



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

**Name of Work: Providing & supplying of commercial vehicle 03 Nos.  
(01 Scorpio & 02 Innova Crysta) on monthly basis  
for NHIDCL Regional Office- Guwahati in the state  
of Assam.**

**BID DOCUMENT**

**August, 2020**

**Dated:05.08.2020**

**NOTICE INVITING TENDER**

**Name of Work: Providing & supplying of commercial vehicle 03 Nos. (01 Scorpio & 02 Innova Crysta) on monthly basis for NHIDCL Regional Office- Guwahati in the state of Assam.**

Bid Security	:	₹ 10,000/-
Cost of Bid Documents	:	₹ 500/-
Time Period	:	Two Years

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 13.08.2020 (13:00 Hours) to 12.09.2020 (upto 12.00 Hours) and website [www.nhidcl.com](http://www.nhidcl.com).
3. The duly filled tenders in sealed envelope shall be submitted in the office of the undersigned upto 1300 Hrs on 12.09.2020 with Bid Documentation Fee (Non Refundable) of Rs 500/- (Rupees Five Hundred Only) and Earnest Money Deposit of Rs 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in favour of "National Highways & Infrastructure Development Corporation Ltd." payable at Guwahati in separate envelope. The Earnest Money Deposit of unsuccessful bidders shall be returned within 30 days of receipt of bid. The Earnest Money Deposit of lowest successful bidder shall be considered as Performance Security Deposit and to be released after successful completion of work on request by the bidder. The bid will be opened on 14.09.2020 at 1500 Hrs by Evaluation Committee constituted for this purpose in the presence of intending bidders.

National Highways & Infrastructure Development Corporation Limited Regional Office  
Address:

**Executive Director (Projects)**  
**NHIDCL,**  
**Regional Office- Guwahati**  
**2<sup>nd</sup> Floor, Agnishanti Business**  
**Park, GNB Road, Ambari,**  
**Guwahati-781001**  
**Email:** [edpnhidclghy1@gmail.com](mailto:edpnhidclghy1@gmail.com)  
**Phone: 0361-2730546,2736404**

### **BILL OF QUANTITY**

BidSecurity : Rs. 10,000/-  
Cost of Bid Documents : Rs. 500/-  
Time Period : Two Years

Name of Work: **Providing & supplying of commercial vehicle 03 Nos. (01 Scorpio & 02 Innova Crysta) on monthly basis for NHIDCL Regional Office- Guwahati in the state of Assam.**

Sl. No.	Name of Item	Unit	Qty.	Amount quoted by bidder for Vehicle per Month inclusive of all Taxes	
				In Figure	In Words
1	Providing & Supplying of Vehicles 03 Nos. (01 Scorpio & 02 Innova Crysta) On monthly basis for NHIDCL RO-Guwahati in the state of Assam	Vehicle nos./ Months  03/12	03		

#### **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/without All India Permit.
4. The rate applicable for extra Km of travel beyond 3000 Km in a month shall be paid @16/- per Km.

**Name, Signature & Seal of Bidder**

## **BID SECURITY**

The Bidders shall furnish, as part of the quotation Bid Security of Rs.10,000.00 (Rupees Ten Thousand Only) in favour of ED(P) RO-Guwahati. Any quotation not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive. The Bid Security of Unsuccessful bidders will be returned within 28 days of opening of Bids. The Bid Security of the Successful Bidder shall be converted into Performance Security upon signing of the Agreement. The Bid shall remain valid for 120 days from date of opening.

2. The Bid Security 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.
3. The Performance Security shall be refunded after the successful completion of the contract.
4. I accept the terms and conditions are attached at Annexure-A.

**Name, Signature & Seal of Bidder**

**TERMS AND CONDITIONS**

1. The vehicle should be new and not more than six months old and driven not more than 20000Kms. The vehicles should be in good running condition during the contract.
2. The vehicles provided should have permit to travel in the entire State of Assam as the vehicle may be used at any place within the state of Assam as well as in adjoining states as per the requirement of NHIDCL.
3. The vehicle provided should either be owned in the name of the applicant or may be hired from other sources. However, in case of hiring of vehicle from other resources, necessary documents need to be submitted. Once the bid is accepted, the service provider shall produce all original documents related to ownership/hiring of the vehicle from other sources for verification.
4. The Contract will be initially for two years and extendable by one year on satisfactory performances.
5. It should be ensured that none of the staff, their relative or any of the vendor / agencies assigned works / contracts is considered for hiring of vehicles. A certificate in this regard should be provided from the agency to this effect.
6. All necessary taxes for operating the vehicles 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 vehicle.
7. The vehicles shall be available all the time (24x7) as required by NHIDCL for all days regularly during the period of contract.
8. Agency shall make available drivers having valid driving license and no outstanding accident claim.
9. The vehicle and driver provided with a vehicle shall not be changed or altered for entire agreement period unless approved/accepted by this office in writing.
10. 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 as per Govt. norms.
11. In the event any vehicles being off the road for maintenance or on any other account of breakdown, the agency shall provide a substitute vehicle of same type immediately. If the substitute vehicle is not provided, NHIDCL reserves the right to hire a vehicle from the other sources and may deduct the same charges from the monthly bill of supplier/agency subject to maximum limit of Rs.2500 per day.
12. The Agency should ensure that sufficient fuel is always available in the tank for travel.
13. The Agency should submit their bills in duplicate along with logbook within 1st week of every month for payment. Necessary taxes including GST if any will be deducted and payments made.
14. A logbook for the car in the format prescribed, for each of the journeys performed, duly signed by the office, would be maintained and submitted by the service provider along with the bill and duty slips.
15. The quoted rates for hire charges of vehicles with fuel and lubricants etc 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 will be entertained.

16. The Agency should be able to supply the required vehicles within ten working days from the date of award of work.
17. The supply of vehicles is initially for duration of one year only from the date of issue of Letter of Acceptance. Vehicle may be continued beyond the stipulated period on the rates quoted & condition here in if required by NHIDCL and agreed by the bidder.
18. The successful agency will submit a copy of the following documents for each vehicle before start of the work. Also original documents should be available all the time in the vehicle under the custody of concerned driver. All instructions of Government need to be followed for all vehicles.
19. Comprehensive Accident and workman Compensatory insurance policy coverage in respect of every employee employed by agency and third party liability as per rule valid for entire period of the contract.
20. Copy of RC Book/Registration of Vehicle.
21. Pollution Clearance Certificate.
22. Driving License of concerned driver.
23. Any other documents/permit required by Govt. of Assam for vehicle.
24. In case of breach of terms & conditions performance by agency and incase of rash/inappropriate driving, NHIDCL may terminate the agreement immediately without assigning reasons. Decision of NHIDCL is final and binding.
25. The vehicle should be registered along with all necessary documents i.e.valid insurance ,road tax payment etc. The Driver should possess valid driving license and should be well dressed, experienced, mannered/disciplined and adequately educated so as to maintain logbook and maintain decency, politeness and good habits.
26. 19. A fixed payment per month as per the details mentioned in the Tender Documents will be made up to 3000/ KM per month per vehicles considering availability for 30/31 days(For February 28/29days). Extra kilometer run will be paid when the total cumulative kilometer run for the vehicle exceeds  $3000 \times 3 = 9000$  Kms per month, as the case may be.
27. The Kilometer counting of the vehicle shall start from the designated office and shall end at the designated office. Odometer must be correctly calibrated at all times.
28. Department shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, department shall not be responsible for any third party claims.
29. The successful bidder has to provide the vehicles as per requirements of the respective office. The number of vehicles may increase or decrease during the period of validity of the tender. Payment will be made on the basis of actual number of vehicles hired and operated during the relevant month/period.
30. The vehicles will be operated in AC mode. The model of the vehicle should be Top model.
31. An agreement/ contract will be signed with the successful bidder.
32. The service provider should give an undertaking that he or his firm has not been blacklisted by any Organization/ Government department as on the date of submission of the bid.
33. The “service provider” should provide Vehicles in good condition with clean Interior& exterior and good upholstery.

34. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL with no extra charges.
35. The service provider/ driver should have a mobile telephone for contact round the clock. Cost & Bills will be borne by the service provider.
36. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.
37. In order to ensure day to day functionality of NHIDCL, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the NHIDCL so indicates in the case of eventuality or unsuitability.
38. Any person or any employee of the Department should not be a partner, directly or indirectly, with the service provider.
39. It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/ driver may be deployed by her/him in this office to claim any regular employment in this office or any government office. The owner/service provider will be solely responsible for all wages/ dues to the driver and to follow all the rules/ provisions as per the law. This Office/ Department shall not be responsible for any dispute/liability whatsoever in this regard.
40. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider. The department shall not have any liability/ Responsibility in this regard either for the driver, commuter vehicle or the third party.
41. The service provider shall undertake to indemnify the Department against all damages/ charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
42. The Department reserves the right to reject the vehicle in case of delay for non provision of vehicle in time. The driver needs to have experience in hill driving. In case it is seen that the driver or the vehicle are unsuitable, NHIDCL reserves right to terminate the agreement without any notice. The vehicle can be used to travel any where in Assam & Meghalaya and adjoining states as per requirement of NHIDCL.
43. 'Vehicle or equivalent' means a equivalent vehicle which costs same or above than the vehicle required.
44. Extra charges Rs.250/- Per night will be paid for night stay away from the place of hiring.
45. If the vehicle is not provided continuously for 03days, NHIDCL reserves the right to terminate the contract immediately.

**Name, Signature & Seal of Bidder**

(On letterhead)

Declaration

I/We.....hereby declare that none of the staff of  
NHIDCL and their relatives or any of the Contractor/vendor/agencies assigned for  
works/contracts under NHIDCL is related with me/us.

Date:.....

**Name, Signature & Seal of Bidder**