



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

RO-Ladakh, Yartsa House, Near Changspa Farm, Leh UT of Ladakh- 194101

RO-Ladakh/2022-23

Date: 13 March 2023

RFP No 47 /RO-Ladakh/2022-23

**NOTICE INVITING TENDER**

**NAME OF WORK: HIRING OF 01 (One) NO. OF COMMERCIAL VEHICLES FOR OFFICE USE  
OF NHIDCL IN UT OF LADAKH**

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

**Cost of Document: Rs. 590/-**

**(inclusive of GST)**

**Period of Contract - 1 year**

1. Sealed bids in the offline mode is being invited from established, experienced and reputed individuals or firms or organizations having adequate experience in giving the vehicles on hiring to Government / Private agencies for the above work from Interested individuals/ Firms/Organizations. The bids in complete form as per this NIT is to be submitted by the bidders on or before schedule date & time for submission of the bid notified in this NIT.
2. The blank BOQ and TOR (Terms of Reference) for the above work may be obtained from NHIDCL website or office of the undersigned. The complete BID document can be viewed/downloaded from website [www.nhidcl.com](http://www.nhidcl.com) between 13.03.2023 to 27.03.2023 (upto 1400 Hrs. IST).
3. The duly filled tender in sealed envelope is to be submitted in the office of the Executive Director(P), NHIDCL, RO-ladakh, Yartsa House, Changspa Farm, Changspa Road, Leh -194101, up to 1400 hrs. on 27<sup>th</sup> March 2023. Quotation will be opened on 28<sup>th</sup> March 2023 at 1100 hrs by the Tender Evaluation Committee (TEC) constituted for this purpose, in the presence of intending bidders, who choose to remain present.
4. The bidders can reach for all their queries on the tender to the Jr. Manager (Finance), NHIDCL, RO- Ladakh, Leh, UT of Ladakh on his mobile No. 7877572521 during office hour 10 AM to 5 PM before the schedule completion date & time for any guidance for getting any other relevant details in respect of tendering process.
5. The bidders has to submit the cost of bid documents amounting to Rs. 590/-

(Five Hundred Ninety Only) which is inclusive of GST ( non-refundable) along with the bid documents, failing which their bid will not be considered for evaluation and will be summarily rejected.

6. Further the intending bidders has to deposit a Bid Security amount ( EMD) of Rs. 10,000/- (Rupees Ten Thousand only)( refundable) in the form of Demand Draft drawn in favour of "NHIDCL Establishment Account" payable at Leh branch of any scheduled bank or can remit the same through IMPC/NEFT/RTGS to the NHIDCL Establishment Account (Canara Bank , Leh branch, SB Account No - 76513070002321, IFSC- CNRB0017651) on or before 27.03.2023 by 1400 (Hours). The proof of such payment shall be enclosed with the Bid documents failing which their bids will not be considered for evaluation and will be summarily rejected.

7. All the required information for bid must be filled and submitted offline. Before submission of offline bids, bidder must ensure that all the necessary documents have been attached with bid. The original instruments and relevant documents etc. are to be submitted to the Tenders Inviting Authority by Registered post/courier/by hand on demand by all bidders and by the successful bidder at the time of signing of Agreement .

8. The department will not be responsible for delay in offline submission of bids whatsoever reasons may be.

| Sr. No | Description                                          | Period                     |
|--------|------------------------------------------------------|----------------------------|
| 1      | Date of issue of NIT                                 | 13.03.2023                 |
| 2      | Last Date of submission of Tender/Bid (offline mode) | 27.03.2023 (upto 1400 Hrs) |
| 3      | Date of Opening of Bids of Qualified Applicants      | 28.03.2023 (on 1100 Hrs)   |



Padam kumar ADG(Retd.),ED(P)  
NHIDCL, RO- Ladakh Yartsa  
House, Near changspa Farm, Leh,  
UT of Ladakh - 194101

