



**National Highways & Infrastructure Development Corporation Limited**  
(Undertaking of Ministry of Road Transport & Highways)  
Branch Office- 1<sup>st</sup> Floor, 5<sup>th</sup> Mile, M P Golai, Tadong, Opp. Mount Zion School  
KIDZEE, Gangtok, Sikkim.

**NOTICE INVITING TENDER**

**NOTICE INVITING TENDER FOR HIRING OF COMMERCIAL VEHICLE FOR OFFICE USE AT NHIDCL BRANCH OFFICE, GANGTOK, SIKKIM.**

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

Sealed Tenders are invited from established, experienced and reputed individuals, firms/Organizations and other agencies having adequate experience in execution of such works.

The blank BOQ and term & conditions for the above may be obtained from NHIDCL website or office of the undersigned.

The duly filled tender in sealed envelope can be submitted in the office of the undersigned up to 12.00 hrs. on **06.11.2018** and if possible quotation will be opened preferably on **06.11.2018** at 13:00 hrs by evaluation committee constituted for this purpose, in the presence of intending bidders, who choose to remain present. Regarding Queries may contact to General Manager (P), NHIDCL, BO-Sikkim.

**General Manager (P)**

**1<sup>st</sup> Floor, 5<sup>th</sup> Mile, M P Golai, Tadong, Opp. Mount Zion School KIDZEE, Gangtok, Sikkim-737102, Tele/fax : 03592-231063/14, E-mail: [nhidclskm@gmail.com](mailto:nhidclskm@gmail.com) Website: [www.nhidcl.com](http://www.nhidcl.com)**

## **TERMS AND CONDITIONS**

1. The vehicles should be new or should not be older than one year old and driven not more than 20,000 kms.
2. The bidder shall submit his bid in 2 envelopes. Technical Bid in envelope 1 clearly marked as **Technical Bid** and Financial Bid in envelope 2 clearly marked as **Financial Bid**. Both these envelopes shall be properly sealed and enclosed in **third envelope**. The bidder shall submit information as given in Technical Bid Annexure-I along with copies of documents supporting the information. In case the vehicle is not owned by bidder a notarized contract may be attached between the vehicle owner & bidders. If the bidder fails to provide vehicles given as in annexure-I, his bid/contract shall be liable for rejection. In case the bidder wants to purchase new brand vehicle for this work he shall give an undertaking in the form given in Annexure-II. In that case he will have to submit Additional Performance guarantee of Rs. 10,000/- in the form of DD payable to GM (P), NHIDCL, SIKKIM in GANGTOK. This performance guarantee & EMD will be forfeited if the bidder fails to provide brand new vehicles within 15 days of issue of letter of acceptance.
3. The vehicle should be in good running condition and well maintained with all top safety features like Airbags, bumpers, fog lamps, Parking lights, Indicators, horn etc., suited for extensive running on Hilly areas/ rough surface road. The interior of the vehicle should be neat & clean and seat should be covered with white seat covers & with two hand towels & a hand-rest on the back seat of the vehicle. There shall not be any lapse on this crucial safety aspect, for which successful bidder will be solely responsible.
4. 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.
5. 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.
6. NHIDCL will pay Rs. 250/- directly to the driver for a night halt at outstations with vehicle with the permission of the concerned officer.
7. Agency shall also make available drivers having valid driving license with experience of more than 5 years running on Hilly areas/ rough surface road. 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 NHIDCL shall levy the penalty of Rs. 1000/- per day.
8. The successful bidder 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 these provisions.
9. In the event of any vehicle being put 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.
10. The vehicle shall be provided with name plate of NHIDCL, as approved by NHIDCL, on front and rear side of the vehicle. Once the name board is fixed, it shall be exclusively in the custody of NHIDCL for all the time & for all the purposes.
11. The agency should quote their rates on monthly basis i.e. per vehicle per month. In case, travel

less/more than 2500 Kms for a vehicle in a month the remaining/extra Kms shall be adjustable in the next month. It may be paid on pro-rata basis (subject to approval/acceptance by officer-in-charge of the vehicle) as worked out in relation to the monthly amount quoted for particular vehicle category.

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 and the attending driver is duly funded for re-fuelling.

