



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

**Request for Proposal (RFP)**  
**for**  
**Invitation of Bid**  
**for**  
**Hiring of Vehicles on Monthly Basis**  
**for**  
**NHIDCL, PMU-Kishtwar.**

**General Manager (P)**  
**NHIDCL, PMU-Kishtwar H No. 89 Ward No. 9 Sheetla Mata Road**  
**Near Kuleed Chowk Kishtwar, (UT of J&K), 182204**  
**Email: pmunhidclkishtwar@gmail.com**

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**National Highways & Infrastructure Development Corporation Ltd**  
(A Public Sector Undertaking under the Ministry of Road Transport and Highways,  
Govt. of India)

**H.No. 89 ward No. 9, Sheetla Mata Road Kishtwar**  
**Near Kuleed Chowk Kishtwar, (UT of J&K) 182204**

**NHIDCL/PMU-Kishtwar/Vehicle/2023-24**

## **TENDER FOR**

**Providing & supplying of commercial vehicles on monthly basis through GeM**

**National Highways & Infrastructure Development Corporation Limited**  
**(NHIDCL)**

**H.No. 89 ward No. 9, Sheetla Mata Road Kishtwar**  
**Near Kuleed Chowk Kishtwar, (UT of J&K) 182204**

<b>Approximate Annual cost of the tender</b>	<b>Rs. 46.80 Lakhs</b>
<b>Earnest Money Deposit</b>	<b>Rs. 10,000/-</b>
<b>Performance Security Deposit</b>	<b>Performance Security Deposit shall be furnished @3% of Contract Amount</b>

The information provided by the bidders in response to this Tender Document will become the property of NHIDCL and will not be returned. NHIDCL reserves the right to amend, rescind or reissue this Tender Document and all amendments will be advised to the bidders and such amendments will be binding on them. Any amendment/ addendum/ corrigendum shall be notified only on the website of NHIDCL and GeM Portal.

# **Notice Inviting Tender**

**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

**(Ministry of Road, Transport & Highways, Government of India)**  
**National Highways & Infrastructure Development Corporation Limited.**  
**PMU-Kishtwar H.No. 89 ward No. 9, Sheetla Mata Road Kishtwar**  
**Near Kuleed Chowk Kishtwar, (UT of J&K) 182204**

**NOTICE INVITING TENDER**

**Name of work:** Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K).

The National Highways and Infrastructure Development Corporation Limited is inviting bids from companies, firms, agencies, and individuals under a two-bid system, i.e., a technical bid and a financial bid. Vehicles will be needed at PMU-Kishtwar, a PSU under the Ministry of Road Transport & Highways of the Government of India, initially for a term of one year from the date of contract award, which may be extended based on performance. Vehicles shall be required for each Site Office under PMU-Kishtwar. The office address and pertinent information are provided below.

Vehicle Requirement		
Location/Office	No of Vehicle	Vehicle type
PMU-Kishtwar	6	1 Toyota Innova Crysta/Hycross, 5 Mahindra Scorpio

Sl. No.	Name of work	Tentative Nos of Vehicles Required	Total cost for 01 Year	Bid Document/ Tender Fee	EMD/Bid Security	Period of Contract
1	Providing & supplying of 01 Innova (Crysta/Hycross) and 02 No. of Mahindra Scorpio on monthly basis for NHIDCL, PMU-Kishtwar	03 vehicle	46.80 Lakhs (approx).	Rs 1,180 (Rs 1000 + 18% GST)  (MSME Exempted)	Rs. 10,000/-	01 Year
2	Providing & supplying of 02 Nos. of Mahindra Scorpio for Site Office Hasti and 01 No. of Mahindra Scorpio for Site Office Chatroo on monthly basis for Site Offices under PMU-Kishtwar.	03 nos. [Note: Vehicles quantity might increase or decrease as per the requirement]				

1. Interested Companies/Firms/Agencies/Individual may submit tender documents complete in all respect along with Tender fee of ₹ 1180/- (Rupees One Thousand and One hundred Eighty Only) and Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupees Ten Thousand Only), and other requisite documents on or before 20.11.2023 to the Executive Director (Projects), Regional Office: Jammu. No tender shall be entertained after this deadline under

any circumstances whatsoever.