Tel.No. +01982-295517  
Email: nhidcl.leh@gmail.com



## BILL OF QUANTITY

|                      |   |                              |
|----------------------|---|------------------------------|
| Earnest Money        | : | Rs. 10,000/-                 |
| Cost of Bid Document | : | Rs. 590/- (inclusive of GST) |
| Contract Period      | : | One Year                     |

**NAME OF WORK : HIRING OF 01 (One) NO. OF COMMERCIAL VEHICLES FOR OFFICE USE OF NHIDCL IN UT OF LADAKH**

| Sr. No. | Name of Item                                                 | Unit      | Qty per month (Nos.) | Under District Leh, UT of Ladakh                                                                   |          | Under District Kargil, UT of Ladakh |          |
|---------|--------------------------------------------------------------|-----------|----------------------|----------------------------------------------------------------------------------------------------|----------|-------------------------------------|----------|
|         |                                                              |           |                      | Rate be quoted by the Bidder (in Rs. Per month) including all taxes inclusive of GST/RCM under GST |          |                                     |          |
|         |                                                              |           |                      | In figure                                                                                          | In words | In figure                           | In words |
| 1       | Providing, running & maintenance of Vehicle on monthly basis |           |                      |                                                                                                    |          | N/A                                 | N/A      |
| (i)     | Automobile under MUV ( Multi Utility Vehicle) Class*         | Per month | 01                   |                                                                                                    |          | N/A                                 | N/A      |
|         | TOTAL                                                        |           | 01                   |                                                                                                    |          |                                     |          |

\*MUV Toyota Innova Cresta.

The bidder shall provide his offer in any of the above models or its equivalent which shall be treated at par with each other irrespective of its Engine capacity, seating capacity, Volume and other manufacturing elements. However it is to note that the offered Model shall not be more than Two years old calculated from the last date of receipt of bids.

Note: 2. Nos. of Vehicle is indicative and may increase / decrease

## TERMS OF REFERENCE ( TOR)

1. The bidder shall have to quote the amount in Indian rupees in figures and words. In case of discrepancy between the amount quoted in figures and words, the amount quoted in words shall be taken in to consideration for financial evaluation of Bidders.
2. This terms of Reference (TOR) shall be part of bid and hence shall be duly signed by the Bidder.
3. The Vehicle being offered by the bidder shall be operating with All India Permit.
4. The rate quoted by the bidder is the final price to be paid to the bidder which includes all taxes such as GST, RCM under GST, IT, Cess, Driver salary, Fuel, Lubricants, and all incidental charges applicable such as Toll tax, Inter liner permits, and all other statutory taxes imposed by the competent authority on the road usage from State / Central Governments, maintenance of the vehicle for making it for good for road usage , depreciation, cost of spares & any other incidental charges etc., for men sum ( i.e Per Gregorian calendar month basis consisting of 28/29/30/31 days ) and is corresponding for a maximum travel distance of 3000 Km ). The travel time per day shall be taken as not less than 12 hours per day.
5. The successful bidder shall have to provide the vehicle services on all Holidays (declared / National/ Incidental) and nothing shall be paid extra on this account.
6. The vehicle, if not used for its prescribed maximum limit of 3000 kms, in a calendar month, the balance kilometers fell short of the month will be carry forward to the subsequent months and the same will be utilized in the subsequent months, which shall not be treated as extra travelled distance in the subsequent months. The short fall will be adjusted in the subsequent months for which nothing extra will be paid.
7. The vehicle if used beyond the prescribed limit(s) of 3000kms and additional kilometers carried forwarded from the previous months, then the rate applicable for the extra each Km of travel beyond 3000 km in a month shall be @ Rs. 16/- per km. Vehicle utilized beyond 3000 KM per month basis after adjusting shortfall of previous months (cumulative) shall only be paid as per extra charge.
8. Further in case of night halt with vehicle in locations other than the headquarters at which the vehicle is under usage, NHIDCL will pay Rs. 350/- (rupees three hundred and fifty only) per night, directly to the driver(s) with the permission of the competent authority / Concerned Officer.



