



**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
RO- Shillong, Meghalaya

January, 2021

Executive Director (P)
NHIDCL, Regional Office, Parkside Building, near BSNL,
Barik, Shillong, Meghalaya- 793001
Email:edp.shillong@nhidcl.com

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Notice Inviting Tender

NIT No.: NHIDCL/RO-SHG/Est./Vehicles/2020

Date: 01.01.2021

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT COPORTATION LTD. (Ministry of Road, Transport & Highways, Government of India), invites bids [Two Stage (RFP) process for simultaneous submission of Technical and Financial Bids] from Firms/Tour & Travel Agents/Individuals for Hiring of Vehicles on Monthly Basis for RO-Shillong, with the following details:

Vehicle Requirement	Vehicle Make	Qty	Duration	Monthly running limit	Remarks
SUV	Innova Crysta (Bucket Seat-Top Model)	01	12 Months, which can be extended as per performance.	3000 Km for each vehicle.	The vehicle should not be more than Six (06) months old on the date of NIT and should not have run more than 10,000 Kms.
Inspection Vehicles	Scorpio	02			The vehicles should not be more than One (01) years old on the date of NIT and should not have run more than 35,000 Kms.
Security Vehicle	Bolero	01			

1. The Request for Proposal (RFP) including Letter of Invitation (LOI) and Terms of Reference (ToR) is available online on Central Public Procurement Portal of Government of India i.e. <https://eprocure.gov.in>. The document can also be downloaded from NHIDCL's website (www.nhidcl.com).

2. Bid must be submitted **online** at Central Public Procurement Portal of Government of India i.e. <https://eprocure.gov.in> on or before **15.01.2021 (upto 15:00 hrs IST)**. The following schedule is to be followed for this assignment:

(i)	Last Date for online submission of documents	15.01.2021
(ii)	Date and Time for online opening of Technical Bid of tender documents	16.01.2021 15:00 Hrs. IST

Date and time for online opening of Financial Bid of the tender document shall be intimated separately after finding successful bidders in Technical Bid.

Note: The prospective bidders need to possess the required documents/DSC for participating in the e-Tendering process through the Central Public Procurement Portal (e-Procurement) of Government of India.

Manager (P)
NHIDCL, Regional Office, Shillong, Meghalaya 793001
Email: edp.shillong@nhidcl.com

Letter of Invitation (LoI)

NIT No.: RO-Shillong/Est./Vehicles/2021

Date: 01.01.2021

Subject: Hiring of Vehicles on Monthly Basis for RO-Shillong, NHIDCL- Reg.**1. Introduction**

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

Vehicle Requirement	Vehicle Make	Qty	Duration	Monthly running limit	Remarks
SUV	Innova Crysta (Bucket Seat-Top Model)	01	12 Months, which can be extended as per performance.	3000 Km for each vehicle.	The vehicle should not be more than Six (06) months old on the date of NIT and should not have run more than 10,000 Kms.
Inspection Vehicles	Scorpio	02			The vehicles should not be more than One (01) years old on the date of NIT and should not have run more than 35,000 Kms.
Security Vehicle	Bolero	1			

- 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 NHIDCL 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. At any time before the submission of proposals, the NHIDCL may, for any reason, modify the Documents by amendment or corrigendum. The amendment will be uploaded on CPPP and NHIDCL website. The NHIDCL may at its discretion extend the deadline for the submission of proposals and the same shall also be uploaded on CPPP and NHIDCL website.

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/ Proforma Invoice of each vehicle.
- (ii) PAN Card.
- (iii) Bank Account Details (1st page of Passbook containing information or Cancelled Cheque)
- (iv) Signed Copy of RFP (excluding Financial Bid) as per Section-5 of “Instructions to Bidders”
- (v) Copy of valid comprehensive insurance policy on the date of submission of Bid.

3.1.2 Document fee: Rs.500/- + 18% GST i.e Rs.590/- by way of DD in favor of ED(P), NHIDCL RO Shillong payable at Shillong

3.1.3 Bid Security: Rs. 50,000/- by way of DD in favor of ED(P), NHIDCL RO Shillong payable at Shillong

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. The POA has to be submitted at the address and in a manner specified as per para 4 of LOI.

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

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 inclusive of all taxes like GST.

3.2.3 Costs shall be expressed in Indian Rupees.

4 Submission of Bid

- 4.1** The Bidder shall submit the Technical Bid & Financial Bid online through Central Public Procurement Portal of Government of India i.e. <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) Notarized Contract Agreement on Rs. 100/- Stamp paper, if required, as mentioned in para 3.1.6 of LOI.
- 4.3** The documents listed at clause 4.2 above shall be placed in an envelope, which shall be sealed. The envelope should be addressed to the NHIDCL 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 above, NHIDCL 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 Bid Evaluation

5.1 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 RO-Shillong, 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 which have been declared "Qualified" in Technical Evaluation by the Committee.

5.2 Evaluation of Financial Bid

- 5.2.1** For financial evaluation, the monthly fixed rent quoted by the bidder for each vehicle shall be considered.
- 5.2.2** NHIDCL reserves the right to negotiate the base rate/optional rate with the L-1 bidder if deemed fit.
- 5.2.3** 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 2 days, from the date of uploading of the Financial Result in the Tender Portal. 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 NHIDCL, 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 reverse offer by NHIDCL and any other offer being proposed by the bidder, and accordingly LoA shall be issued. Priority shall be given to bidders from Shillong/ Meghalaya. The NHIDCL has sole discretion in this regard and the decision shall be final.

6 Performance Security

The Selected Bidder shall submit Performance Security amounting to **5%** of the contract value in form of a Fixed Deposit Receipt/ Term Deposit Receipt from a Nationalized bank in favor of ED(P), RO Shillong.

7 Signing of Agreement

The NHIDCL will sign Agreement with the Selected Bidder to whom the LoA has been issued within 7(seven) working days from the date of LoA. The assignment shall commence from the next working day from the date of signing of the Agreement.

8 Client’s Right to Accept Any Proposal and To Reject Any or All Proposals.

NHIDCL reserves the right to accept or reject any proposal, and to cancel the bidding process and reject all proposals, at any time, without 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 NHIDCL’s action.

Thanking you.
Yours sincerely,

Manager (P)
NHIDCL, Regional Office, Shillong, Meghalaya 793001

Instruction to bidders

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 the Central Public Procurement Portal of Government of India (<https://eprocure.gov.in>).
2. “TECHNICAL BID” is meant only for all technical details as mentioned in Lol. 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 RO-Shillong, NHIDCL.
7. Any Bid uploaded after the time and date specified in Bid notice will be rejected.
8. After Technical Bids are opened by a Committee of RO-Shillong, NHIDCL shall shortlist Bidders on the basis of information provided in their bids. The decision of the committee shall be final and binding.
9. NHIDCL 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.

Data Sheet

1. The Name of the Work:

Hiring of Vehicles on Monthly Basis for RO-Shillong, NHIDCL with the following details:

Vehicle Requirement	Vehicle Make	Qty	Duration	Monthly running limit	Remarks
SUV	Innova Crysta (Bucket Seat-Top Model)	01	12 Months, which can be extended as per performance.	3000 Km for each vehicle.	The vehicle should not be more than Six (06) months old on the date of NIT and should not have run more than 10,000 Kms.
Inspection Vehicles	Scorpio	02			
Security Vehicle	Bolero	1			The vehicles should not be more than One (01) years old on the date of NIT and should not have run more than 35,000 Kms.

2. The Name and Address of the NHIDCL:

Executive Director (P)
NHIDCL, Regional Office, First Floor
Parkside Building, near BSNL, Barik, Shillong, Meghalaya, 793001
Email edp.shillong@nhidcl.com

3. Cost of Bid Document: 590/-

4. Bid Validity period (Number of days): 60 days

5. Power of Attorney:

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

Executive Director (P)
NHIDCL, Regional Office, First Floor
Parkside Building, First Floor, near BSNL, Barik Shillong, Meghalaya, 793001
Email edp.shillong@nhidcl.com

Terms of Reference

1. Vehicles should be commercially registered. The details viz. make of vehicle, monthly running limit, duration of engagement, etc have been specified in the NIT. Further, all vehicles shall have AC working fully along with thermostatic control. All vehicles should be in good running condition and well maintained with preferably top safety features like Airbags, ABS, Fog Lamps, Parking Lights/Indicators, etc 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.
2. 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 (as per actual), beyond the specified running limit of each vehicle. The rate applicable for extra KM of travel beyond 3000 km per month per vehicle shall be @ Rs. 12/- per km.
3. 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 especially from RO-Shillong, NHIDCL to other cities in Meghalaya/other states as well. The successful bidder shall claim in a monthly bill @ Rs. 250/- per night on account of such outstation travel to be paid to the driver for a night halt at outstations.
4. The rate for each vehicle shall be inclusive of GST and inclusive of Driver's Salary & other benefits, Repair & Routine Maintenance of the vehicle, POL, etc. The GST billed by the bidder as per the approved LoA, if any, will be withheld from the bid and reimbursed by RO-Shillong, NHIDCL only after production of proof of deposit with necessary certification from CA firms as required by RO-Shillong, NHIDCL, as per existing policy. NO INCREASE IN RATE shall be admissible due to increase in prices of diesel, petrol, etc during the tenure of the Contract. No payment in addition to the approved rates on any account whatsoever shall be made/reimbursed unless it is specifically mentioned in this Bid document. Toll charges, if any, paid during official travels by the driver can be claimed by the successful bidder in the monthly bill by producing the original Toll Receipt.
5. Each vehicle shall have valid Registration Certificate, Pollution Certificate, Valid Permits, Vehicle Fitness Certificate, Requisite first party 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. The necessary papers must be provided in the vehicle itself.
6. 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.

