

National Highways & Infrastructure Development Corporation Limited (Under the Ministry of Road transport & Highways, Govt. of India) 4th Floor, Hotel Jironi, NH-37, Bypass West, Jorhat, Assam-785006

Tender No. JRT/NHIDCL/GM/VEHICLE-CORR/161/2020

Date: 18th June 2020

Sealed Tenders are he agencies having adequ	ereby i	nvited from established/ reputed individuals firms/ organizations and other perience in execution of below mentioned works.		
NAME OF WORK	:	HIRING OF 05 (FIVE) NOS. OF VEHICLES (01 INNOVA CRYSTA, 01 SCORPIO & 03 BOLERO/EQUIVALENT) FOR OFFICE USE UNDER NHIDCL, PMU-JORHAT, ASSAM.		
TENDER FEE	:	Rs. 1000/- (Rupees OneThousand Only)		
TENDER PROCESS	:	Single Bid System		
CONTRACT PERIOD	:	12 (Twelve) Months		
DATE OF OPENING OF TENDER	:	29 th June 2020 (At.12:00 HRS)		
TENDER RECEIVING OPENING ADDRESS	G/:	O/o General Manager (Project), NHIDCL -PMU, 4 th Floor, Hotel Jironi, NH-37, Bypass West, Jorhat Assam, Pin – 785006		
		The Bidder must fill up the following details		
NAME OF BIDDER	:			
BIDDER ADDRESS	:			
E-mail ID of Bidder	:			
EMD	:	Rs. 78,000/- (Rupees Seventy Eight Thousand Only)		
		DD No Dated		

Drawn on(Bank)

Signature of Contractor/Bidder



INDEX

Sl.No	Particulars	Page No
1	Notice for Inviting Tender	3-4
2	Terms and Conditions	5-8
3	Form of Performance Bank Guarantee (Security Deposit)	9-10
4	Form of Agreement	11-12
5	Format for Hiring of Vehicle	13
6	Undertakings	14
7	Bill of Quantity	15

Signature of Contractor/Bidder



NOTICE FOR INVITING TENDER OPEN TENDER SINGLE BID

Sealed Tenders are invited on behalf of National Highways & Infrastructure Development Corporation Limited, (Under the Ministry of Road transport & Highways, Govt. of India), from established/ reputed individuals firms/ organizations and other agencies as per instructions given in the tender document.

The general details of tender can be viewed at https://nhidel.com under the tab Tenders (Current Tenders)

The tender details are hereunder:

1	Tender No	JRT/NHIDCL/GM/VEHICLE-CORR/161/2020							
2	Name of Work	Hiring OF 05 (FIVE) NOS. OF VEHICLES (01 INNOVA CRYSTA,01 SCORPIO & 03 BOLERO/EQUIVALENT) FOR OFFICE USE UNDER NHIDCL,PMU-JORHAT, ASSAM.							
3	Earnest Money Deposit	Rs. 78,000/- (Rupees Seventy Eight Thousand Only) Earnest Money shall be deposited along with Tender Document in the form of Demand Draft in favor of General Manager (P), NHIDCL, PMU – Jorhat, Assam, which shall be valid for 03 months from the date of issue of the same.							
4	Tender Fee	Rs. 1000 /- (Rupees One Thousand Only) A non-refundable Tender Fee shall be deposited along with an application for obtaining Tender Document from O/o General Manager (P), NHIDCL, PMU-Jorhat, Assam in the form of Demand Draft in favor of General Manager (P), NHIDCL, PMU – Jorhat, Assam, which shall be valid for 03 months from the date of issue of the same. If the bidder downloads the tender document from NHIDCL website, the same should be submitted along with tender fee. EMD and other document as mentioned in tender document. Note: In case the tender is cancelled by the Competent Authority, the same shall be refunded to the concerned bidder.							
5	Bidding System	Single Bid							
6	Contract Period	12 (Twelve) Months							
7	Tender Validity	120 days from the date of opening of tender.							

Signature of Contractor/Bidder



8	Bidder should submit the following documents along with the tender document:						
	 i) Self attested Copy of Voter ID, Pan Card and Aadhar Card. ii) Self attested Copy of GST Registration Certificate. iii) Self attested Copy of Trade License. iv) Earnest Money Deposit in original. v) Notarized Copy of the Undertaking as mentioned in tender document. 						
9	Offers of following kind straightway without exp	s if not submitted as explained in the tender document will be rejected laining any reasons thereof:					
	 i) Offer submitted without Earnest Money Deposit ii) Offer submitted without self attested Copy of Voter ID, Pan Card and Aadhar Card. iii) Offer submitted without self attested copy of Trade License. iv) Offer submitted without self attested Copy of GST Registration Certificate. v) Offer submitted without Notarized Copy of the Undertaking as mentioned in tender document. vi) Offer not confirming the terms and conditions as mentioned in the tender document. 						
9	Performance Bank Guarantee as per Attach Guarantee/Security Deposit 5 % of Contract Amount in the form of Bank Guarantee as per Attach Performa mentioned in the tender document.						
10	Date, Time and Place of Receipt of Bids	27.06.2020 upto 17:00 Hrs, O/o General Manager (P), NHIDCL, PMU, 4 th Floor, Hotel Jironi, NH-37 Bypass West, Jorhat					
11	Date, Time and Place of Opening of Bids	29.06.2020 at 12:00 Hrs, O/o General Manager (P), NHIDCL, PMU, 4 th Floor, Hotel Jironi, NH-37 Bypass West, Jorhat					
12	In case of unscheduled holiday, the next working day will be treated as the scheduled day of the opening of tender.						
13	Officer to be Contacted:						
	Shri. Fineson Pojar, General Manager (P) Mobile No: 87876-34545 Md. Muktar Amin Ahmed, Accountant Mobile No: 70025-13986						
14	The Competent Authority of 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.						

Signature of Contractor/Bidder



TERMS AND CONDITIONS

- 1. The vehicle should be in good running condition and driven not more than 20,000 KMs. 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 sources, necessary documents needs 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. 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.
- 5. The vehicles shall be available all the time (24x7) as required by NHIDCL for all days regularly during the period of contract.
- 6. Agency shall make available drivers having valid driving license and no outstanding accident claim.
- 7. 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.
- 8. 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.
- 9. The Agency should ensure that sufficient fuel is always available in the tank for travel.
- 10. The Agency should submit their bills in duplicate along with logbook within1st week of every month for payment. Necessary taxes including GST if any will be deducted and payments made.

Signature of Contractor/Bidder



- 11. 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 bills and duty slips.
- 12. 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.
- 13. The Agency should be able to supply the required vehicles within ten working days from the date of award of work.
- 14. 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.
- 15. 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
 - 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.
 - ii) Copy of RC Book/Registration of Vehicle.
 - iii) Pollution Clearance Certificate.
 - iv) Driving License of concerned driver.
 - v) Any other documents/permit required by Govt.of India/Govt. of Assam for vehicle.
- 16. In case of breach of terms & conditions performance by agency and incase of rash/in appropriate driving, NHIDCL may terminate the agreement immediately without assigning reasons. Decision of NHIDCL is final and binding.
- 17. 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.

Signature of Contractor/Bidder



- 18. 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.
- 19. 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 shall be made on the basis of actual number of vehicles hired and operated during the relevant month/period.
- 20. The vehicles will be operated in AC mode.
- 21. An agreement/ contract will be signed with the successful bidder.
- 22. 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.
- 23. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL with no extra charges.
- 24. The service provider/ driver should have a mobile telephone for contact round the clock. Cost & Bills shall be borne by the service provider.
- 25. 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.
- 26. Any person or any employee of the Department should not be a partner, directly or indirectly, with the service provider.
- 27. 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.

Signature of Contractor/Bidder



- 28. 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.
- 29. 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 anywhere in Assam & Meghalaya and adjoining states as per requirement of NHIDCL.
- 30. Extra charges Rs.250/- Per night will be paid for night stay away from the place of hiring.
- 31. If the vehicle is not provided continuously for 03 days, NHIDCL reserves the right to terminate the contract immediately.
- 32. The successful bidder shall submit all the required documents of vehicle, driver license, insurance GST and PAN etc. execute the agreement within a week after issue of 'Letter of Acceptance' on one hundred rupee bond paper.
- 33. Vehicle can be withdrawn from usage with 15 (fifteen) days of advance notice by either party i.e successful bidder or NHIDCL.

34. Bid Security/EMD:

The bidders shall furnish, as part of the bid, an Earnest Money/ Bid Security of the amount as specified in the tender documents. The Earnest Money/Bid Security shall be in the form of DD valid for a period of 03 Months, beyond the bid validity period in the name of General Manager (P), NHIDCL, PMU-Jorhat payable at Jorhat and delivered personally in the office of PMU-Jorhat. Any bid not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non-responsive. The Earnest Money of successful bidders will be returned within 90 days after submission of Bank Guarantee. The bids shall be valid for 120 days from the date of opening of tender. The Earnest Money of unsuccessful bidders will be returned after award of work or 30 days from opening of tender whichever is earlier.

35. The Bid Security/ EMD will be forfeited:

If the Bidder withdraws the Bid after its submission. If the successful Bidder fails to submit Bank Guarantee; or

If the successful Bidder fails to sign the Agreement.

Signature of Contractor/Bidder

Signature of Authorized Representative of NHIDEL, PMU-Jorhat

Page | 8



FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY Tender No: JRT/NHIDCL/GM/VEHICLE-CORR/161/2020

То,
General Manager (Projects),
PMU, National Highways and Infrastructure Development Corporation Ltd.
4 th Floor Hotel Jironi, NH-37 Bypass West
Jorhat, Assam-785006
WHEREAS [name and address of Contractor]
(hereafter called the "Contractor") has undertaken, in pursuance of Letter of Acceptance (LOA)
No Dated for Hiring OF 05 (FIVE) NOS. OF VEHICLES (01
No Dated for Hiring OF 05 (FIVE) NOS. OF VEHICLES (01 INNOVA CRYSTA,01 SCORPIO & 03 BOLERO) FOR OFFICE USE UNDER NHIDCL, PMU-JORHAT, ASSAM.
(hereinafter called the "Contract").
AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you
with a Bank Guarantee for the sum specified therein as security for compliance with his obligations in
accordance with the contract.
AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.
NOW, THEREOF, we hereby affirm that we are the Guarantor and responsible to you on behalf of the
Contractor, upto a total of Rs (amount of Guarantee) (Rupees:(in
words), and we undertake to pay you, upon your first written demand and without cavil or argument, any
sum or sums within the limits of(amount of Guarantee) as aforesaid without your
needing to prove or to show grounds or reasons for your demand for the sum specified therein.
W. 1 1
We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us
with the demand.
We further agree that no change or addition to or other modification of terms of the Contract or of the
Works to be performed there under or any of the Contract documents which may be made between you
and the Contractor shall in anyway release us from any liability under this Guarantee, and we hereby
waive notice of any such change, addition or modification.
This Guarantee shall be valid until 28 days from the date of expiry of the Defects Liability Period
This Guarantee shan be valid until 20 days from the date of expliny of the Defects Exactly 1 even
This guarantee shall also be operatable at our Branch at Jorhat, from whom, confirmation
regarding the issue of this guarantee or extension/ renewal thereof shall be made available on demand. In
the contingency of this guarantee being invoked and payment there under claimed, the said branch shall
accept such invocation letter and make payment of amounts so demanded under the said invocation.
Notwithstanding anything contained herein before, our liability under this Guarantee is restricted to Rs.
(Rupees:in words) and the Guarantee shall remain valid till
Λ ()

Signature of Contractor/Bidder



Bank Guarantee has been sent to Authority's Bank through SFMS gateway as per the details below.

Sl. No	Particulars	Details
1	Name of the Beneficiary	National Highways and Infrastructure Development Corporation Limited
2	Beneficiary Bank Account No.	73603070006410
3	Beneficiary Bank Branch	IFSC SYNB0007360
4	Beneficiary Bank Branch Name	Jorhat, Assam
5	Beneficiary Bank Address	Syndicate Bank, JPR Road, Junction, Gar Ali, Jorhat Assam-785001

Signature and seal of the Guarantor with Name, Designation, Employee code no and telephone no
Name of the Issuing Bank/ Branch
Date
In the presence of (if this is to be witnessed as per Bank's policy)
1(Name, address and occupation)
2(Name, address and occupation)

An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract including additional security for unbalance bids, if any and denominated in Indian rupees.

Signature of Contractor/Bidder



FORM OF AGREEMENT

This agreement made on the	day of	2020 between the National Highways &
Infrastructure Development Corporat part	tion Ltd., PMU-Jorha	at (herein after called "the Employer") of the one
part	And	
part. AND WHEREAS the Employ providing of 05 nos light vehicles for behalf of GM (P), PMU-Jorhat	ver invited bids from	r called ("Office Vehicle Supplier") of the other eligible bidders by Tender. Nofor ne) Year for the purpose of performing duties on
Employer by his letter of acceptant for 01 no Innov	ce dated va, Rs.	the Contractor, for providing of vehicles, the accepted the bid for a contract price of Rs. for 01 no Scorpio and 3 nos Bolero or terms and conditions in accordance with the
AND WHEREAS the Contractor vio	de Declaration of the any further legal ma	Bidder had declared the a) Acceptance of terms atters if occurs as per Govt. of Assam laws.
NOW THIS AGREEMENT WITNE	ESSETH as follows:	
1. In this agreement words and expression them in the conditions of contract he	ressions shall have the ereinafter referred to;	he same meaning as are respectively assigned to
2. The following documents shall be viz.	e deemed to form and	d be read and construed as part of this agreement
 (a) Agreement (b) Letter of Acceptance (c) Notice to proceed with the works (d) Contractor's Bid (e) Contract Data (f) Terms & Conditions of Contract (g) Any other document listed in the 		
3. The foregoing documents shall another. Should any ambiguity or d shall be subject to the order as listed	liscrepancy be noted	inplementary and mutually explanatory one with then the order of precedence of these documents and in the above order of priority.

Signature of Contractor/Bidder



4. IN WITNESS WHEREOF the parties here to have caused this agreement to be executed the day and year above written. Signed, sealed and delivered by the said Employer through his Authorized Representative and the said Contractor through his Power of Attorney hold.

	Binding Signature of Employer	Binding Signature of Contractor			
For Infra	and on behalf of National Highways & structure Development Corporation, Jorhat	For and on behalf of			
1.	In the presence of Name:	2. In the presence of Name:			
	Address:	Address:			
3.	In the presence of Name:	4. In the presence of Name:			
	Address:	Address:			

Signature of Contractor/Bidder



FORMAT FOR HIRING OF VEHICLE

(To be submitted subscribing "Technical Bid")

Name of work: Hiring OF 05 (FIVE) NOS. OF VEHICLES (01 INNOVA CRYSTA, 01 SCORPIO & 03 BOLERO) FOR OFFICE USE UNDER NHIDCL, PMU-JORHAT, ASSAM.

1.	Name of the Companies/Firms/	
	Agencies/Individual with full address with	
	Pin code, telephone No & e-mail etc, Reg.	
	No. etc.	
2.	Address Proof (Voter ID, Aadhar Card etc.)	
	(Please submit self attested copy)	
3	PAN No. of the Companies/Firms/	
	Agencies/Individual allocated by the Income	
	Tax Department(Please submit self attested	
	copy)	
4.	GST Registration No.	
	(Please submit self attested copy)	
5	Details of the vehicle offered:	
	a) Registration No.	
	b) Owner Name	
	b) Year of Make	
	c) Model No./Year	
	d) KM. Run till date	
	e) Color of Vehicle	
	f) Other information (if any)	
	(Details be provided for each vehicle	
	Separately: separate sheets may be attached	
	if required. In case the vehicles are not in	
	own name, notarized agreement with the	
	owner may be attached). If the bidder does	
	not have ready to use vehicles available and	
	new vehicles are to be purchased, then one	
	undertaking to be submitted that the vehicles	
	shall be provided within one week of	
	signing of agreement.	
6	Earnest money details DD No. and name of	
	issuing Bank	
7	Trade License No.	



(NOTORIZED COPY in STAMP PAPER)

UNDERTAKING

Name of work: Hiring OF 05 (FIVE) NOS. OF VEHICLES (01 INNOVA CRYSTA, 01 SCORPIO & 03 BOLERO/ EQUIVALENT) FOR OFFICE USE UNDER NHIDCL, PMU-JORHAT, ASSAM.

- 1. I/We hereby certify that the information furnished above is true and correct in all respect to the best of my/our knowledge. Understand that in case any deviation is found in the above Statement at any stage; I/We will be blacklisted and will not have any dealing with the department in future.
- 2. I/We undertake that, I/We have carefully studied all the terms and conditions and understood the parameters of the proposed requirement of vehicle and shall be abided.
- 3. If the bids are accepted, I/We here by agree to abide by and fulfill all the terms and provisions of the said conditions as indicated in terms and conditions of tender document so far as applicable.
- 4. I/We have not blacklisted by any Organization/Department as on the date of submission of bid.
- 5. I/We hereby 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. I have also understood all the scope of works and agree to all the terms and conditions lay down in the tender document.

Your's faithfully

(Signature of Bidder)
Name & Address of Bidder:
Status of Bidder:
Company Seal:

Signature of Contractor/Bidder



BILL OF QUANTITY

Earnest Money

Rs. 78,000/-

Cost of Bid Documents

Rs. 1,000/-

Time Period

12 (Twelve) Months

Name of work:

Hiring of vehicle 05 (five) Nos. (01 Innova Crysta, 01 Scorpio & 03 Bolero/Equivalent) on monthly basis for NHIDCL, PMU-Jorhat, Assam

Sl. No.	Name of Item	Unit	Qty per month (Nos)	Rate be quoted by the Bidder (is Rs Per month)	Amount quoted by the Bidder
1	Providing, running & maintenance of Vehicle on monthly basis Innova Crysta, travel up to 3000 Kms as per terms & conditions	01			
2	Providing, running & maintenance of Vehicle on monthly basis 01 Scorpio & 03 Bolero) travel up to 3000 Kms as per terms & conditions	04			
Total		05			

No. of vehicle is indicative and may increase

Note:

- 1. The total amount quoted in words shall be the sole guiding factor for financial evaluation of Bidders
- 2. Terms &Conditions, Undertakings, and Technical Bid format for hiring of vehicles mentioned in tender document shall be part of bid and hence shall be duly signed by the bidder.
- 3. The rate applicable for extra Km of travel beyond 3000 KM in a month shall be @ Rs. 15/- per KM.
- 4. The rates quoted shall be inclusive of GST.
- 5. Income Tax shall be deducted as applicable

Name of Bidder	:			_	
Address	:		1		
E-mail Id	:				
				/	

Signature of Contractor/Bidder