



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

**Name of Work: Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova, 03 Mahindra Bolero/TUV 300 & 1 Gypsy) on monthly basis for NHIDCL, PMU-Churachandpur in the State of Manipur.**

## **BID DOCUMENT**

**September, 2020**

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**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**  
**(Ministry of Road, Transport & Highways, Government of India)**

**NOTICE INVITING TENDER**

**Name of work:** Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova, 03 Mahindra Bolero/TUV 300 & 1 Gypsy) on monthly basis for NHIDCL PMU-Churachandpur in the State of Manipur.

Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from experienced and reputed Companies/Firms/Agencies/Individual having adequate experience in the work mentioned above for providing Vehicles to **NHIDCL PMU-Churachandpur in the State of Manipur**, a PSU company under the Ministry of Road Transport & Highways, Govt. of India initially for a period of **One year** from the date of award of contract, which is extendable as per therequirement.

Sl. No.	Name of work	No. of Vehicles required	Cost of Documents	EMD/Bid Security	Period of Contract	Eligibility Criteria
1	Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova,03 Mahindra Bolero/ TUV 300 & 1 Gypsy) on monthly basis for NHIDCL PMU-Office-Churachandpur in the State of Manipur.	5 Nos. (01 Toyota Innova,03 Mahindra Bolero/TUV 300 & 1 Gypsy)	Rs. 500/-	Rs. 5,000/-	01 Year	Minimum 01 Year experience in similar work.

2. Interested Companies/Firms/Agencies/Individual may submit bid documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand ) only and Bid Documentation Fee of Rs.500/-(Rupees Five Hundred) only in the form of Demand Draft pledged in favour of Executive Director, NHIDCL ,RO- Imphal and other requisite documents on or before 02.10.2020 by 1100 (Hours) to the Deputy General Manager (Project),NHIDCL-PMU-Churachandpur. No tender shall be entertained after this deadline under any circumstances whatsoever.

3. Cost of Bid documents	Rs.500/- (through DD/Bankers Cheque)
4. Earnest Money Deposit (EMD)	Rs.5000/- (through DD/Bankers Cheque)
5. Non-Refundable for each contract package	Cheque/RTGS/NEFT in the favour of Executive Director(P),NHIDCL,RO-Imphal
	A/c No. - 79513210000020
	IFSC Code- SYNB0007951
	Bank Name- Syndicate Bank

6. The Technical Bid of bidders will be opened at 11:30 (Hours) on 02.10.2020 and Financial Bid will be opened at 11:00 (Hours) on 03.10.2020 in the presence of authorised representative of Bidders.
7. Every page of Technical as well as Financial Bid should be duly signed by the authorised representative. NHIDCL reserves the right to accept or reject any bid if it is not duly signed.

8. NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to accept or reject any or all the bids without assigning any notice or reason whatsoever and without incurring any liability to the effected bidders. The decision of the Dy. General Manager (P), NHIDCL, PMU-Churachandpur in this regard shall be final and binding on all.
9. No. of vehicles are tentative and may decrease/increase as per the requirement. The tentative location of vehicles are as under:

Type of the Vehicle	Tentative Location
Toyota Innova,	Manipur
Mahindra Bolero/TUV 300	Manipur
Gypsy	Manipur

10. The Bid document can be downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) from 25.09.2020 up to 02.10.2020 (1100 Hrs) and can be obtained from the NHIDCL, PMU- Churachandpur within 1100 Hrs to 1600 Hrs on all working days.
11. The Bid documentation Fee Rs. 500/- and EMD Rs.5000/-will be accepted in the form of DD in favour of Executive Director(P),NHIDCL RO- Imphal payable at Imphal. The Bid document fee is Non-Refundable and Earnest Money Deposit (EMD) for unsuccessful Bidders will be refunded after selection of the successful Bidder.
12. The bidders should go through the terms and conditions and other details which are attached as Annexure-I, II &III.
13. Schedule of tendering Process is givenbelow:

Sl. No.	Description	Period
1.	Date of issue of NIT	25.09.2020
2.	Date of Sale of Bid Documents	25.09.2020
3.	Date of close of sale of Bid Documents	02.10.2020 (1100Hrs)
4.	Date of submission of Bid (hard copy)	02.10.2020 (11:00Hrs)
5.	Date of Opening of Technical Bids	02.10.2020 (11:30Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	03.10.2020 (11:00 Hrs)
7.	Validity of Bid	60 Days

**Deputy General Manager (P)**  
**NHIDCL,PMU-Churachandpur, Manipur**  
**Email Id:pmuccpur@gmail.com**  
**Telephone No.03874-295155**

## **TERMS AND CONDITIONS**

**Name of work:** Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova, 03 Mahindra Bolero/ TUV 300 & 1 Gypsy) on monthly basis for NHIDCL, PMU-Churachandpur in the State of Manipur.

14. The vehicles should be new or less than one year old and driven not more than 25,000 km with GPS fitted.
15. The vehicles should be in the good running condition.
16. All necessary taxes for operating the vehicles commercially 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 vehicles.
17. The vehicles shall be available day and night (24 hours) as required by NHIDCL for all days regularly in a month,
18. The driver should be having valid driving license.
19. The agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrications oil and other consumables, necessary service and maintenance, repair and replacement etc. and salary of the driver per month and mobile phone.
20. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the Agency shall provide as substitute vehicle immediately. If the substitute vehicle is not provided penalty of Rs. 2500/- per day for each vehicle shall be deducted from the bill of the Agency.
21. The Agency should quote their rates on monthly basis. In case of excess km run in a month, it shall be paid @ 12/- per km.
22. The Agency should ensure that sufficient fuel is always available for travel.
23. The quoted rates shall be inclusive of all taxes including GST.
24. Vehicle can be withdrawn for usage within 15 (fifteen) days of advance notice by either party i.e. Agency or NHIDCL.
25. The Agency should submit their bills in duplicate along with logbook within 1st week of every month for payment.
26. The quoted rates for hire charges of vehicles with fuel and lubricants etc. should be valid for period of one year from the date of acceptance. No variation/revision in quoted rates on account of any increase in fuel or spares cost will be entertained.
27. The Agency should be able to supply the required vehicles within seven days from the date of this agreement.
28. The supply of vehicles is initially for duration of one year only. Vehicles may be continued beyond the stipulated period if required by NHIDCL.
29. The Jurisdiction of vehicle moving is Manipur and other North Eastern State.
30. All claim related to accident/damage/compensation shall be responsibility of vehicle providing agency.
31. The nos. of vehicles can be increased or decreased as per the actual requirement of NHIDCL.
32. The agency have to furnish the performance security for an amount of Rs. 20,000/- (Rupees

Twenty Thousand only) in form of Demand Draft in favour of "Executive Director(P),NHIDCL,RO-Imphal, payable at Imphal from any Nationalized Bank within 7 days of signing of the Contract Agreement. The performance security so submitted shall be refunded one month after successful completion of the contract.

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

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

**Name of work:** Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova, 03 Mahindra Bolero/TUV 300 & 1 Gypsy) on monthly basis for NHIDCL, PMU-Churachandpur in the State of Manipur.

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 on account of bid document	
7.	Details of Demand Draft (DD) 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 (Part of Annexure-II)**

(To be placed in the technical bid envelope)

**Name of work:** Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova, 03 Mahindra Bolero/ TUV 300 & 1 Gypsy) on monthly basis for NHIDCL, PMU-Churachandpur in the State of Manipur.

33. 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 infuture.
34. 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 beabided.
35. If the bids is accepted, I/We hereby agree to abide by and fulfil all the terms and provisions of the said conditions as indicated in Annexure-I so far as applicable.
36. I/We have not blacklisted by any Organization/Department as on the date of submission of bid.

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

\_\_\_\_\_

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

\_\_\_\_\_



**FINANCIAL BID FOR HIRING OF VEHICLE****PROFORMA FOR QUOTING RATES  
(TO BE SUBMITTED SUBSCRIBING “FINANCIAL BID”)**

**Name of work:** Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova, 03 Mahindra Bolero/ TUV 300 & 1 Gypsy) on monthly basis for NHIDCL PMU-Office-Churachandpur in the State of Manipur.

Name and Address of the  
Companies/Firms/ Agencies/Individual:

Contact Details (Mobile No. & E-mail ID):

Sl. No.	Type & Location of Vehicles	Unit	Rate be quoted by the Bidder (Per Vehicle max. up to two decimal) (inclusive of all taxes including GST)	
			In Figure	In Words
	Providing running and maintenance on monthly basis (Travel upto 3000 Kms per month) as per terms and conditions.			
1	01 Toyota Innova	Per Month		
2	03 Mahindra Bolero	Per Month		
3	1 Gypsy	Per Month		

**Note:**

37. The lowest bidder for contract is the one who quotes lowest cost per vehicle. 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 contract period (previous or successive months). 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 at the rate of Rs. 12 per Km per vehicle irrespective of vehicle type.
38. The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders.
39. Annexure 'I' for terms & conditions shall be the part of bid and hence shall be duly signed by the Bidder.

40. The quoted rates 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.

- 48. 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 becontinue.**

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

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