



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

**Name of Work: Providing of vehicles (hired) on Monthly Basis
for NHIDCL, Executive Director (Projects)
office at Gangtok in the state of Sikkim.**

BID DOCUMENT

January, 2020

NOTICE INVITING QUOTATION

Name of Work: Quotations for providing vehicles (hired) on Monthly Basis for NHIDCL, Executive Director (Projects) Office at Gangtok in the state of Sikkim.

1. Sealed quotations are invited from established, experienced, and reputed agencies having adequate experience in the work mentioned above.
2. The blank BoQ with terms & conditions for the above may be obtained from the office of the undersigned from 17.01.2020 (0900 Hours) to 25.01.2020 (upto 10.30 Hours) and web www.nhidcl.com.
3. The duly filled quotation in sealed envelope shall be submitted in the office of the undersigned upto 1200 Hrs. on 25.01.2020 and quotation will be opened on 25.01.2020 at 1500 Hrs. by Evaluation Committee constituted for this purpose in the presence of intending bidders.

National Highways & Infrastructure Development Corporation Limited Branch Office

Address:

Dy. General Manager (P)
NHIDCL, Sikkim,
Dr. Sundeep Pradhan Building
Sichey Link Road,
Middle Sichey, Gangtok
East Sikkim-737101
Contact No.: 03592-297108
E-mail ID: nhidclskm@gmail.com

BILL OF QUANTITY

Name of Work: **Quotations for providing vehicles (hired) on Monthly Basis for NHIDCL, Executive Director (Projects) Office at Gangtok in the state of Sikkim for two years.**

S.No	Name of Item	No of Vehicle	Duration	Amount quoted by bidder for Vehicle per Month	
				In Figure	In Words
1	Providing, running & maintenance of 01 no of vehicle Innova (Crysta) or equivalent [Travel upto 36000 km per year i.e. average 3000 km per month] for Executive Director (P), office Gangtok, Sikkim	01	24		
2	Providing, running & maintenance of 01 no of vehicle Mahindra Bolero or Scorpio or equivalent [Travel upto 36000 km per year i.e. average 3000 km per month] for the Regional office Gangtok, Sikkim	01	24		
	Total (Including Taxes)				

Note:

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 the part of bid and hence shall be duly signed by the Bidder.
3. Vehicle shall be operating with Sikkim and West Bengal.
4. The rate applicable for extra Km of travel beyond 36000 Km per year shall be paid @16/- per Km.

Name, Signature & Seal of Bidder

TERMS AND CONDITIONS

1. Proposals are invited from reputed agencies/individuals who can provide AC vehicles to Executive Director (P), Office at Gangtok (Sikkim), NHIDCL as detailed in BOQ on monthly hire basis.
2. The vehicles should be in good condition and not older than 03 years. The vehicles must have **Commercial Registration Number**. The self-attested copy of the registration certificate as well as insurance certificate and copy of the purchase document should be submitted along with the bids.
3. All necessary taxes for operating the vehicles commercially should be fully paid by the agency and all necessary papers shall be provided in the vehicle as required by prevailing Motor Vehicles Act with comprehensive insurance coverage for the vehicle. All the cases related to accident/damages/compensation shall be the responsibility of vehicle owner.
4. The vehicle shall be provided with name plate of NHIDCL, as approved by NHIDCL, on front and rear side of the vehicle. Once the name board is fixed, it shall be exclusively in the custody of NHIDCL for all the time and for all the purposes.
5. The vehicles shall be available day and night (24 hours) as required by NHIDCL for all days regularly in a month. NHIDCL will not be responsible for parking/accommodation/facility of meals for the driver and hence agency should make above arrangements on their own.
6. NHIDCL will pay Rs. 250/- directly to the driver for a night halt at outstations with vehicle with the permission of the concerned officer.
7. The agency shall also provide a driver, having valid driving license from RTO, at all times. The driver should be in sound mental and physical condition.
8. 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 & his related expenses for duty.
9. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the Agency shall provide a substitute vehicle immediately. If the substitute vehicle is not provided penalty of Rs. 3000/-per day for each vehicle shall be affected from the bills of Agency.
10. The firms shall indemnify NHIDCL against any loss/damages due to accident.
11. The Agency should quote their rates on monthly basis for running Km upto 36000 Km per year i.e. average 3000 Km per month. In case of excess km. run beyond 36000 Km in a year, it shall be paid @ 16/- per Km.
12. The Agency should ensure that sufficient fuel is always available for travel.
13. The quoted rates shall be inclusive of taxes including of applicable GST.
14. Vehicle/Vehicles can be withdrawn from usage within 15 (fifteen) days of advance notice by either party i.e. Agency or NHIDCL.
15. The meter of the vehicle must always be kept in proper running condition to record the actual running of the vehicle in km. a log book will be maintained by the Regional Office, Sikkim to record the movement of the vehicle.
16. The Agency should submit their bills in duplicate/original along with logbook within 1st week of every month for payment.
17. The quoted rates for hire charges of vehicles with fuel and lubricants etc should be valid for period of two years from the date of acceptance. Variation/revision in quoted rates on account of any increase in fuel or spares cost/maintenance/insurance/driver salary will not be entertained during the contract period.
18. The Agency should be able to supply the required vehicles within fifteen days from

the date of Letter of Acceptance.

19. An Affidavit has to be submitted at the time of agreement.
20. 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.
21. The supply of vehicles is initially for duration of two years only from the date of agreement. Vehicles may be continued beyond the stipulated period on the rates quoted & condition herein if required by NHIDCL and agreed by the bidder.

Name, Signature & Seal of Bidder