2. The Bidder shall furnish Tender fee of ₹ 1180/- (Rupees One Thousand and One hundred Eighty Only) (EMD) ₹ 10,000/- (Rupees Ten Thousand Only), in the form of DD and RTGS-NEFT must be in the Establishment Account of Executive Director (Projects), NHIDCL payable at RO-Jammu as tabulated below:

Account Name	NHIDCL ESTB RO JAMMU
Account No.	76411010002171
IFSC Code	CNRB0002975
Bank Name & Branch	Channi Himmat, Jammu

3. The Technical Bid & Financial Bid of bidders will be opened in the presence of authorized representative.

4. None of the staff of NHIDCL, their relatives or any of the contractor/vendor /agencies assigned works/contracts in NHIDCL will be considered for bidding for hiring of vehicles. A certificate in this regard should be furnished by the bidder along with Technical Bid.

5. 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.

6. 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, Regional Office-Jammu, in this regard shall be final and binding on all.

7. Number of each vehicle are tentative and may decrease/increase as per the requirement

**The tentative locations of vehicles areas under:**

Type of the Vehicle	Tentative Location
Toyota Innova (Crysta/Hycross)/Mahindra Scorpio	PMU-Kishtwar, Site Office Chatroo and Site Office Hasti

8. Bid documents can be seen at and downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) and [www.gem.gov.in](http://www.gem.gov.in). Tendering shall be done through GeM portal only.

9. Schedule of tendering Process is given below:

S.No.	Description	Period
1	Date of issue of RFP	25.10.2023
2	Bid due date	20.11.2023(1300 Hrs.)
3	Date of Opening of Technical Bid	20.11.2023 (1330Hrs.)

4	Date of Opening of Financial Bid of qualified bidder.	Will be Communicated later on
5	Validity of Bid	120 days

- Amendments/corrigendum if any would be hosted on NHIDCL website only.
- Bids not submitted online on GeM portal shall not be considered at all.

Bidders may also submit hard copy of tender documents and other requisite documents on or before 20.11.2023 to the General Manager (Projects), NHIDCL, PMU-Kishtwar H No. 89 Ward No. 9 Sheetla Mata Road Near Kuleed Chowk Kishtwar, (UT of J&K), 182204

General Manager (P)  
NHIDCL, PMU-Kishtwar H No. 89 Ward No. 9  
Sheetla Mata Road Near Kuleed Chowk  
Kishtwar, (UT of J&K), 182204  
Email: [pmunhidclkishtwar@gmail.com](mailto:pmunhidclkishtwar@gmail.com)

## **Letter of Invitation (LOI)**



**Subject:** Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K)-reg.

## 1. Introduction

1.1 NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT COPORTATION LTD. (Ministry of Road, Transport & Highways, Government of India), invites bids, process containing Technical and Financial Bids] from Firms/Tour & Travel Agents/Individuals for Hiring of Vehicles on Monthly Basis for NHIDCL,PMU-Kishtwar with the following details:

Vehicle Requirement	Vehicle Make	Qty	Duration	Monthly running limit	Remarks
NHIDCL, PMU-Kishtwar	01 Innova (Crysta/Hycross) and 02 No. of Mahindra Scorpio	03	12 Months, which can be extended as per performance	3000 Km for each vehicle.	The vehicle should not be more than 01 year old on the date of NIT and should not have run more than 20,000 Kms.
Site Office Hasti and Site Office Chatroo, NHIDCL	02 Nos. of Mahindra Scorpio for Site Office Hasti and 01 No. of	03			

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 GeM** (on-line bid submission) for this assignment.

1.4 Financial Proposals will be opened only for the firms found to be technically responsive. 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 not bound to accept any of the proposals submitted and reserves the right to reject any or all proposals without assigning any reasons.

## 2 Preparation of Proposal

The proposal must be prepared in two parts viz.

Part 1: Technical Bid

Part 2: Financial Bid

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

- 2.2 The following documents must be uploaded along with the Technical Bid:
- (a) Copy of Registration Certificate/ Proforma Invoice of each vehicle.
  - (b) Experience Certificates.
  - (c) PAN No. of the company/ Firm/ Agency/ Individual allotted by the Income Tax Department (Please attach self-certified copy)
  - (d) GST Registration No. (Please attach self-certified copy)
  - (e) Bank Account Details (1st page of Passbook containing information or cancelled cheque).
  - (f) Aadhar Proof (Voter ID, Aadhar Card etc.) (Please attach self-certified copy)
  - (g) Details of the vehicle offered:
    - i) Registration No.
    - ii) Owner Name
    - iii) Model No./Year
    - iv) Kms run till date
    - v) Colour of the vehicle
    - vi) Other information (if any)
  - (Details to 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)
  - (h) Undertaking on stamp paper for providing vehicles in case of award of work.
  - (i) Earnest money details DD No. RTGS/NEFT and name of issuing bank.

