



**Name of work: Providing, Running and Maintenance of 03 Nos. of vehicles on monthly hiring basis for NHIDCL Office at Srinagar, UT of Jammu and Kashmir - 3<sup>rd</sup> Call**

## **BID DOCUMENT**

**National Highways Infrastructure & Development Corporation Limited,  
Srinagar**

**Regional Office - O/o Executive Director (P), Badar Residency,  
Opposite Char Chinar, Karpura, Brein, Srinagar, UT of Jammu and  
Kashmir 191121**

## **CONTENTS OF TENDER DOCUMENT**

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**National Highways Infrastructure & Development Corporation Limited  
(Ministry of Road Transport & Highways)  
RO - Srinagar**

NHIDCL/RO-SGR/Vehicle/2021-22/

Dated: 29.07.2022

Name of work: Providing, Running and Maintenance of 03 Nos. of vehicles i.e., Innova Crysta or equivalent, Scorpio (4WD) or equivalent and Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL Office at Srinagar, UT of Jammu and Kashmir

**NOTICE INVITING TENDER**

Earnest Money: Rs. 30,000/-  
Cost of Document: Rs. 2000/- + GST@18%  
Time Period: Two Year

The National Highways Infrastructure & Development Corporation Limited (NHIDCL), through Executive Director (P), RO Srinagar hereby invites Tenders from experienced firms/ Tour and Travel Agents/ Individuals having adequate experience for Providing, Running and Maintenance of 03 Nos. of vehicles i.e., Innova Crysta or equivalent, Scorpio (4WD) or equivalent and Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL Office at Srinagar, UT of Jammu and Kashmir.

This bid document is also available on NHIDCL website i.e., [www.nhidcl.com](http://www.nhidcl.com).

Tender forms can be purchased from RO Srinagar from 29.07.2022 to 24.08.2022 up to 17:00 Hrs during office hours.

The Tender shall be submitted in sealed envelope and hard bound and the Tender should reach NHIDCL office at address of communication not later than 17:00 Hrs on 25.08.2022 along with earnest money deposit of Rs. 30,000/- and cost of Documents of Rs. 2000/- [If downloaded from the website] in the form of Demand Draft (DD in favour of NHIDCL Establishment Account payable at Srinagar) /RTGS/NEFT/IMPS to account with details as below:

<b>Name of the Beneficiary</b>	<b>NHIDCL Establishment Account</b>
<b>Beneficiary Bank Account No.</b>	<b>76001010001312</b>
<b>Beneficiary Bank Branch IFSC</b>	<b>CNRB0017600</b>
<b>Beneficiary Bank Branch Name</b>	<b>Badshah Chowk, Srinagar</b>
<b>Beneficiary Bank Address</b>	<b>Canara Bank, Badshah Chowk, Exchange Road, Srinagar J&amp;K 190001</b>

The Tender shall be submitted in a master envelope containing following:

- (i) Envelope One containing Technical Bid and Terms of Reference (TOR) of Technical Bid in properly sealed cover and hard bound and super scribed as "Technical bid for Tender of vehicle for RO Srinagar".
- (ii) Envelope two containing Financial Bid only.

The Tenders will be opened on 27.08.2022 at 15.00 Hrs. at RO Srinagar, NHIDCL.

NHIDCL will not be responsible for any delay in submission of the Tender document and reserves the right to accept/reject any or all Tenders without assigning any reasons thereof.

Sr. No.	Description	Period
1.	Date of issue of NIT	29.07.2022
2.	Date of Sale of Bid Documents	29.07.2022
3.	Date of close of sale of Bid Documents	24.08.2022 (1700 Hrs)
4.	Last Date of submission of Bid (Hard Copy)	25.08.2022 (1700 Hrs)
5.	Date of Opening of Technical Bids	27.08.2022 (1500 Hrs)
6.	Date of Opening of Financial Bids	29.08.2022 (1500 Hrs)

Amendments/corrigendum if any would be hosted on NHIDCL website only.

Address for Communication:

The Executive Director,  
National Highways Infrastructure & Development Corporation Limited,  
Regional Office - Badar Residency, Opposite Char Chinar, Karpura, Brein  
Srinagar, UT of Jammu and Kashmir 191121  
E-mail: [rosrinagarnhidcl@gmail.com](mailto:rosrinagarnhidcl@gmail.com)  
Website: [www.nhidcl.com](http://www.nhidcl.com)

(Anil Dixit)  
Executive Director (P)  
NHIDCL, RO-Srinagar

## TECHNICAL BID

Name of work: Providing, Running and Maintenance of 03 Nos. of vehicles i.e., Innova Crysta or equivalent, Scorpio (4WD) or equivalent and Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL Office at Srinagar, UT of Jammu and Kashmir.

The details in respect of the company/firm/individual are as given under (Use separate sheet for each vehicle):

Sr. No.	Description	Details to be filled by the company / firm / individual Vehicle 1/2/3
1	Name of the Company / firm	
2	Address of the Company / firm / individual	
3	Year of Registration/ Incorporation of the company/firm	
4	Type of Vehicle	
5	Date of 1 <sup>st</sup> purchase.	
6	Affidavit as per annexure II enclosed	YES/NO
7	Running in Km. till date	
8	Copy of RC attached	YES/NO
9	Road Tax paid documents enclosed	YES/NO
10	Commercial Registration of the vehicle (copy enclosed)	YES/NO
11	Copy of insurance attached	YES/NO
12	Pollution Under Control (PUC) certificate attached	YES/NO
13	Copy of Agreement in case any vehicle not owned by bidder attached	YES/NO
14	PAN	
15	GST Registration No.	
16	Whether EMD enclosed	YES/NO
17	Whether Cost of Documents enclosed (in case downloaded from the website)	
18	Names of the Govt. Dept./ Ministries along with their address and details of contact person to whom vehicles were provided during last one year if any. (With details of various vehicles/make)	

Sr. No.	Description	Details to be filled by the company / firm / individual Vehicle 1/2/3
19	Name, Designation and Address of the person to whom all references shall be made regarding this Tender	
20	PAN and GST details attached	YES/NO
21	IT Return Statement of past 3 years attached	YES/NO
22	Telephone with STD Code	
23	Mobile / Telephone No.	

(Copies of documents in support of details provided in Annexure-I are to be neatly attached.)

Yours faithfully,

(Signature of Authorized Person)

Name: .....

Designation: .....

Seal: .....

Date: .....

Place: .....

Business Address: .....

(The bidder shall give following affidavit on Rs. 100/- stamp paper.)

Name of work: Providing, Running and Maintenance of 03 Nos. of vehicles i.e., Innova Crysta or equivalent, Scorpio (4WD) or equivalent and Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL Office at Srinagar, UT of Jammu and Kashmir.

In case the work is awarded to me, I shall provide the following new vehicles as per the terms & conditions mentioned in the Tender document within 5 days of date of receipt of LOA.

Sr. No.	Name of Item	Vehicle Type	Nos. of Vehicle	Vehicle Brand	Vehicle Model
1	Providing, Running and Maintenance of 01 No of vehicles i.e., Innova Crysta or equivalent on monthly hiring basis one for NHIDCL, Regional Office, Srinagar, UT of Jammu and Kashmir, 3000 KM per Month				
2	Providing, Running and Maintenance of 01 No of vehicles i.e., Scorpio (4WD) or equivalent on monthly hiring basis for NHIDCL, Regional Office, Srinagar, UT of Jammu and Kashmir 2500 KM per Month				
3	Providing, Running and Maintenance of 01 No of vehicles i.e., Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL, Regional Office, Srinagar, UT of Jammu and Kashmir 2000 KM per Month				

As undertaken above, in case, I fail to provide the vehicle within 5 days, the earnest money deposited by me for subject Tender shall be forfeited and I shall have/make no claim over it.

Yours faithfully

(Signature of Authorized person)

Name: .....

Designation: .....

Seal: .....

To,

The Executive Director (P),  
Regional Office - Badar Residency, Opposite Char Chinar, Karpura, Brein  
Srinagar, UT of Jammu and Kashmir 191121

Name of work: Providing, Running and Maintenance of 03 Nos. of vehicles i.e., Innova Crysta or equivalent, Scorpio (4WD) or equivalent and Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL Office at Srinagar, UT of Jammu and Kashmir.