14. The quoted rates for hire charges/month include salary of the driver/month, cost of all lubricants, routine maintenance, toll tax if any including cost of spares etc & any other incidentals as may be required. The quoted rates shall be inclusive of all taxes & other taxes if any.

15. Vehicle can be withdrawn from usage within 15 (fifteen) days of advance notice by either party i.e. successful bidder or NHIDCL.

16. 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.

17. 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. The quoted rates for hire charges of vehicles with fuel and lubricants etc. should be valid for 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.

18. 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 increase or decrease on a seven days notice by the NHIDCL.

19. 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 one year period on the above conditions if required by NHIDCL for further period as decided by NHIDCL.

20. The successful bidder shall submit all the required documents of vehicle, driver, insurance, service tax etc. Execute the agreement within a week of issue of 'Letter of Acceptance' on hundred rupee bond paper, failing which 2<sup>nd</sup> lowest bidder will be given offer in the Lowest rate quoted in the bidding.

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

22. 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 branch head i.e. concerned General Manager (P), NHIDCL, Branch office **GANGTOK, SIKKIM** shall be final.

### **PAYMENT**

The monthly payment shall be released after submission of invoices by Cheque/ECS /RTGS / NEFT within 15 days. However in unforeseen circumstances, if the payment is not made in time the company shall not pay any interest on late payment & vehicle services shall be continue.

### **The Bid Security/Earnest Money**

The Bidders shall furnish, as part of the quotation Earnest Money/Bid Security of the amount as specified in the document.

The Bidders shall furnish, as part of the quotation Bid Security of Rs. 10,000/- in the form of Demand Draft in favour of National Highways & Infrastructure Development Corporation Limited payable at Gangtok, Sikkim. 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 03 months of opening of Bids. The Bid Security of the Successful Bidder shall be converted in to Performance Security upon signing of the Agreement.

The performance Security shall be refunded within three months, after the successful completion of the contract.

### **The Bid Security/Earnest Money 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

I accept all the terms and conditions of NHIDCL.

**Name, Signature & Seal of Bidder**

**Technical Bids**

S. No.	Particulars	
1.	<u>Suitability of the Vehicles:</u>  Make / Model of vehicles offered (a copy of RC to be submitted along with the bids)	Make and Year of model  i)  ii)
2	<u>Number of vehicles owned by the firm of Model 2016 &amp; later:</u>  A copy of all RCs of the vehicles to be enclosed.	Registration No. of the Vehicles  i)  ii)  iii)  iv)  v)  vi)
3	<u>List of PSUs/ Govt. /Other Clients served / being served by the agency:</u>  List along with supporting documents to be enclosed.	Details of the clients  i)  ii)  iii)  iv)  v)

I / We declare that I am/we/ \_\_\_\_\_ agency are the absolute owner of the vehicles Offered to you. **Copy of valid RCs is enclosed with proposal.**

**Signature of Authorized signatory**  
**Name of the Agency with Seal**

**Annexure - II**

**FINANCIAL BID**

**Subject: Hiring of Commercial Vehicle on monthly basis for NHIDCL, Branch office at GANGTOK, SIKKIM.**

Name of tendering Company/Firm/Agency:.....

1. Details of Earnest Money Deposit: Rs.10000/-(Rupees Ten thousand Only)

i. D.D/P.O. No. & Date:

ii. Drawn Bank:

I / We, refer to your advertisement dated ..... in ..... (here mention name of the newspaper/ website ) and offer you the following rates exclusive of applicable taxes for providing vehicles NHIDCL, Branch Office Gangtok, Sikkim.

Sl. No.	Name of Item	Vehicle Model	Unit	Qty per month (Nos.)	Rate be quoted by the Bidder (in Rs. Per month) exclusive of all applicable taxes.	Amount (Rs.) 6= 4X5
(1)	(2)		(3)	(4)	(5)	(6)
1.	Providing Running, Operating & Maintenance vehicles of higher version with all top safety features which is not older than one year and travelled not more than 20,000 Kms. till date.					
(a)	SUV/equivalent (Travel up to 2500 Kms) as per terms & conditions.		Per month	01		
(b)	Three nos (1) Bolero or equivalent (Travel up to 2500Kms) as per terms and conditions		Per month	03		
<b>Total</b>						

**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 \_\_\_\_\_**

### **DECLARATION**

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,  
Branch office **GANGTOK, SIKKIM** 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: