



**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

RFP No- Ro-Ladakh/2020-21/07

Date: 24<sup>th</sup> May, 2021

**NOTICE INVITING TENDER**

**NOTICE INVITING TENDER FOR HIRING OF 01 (one) NO. OF VEHICLES  
FOR OFFICE USE OF NHIDCL IN SO-SARCHU, UT OF LADAKH**

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

Sealed Tenders are invited from established, experienced and reputed individuals, firms/Organizations/Tour & Travel Agents and other agencies having adequate experience in execution of such works.

The blank BOQ and terms & conditions for the above may be obtained from NHIDCL website or office of the undersigned.

The duly filled tender in sealed envelope can be submitted in the office of the undersigned up to 1200 hrs on **07<sup>th</sup> June 2021**. Quotation will be opened on **07<sup>th</sup> June 2021** at 1500 hrs by evaluation committee constituted for this purpose, in the presence of intending bidders, who choose to remain present. Regarding queries may contact to Jr. Manager (Finance), NHIDCL, RO- Ladakh, Leh, UT of Ladakh on his mobile No. 7877572521 during office hour 10 AM to 5 PM.

Demand drafts of cost of documents & security / EMD shall be submitted with duly filled signed quotation in sealed envelope.

**Executive Director (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)  
Time Period : One Year

**Name of work: HIRING OF 01 (one) NO. OF VEHICLES FOR OFFICE USE OF NHIDCL IN SO-SARCHU, UT OF LADAKH**

Sr. No.	Name of Item	Unit	Qty per month (Nos.)	Rate be quoted by the Bidder (in Rs. Per month) including all taxes inclusive of GST/RCM under GST	
				In figure	In words
1	Providing, running & maintenance of Vehicle on monthly basis				
(i)	Bolero Camper(4x4) 2 Cabin or equivalent as per terms & conditions.	Per month	01		
	<b>TOTAL</b>		01		

**Note: No. of Vehicle is indicative and may increase / decrease**

**TERMS AND CONDITIONS**

1. The total amount quoted in words shall be the sole guiding factor for financial evaluation of Bidders.
2. Annexure 'A' for terms & conditions shall be part of bid and hence shall be duly signed by the Bidder.
3. Vehicle shall be operating with All India Permit.
4. The rate applicable for the extra Km of travel beyond 3000 km in a month shall be @ Rs. 16/- per km and NHIDCL will pay Rs. 350/- directly to the drivers for a night halt at outstations with Vehicle with the permission of the concerned Officer. Vehicle utilized beyond 3000KM per month basis after adjusting shortfall of previous months (cumulative) shall only be paid as per extra charge.
5. The rate quoted is inclusive of all taxes as applicable inclusive of GST. RCM under GST shall be borne by the vendor (Successful Bidder).
6. The vehicles should be new or should not be older than one year and also not driven more than 25,000 kms.
7. The vehicle should be in good running condition.
8. All necessary taxes for operation the vehicle commercially should be fully paid and all necessary papers shall be provided in the vehicle as required by prevailing Motor Vehicles Act with comprehensive insurance cover for the vehicle. Cost of insurance will be fully born by Successful bidder and the rate quoted shall be inclusive of this.
9. The vehicle shall be provided day and night (24 hours) as required by NHIDCL for all days regularly in a month.
10. Agency shall also make available drivers having valid driving license. The driver shall be well trained, physically fit, well behaved, and neatly dressed in a defined dress code approved by NHIDCL with working mobile phone. If necessary, successful bidder shall also provide additional driver, as and when, called by NHIDCL.
11. 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.

12. 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.
13. The agency should quote their rates on monthly basis including all taxes inclusive of GST/RCM under GST.
14. The agency should ensure that sufficient fuel is always available for travel and the attending driver is duly funded for re-fueling.
15. Vehicle can be withdrawn from usage with 01 month of advance notice by either party i.e., successful bidder or NHIDCL.
16. The agency should submit their bills in duplicate along with logbook within 1<sup>st</sup> week of every month for payment. It is the responsibility of bidder to maintain the log book for every vehicle and get it certified from the concerned official using the vehicle on daily basis, failing which, payment may not be made.
17. The quoted rates for the vehicles shall include fuel and lubricants, repairs and maintenance, toll tax if any, Driver salary and other labour charges, depreciation, cost of spares & any other incidental charges etc. and should be valid for a 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 etc. will be entertained.
18. 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.
19. The supply of vehicles is initially for duration of one year only from the date of issue of Letter of Acceptance. Vehicles may be continued beyond the stipulated period on the rates quoted & condition herein if required by NHIDCL and agreed by the bidder.
20. 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 a non-judicial

stamp paper of 100 (One-hundred-rupee).

21. Amendments, corrigendum, if any, would be hosted on NHIDCL website only.
22. Vehicle may be deployed with any Office / Camp under RO-Ladakh.
23. NHIDCL reserves full rights to curtail, modify, halt/cancel, reject any or all offer/s, at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.
24. 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) related to Goods and Services Tax (GST) shall be governed by The CGST/UTGST, 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 (Undertaking attached).
25. The Vehicles offered should not be involved in any accident/police case on the date of LOA.
26. The bidder shall deploy vehicle registered with UT of Ladakh or J & K only.
27. 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 Id

### **RESOLUTION OF DISPUTE**

In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off within the jurisdiction of Ladakh Courts only.

### **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 only Bid Security of Unsuccessful bidders will be returned within 45 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 60 days of opening.

The Performance Security shall be refunded within one month, after the successful completion of the contract.

### **The Bid Security/Earnest Money will be forfeited**

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

I accept all the terms and conditions of NHIDCL.

**Signature of Authorized Signatory**

**Name of the Agency with Seal (If applicable)**

**Place :**

**Date :**

**Certificate (to be provided by bidder)**

This is to certify that none of the NHIDCL staff, their relatives or any of the contractor/vendor/agencies assigned works/contracts is considered for hiring of vehicle.

2. I have carefully read and understood all the terms and conditions, Scope of work and agree to all lay down in the notice inviting bids.

3. The information/documents furnished 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 documents lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of Authorized Signatory**

**Name of the Agency with Seal (If applicable)**

**Place :**

**Date :**

### **DECLARATION**

1. I, ..... Son/Daughter/Wife of Shri..... signatory of the company/agency/firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. I indemnify NHIDCL against any loss that may be incurred by NHIDCL due to any act of Omission or Commission by the Driver/ Vehicle deployed in NHIDCL,RO-Ladakh, Leh,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 of my tender at any stage besides incurring liabilities towards prosecution under the appropriate law.

**Signature of Authorized Signatory**  
**Name of the Agency with Seal (If applicable)**

**Place :**

**Date :**



## **Undertaking for Non Registration under GST Act**

This is hereby, confirm and declare that I/We are not required to take registration under GST Act 2017.

I/We further intimate that, I will apply for the registration under GST Act , 2017 as and when it will be applicable to me/us and comply with all the provisions of the aforesaid Act.

**Signature of Authorized Signatory**

**Name of the Agency with Seal (If applicable)**

**Place :**

**Date :**