



REQUEST FOR PROPOSAL

“Hiring of 01 No. Inspection Vehicle on Monthly Basis i.e. 01 no. Innova Crysta for Project Monitoring Unit (PMU) Chamoli in the State of Uttarakhand.”

January, 2024

Under
Regional Office-Dehradun

Head Office
National Highways & Infrastructure Development Corporation Ltd
3rd floor, PTI Building, 4-Parliament
Street, New Delhi- 110001

National Highways & Infrastructure Development Corporation Ltd.
(Ministry of Road Transport & Highways, Government of India)
GEM Bid id:-

NOTICE INVITING BID

NHIDCL/PMU Chamoli/Uttarakhand/Inspection vehicle/2023-24/GeM

Name of work: Hiring of 01 No. Inspection Vehicle on Monthly Basis i.e. 01 no. Innova Crysta for Project Monitoring Unit (PMU) Chamoli in the State of Uttarakhand.

Bids are invited from reputed Service provider/Firms having adequate experience in the work mentioned above for providing Vehicle to the National Highways and infrastructure Development Corporation Limited, PMU Chamoli, Uttarakhand initially for a period of 12 Months (01 years) from the date of award of contract, which is extendable as per the requirement. Bidding can be done through GeM portal only.

Name of work	No. of vehicle	Tender Fees	Bid Security (refundable)	Duration of Contract
Hiring of 01 No. Inspection Vehicle on Monthly Basis i.e. 01 no. Innova Crysta for Project Monitoring Unit (PMU) Chamoli in the State of Uttarakhand.	01 Nos	Rs 1180/- inclusive GST Mandatory for all participated bidders. Payable through NEFT/RTGS in the given bank account only.	Rs 5,000 Payable through NEFT/RTGS in the given bank account only. Exempted for MSME vendors with valid documents proof.	12 Months.

1. Interested Service provider/Firms may submit bid along with all required documents mentioned in attached annexures duly verified complete in all respect along with Bid Fees and Bid Security (Refundable) shall be deposited in the NHIDCL ESTABLISHMENT ACCOUNT details are given below.

Tender Fees	Rs 1180/- inclusive GST
Account Name	NHIDCL RO DDN ESTBH
Account No.	85183210001038
IFSC Code	CNRB0018518
Bank Name & Branch	Canara Bank, Dharampur Branch, Dehradun

2. Before submission of online bids, bidder must ensure that duly signed scanned copy of all documents mentioned in Annexures should be attached with the bid. Every page of Technical as well as Financial Bid should be duly signed by the authorized representative. NHIDCL reserves the

right to accept or reject any bid if it is not duly signed. NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to accept or reject any or all the bids without assigning any notice or reason whatsoever and without incurring any liability to the effected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, RO- Dehradun in this regard shall be final and binding on all.

3. Terminated bidders by NHIDCL shall not be eligible in tendering process.

4. Bid documents can be seen at and downloaded from the website [https:// gem.gov.in](https://gem.gov.in) and www.nhidcl.com. Bidder must submit its financial and technical bid at <https://gem.gov.in> on or before XX.01.2024 (up to 1500 Hrs. IST). Bid can be submitted through GeM Portal only.

5. Terms and conditions of contract are attached as Annexure-A. Mandatory documents to be submitted for technical Eligibility are mentioned in Annexure-B. Financial Bid to be submitted is mentioned in Annexure-C. It should be ensured that none of the Staff, their relatives or any of the Contractor/ Vendor/Agencies assigned works/contracts working in NHIDCL. A certificate (Annexure-D) in this regard shall be obtained from the bidder. NHIDCL reserves the right to accept/reject any or all the bids without assigning any reasons thereof.

4. Bidder to submit monthly rates per vehicle upto 3000 Km in financial bids. The rates must be quoted exclusive of GST . GST will be paid extra as applicable time to time. The salary of the driver per month, cost of all service, routine maintenance, and if any including cost of spares etc and any other incidentals shall be bearable by service provider agency itself.

5. Schedule of tendering process is given below-

S.No.	Description	Dates
1	Date of issue of RFP	13.01.2024
2	Bid due date	10 days XX.01.2024 (1500 Hrs)
3	Date of Opening of Bids	As per GeM Guidelines
4	Validity of Bid	30 Days

Deputy General Manager (P)
Project Monitoring Unit-Chamoli
NHIDCL

TERMS & CONDITIONS

Name of work: Hiring of 01 No. Inspection Vehicle on Monthly Basis i.e. 01 no. Innova Crysta for Project Monitoring Unit (PMU) Chamoli in the State of Uttarakhand..

1. The Registration of vehicle shall not be older than/before 2021 model. The vehicle should be in the excellent running condition, duly serviced by the Authorized company service center.
2. All the supportive documents related to vehicle copy of RC, Insurance, Driver's license to be submitted along with the technical bid. However, if the Bidder wants to provide new vehicle, he has to submit undertaking/declaration for the same.
3. All necessary taxes for operating 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 vehicles. The vehicles shall be available day and night (24X7 Hrs) as required by NHIDCL
4. The quoted rates shall be for monthly basis. In case, travel less or more than 3000 Kms for a vehicle in a month the remaining/extra Kms shall be adjusted in contract period (previous or successive months). The payment of extra Kms will be made after completion of contract or one year whichever is earlier. The payment of extra Kms will be made at the rate of Rs. 16/Km per vehicle respective of vehicle type.
5. The driver should be having valid driving license, good experience and should not be changed frequently. The driver must be well trained and dressed and must follow all COVID precautions. The driver also must have 24 hours working mobile phone.
6. The agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrications oil and other consumables, necessary service and maintenance, repair and replacement etc. and salary of the driver per month.
7. The agency shall ensure that no driver shall chew Tobacco, Paan, Gutkha etc. while performing duty. Violation of such order may be deemed fit for termination of the driver and repetition of such instances may lead to termination of contract.
8. The agency should ensure that sufficient fuel is always available for travel, insufficient availability of fuel will be treated as fine.
9. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the agency shall provide similar substitute, another vehicle immediately. If the substitute vehicle is not provided, penalty of Rs. 3,000/- per day (with addition to the Pro- rata or per day charges) for each vehicle shall be affected from the bills of agency.
10. The selected bidder will have to enter into an agreement with RO-Dehradun NHIDCL on a non-judicial stamp paper of Rs. 100/-. The cost of the stamp paper has to be borne by the selected bidder.
11. The contract can be terminated on culmination of the specified duration/during extension or at any time if the performance of service be not found satisfactory.
12. The quoted rates for hire charges of vehicles with fuel, driver and maintenance etc. will be valid for whole contract period. No variation/revision in quoted rates on account of any increase in fuel or spares cost will be entertained

13. Toll charges, parking charges if any, paid during official travels can be claimed by the service provide in the monthly bill by producing the original receipt. The agency should submit their bills in duplicated along with signed logbook within 1st week of month for the payment
14. The agency should be able to supply the required vehicles within three days from the date of signing of the agreement.
15. The Jurisdiction of vehicle movement will in Uttarakhand and other States.
16. All claim related to accident/damage/compensation shall be the responsibility of the vehicle providing agency.
17. The agency have to furnish the performance security (3% of Contract amount L.S.) shall be deposit in the given NHIDCL Bank account through online mode only. The performance security submitted shall be refunded within one month after successful completion of the contract.
18. NHIDCL can terminate the contract and services by giving prior 15 days' notice period as per requirement of service.
19. NHIDCL reserves the right to use the vehicle round the clock. NHIDCL will not be responsible for parking, accommodation and facility of meals for the driver and hence agency should make above arrangement on their own.
20. During the contract period vehicle shall not be used other than NHIDCL, if found it will treated as offence against contract and dimmed fit action shall be taken against agency. In case of breach of terms & conditions performance by agency and in case of rash/inappropriate driving NHIDCL may terminate the agreement immediately without assigning reasons. Decision of NHIDCL is final and binding. For any dispute regarding above matter jurisdiction shall be Dehradun.
21. 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.
22. NHIDCL reserves the right to reject the services of vehicle for a particular day in case of delay for non-provision of vehicle in time. In case it is seen that the driver or the vehicle are unsuitable NHIDCL reserves right to terminate the agreement immediately.
23. Vehicle log book shall be maintained day to day basis properly.

Signature of Authorized person with Date & Seal

Annexure-B
Technical Eligibility

Details to be submitted by the firms/agencies/companies

(Attach duly certified copy)

1	Name of the Companies/Firms/Agencies/Individual with full address with pin code, telephone & email etc.	
2	Address Proof (Voter ID, Aadhar Card etc.)	
3	Certificate of PAN No. of the Companies/Firms/Agencies/Individual allocated by the Income Tax Department.	
4	Certificate of GST Registration No	
5	Transaction details of submitted Tender fees.	
6	Transaction details of submitted Bid Security	
7	At least 03 years' Experience certificate from a Government Organization/PSU	
8	Certificate of financial turnover average min 08 lakhs from the last 03 financial year.	
8	Vehicles RC copy.. The Registration of vehicles shall not be older than/before 2021 model. If Bidder wants to provide new vehicle, submit undertaking/declaration for the same.	

Note: All the above documents are mandatory to be submitted for Technical qualification. If not found bid shall be disqualified.

Signature of Authorized person with Date & Seal

FINANCIAL BID**PROFORMA FOR QUOTING RATE
(TO BE SUBMITTED SUBSCRIBING "FINANCIAL BID")**

Name and Address of the Companies/Firms/Agencies/Individual:

Sl. No	Name of Work	Unit	Amount quoted by bidder for single Vehicle per Month without GST	
			In Figure	In Words
1	Hiring of 01 No. Inspection Vehicle on Monthly Basis i.e. 01 no. Innova Crystal for Project Monitoring Unit (PMU) Chamoli in the State of Uttarakhand.	01 Vehicle Per Month		

Note: - The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders. Financial Bid shall only be consider after fulfilling of technical criteria by the bidder.

Signature of Authorized person with Date & Seal

Undertaking

(To be placed in the technical bid)

Name of work: Hiring of 01 No. Inspection Vehicle on Monthly Basis i.e. 01 no. Innova Crysta for Project Monitoring Unit (PMU) Chamoli in the State of Uttarakhand.

1. I/We hereby certify that the information furnished above is true and correct in respect to the best of my/our knowledge. I understand that in case any deviation is found in the above statement of the stage: I/We will be blacklisted and will not have any dealing with any Govt. department in future.
2. I/We undertake that, I/We have carefully studied all the terms and conditions as indicated in Annexure-"A" and understood the parameters of the proposed requirement of vehicle and shall be abided.
3. If the bid is accepted, I/We hereby agree to abide by and fulfill all the terms and conditions indicated in Annexure-A so far as applicable.
4. I/We have not been blacklisted by any organization/department as on the date of submission of bid.

Signature of Authorized person with Date & Seal

ANNEXURE-D

UNDERTAKING

I..... Proprietor/Proprietress/
Individual, R/O.....hereby undertake
that I/My firm do not belong to any of categories viz. staff of NHIDCL and their relatives, any
of the contractor/vendor/agencies assigned works/contracts at the time of submission of this
proposal i.e. Bid no.....dated..... published on NHIDCL
website (www.nhidcl.com) and <https://gem.gov.in>

Signature of Authorized person with Date & Seal