#### **TERMS OF REFERENCE (TOR) OF TECHNICAL BID**

##### **Terms and Conditions:**

1. The vehicles should be registered after 01 JAN 2020 and should not have run more than 30,000 Km at the time of providing the vehicle. The vehicles should be in good running condition during the contract in case the bidder proposed to provide new vehicle, the relevant documents shall be submitted before execution of agreement. Agency shall have to change the vehicle after its run crosses 75000 km mark.
2. The Tender shall be submitted in a master envelope containing following:
  - (i) Envelope One containing Technical Bid and Terms of Reference (TOR) of Technical Bid in properly sealed cover & hard bound and super scribed as "Technical bid for Tender of vehicle for RO Srinagar".
  - (ii) Envelope two containing Financial Bid only.

The bidder shall submit information as given in Technical Bid Annexure-I along with self-attested copies of documents supporting the information. In case the vehicle is not owned by bidder, a notarized contract agreement may be attached between the vehicle owner & bidder. If the bidder fails to provide vehicles as per annexure I & II, his bid shall be liable for rejection.
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 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. An agreement/ contract will be signed with the successful bidder within 05 (Five) days of issue of award letter.
4. The vehicle should be in good running condition and well maintained preferably with top safety features like Anti-Lock Braking System, fog lamps, parking lights, air bags for front seats, indicators, horn etc. suited for extensive running on high traffic density highways and Kaccha roads. The vehicle shall comply BS-VI emission norms. The successful bidder shall bear full responsibility for the safety of vehicle, its occupants and any third party and NHIDCL officials / representatives will be indemnified by the successful bidder on this account. Vehicle should be preferably of top variant of its class / category.
5. All necessary taxes for operating the vehicle 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, its occupants and any other 3<sup>rd</sup> party. Cost of insurance will be fully borne by Successful bidder and the rate quoted shall be inclusive of this.



6. NHIDCL reserves the right to use the vehicle at Sl. No. 3 in Table at Annexure-II round the clock without paying anything extra. The vehicles at Sl. No. 1 and 2 in Table at Annexure-II will be used from 9.00 AM to 7.00 PM daily. NHIDCL will not be responsible for parking, accommodation and facility of meals for the driver and hence agency should make above arrangements on their own.

7. Agency shall make available driver with adequate salary & DA (for outstation travel) having valid driving license with experience of running on Highways. The driver shall be well trained, physically & medically fit, well behaved and suitably dressed.

8. The vehicle and driver provided with a vehicle shall not be changed or altered for entire agreement period unless approved/accepted by NHIDCL in writing.

9. The successful bidder shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil & other consumables, necessary periodic service, repair & maintenance, driver & replacements etc. The rates quoted shall be inclusive of all these provisions and nothing extra will be paid on any account.

10. **Penalties:**

(A) In the event of any vehicle being rendered unfit for plying / service on account of maintenance, break down or for any other reason, the successful bidder shall provide a substitute vehicle immediately. If the substitute vehicle is not provided, a penalty of Rs. 2500/- per day shall be affected from the bills of agency.

(B) The vehicle provided by successful bidder shall be kept clean externally and internally and in top working condition at all times failing which a penalty of Rs. 500/- per day shall be affected from the bill of agency. The vehicle shall be provided with name plate of NHIDCL, if required, as approved by NHIDCL, on front and rear side of the vehicle. Vehicle shall be exclusively in the custody of NHIDCL for all the time & for all purposes.

11. Agency shall quote their rates on monthly basis i.e., per vehicle per month subject. In case of excess km run by the vehicle, the payment of extra kms will be made after adjusting the extra kms against the shortfalls in every three months. The amount quoted for 3000 kms/2500kms/2000 kms for the vehicle shall only be considered for evaluation of the financial bid. Rate of Extra Km and Rate of overtime hours shall be quoted by every bidder and the successful bidder shall have to keep the rate of extra km as per the lowest bid against the said item.

12. The vehicle provided should have permit to travel in All India.

13. The agency should ensure that sufficient fuel is always available for travel minimum up to 300 km all times.

14. The agency shall ensure that the odometer of the vehicle supplied, is properly sealed so that no tempering is done to inflate kilometre distance travel.

15. No advance payment shall be made under any circumstances.

16. The quoted rates for hire charges per month include salary & other charges of driver, cost of all lubricants, maintenance, repair including cost of spares etc & any other incidentals as may be required. The quoted rates shall be inclusive of all taxes & other charges applicable in the UT of Jammu and Kashmir including entry tax. For running of vehicle in other states the applicable taxes of such states shall be paid by the firm and such amount

shall be reimbursed to him on production of such vouchers during the payment of monthly bill. Toll charges as per actual shall be claimed at the time of monthly payment with receipts verified by the user.

17. No payment in addition to the quoted rates on any account whatsoever will be made / reimbursed unless it is specifically mentioned under these terms and conditions.

18. The GST will be reimbursed on submission of proof of payment only with necessary certification from CA Firm as required by the NHIDCL RO-Srinagar as per NHIDCL policy.

19. 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.

20. The Kilo meter 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.

21. The successful bidder has to provide the vehicles as per requirements of the NHIDCL. 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.

22. The vehicles will be operated in AC mode.

23. The service provider/driver should have a mobile telephone for contact round the clock. Cost & Bills will be borne by the service provider. No accommodation is provided to Driver by the NHIDCL.

24. 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 NHIDCL for which they will do all as is necessary.

25. 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 and vehicle could be used without any driver for other purposes if need arises.

26. 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 NHIDCL to claim any regular employment in NHIDCL 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 Motor Vehicle Act & its amendments. NHIDCL shall not be responsible for any dispute/liability whatsoever in this regard.

27. Additional accessories for the vehicles for running in snow bound region, if required, will be provided by the service provider at his own cost and no extra payment will be made in this regard.

28. Either party may terminate the contract without showing any cause with 15 days prior notice. No claim of firm/ party shall be entertained in such event even if the service provider has taken loan to purchase the vehicle.

29. The agency should submit their bills in duplicate along with logbook within 1st week of every month for payment. It is the responsibility of bidder to maintain the logbook for

vehicle and get it certified from the concerned official using the vehicle on regular basis, failing which, payment shall not be made.

30. No variation/revision in quoted rates for any reason will be entertained during the contract period.

31. The successful bidder should be able to supply the required vehicles within 5 days or as directed by NHIDCL from the date of issue of 'Letter of Acceptance' by NHIDCL.

32. The supply of vehicles is initially for duration of two years only from the date of issue of Letter of Acceptance. The agreement will be made with the lowest bidder for a period of Two years as per terms & conditions mentioned in the bid document and rates accepted by NHIDCL. The agreement may be extended beyond two years on mutual consent of both parties depending upon performance of travel agency and on recommendation of the concerned official for one more year.

33. The successful bidder shall submit all required documents of vehicle, driver, insurance, Road Tax, GST etc, to execute the agreement within 5 days of issue of 'Letter of Acceptance' on a Rs. 100/- non judicial stamp paper, failing which 2nd lowest bidder may be considered for award of Tender at the lowest rate quoted in the bidding.

34. During the tendering process, 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.

35. Tender forms can be purchased from the RO Srinagar from 29.07.2022 to 24.08.2022 up to 1700 Hrs during office hours.

36. Tender Cost and Earnest Money/Bid Security;

The Tender shall be submitted in sealed envelope and the Tender should reach NHIDCL office at address of communication not later than 17:00 Hrs on 25.08.2022 along with earnest money deposit of Rs. 30,000/- and cost of Documents of Rs. 2000/- plus GST @ 18% [If downloaded from the website] in the form of Demand Draft (DD in favour of NHIDCL Establishment Account payable at Srinagar) /RTGS/NEFT/IMPS to account with details as below:

Name of the Beneficiary	NHIDCL Establishment Account
Beneficiary Bank Account No.	76001010001312
Beneficiary Bank Branch IFSC	CNRB0017600
Beneficiary Bank Branch Name	Badshah Chowk, Srinagar
Beneficiary Bank Address	Canara Bank, Badshah Chowk, Exchange Road, Srinagar J&K 190001

Any Tender received without payment of Tender fee/Earnest Money shall be considered non-responsive and will be rejected summarily.

The Earnest Money of unsuccessful bidders will be returned within 01 (One) month. Earnest money of Successful bidder shall be returned within 01 (One) month of submission of Performance Security.

37. **Performance Security:** -

(a) Amount of Performance Security to be submitted by successful bidder is **Rs 1,00,000/- (Rs. One Lakh only) in form of Bank Guarantee.**

(b) The Performance Security will be refunded / released to the agency / service provide-within 30 days after successful completion of the Contract Period (including any extensions thereof) and compliance of all conditions of the Agreement.

38. The Bid Security/Earnest Money will be forfeited

- A. Any Tender without Earnest Money/ Bid security shall be considered non-responsive.
- B. If the Bidder withdraws the Bid after its submission.
- C. In case a successful Bidder, fails to produce requisite documents to sign the Agreement and supply the vehicles within stipulated time after issue of 'Letter of Acceptance'.

39. In case of any discrepancy of rates in Figures and word, the rate quoted in word will prevail.

40. The last date for submission of sealed Tenders at RO at Srinagar up to 1700 hours on dated 25.08.2022 and will be opened at 1500 hours on 27.08.2022 at RO-Office, Srinagar, NHIDCL. The Bidders may present during the bid opening if they choose so.

41. In case of any dispute, decision of the Executive Director (P) RO Srinagar shall be final and binding. Any further dispute shall come under legal jurisdiction of UT of Jammu and Kashmir.

42. Bid shall be submitted at RO Srinagar in sealed envelopes and hard bound including bid documents consisting duly signed quoted rates, terms, and conditions and undertaking. All the pages of Technical Bid and Terms of Reference (TOR) of Technical Bid are to be numbered and to be submitted in hard bound. Failure to submit all the requisite documents in prescribed format may result in rejection of Bid. The bids shall be accepted up to 17:00 hours on the 25.08.2022 at following address.

**Address:** The Executive Director (P),  
Regional Office - Badar Residency, Opposite Char Chinar,  
Karpura, Brein, Srinagar, UT of Jammu and Kashmir 191121

**Phone No:** +91-9918638500; +91-9858981320

**E-mail:** rosrinagarnhidcl@gmail.com

**Website:** www.nhidcl.com

**Signature of the bidder**

**Name:** .....

**Designation:** .....

**Address:** .....

**Contact No:** .....

## Undertaking

Name of work: Providing, Running and Maintenance of 03 Nos. of vehicles i.e., Innova Crysta or equivalent, Scorpio (4WD) or equivalent and Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL Office at Srinagar, UT of Jammu and Kashmir.

I        Sh./Smt./M/s        .....        Having address  
..... submit this Tender/ bid for providing, running and maintenance of 3 (three) commercial vehicles for RO Srinagar. I undertake to accept and abide myself on behalf of the agency by the Terms and Conditions from 01 to 42 above of the bid as mentioned in this bid document.

Further I also certify that none of my/our relative is working under any unit of National Highways Infrastructure & Development Corporation Limited.

Place:

Date:

Signature and Seal

Name: .....

Designation: .....

Address: .....

Contact No: .....

## **BID DOCUMENTS**

### **FINANCIAL BID**

Name of work: Providing, Running and Maintenance of 03 Nos. of vehicles i.e., Innova Crysta or equivalent, Scorpio (4WD) or equivalent and Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL Office at Srinagar, UT of Jammu and Kashmir.

Time Period: Two years.

#### **Bill of Quantity (BOQ)**

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Amount (In Figure)</b>	<b>Amount (In Word)</b>
1	Providing, Running and Maintenance of 01 No of vehicles i.e., Innova Crysta or equivalent on monthly hiring basis for NHIDCL, Regional Office, Srinagar, UT of Jammu and Kashmir 3000 KM per Month	Per Month	01		
2	Providing, Running and Maintenance of 01 No of vehicles i.e., Scorpio (4WD) or equivalent on monthly hiring basis for NHIDCL, Regional Office, Srinagar, UT of Jammu and Kashmir 2500 KM per Month	Per Month	01		
3	Providing, Running and Maintenance of 01 No of vehicles i.e., Swift Dzire/Etios or equivalent on monthly hiring basis for NHIDCL, Regional Office, Srinagar, UT of Jammu and Kashmir 2000 KM per Month	Per Month	01		
4	Extra Km run beyond stipulated quantity	Per Km	As per actual		
5	Overtime for extra working hours after stipulated working time	Per Hour	As per actual		

Note: Rate to be quoted by bidder inclusive of all taxes & other charges except GST.

Signature

Name: .....

Designation: .....

Address: .....

Contact No: .....