9. The vehicles should be in good condition and shall not be older than two years calculated from the last date of receipt of bids.
10. The contractor shall not be allowed to change his vehicle during the period of contract for any reason. If any contractor wants to change his vehicle, he will have to provide alternative vehicle for the period of dis-engagement under the same rate , and Terms of reference . The alternate vehicle provided shall not be inferior to the vehicle he has quoted for and shall be consistent with the models prescribed in the Bid document. However if the contractor desires to dis-engage his vehicle he shall give a notice period of minimum one month to the competent authority.
11. Working season of RO-Ladakh is from March to November. During this period the contractor shall not discontinue the services and shall not dis-engage the vehicle offered by him in any manner and on any account. If the contractor still resorts to dis-engagement during this period, one month hiring charges will be deducted from him apart from forfeiting of his Bid security amount. Further such contractors will be barred from participating in the tenders for a period of six months in the RO-Ladakh jurisdiction.
12. The vehicle offered shall be paid with all statutory taxes such as road tax/ life tax etc., shall be free of all encumbrances, comply to all Government norms for commercial operation, comply with all needful documentation as required under prevailing Motor Vehicles Act with comprehensive insurance cover for the vehicle. Cost of insurance shall be fully borne by Successful bidder and the rate quoted shall be inclusive of all above compliances.
13. The vehicle shall be provided day and night (24 hours) as required by NHIDCL for all days regularly in a month.
14. Agency shall also make available drivers having valid driving license. The driver shall be well trained, sound health, well mannered, and neatly dressed and shall be provided with working mobile phone. If necessary, successful bidder shall also provide additional driver, as and when, called by NHIDCL.
15. The Agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil & other consumables, necessary service & maintenance, driver's replacements etc. The rates quoted shall inclusive of all.
16. In the event of any vehicle being off the road for maintenance, break down or on any account, the successful bidder shall provide a substitute vehicle of same category immediately. If the substitute vehicle is not provided, a penalty of Rs. 2500/- per day per shall be affected from the bills of agency/ service provider.
17. The agency should quote their rates on monthly basis including all taxes inclusive of



GST/RCM under GST.

18. The agency should ensure that sufficient fuel is always available for travel and the attending driver is duly funded for re-fueling. The vehicle shall carry all the needful medical kit to comply with the High altitude requirements such as oxygen cylinders, medicines etc.,
19. Vehicle can be withdrawn from usage with one month of advance notice by either party i.e., successful bidder or NHIDCL. During the working season from March to November, none of the party shall be allowed to dis-engage the vehicle.
20. The agency should submit their bills in duplicate along with logbook within 1st week of every month for payment. It is the responsibility of bidder to maintain the logbook for every vehicle and get it certified from the concerned official using the vehicle on daily basis, failing which, payment shall not be made.
21. The quoted rates are valid for a period of one year from the date of acceptance of the successful bid. No variation/revision in quoted rates on account of any increase in fuel or spares cost etc. will be entertained during the contract period.
22. 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.
23. The supply of vehicles is initially for duration of one year only from the date of issue of Letter of Acceptance. If contractor or NHIDCL want to extend the contract period beyond 1 year, both the parties should be agree to existing terms & conditions. However the revision of rates whether increase or decrease, from the quoted rates if required to be considered, the same will be deliberated only after the completion of the full contract period of one year and only for the extension period on mutual consent and agreement by both parties, subjected to a maximum of 10 % increase.
24. The successful bidder shall submit all the required documents of vehicle, driver, insurance, GST and PAN etc. execute the agreement within a week after issue of 'Letter of Acceptance' on one-hundred-rupee bond paper.
25. Amendments, corrigendum, if any, would be hosted on NHIDCL website only.
26. Vehicle may be deployed with any Office / Camp under RO-Ladakh.
27. NHIDCL reserves full rights to curtail, modify, suspend/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.
28. The firm/individual must have GST Registration No.(If required to be registered under GST ACT) & PAN No. under GST & Income Tax and all statutory deductions shall be deducted at the applicable rate. The provisions/stipulations related to Goods and Services Tax (GST) shall be governed by The CGST/UT GST, 2017 ACT and its

subsequent amendments/ clarifications/incorporation issued by the Government from time to time. In case the bidder is not registered under GST, he shall submit a suitable undertaking to this effect (Undertaking attached).