7. 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 deducted from the monthly bills.
8. RO-Shillong, NHIDCL shall have:
 - (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 RO-Shillong, 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 RO-Shillong, 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 RO-Shillong, 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.
9. 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. In case the bidder is not registered under GST, he shall submit a suitable undertaking to this effect.
10. The selected bidder will have to enter into an agreement with RO-Shillong, NHIDCL on a non-judicial stamp paper of Rs. 100/-. The cost of the Stamp Paper has to be 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.
11. The Selected Bidder should submit its bill in duplicate (on pre-printed bill sheets) along with log-book within 1st 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.

12. RO-Shillong, 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.
13. All disputes would lie within the jurisdiction of Shillong Courts only.
14. If the vehicle is not provided continuously for 03 days, RO-Shillong, NHIDCL reserves the right to terminate the contract immediately.
15. In case NHIDCL finds that any of the deployed vehicle does not meet the requirement of Terms of Reference (ToR), the vehicle has to be removed within 2(two) days of such notice from NHIDCL, failing which a per day fine of Rs. 2,500.00 (Rupees Two Thousand Five Hundred), shall be imposed till the vehicle is replaced.
16. The Vehicles offered should not be involved in any accident/police case on the date of LOA.

Technical Bid

Offer/Proposal Letter to be the Technical Bid for Vehicles being offered to be hired on Monthly Basis for RO-Shillong, NHIDCL.

TECHNICAL BID

From

To

Executive Director (P)
NHIDCL, Regional Office, Shillong,
Parkside Building, First Floor, near BSNL, Barik, Shillong Meghalaya, 793001
Email edp.shillong@nhidcl.com

Sub: Hiring of Vehicles on Monthly Basis for RO-Shillong, NHIDCL - Reg.

Dear Sir,

I/We, in reference to your advertisement dated __/__/2021 in Central Public Procurement portal and NHIDCL Web site, offer vehicles described here below with the following Technical details duly complying the terms and conditions stipulated in the RFP:

Vehicle Requirement	Vehicle Make as per NIT	Registration Number/Proforma Invoice Details	Copy of RC / Proforma Invoice/ Undertaking attached (Yes/No)
SUV	Innova Crysta (Bucket Seat-Top Model)		
Inspection Vehicle	Scorpio		
	Scorpio		
Security Vehicle	Bolero		

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.

Signature_____

Date:

Full Name: _____

Place:

Financial Bid

Offer/Proposal Letter to be the Financial Bid for Vehicles being offered to be hired on Monthly Basis for RO-Shillong, NHIDCL.

FINANCIAL BID

From

To

Executive Director (P)
NHIDCL, Regional Office, Shillong,
Parkside Building, First Floor, near BSNL, Barik, Shillong Meghalaya, 793001
Email edp.shillong@nhidcl.com

Sub: Hiring of Vehicles on Monthly Basis for RO-Shillong, NHIDCL - Reg.

Sir,

I/We, refer to your advertisement dated __/__/2021 in Central Public Procurement portal and NHIDCL Web site, offer vehicles on monthly hire basis with rates described here below, for your office i.e. RO-Shillong, NHIDCL duly complying the terms and conditions stipulated in the RFP:

Vehicle Requirement	Vehicle Make as per NIT	Monthly Rent (in Rs.) (in Figures and words)	Total (in Rs.) (in Figures and words)
SUV	Innova Crysta (Bucket seat-Top Model)		
Inspection Vehicles	Scorpio		
	Scorpio		
Security Vehicle	Bolero		

DECLARATION FOR FINANCIAL 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.

Signature_____

Date:

Full Name:_____

Place:

Undertaking for Non registration under GST Act

This is to certify that/We are not registered under the GST Act. And will not be claiming GST on Vehicle hiring charges quoted by us.

Signature_____

Date:

Full Name:_____

Place: