  - vi) Power of Attorney if bid is signed other than the Owner of the Firm/Tour & Travel Agency
  - vii) Signed Copy of RFP (excluding Financial Bid)
8. The interested bidder can download the NIT / bidding document from the website <https://eprocure.gov.in> & [www.nhidcl.com](http://www.nhidcl.com)
9. To participate in bidding process, bidder have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidder can get above mentioned digital certificate from any approved vendors. The Bidder, who already possess valid (DSC) “Digital Signature Certificate” need not to procure new Digital Signature Certificate.
10. The bidders have to submit their bids online in electronic format with Digital Signature. The bid cannot be uploaded without Digital Signature. No proposal (Except the documents as mentioned in point 7 above) will be accepted in physical form.
11. Bids will be opened online as per time schedule mentioned at Sr. No. 20.
12. Before submission of online bids, bidder must ensure that scanned copy of all the necessary documents have been attached with bid.
13. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
14. All the required information for bid must be filled and submitted online.
15. Bidders should get ready with the scanned copies of Bid Security as specified in the tender documents. The original instruments in respect of Bid Security and relevant documents will be submitted to the Tenders Inviting Authority by Registered post/courier/by hand as per time schedule specified.
16. The details of Bid Security specified in the tender documents should be the same, as submitted online (Scanned copies) otherwise bid will not be accepted.
17. No of vehicles are tentative and may increase/decrease as per the requirement.
18. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
19. The guidelines for submission of bid online can be downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) & <https://eprocure.gov.in>.
20. **Schedule of Bidding Process**  
The Company shall endeavor to adhere to the following schedule:

Sr. No	Description	Period
--------	-------------	--------

1.	Date of issue of NIT	11.10.2022
2.	Date of issue of Sale of Tender Documents	11.10.2022
3.	Date of close of sale of Tender Documents (through online)	01.11.2022 (upto 1500 Hrs)
4.	Last Date of receipt of pre-bid queries	25.10.2022 (till 1100 hours)
5.	Date of Pre-Bid meeting	26.10.2022 (at 1300 Hrs)
6.	Date of uploading of reply to the pre-bid queries	27.10.2022
7.	Date of submission of Tender/Bid (online& hard copy)	01.11.2022 (upto 1500Hrs)
8.	Opening of Technical BIDs at venue	02.11.2022 (1500 Hrs)
9.	Date of Uploading of list of Technically Qualified Applicants	To be intimated later
10.	Date of Opening of Financial Bids of Qualified Applicants	To be intimated later
11.	Date of issue of letter of award (LOA)	To be intimated later
12.	Validity of Bid	180 Days
13.	Return of signed duplicate copy of LOA	To be intimated later
14.	Submission of Performance Security (PS) and Additional Performance Security (APS), if any	Within 07 days of receipt of LOA.
15.	Signing of Agreement	Within 07 days from submission of Performance Guarantee.

21. Conditional bids would be rejected.

22. Any corrigendum or information with regard to this NIT shall only be uploaded online on website <https://eprocure.gov.in>.

23. NHIDCL reserves the right to accept/reject any or all the bids without assigning any reasons thereof.

**Disclaimer:-**

Work order will be issued based on as and when required. The work may be required to be partially executed or may not be executed at all by NHIDCL. No claim whatsoever from any of the selected bidders on this account shall not be entertained in this regard.

**Date: 11.10.2022**

**Bivek Joishi**  
Deputy General Manager (P)  
National Highways & Infrastructure Development Corporation Limited.  
Project Monitoring Unit, Tezpur  
1<sup>st</sup> floor , Saraf Tower  
Opp. Don Bosco School, Mazgaon,  
Tezpur-784001  
Email: [gmtezpurnhidcl@yahoo.com](mailto:gmtezpurnhidcl@yahoo.com)

## **Section-II**

### **Instruction to bidders**

No: NHIDCL/PMU-TEZ/Estt/2022/03

Date: 11.10.2022

Subject: Hiring of Vehicles on Monthly Basis for NHIDCL, PMU, Tezpur, Assam -Reg.

