

No. NHIDCL/BO-JK/Estt.2015-16/01

Date:-26/09/2015

## **QUOTATION NOTICE**

**Name of work:** RFP for Hiring of Vehicle on Monthly basis for NHIDCL Branch Office Jammu.

Bid Security	:	Rs 10,000/-
Cost of Bid Documents	:	Rs.500/-
Time Period	:	One Year

1. Sealed quotations are invited from established, experienced, and reputed agencies having adequate experience in the work mentioned above.
2. The blank BOQ with terms & conditions for the above may be obtained from the office of the undersigned on any working day from 29-09-2015 to 05-10-2015.
3. The duly filled quotation in sealed envelope shall be submitted in the office of the undersigned up to 03:00 pm on 05-10-2015 and quotation will be opened on 06-10-2015 at 05.00 pm by Evaluation Committee constituted for this purpose in the intending bidders.

**Deputy General Manager**

National Highways Infrastructure  
Development Corporation Limited  
Branch Office: - 39A, Ext.  
Gandhi Nagar, Jammu (J&K)  
Contact No. 0191-2450606  
Email: [nhidcljammu@gmail.com](mailto:nhidcljammu@gmail.com)

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## BILL OF QUANTITY

Bid Security : Rs. 10,000/-  
 Cost of Bid Documents : Rs. 500/-  
 Time Period : One Year

Name of work : Hiring of Vehicle on Monthly Basis for Head of the Branch Office  
 NHIDCL, Jammu J&K

Sr. No.	Name of Item	Unit	Qty. per month (Nos.)	Rate be quoted by the Bidder (in Rs. Per Month)	Amount (Rs) 6=4x5
1	2	3	4	5	6
1	Providing, running & maintenance of Vehicle on monthly basis Toyota Innova or equivalent category (Travel up to 3000 KM per month) as per terms and conditions.	Per Month	01		

Sr. No.	Name of Item	Unit	Rate (Rs.)
1	Rate for extra km of running including POL etc. Toyota Innova or equivalent category (Travel more than 3000 km)	Per km	
2	Rate for night halt charges out of office Toyota Innova or equivalent category	Per Night	

\* As applicable i.e. whether item 1 or 2 or both

- Note
1. The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders.
  2. Annexure 'A' for terms & conditions shall be the part of bid and hence shall be duly signed by the Bidder.
  - 3 Vehicle shall be operating with All India Permit.
  4. The rate applicable for extra Km of travel beyond 3000 Km in a month shall be paid on pro-rata basis as worked out in relation to the monthly amount quoted for particular vehicle category.

Name, Signature & Seal of Bidder

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### **Bid Security**

1. The bidders shall furnish, as part of the quotation Earnest Money/Bid Security of the amount as specified in the documents.
2. The Earnest Money/ Bid Security shall be in the form of DD/Pay order in the name of DGM National Highway & Infrastructure Development Corporation Ltd, Jammu payable at Jammu.
3. Any quotation not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non-responsive.
4. The Earnest Money of successful bidders will be returned after 90 days.
5. The bids shall be valid for 90 days from the date on opening,

### **The Bid Security will be forfeited**

1. If the bidder withdraws the Bid after its submission.
2. If the Bidder does not accept the correction of the bid price; or
3. In the case of successful Bidders, if the Bidders fail to sign the Agreement.

**Name, Signature & Seal of Bidder**

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## Annexure – A

### **TERMS AND CONDITIONS**

1. The vehicle should be new or less than one year old and driven not more than 25000 kms.
2. The vehicles should be in good running condition.
3. All necessary taxes for operating the vehicles 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.
4. The vehicle shall be available day and night (24 hours) as required by NHIDCL for all days regularly in a month.
5. Agency shall make available drivers having valid driving license and no outstanding accident claim.
6. The agency shall make available the papers of vehicle as a proof of self-ownership of the vehicle.
7. The vehicle and driver provided to an officer shall not be changed or altered for entire agreement period unless approved/accepted by the office in charge of vehicle.
8. 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.
9. In the event any vehicle being off the road for maintenance or on any other account of breakdown, the agency shall provide a substitute vehicle immediately. If the substitute vehicle is not provided penalty of Rs. 2500/- per day for each vehicle shall be affected from the bills of Agency.
10. The Agency should quote their rates on monthly basis i.e. per vehicle per month.
11. The vehicles provided should have permit to travel in the entire State of Jammu & Kashmir.
12. The Agency should ensure that sufficient fuel is always available for travel.
13. 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 and any other incidentals as may be required. The quoted rate shall be inclusive of service tax and all other taxes, if any.
14. Vehicle can be withdrawn from usage within one month of advance notice by either party i.e. Agency or NHIDCL.
15. The Agency should submit their bills in duplicate along with logbook within 1<sup>st</sup> week of every month for payment.
16. 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.
17. The Agency should be able to supply the required vehicles within seven days from the date of letter of Acceptance.
18. 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 herein if required by NHIDCL and agreed by the bidder.

19. The successful agency should have to submit the following documents before start of the work.

- 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.
- Registration under latest Sales Tax Act.
- Copy of RC Book (vehicle should be registered in the name of the company/proprietor which should be clearly indicated on RC Book of vehicle).
- Registration, Taxi passing and other vehicle related document/paper of the vehicle.

**Name, Signature & Seal of Bidder**