2.2.1 **Document fee:** Not Applicable.

2.2.2 **Bid Security:** Applicable

2.2.3 The technical proposal must not include any financial information, else the bid shall be summarily rejected.

2.2.4 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.

2.2.5 2.2.5. MSME having valid NSIC registration certificates issued for providing similar services of hiring of vehicles will be allowed exemption from EMD, etc. as per the Govt. policy, subject to submission of valid registration certificate with the Bid.

2.2.6. "In case the participating bidder is an MSME and certain relaxations in terms of experience/ turnover, etc. are applicable on account of various policies of Govt. of India, the bidder is required to bring out the same along with the relevant policy circular. In case, the relevant policy circular is not uploaded by the bidder, the said relaxation will not be applicable."

## **2.3 Financial Bid**

2.3.1 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.

2.3.2 The financial bid shall be inclusive of all taxes.

2.3.3 Costs shall be expressed in Indian Rupees.

## **3 Submission of Proposals**

3.1 The Bidder shall submit the Technical Bid & Financial Bid online through Government e-market, i.e., GeM Portal.

3.2 Bids documents must be submitted both, soft copy in portal and hard copy in PMU-Kishtwar, NHIDCL address

3.3 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

## **4 Proposal Evaluation**

### **4.1 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 PMU-Kishtwar, 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) The information to be furnished by the bidder regarding details of the vehicles being offered should be complete in all respect and should be in conformity with the manner in which the information has been sought in the “TECHNICAL BID”.

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 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 “Pass” in Technical Evaluation by the Committee.

## 4.2 Evaluation of Financial Bid

For financial evaluation, the monthly fixed rent quoted by the bidder for each vehicle shall be considered. However, before issue of LoA, the offered vehicles and drivers shall be called for demonstration and in case any vehicle/driver being offered by a bidder is found unsatisfactory to the Client, the bid shall be rejected summarily. 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 basis of total kilometers run, vehicle production month and year, past performance if any, previously worked at NHIDCL, priority shall be given to bidders from (UT of J&K). The Client has sole discretion in this regard and the decision shall be final.

## 5 Performance Security

The Selected Bidder shall submit **Performance Security amounting to Rs.140400/- i.e, 3% of the contract value** in form of a Fixed Deposit Receipt from a nationalized bank in favor of ED (P), RO Jammu.

## 6 Signing of Agreement

The Client will sign Agreement with the Selected Bidder to whom the LoA has been issued within 7(seven) working days from the date of LoA.

**7. 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 there by incurring 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**

Thanking you.

Yours sincerely,

General Manager (P)  
NHIDCL, PMU-Kishtwar H No. 89 Ward No. 9  
Sheetla Mata Road Near Kuleed Chowk  
Kishtwar, (UT of J&K), 182204  
Email: [pmunhidclkiishtwar@gmail.com](mailto:pmunhidclkiishtwar@gmail.com)

## **Instruction to bidders**

**Name of Work:** Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K).

1. 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 GeM Portal.
2. “TECHNICAL BID” is meant only for all technical details as mentioned in LoA. 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”.
3. “FINANCIAL BID” is meant only for all Financial Details of the offered Vehicles.
4. 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.
5. Bidder should put full Signature on all the pages of the Bid.
6. 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 PMU-Kishtwar, NHIDCL.
7. Any Bid uploaded after the time and date specified in Bid notice will be rejected.
8. After Technical Bids are opened a Committee of PMU-Kishtwar, NHIDCL shall shortlist Bidders on the basis of information provided in their bids. The decision of the committee shall be final and binding.
9. Client reserves the right to reject any or all the bids without assigning any reason whatsoever.
10. The Committee reserves right to seek confirmation/clarification of any document from the bidder/issuing authority of such document during the process of evaluation.
11. 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.

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# Data Sheet

**The Name of the Work:** Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K).

Vehicle Requirement	Vehicle Make	Qty	Duration	Monthly running limit	Remarks
NHIDCL, PMU-Kishtwar	01 Innova (Crysta/Hycross) and 02 No. of Mahindra Scorpio	03	12 Months, which can be extended as per performance	3000 Km for each vehicle.	The vehicle should not be more than 01 year old on the date of NIT and should not have run more than 20,000 Kms.
Site Office Hasti and Site Office Chatroo	02 Nos. of Mahindra Scorpio for Site Office Hasti and 01 No. of	03			

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

General Manager (P)  
 NHIDCL, PMU-Kishtwar H No. 89 Ward No. 9  
 Sheetla Mata Road Near Kuleed Chowk  
 Kishtwar, (UT of J&K), 182204  
 Email: [pmunhidclkishtwar@gmail.com](mailto:pmunhidclkishtwar@gmail.com)

**2. Cost of Bid Document: Nil**

**3. Bid Validity period (Number of days): 120 days**

**4. Power of Attorney:**

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

General Manager (P)  
 NHIDCL, PMU-Kishtwar H No. 89 Ward No. 9  
 Sheetla Mata Road Near Kuleed Chowk  
 Kishtwar, (UT of J&K), 182204  
 Email: [pmunhidclkishtwar@gmail.com](mailto:pmunhidclkishtwar@gmail.com)

**5. Commencement of Assignment:**

The assignment shall commence from the next working day (Excluding Saturday), from the date of signing of Agreement.



## **Terms of Reference**

## **TERMS & CONDITIONS**

**Name of work** Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K).

1. The vehicle should be new or fresh and driven not more than 20,000 Kms for Innova (Crysta/Hycross & Mahindra Scorpio) as on 20.11.2023
2. The vehicles should be in good running condition during the contract.
3. The vehicles provided should have permit to travel in the entire Union Territory of Jammu & Kashmir as the vehicle may be used at any place within the Union Territory of J&K as well as in adjoining states as per the requirement of NHIDCL.
4. 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 sources, necessary documents need to be submitted alongwith the consent of the owner for hiring of the vehicle. 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.
5. 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.
6. The deployment of the vehicle shall be normally 12 hours per day but this office reserves the right to use the vehicle round the clock without paying anything extra. NHIDCL will not be responsible for accommodation and facility of meals for the driver and hence agency should make above arrangements on their own. All vehicles shall be available for duty at any time for all days regularly in a month. Further, the vehicles shall be used for outstation travel and other cities as well. No extra payment shall be made to the driver/owner on account of outstation travel/night halt (if any).
7. Agency shall make available drivers having valid driving license with no accident record.
8. 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.
9. 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.
10. 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. 4000/- per day for Toyota Innova Crysta/Hycross and Rs. 3000/- for Scorpio & equivalent.

Signature of authorized person with Date & Seal \_\_\_\_\_

11. The Agency should ensure that sufficient fuel is always available for travel minimum up to 200 Kms.
12. Vehicle can be withdrawn from usage and contract will be cancelled with one month of advance notice by either party i.e., Agency or NHIDCL.
13. The Agency should submit their bills in duplicate along with logbook within 1st week of following month for payment. Any statutory taxes such as TDS (IT) & TDS (GST) etc. will be deducted from monthly payable amount.
14. A log book for the car in the format prescribed, for each of the journeys performed, duly signed by the office, would be maintained and submitted by the service provider along with the bills and duty slips.
15. The quoted rates for hire charges of vehicles include remuneration of drivers, fuel, lubricants and maintenance etc. during the period of contract. Nothing extra will be payable. No variation/revision in quoted rates on account of any increase in fuel or spares cost will be entertained. The cost of Fastag will be borne by the Authority.
16. The Agency should be able to supply the required vehicles within seven working days from the date of award of work.
17. The supply of vehicles is initially for duration of one year only from the date of signing of contract agreement. Vehicle may be continued beyond the stipulated period on the rates quoted & condition herein if required by NHIDCL and agreed by the bidder.
18. 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.
  - 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.
  - Copy of RC Book/Registration of Vehicle.
  - Pollution Clearance Certificate.
  - Driving License of concerned driver.
  - Any other documents/permit required by Govt. of J&K for vehicle.
19. 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. Decision of NHIDCL is final and binding.
20. 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 log book and maintain decency, politeness and good manners and behavior.
21. 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.
22. 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.

Signature of authorized person with Date & Seal\_\_\_\_\_

23. 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.
24. The vehicles will be operated in AC mode. The model of the vehicle should be latest model of Toyota Innova Crysta/Hycross and Mahindra Scorpio).
25. An agreement/ contract will be signed with the successful bidder within 07 (seven) days of issue of award letter.
26. The bidder should have one year experience of similar works in any of the Department/Reputed Private Companies /Autonomous Institutions/ Universities/ Public Sector Undertakings of the State Government or Government of India.
27. The service provider should give an undertaking that he or his firm has not been black listed by any Organization/Government department as on the date of submission of the bid.
28. The “service provider” should keep the Vehicles in good condition with clean interior & exterior and good upholstery all the time.
29. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL for which nothing extra will be paid.
30. The service provider/driver should have a mobile telephone for contact round the clock. Cost & Bills of mobile phone will be borne by the service provider.
31. 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.
32. In order to ensure day to day functionality of NHIDCL, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the NHIDCL so desire in the case of eventuality or unsuitability.
33. None of the staff, their relatives or any of the contractor/vendor/agencies assigned works/contracts will be considered for bidding for hiring of vehicles and any person or any employee of the Department should not be a partner, directly or indirectly, with the service provider. A certificate in this regard should be furnished by the bidding agencies/contractor with Technical Bid.
34. 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 may be deployed by her/him in this 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 whatsoever in this regard.
35. 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.
36. 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.

Signature of authorized person with Date & Seal \_\_\_\_\_

37. The Department reserves the right to reject the services of vehicle for a particular day in case of delay for non-providing of vehicle in time. In case it is seen that the driver or the vehicle are unsuitable, NHIDCL reserves right to terminate the agreement immediately.
38. The vehicle can be used to travel anywhere in J&K as per requirement of NHIDCL. The driver needs to have experience in hill driving.
39. Additional accessories for the vehicles for running in snow bound region will be provided by the service provider at his own cost and no extra payment will be made in this regard.
40. 'Vehicle or equivalent' means an equivalent vehicle which costs same or more than the vehicle required.
41. The agency should quote their rates on monthly basis i.e., per vehicle per month. In case, travel less or more than 3000 Kms for a vehicle in a month the remaining/extra Kms shall be adjusted in next month. The payment of extra Kms will be made after completion of contract or one year whichever is earlier. The payment of extra Kms will be made on pro rata basis as work out in relation to the monthly amount quoted for particular vehicle category.
42. The bidder needs to submit an undertaking on stamp paper that the new vehicles [01 Innova Crysta/Hycross and 05 Mahindra Scorpio] will be provided if the work is awarded. To be submitted along with the technical bid.
43. Bid Security:
- ✓ The bidders shall furnish, as part of the technical bid, an Earnest Money/Bid Security of the amount as specified in the documents.
  - ✓ The Earnest Money/ Bid Security shall be in the form of DD or RTGS/NEFT in the name of Executive Director (P), NHIDCL payable at Jammu.
  - ✓ Any bid not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non-responsive.
  - ✓ The Earnest Money of successful bidders will be returned within 90days.
  - ✓ The bids shall be valid for 90 days from the date on opening.
  - ✓ The Earnest Money of unsuccessful bidders will be returned after award of work or 30 days from opening of financial bid whichever is earlier.
44. The Bid Security/EMD will be forfeited:
- ✓ If the Bidder withdraws the Bid after its submission.
  - ✓ If the bidder does not accept the arithmetic correction of the bid price.; or
  - ✓ If the successful Bidder fails to sign the Agreement.
45. The vehicle should be provided with name plate of NHIDCL, as approved by NHIDCL. Once the name board is fixed, it shall be exclusively in the custody of NHIDCL for all the time and for all the purposes.
46. The quoted rates for hire charges per month include remuneration of the driver per month, cost of fuel, cost of all lubricants, routine maintenance, insurance charges/premium, 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.

Signature of authorized person with Date & Seal \_\_\_\_\_

47. The payment will be made on monthly basis within 10 days after submission of bill. However, in unforeseen circumstances, if the payment is not made in time the company shall not pay any interest on late payment and vehicle services shall be continue.
48. Conditional tender will not be accepted.
49. In case the agencies fail to comply above conditions, the bid is liable to be rejected.

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Signature of authorized person with Date & Seal\_\_\_\_\_

# Technical Bid

**TECHNICAL BID FOR HIRING OF VEHICLE:**  
(To be submitted subscribing “Technical Bid”)

Name of work: Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K).

1.	Name of the Companies/Firms/ Agencies/Individual with full address with pin code, telephone no & e-mail 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 experience in the field (Please mention name of the client served along with period of service and attach the self-certified copy of job order/service certificate/Exp. Certificate/Contract Agreement from any of the agencies).	
6.	Details of Demand Draft or NEFT- RTGS on account of bid document	
7.	Details of Demand Draft (DD) or /NEFT-RTGS on account of Bid Security (Earnest Money). DD must be placed in the envelope containing the technical bid.	
8.	Undertaking on Stamp paper for providing vehicles in case of award of work	

Signature of authorized person with Date & Seal\_\_\_\_\_

\_\_\_\_\_

Name & full address \_\_\_\_\_

\_\_\_\_\_



### **Undertaking**

Name of work: Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K).

1. I/We hereby certify that the information furnished above is true and correct in all respect to the best of my/our knowledge. I understand that in case any deviation is found in the above Statement at any stage; I/We will be blacklisted and will not have any dealing with the department in future.
2. I/We undertake that, I/We have carefully studied all the terms and conditions as indicated in Annexure-I and under stood the parameters of the proposed requirement of vehicle and shall be abided.
3. If the bids is accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions as indicated in Annexure-I so far as applicable.
4. I/We have not blacklisted by any Organization/Department as on the date of submission of bid.
5. It is certified that I/We are not working in NHIDCL and none of the staff members are related to me/us. It is also certified that no employee of NHIDCL is directly or indirectly related in our agency.

Signature of authorized person with Date & Seal

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Name & full address

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**Offer/Proposal Letter to be the Technical Bid for Vehicles being offered to be hired on  
Monthly Basis for NHIDCL, PMU-Kishtwar (UT of J&K)**

**TECHNICAL DETAILS**

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

**General Manager (P)**  
**NHIDCL, PMU-Kishtwar H No. 89 Ward No. 9**  
**Sheetla Mata Road Near Kuleed Chowk**  
**Kishtwar, (UT of J&K), 182204**  
**Email: [pmunhidclkiishtwar@gmail.com](mailto:pmunhidclkiishtwar@gmail.com)**

Sub: Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K).

**-Reg.**

Dear Sir,

I/We, in reference to your advertisement on GeM Portal, dated offer vehicles described here below with the following Technical details duly complying the terms and conditions stipulated in the RFP:

<b>Vehicle Requirement</b>	<b>Vehicle Make as per NIT</b>	<b>Registration Number/pro forma invoice details</b>	<b>Copy of RC/Proforma in voice attached(Yes/No)</b>
01 Innova (Crysta/Hycross) and 02 No. of Mahindra Scorpio	Toyota Innova (Top Model)		
02 Nos. of Mahindra Scorpio for Site Office Hasti and 01 No. of Mahindra Scorpio for Site Office Chatroo	Mahindra Scorpio		

### **DECLARATION FOR TECHNICAL BID**

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.

Date:

Signature

Place:

Full Name:

## Financial Bid

**Offer/Proposal Letter to be the Financial Bid for Vehicles being offered to be hired on  
Monthly Basis for NHIDCL, PMU-Kishtwar (UT of J&K)**

**FINANCIAL DETAILS**

**From**

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**To**

**General Manager (P)**  
**NHIDCL, PMU-Kishtwar H No. 89 Ward No. 9**  
**Sheetla Mata Road Near Kuleed Chowk**  
**Kishtwar, (UT of J&K), 182204**  
**Email: [pmunhidclkishtwar@gmail.com](mailto:pmunhidclkishtwar@gmail.com)**

**Sub:** Providing & supplying of commercial vehicles (SUV such as Toyota Innova (Crysta/Hycross, Mahindra Scorpio) on monthly basis for NHIDCL, PMU-Kishtwar (UT of J&K)-Reg.

**Sir,**

I/We, refer to your advertisement on GeM Portal, dated ....., offer vehicles on monthly hire basis with rates described here below, for your office i.e. PMU-Kishtwar, NHIDCL duly complying the terms and conditions stipulated in the RFP:

<b>Vehicle Requirement</b>	<b>Vehicle Make as per NIT</b>	<b>Monthly Rent (in RS) (in Figures and words)</b>	<b>Total (in Rs.) (in Figures and words)</b>
01 Innova (Crysta/Hycross) and 02 No. of Mahindra Scorpio	Toyota Innova (Top Model)		
02 Nos. of Mahindra Scorpio for Site Office Hasti and 01 No. of Mahindra Scorpio for Site Office Chatroo	Mahindra Scorpio		

### **DECLARATION FOR FINANCIAL BID**

1. I, ..... Son/Daughter/Wife of Shri ..... am competent to sign 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.

Signature

Date:

Full Name:

### **DETAILS OF BANK ACCOUNT**

**(RTGS/NEFT facility for receiving payments)**

Sl.No.	Particulars	To be filled by the bidder
1.	Name(s) of Account Holder(s)	
2.	Address of Account Holder(s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold NHIDCL responsible.

(Signature(s) of account holder(s))  
Name(s) of Account holder(s)

SIGNATURE OF BIDDER/ Authorized  
representative