29. The Vehicles offered should not be involved in any accident/police case or not to be under any offensive charge registered with the statutory authorities such as Police, Regional Transport office etc., on the date of LOA.
30. Bidder shall have to deposit fresh Bid security/ EMD along with his bid. All the bidders has to pay the cost of document Rs. 590/- along with their bid and in case any bidder has paid such amount for the earlier bid the same will not be considered.
31. The bidder shall provide the following documents:
  - i) Bank Account Details (1st page of Passbook containing information i.e Bank Account No. & Beneficiary Name & IFSC Code or Cancelled Cheque mentioning Account holder Name, Account No.)
  - ii) Mobile No. & Email
32. Dispute Resolution :

In case of any dispute, the decision of Executive Director(P), NHIDCL, RO-Ladakh, shall be final.



## The Bid Security/Earnest Money

The Bidders shall furnish, as part of the quotation Bid Security of Rs. 10,000/- (Ten Thousand Only) and cost of Document Rs. 590/- (Five Hundred Ninety Only) separately in the form of Demand Draft in favor "NHIDCL Establishment Account" payable at Leh, UT of Ladakh or online payment through NEFT/RTGS. Bank details of online payment are as under:

Name of the beneficiary: NHIDCL Establishment Account

Account no. : 76513070002321

IFSC No. : CNRB0017651

Bank name : Canara Bank

Branch Name : Leh Ladakh

Any quotation not accompanied by an acceptable Bid Security shall be rejected by the NHIDCL- RO- Ladakh, Leh as Non-Responsive. The Bid Security of Unsuccessful bidders will be returned within 30 days after opening of Bids or issue of LOA whichever is later. The Bid Security of the Successful Bidder shall be converted in to Performance Security upon signing of the Agreement. The Bid shall remain valid for a period of 30 days of opening.

The Performance Security shall be refunded within one month, after the successful completion of the contract including authorized extensions if any.

The Bid Security/Earnest Money will be forfeited

- A. If the Bidder Withdraws the Bid after its submission, or
- B. If the Bidder does not accept the arithmetic correction of the bid price, or
- C. In the case of a Successful Bidder if the Bidder fails to sign the agreement.

I accept all the terms and conditions of NHIDCL.

Name, Signature & Seal of Bidder



## DECLARATION

1. I, ..... Son/Daughter/Wife of  
Shri.....and Proprietor or Authorized 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 to NHIDCL due  
to any act of Omission or Commission by the Driver/Vehicle deployed in NHIDCL, RO-  
Ladakh, Jurisdiction including its subordinate offices viz PMU's / SO's through my  
Company/Agency/Firm.
4. My Company/Agency/Firm/ Individual 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/  
cancellation of my tender at any stage besides incurring liabilities towards  
prosecution under the appropriate law.

Date:

Place:

(Signature)  
Proprietor / Authorized Signatory

On behalf of

Company Name:

Seal:

### Certificate

1. This is to certify that none of my near and far relatives are working in the NHIDCL RO-Ladakh and its subordinate office viz. PMU offices/ Site office or any of the contractor/vendor/agencies who are assigned works/contracts in the NHIDCL RO-Ladakh jurisdiction in whatsoever manner / post / capacity
2. I have also understood all the scope of work and agree unconditionally for all the Terms of references attached with the notice inviting bid.

(Signature)

Proprietor or his Authorized Signatory

Name of the Agency with Seal (If applicable)

Email:

MobNo:

Place :

Date: