



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

**Name of Work: Providing & Supplying of Vehicle 01 No. (Scorpio / Xylo) or Equivalent) and Vehicle 02 No. [Tata Xenon/Scorpio (4x4)] on monthly basis for Project Monitoring Unit Baghmara in the State of Meghalaya.**

**TENDER DOCUMENT**

**August 2021**

**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED**  
**(Undertaking of Ministry of Road Transport & Highways)**  
**PMU-Baghmara, Old Bank Building, near BSF check Gate Post, Baghmara,**  
**South Garo Hills, Meghalaya, Pin Code: 794102.**  
**Contact No: 9133999304**

Date 24<sup>th</sup> August, 2021

**NOTICE INVITING TENDER**

**Name of work: Providing & Supplying of Vehicle 01 No. (Scorpio/Xylo) or Equivalent) and Vehicle 02 No. [Tata Xenon/Scorpio (4x4)] on monthly basis for Project Monitoring Unit Baghmara in the State of Meghalaya.**

**Earnest Money: Rs. 10,000/-**  
**Cost of Document: Rs. 500/-**  
**Time Period: One year.**

Sealed Tenders are invited under Two Bid System i.e., Technical Bid and Financial Bid from reputed Companies/ Firms/ Agencies/ Individual for providing Vehicles to the National Highways and Infrastructure Development Corporation Limited, PMU-Baghmara in the State of Meghalaya, a PSU company under the Ministry of Road Transport & Highways, Govt. of India initially for a period of 01 year from the date of award of contract, which is extendable as per requirement.

Sl. No.	Name of Item	No. of Vehicle(s)	Period of Contract
1	<b>Providing, running &amp; maintenance of Vehicle on monthly basis</b> One No. (01) Scorpio/Xylo or Equivalent (Travel up to 25000 kms) as per terms & conditions	01	01 Year
2	<b>Providing, running &amp; maintenance of Vehicle on monthly basis</b> Two No. (02) Tata Xenon/Scorpio (4x4) or Equivalent (Travel up to 25000 kms) as per terms & conditions	02	01 Year
	Total	03	

1. Interested Companies/ Firms/ Agencies/ Individual may submit tender documents complete in all respect along with Bid Security Declaration and other requisite documents on or before 08.09.2021 by 03:00 PM to the General Manager (Project), PMU-Baghmara, NHIDCL. No tender shall be entertained after this deadline under any circumstances whatsoever.

2. The Technical Bids of the bidders will be opened at 03:00 PM on 09.09.2021& the financial bid will be open at 02: 00 PM on 10.09.2021.

3. 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 Tender 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 in this regard shall be final and binding on all.

4. No. of Vehicles are tentative and may decrease/ increase as per requirement.

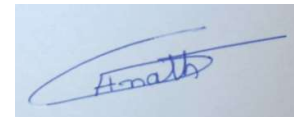
5. The Tender document can also be downloaded from the website [www.nhidcl.com](http://www.nhidcl.com).

6. Terms and condition and other details are attached as Annexure-I, II & III.

7. Schedule of tendering process is given below:

Sl. No.	Description	Periods
1	Date of issue of NIT	24.08.2021
2	Availability of Tender Documents	24.08.2021
3	Last Date for submission of Tender/ Bid	08.09.2021 (03:00 PM)
4	Date and Time for opening of Technical Bid	09.09.2021 (03:30 PM)
5	Date and Time for opening of Financial Bid	10.09.2021 (02:00 PM)

8. The duly filled tender in sealed envelope can be submitted in the office of the undersigned up to 03: 00 PM on or before 08.09.2021 with Bid Document 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 “NHIDCL” payable at Baghmara 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 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 by evaluation committee constituted for this purpose, in the presence of intending bidders, who choose to remain present. Regarding Queries may contact the General Manager (P), NHIDCL, PMU-Baghmara, Meghalaya.



**General Manager (P)**

**G. Haranath**

Address:

NHIDCL, PMU-Baghmara  
Old Bank Building, near BSF  
Check Gate Post, Baghmara  
South Garo Hills, Meghalaya  
Pin Code: 794102

Email: [gharanath14@gmail.com](mailto:gharanath14@gmail.com)

[pmubaghmara@gmail.com](mailto:pmubaghmara@gmail.com)

Contact No: 9133999304

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**TERMS AND CONDITIONS**

**Name of work: Providing & Supplying of Vehicle 01 No. (Scorpio/Xylo) or Equivalent) and Vehicle 02 No. [Tata Xenon/Scorpio (4x4)] on monthly basis for Project Monitoring Unit Baghmara in the State of Meghalaya.**

1. The vehicles should be new or preferably should not be older than one year and also preferably driven not more than 25,000 kms.
2. The vehicle should be in good running condition. The self-attested copy of 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 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.
4. The vehicle shall be provided 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.
5. NHIDCL will pay Rs 250/- for the driver for a night halt at outstations with vehicle with the permission of the concerned officer.
6. 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. Failing which levy the penalty of Rs. 1,000/- per day.
7. 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 repairs & replacements etc. The rates quoted shall inclusive of all.
8. 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.

9. The agency should quote their rates on monthly basis.
10. The vehicle provided should have permit to travel in All India.
11. The agency should ensure that sufficient fuel is always available for travel and the attending driver is duly funded for re-fuelling.
12. The quoted rates for hire charges per month includes salary of the driver, cost of all lubricants, routine maintenance, toll tax if any, cost of spares & any other incidentals as may be required. The quoted rates shall be inclusive of all taxes & other taxes if any.
13. Number of Vehicles can be increased or decreased upon the actual requirement in NHIDCL on the same terms and condition. Vehicle can be withdrawn from usage with 15 (fifteen) days of advance notice by either party i.e., successful bidder or NHIDCL.
14. 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.
15. The quoted rates for the vehicles shall include fuel and lubricants, repairs and maintenance, Driver salary and other labour charges, depreciation 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 will be entertained.
16. A fixed payment per month as per details mentioned in the Tender Documents will be made up to 3000 km per month per vehicles. Extra Kilometre will be paid when the total cumulative kilometre run for all vehicle exceeds 3000x nos. of vehicle provides i.e.  $3000 \times 01 = 3000$  kms in a month and shall be paid at Rs. 13/extra kilometre.
17. 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.
18. 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.

19. 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 one hundred-rupee bond paper.
20. Amendments, corrigendum, if any, would be hosted on NHIDCL website only.
21. 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.

#### **RESOLUTION OF DISPUTE**

In case of any dispute, the decision of the General Manager (P), PMU-Baghmara, NHIDCL, Meghalaya shall be final.

Above conditions are Accepted

**Name, Signature & Seal of Bidder**

TECHNICAL BID FOR HIRING OF VEHICLE

**Name of work: Providing & Supplying of Vehicle 01 No. (Scorpio/Xylo) or Equivalent) and Vehicle 02 No. [Tata Xenon/Scorpio (4x4)] on monthly basis for Project Monitoring Unit Baghmara in the State of Meghalaya.**

1.	Name of the Companies/ Firms/Agencies/Individuals with full address with Pin code, telephone No. & e-mail etc.	
2.	Address Proof (Voter ID, Aadhar Card etc). (Please attach self-certified copy)	
3.	PAN No. of the Companies/ Firms/Agencies/Individuals allocated by the Income Tax Department. (Please attach self- certified copy)	
4.	GST. Registration No. (Please attach self-certified copy)	
5.	Details of Vehicles offered: a) Registration No. b) Owner Name c) Model No. / Year d) Kms Run till date e) Colour of Vehicle f) Other Information (Details be provided for each vehicle Separately, Separate sheets may be attached if required. In case the vehicles are not in the own name, notarized agreement with the owner may be attached)	
6.	Earnest money details DD No. and name of Issuing Bank.	

Signature of authorized person (s)

Date:  
Place:

Name:  
Seal:

**DECLARATION (Part of Annexure-II)**

**Name of work: Providing & Supplying of Vehicle 01 No. (Scorpio/Xylo) or Equivalent) and Vehicle 02 No. [Tata Xenon/Scorpio (4x4)] on monthly basis for Project Monitoring Unit Baghmara in the State of Meghalaya.**

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, Project Monitoring Unit Baghmara and Site Office, Rongara through my Company/Agency/ Firm.
4. My Company/Agency/Firm 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 person (s)

Date:  
Place:

Name:  
Seal:



**FINANCIAL BID FOR HIRING OF VEHICLE**

Earnest Money : Rs. 10,000/-  
 Cost of Bid Document : Rs. 500/-  
 Time Period : One Year.

**Name of work: Providing & Supplying of Vehicle 01 No. (Scorpio/Xylo) or Equivalent) and Vehicle 02 No. [Tata Xenon/Scorpio (4x4)] on monthly basis for Project Monitoring Unit Baghmara in the State of Meghalaya.**

Sl. No.	Name of Item	No. of Vehicle(s)	Duration (In Months)	Rate quoted by the Bidder per vehicle per month (Inclusive of all taxes)		Amount	
				In figure	In Words	In figure	In Words
1	<b>Providing, running &amp; maintenance of Vehicle on monthly basis</b> One No. (01) Scorpio/Xylo or Equivalent (Travel up to 25000 kms) as per terms & conditions	01	01 Year				
2	<b>Providing, running &amp; maintenance of Vehicle on monthly basis</b> Two No. (02) Tata Xenon/Scorpio (4x4) or Equivalent (Travel up to 25000 kms) as per terms & conditions	02	01 Year				
	<b>TOTAL</b>	<b>03</b>					

**Note:**

1. The total 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. GST will be paid by NHIDCL as applicable.
5. Income Tax shall be deducted as applicable.

**Certificate**

I have understood the scope of work and agree to the terms and conditions lay down in the notice inviting bids.

**Signature of Authorized Signatory**

**Name of the Agency with Seal**

**Place :**

**Date :**