Sir,

**1. Introduction**

- 1.1 National Highways & Infrastructure Development Corporation Limited (Undertaking of Ministry of Road Transport & Highways) invites bids [Single Stage (RFP) two cover process containing Technical and Financial Bids] from Firms/Tour & Travel Agency for Hiring of Vehicles on Monthly Basis for NHIDCL, PMU Tezpur, Assam with the following details:

Vehicle Requirement/ Make	Bid Security	Qty	Duration	Monthly Running Limit	Remarks
For PMU Tezpur, Innova or Equivalent	In form of Declaration as per RFP	01	1(One) year (Extendable by 1 (one) year based on satisfactory performance)	3000 Kms for each vehicle	The vehicle should not have run More than 25000 Kms at the time of mobilization and renewed after running more than 75000 kms.
For PMU Tezpur/ SO Biswanath, Scropio/Bolero or Equivalent		03			

**NOTE :**

- 1.2 The brief description of the assignment and its requirements are given in the “**Terms of Reference**”.
- 1.3 The proposals are invited **through e-tender** (on-line bid submission) for this assignment.
- 1.4 Financial Proposals will be opened only for the firms found to be technically responsive in accordance with Para 5 hereof. The selection of the assignment will be done through Least Cost System i.e. **the lowest quoted bidder will be selected.**
- 1.5 Please note that the Client is PMU and to accept any of the proposals submitted and reserves the right to reject any or all proposals without assigning any reasons.
2. At any time before the submission of proposals, the Client may, for any reason, modify the Documents by amendment or corrigendum. The amendment will be uploaded on [www.nhidcl.com](http://www.nhidcl.com) & <https://eprocure.gov.in>. The Client may at its discretion extend the deadline for the submission of proposals and the same shall also be uploaded on [www.nhidcl.com](http://www.nhidcl.com) & <https://eprocure.gov.in>.



### **3 Preparation of Proposal**

The proposal must be prepared in two parts  
viz. Part 1: Technical Bid  
Part 2: Financial Bid

#### **3.1 Document in support of Technical Bid:**

##### **3.1.1 The following documents must be uploaded along with the Technical Bid:**

- (i) Copy of Registration Certificate of firm/Tour & Travel Agency
- (ii) Copy of PAN/TAN Card
- (iii) GST Registration Certificate
- (iv) Bank Account Details (Copy of 1<sup>st</sup> page of Passbook containing information or Copy of Cancelled Cheque)
- (v) Experience Certificate/Existing Commitments, if any
- (vi) Power of Attorney if bid is signed other than the Owner of the Firm/Tour & Travel Agency
- (vii) Signed Copy of RFP (excluding Financial Bid)

##### **3.1.2 NIL**

**3.1.3 Bid Security:** The bidder shall submit bid security in the form of Demand Draft/ Bank Guarantee/Fix deposit amounting to Rs 10,000/-(Ten Thousand)only in favour of “**RO-NHIDCL**”, Canara Bank , Dispur, Guwahati valid for a period of 180 days. .

**3.1.4** The bidder shall furnish **Power of Attorney (POA)** on Rs. 100/- Stamp paper, in case the bidder is not the actual owner of the vehicle and only an authorized representative of the owner for this bidding for signing the tendered document.

**3.1.5** The technical proposal must not include any financial information. In case any financial information is provided by the bidder, the bid shall be rejected summarily.

**3.1.6** In case the vehicle is not owned by the bidder, a notarized contract may be executed between the vehicle owner and bidder, which shall be uploaded along with the Technical Bid as a supporting document for proof of ownership.

#### **3.2 Financial Bid**

**3.2.1** The Financial bid should include the costs associated with the assignment. The financial bid should be prepared strictly in accordance of the format specified in “**FINANCIAL BID**”. The financial bid should clearly indicate the amount without any assumptions of conditions attached to such amount. Conditional offer or the proposal not furnished in the said format shall be considered non-responsive and is liable to be rejected.

**3.2.2** The financial bid shall be exclusive of all taxes including GST.

**3.2.3 Costs shall be expressed in Indian Rupees.**

**4 Submission of Proposals**

**4.1** The Bidder shall submit the Technical Bid & Financial Bid online through <https://eprocure.gov.in>.

**4.2** In addition to online submission of proposal, the bidder shall submit in a sealed envelope, the following documents physically (if applicable):

- (a) Power of Attorney (POA) on Rs. 100/- Stamp paper, if required, as mentioned in para 3.1.4 of ITB.
- (b) BG/DD/FDR for **Rs.10000/-** against earnest money.
- (c) Undertakings etc.

**4.3** The documents listed at clause 4.2 a PMU shall be placed in an envelope, which shall be sealed. The envelope should be addressed to the Client as specified in the data sheet and shall be submitted on or before the deadline for submission of bids.

**4.4** If the envelope is not sealed and marked as instructed a PMU, the Client assumes no responsibility for the misplacement or premature opening of the contents of the BID submitted and consequent losses, if any, suffered by the applicant.

**4.5** Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be summarily rejected.

**4.6** Your proposal must be valid for the number of days (Bid Validity) stated in the Data Sheet from the closing date of submission of proposal.

**5 Qualification of Bidders**

- (a) The bidder should be a well reputed Firm/Tour & Travel Agency.
- (b) The bidder should not have been declared as non-performing by MoRT&H/NHAI/NHIDCL or blacklisted/debarred for specified period by MoRT&H/NHAI/NHIDCL.
- (c) The bidder should not be a staff of NHIDCL nor related to any staff of NHIDCL (staffs such as on deputation/contractual basis/outsourcing agencies).
- (d) The bidder should furnish a detailed report of the experience in similar work/existing commitments.

**6 Proposal Evaluation**

**6.1 Evaluation of Technical Bid**

The proposals would be evaluated by an Evaluation Committee. A two-stage procedure will be adopted in evaluating the proposal. In the first stage the

Technical bid will be opened by the Evaluation Committee of NHIDCL and will be examined as to whether:

- (i) The documents are properly signed by the bidder.
- (ii) The proposal has been received on or before the dead line of submission.
- (iii) Bidder is satisfying the criteria given in **Cl 5 of Section II of ITB** i.e. Qualification of Bidder.

In case answers to any of the above items is 'No' the bid shall be declared as non-responsive and shall not be evaluated further.

After examining the proposal on a above grounds, the Committee shall short - list Bidders on the basis of information provided in their Technical Bid corresponding to the requirements set forth. The decision of the committee shall be final and binding.

Financial Bids of only those bidders shall be opened and evaluated further which have been declared ***“Technically Responsive”*** in Technical Evaluation by the Committee.

## **6.2 Evaluation of Financial Bid**

For financial evaluation, the monthly fixed rent quoted by the bidder for each vehicle shall be considered. Accordingly, the proposal shall be evaluated based on total amount quoted. The bidder quoting the lowest total amount for a month shall be ranked L-1. The L-1 bidder shall be declared as the “Selected Bidder”. Letter of Acceptance (LoA) shall be issued to the “Selected Bidder” within **7(seven)** days, from the date of uploading of the Financial Result in the Tender Portal. Further, in case of two or more “Selected Bidders” i.e two or more bidders quoting same lowest total amount for a month, the “Selected Bidder” shall be finalized on the discretion of NHIDCL. Priority shall be given to local bidders. The Client has sole discretion in this regard and the decision shall be final.

## **7 Performance Security**

Within 7(seven) working days after issuance of LoA, the Selected Bidder shall submit **Performance Security @10% of contract value for one year service in the form of a Bank Guarantee/Fixed Deposit Receipt** from a nationalize bank in favor of ***“National Highways & Infrastructure Development Corporation Ltd, Tezpur Assam”***. The validity of the same has to be extended upto 14 months from the date of signing of Agreement or to a suitable duration to cover two months more than the tenure of the contract, in case the contract is extended. The Performance Security will be returned within 2(Two) months after successful completion of the work. The Performance Guarantee submitted by the Agency will be forfeited in case the service provided does not confirm to the stipulations of RFP at any time during the currency of the contract.

## **8 Signing of Agreement**

The Client will sign Agreement with the Selected Bidder within 7(Seven) working days from the date of submission of Performance Security.

- 9 Bidders are advised to study the procedures related to e-procurement by Government of India, carefully before submission of Bids. For this, Bidders may refer the Bidders Manual Kit available in the Central Public Procurement Portal of Government of India (<https://eprocure.gov.in>).
- 10 “TECHNICAL BID” is meant only for all technical details as mentioned in ITB. Please note that Monthly Rent, etc. should not be indicated in the Technical Bid. In case any financial detail is found, the Bid shall be declared as “TECHNICALLY NON-RESPONSIVE”.
- 11 “FINANCIAL BID” is meant only for all Financial Details of the offered Vehicles.
- 12 Points in the Bid forms (Technical & Financial Bids) are to be answered only and no separate sheet should be used. Bidder is expected to furnish all information required in both the Bids. Failure to furnish all information required for the evaluation of Bids (Technical Bid and Financial Bid) in every respect may result rejection of the Bid.
- 13 Bidder should put full Signature on all the pages of the Bid.
- 14 Over writing/white inking of any word/figure in the Bid Forms, unless duly Authenticated by the Bidder, are liable to be rejected at the discretion of the Client.
- 15 Any Bid uploaded after the time and date specified in Bid notice will be rejected.
- 16 After Technical Bids are opened a Committee of NHIDCL shall shortlist Bidders on the basis of information provided in their bids. The decision of the committee shall be final and binding.
- 17 The Committee reserves right to seek confirmation/clarification of any document from the bidder/issuing authority of such document during the process of evaluation.
- 18 Only one bid is expected from a bidder. In case a same bidder is found to have uploaded more than one bid, all bids of that bidder shall be summarily rejected.

## **19 Client’s Right to Accept Any Proposal and To Reject Any or All Proposals**

The Client reserves the right to accept or reject any proposal, and to cancel the bidding process and reject all proposals, at any time, without giving any

reason/justification thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Client's action.

**Encl. as above**

Yours sincerely,

Sd/-

Dy.General Manager(P)  
NHIDCL, PMU, Tezpur,  
Assam, 784001

Tel. No. 9678390761

Email:gmtezpurnhidcl@yahoo.com

## **Section-III**

## **Data Sheet**

**1. The Name of the Work:**

Hiring of Vehicles on Monthly Basis for NHIDCL, PMU, Tezpur and SO Chariali Assam with the following details:

Vehicle Requirement/ Make	Bid Security	Qty	Duration	Monthly Running Limit	Remarks
For PMU Tezpur, Innova or Equivalent	In form of Declaration as per RFP	01	<b>1(One)</b> year (Extendable by <b>1 (one)</b> year based on satisfactory performance)	3000 Kms for each vehicle	The vehicle should not have run More than 25000 Kms at the time of mobilization and renewed after running more than 75000 kms.
For PMU Tezpur or SO Biswanath, Scorpio/Bolero or Equivalent		03			

**2. The Name and Address of the Client:**

Deputy General Manager(P)  
NHIDCL, PMU, Tezpur,  
Assam, 784001  
Tel. No. 9678390761  
Email:gmtezpurnhidcl@yahoo.com

**4. Bid Validity period (Number of days): 180 days**

**5. Power of Attorney:**

The Power of Attorney has to be submitted at the following address:

Dy.General Manager(P)  
NHIDCL, PMU, Tezpur,  
Assam, 784001  
Tel. No. 9678390761  
Email:gmtezpurnhidcl@yahoo.com

**6. Qualification of Bidders**

- The bidder should be a well reputed Firm/Tour & Travel Agency.
- The bidder should not have been declared as non-performing by MoRT&H/NHAI/NHIDCL or blacklisted/debarred for specified period by MoRT&H/NHAI/NHIDCL.
- The bidder should not be a staff of NHIDCL nor related to any staff of NHIDCL (staffs such as on deputation/contractual basis/outsourcing agencies).
- The bidder should furnish a detailed report of the experience in similar work/existing commitments.

## **Section-IV**

# **Terms of Reference**



1. The requirement of vehicle under this tender is 4 (Four) nos, however it is the discretion of the Authority i.e. NHIDCL to increase and decrease to the number of vehicle.
2. The vehicle shall be of October'2019 make or later year, for the exclusive use of NHIDCL only.
3. The vehicles should driven not more than 25,000 kms at the time of mobilization and the vehicle shall be renewed after running more than 75000 kms.
4. Vehicles should be appropriate for commercial operation. The details viz. make of vehicle, monthly running limit, duration of engagement, etc have been specified in the NIT. All vehicles should be in good running condition and well maintained with preferably adequate safety features suited for extensive running on high traffic density highway, kutcha roads, non-metallic roads, khadir area and Civil Construction Site. There shall not be any lapse on safety aspect, for which selected bidder will be solely responsible.
5. The monthly running limit for each vehicle has been specified in the NIT. There is a provision of additional monthly payment on account of extra running. The rate applicable for the extra Km of travel beyond 3000 km in a month shall be @ Rs. 12/- per km and shall be paid in the subsequent month along with monthly hire charge. In case of night halt at outstations with Vehicle with the permission of the concerned Officer, an amount of Rs. 200/- per night shall also be paid in the subsequent month along with monthly hire charge for fooding & lodging of the driver. The toll taxes should also be borne by the selected bidder only in all respect as per govt. rules.
6. All vehicles shall be available for duty at any time (24\*7) for all days regularly in a month. The drivers must wear Dresscode of formal attire in duty time which to be provided by selected Bidder only.
7. The rate for each vehicle shall be inclusive of all taxes, Driver's Salary & other benefits, Repair & Routine Maintenance of the vehicle, POL and quoted on monthly basis. NO INCREASE IN RATE shall be accepted due to increase in prices of diesel, petrol, etc during the tenure of the Contract. No payment in addition to the quoted rates on any account whatsoever shall be made/reimbursed unless it is specifically mentioned in this RFP.
8. Each vehicle shall have valid Registration Certificate, Pollution Certificate, Valid Permits, Vehicle Fitness Certificate, Requisite Insurance Cover and other necessary documents as per norms. All necessary taxes for operating the vehicles shall be fully paid by the Bidder/Owner as per prevailing Motor Vehicles Act with Comprehensive Insurance Cover for each vehicle. The Driver should have valid Driving License duly issued by the State Transport Authority and Mobile Phone and should be well trained, physically fit, well behaved,

and neatly dressed in a defined dress code approved by NHIDCL. The necessary papers must be provided in the vehicle itself.

9. The selected bidder shall bear all expenses required for keeping the vehicle in smooth running condition such as fuel, lubrication oil and other consumables, necessary service, repair & maintenance, driver & replacements, insurance, replacement of parts, etc. The rate quoted shall be inclusive of all these provisions. It is also to be ensured by the selected bidder that sufficient fuel is always available for travel.
10. In the event of any vehicle being put off the road for maintenance, break down or on any account, the selected bidder shall provide a substitute vehicle immediately. If the substitute vehicle is not provided, a penalty of **Rs. 2500/-** per vehicle per day shall be affected from the monthly bills.
11. Client or NHIDCL shall not have any obligation to the following:
  - (i) No Liability whatsoever for payment of wages/salaries, other benefits and allowances to the Driver that might become applicable under any Act or Order of the Govt. in this regard and the Selected Bidder shall indemnify NHIDCL against any/all claims which may arise under the provisions of various Acts, Government Orders, etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
  - (ii) No direct or indirect liability arising out of such negligence, rash and impetuous driving which is an offence under any section of IPC and any loss caused to NHIDCL to be suitably compensated by the selected bidder.
  - (iii) Not be responsible for theft, burglary or any other mischievous deeds by the Driver.
  - (iv) The Selected Bidder shall be the Employer for the Drivers and NHIDCL shall not be held responsible fully or partially for any dispute that may arise between the selected bidder and the driver under any Labour Law.
  - (v) All the cases related to any accident/damage/compensation shall be the responsibility of the Selected Bidder/Owner.
12. The firm/individual must have PAN No./GST No. under IT Act/GST Act and Income Tax/GST shall be deducted at the applicable rate. The provisions/stipulations related to Goods and Services Tax (GST) shall be governed by THE CENTRAL GOODS AND SERVICES TAX ACT, 2017 and its subsequent amendments/clarifications/incorporation issued by the Government from time to time.
13. The selected bidder will have to enter into an agreement with the Client on a non-judicial stamp paper of Rs. 100/-. The cost of the Stamp Paper has to be PMU borne by the Selected Bidder. The Contract can be terminated on culmination of the specified duration or at any time if the performance of service is not satisfactory without notice. However, the selected bidder can terminate the Contract any time with a notice of 15 days. Further, The supply

of vehicles is initially for duration of one year only from the date of Commencement of Service. Vehicles may be continued for **1 (one)** year based on satisfactory performance on the rates quoted & condition herein if required by NHIDCL and agreed by the bidder.

14. The Selected Bidder should submit its bill in duplicate (on pre-printed bill sheets) along with log-book within 1<sup>st</sup> week of every month for payment. It is the responsibility of the selected bidder to maintain the log book for every vehicle. The payment will be made within 10 days from the receipt of bill.
15. NHIDCL reserves all the rights to curtail/modify/halt/cancel/reject any or all offers at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.
16. Specific requirement (if any) has been stipulated in the technical and financial bid document.
17. In case of any dispute, the decision of the PMU i.e. Dy. General Manager (P), NHIDCL, Tezpur, Assam shall be final.
18. The vehicle provided should have permit to travel in All India.
19. In case the vehicle is not owned by the bidder, a notarized contract may be executed between the vehicle owner and bidder, which shall be provided at the time of signing of Contract Agreement.
20. The bidder of the vehicles should not be any staff of NHIDCL nor related to any staffs of NHIDCL (staffs such as on deputation/on Contract Basis/Outsourcing Agency).
21. 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 increased or decreased on a seven days' notice by the NHIDCL.
22. Amendments, corrigendum, if any, would be hosted on <https://eprocure.gov.in/> and NHIDCL website only.
23. In case of any of the drivers is absence/leave, a suitable replacement should be provided.
24. IN WITNESS WHEREAS the parties have here to act and subscribe their respective hands and/or seals the day and year respectively mentioned against the respective signatures.

## **Section-V**

# **Technical Bid**

## **UNDERTAKING**

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. I am neither a staff of NHIDCL nor related to any staff of NHIDCL (staff such as deputation/on contractual basis/outsourcing agency).
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 liabilities towards prosecution under appropriate law.

Signature

Full Name:

Date:

Place:

## **UNDERTAKING**

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, Project Monitoring Unit Tezpur 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.
6. Neither me nor any of my relatives are deployed as Staff or as Contractors/vendors/agencies/outourced agencies in any projects under NHIDCL.
7. I have understood the scope of work and agree to the terms and conditions lat down in the notice inviting bids.

**Signature of authorized person (s)**

**Date:**  
**Place:**

**Name:**  
**Seal:**

## **BID VALIDITY DECLARATION**

I hereby submit a declaration that the bid submitted by the under signed , on behalf of the bidder, -----(**Name of the bidder**), either sole or in JV, shall not be withdrawn or modified during the period of validity i.e. not less than **180 (One hundred Eighty)** days from the bid due date.

I, on behalf of the bidder, -----(**Name of the bidder**), also accept the fact that in case the bid is withdrawn or modified during the period of its validity or if we fail to sign the contract in case the work is awarded to us or we fail to submit a performance security before the deadline defined in clause 7 of the Request for proposal (RFP), then-----  
----- (**Name of the bidder**) will be suspended for participation in the tendering process for the works of MoRTH/NHAI/NHIDCL or more and works under other Centrally sponsored Schemes, for a period of 3(three) years from the bid due date of this work.

(Signature of the Authorised Signatory)  
Official-Seal)

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

The Bidder shall furnish, as part of the quotation Bid Security of **Rs. 10,000/-** in the form of Bank Guarantee/Demand Draft/Fixed Deposit in favour of National Highways & Infrastructure Development Corporation Limited payable at Project Monitoring Unit Tezpur, Assam. 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 180 days after opening of Bids or issue of LOA whichever is earlier. The Bid Security of the Successful Bidder shall be converted in to Performance Security upon signing of the Agreement and all other conditions will prevail as per **para 7 of Section II of RFP Document**.

The performance Security shall be refunded within 2(Two) 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 and Seal of Bidder**



**(Following Documents to be Attached)**

- i) Registration of the Firms/Tour & Travel Agency
- ii) Copy of PAN/ TAN Card
- iii) FDR/Demand Draft/Bank Guarantee for Bid Security (Original)
- iv) GST Registration Certificate
- v) Experience Certificate/Existing Commitments, if any
- vi) Power of Attorney if bid is signed other than the Owner of the Firm/Tour & Travel Agency

## **Section-VI**

### **Financial Bid**

**(To be Uploaded in <https://eprocure.gov.in>)**