



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

**Name of work: Providing, Running and Maintenance of 01 No.
(Vehicle 01 of 03) of commercial vehicles (1- Toyota Innova
Crysta/Equivalent) on monthly basis for NHIDCL, PMU-Senapati in
the State of Manipur.**

BID DOCUMENT

October, 2022

CONTENTS OF BID DOCUMENT

Sl. No.	Description of contents	Page No.
1	Cover Page	1
2	Contents of Bid Document	2
3	Notice Inviting Bid	3-4
4	Terms and Conditions (Annexure-I)	5-7
5	Form for Technical Bid (Annexure-II)	7
6	Undertaking (Part of Annexure-II)	8
7	Form for Financial Bid (Annexure-III)	12-13

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
(Ministry of Road, Transport & Highways, Government of India)

NOTICE INVITING BID

Name of work: Providing, Running and Maintenance of 01 No. (Vehicle 01 of 03) of commercial vehicles (1- Toyota Innova Crysta/Equivalent) on monthly basis for NHIDCL, PMU-Senapati in the State of Manipur.

Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from experienced and reputed Companies/Firms/Agencies/Individual having adequate experience in the work mentioned above for providing Vehicles to the National Highways and Infrastructure Development Corporation Limited, Regional Office - Imphal, a PSU company under the Ministry of Road Transport & Highways, Govt. of India initially for a period of **One year** from the date of award of contract, which is extendable as per the requirements.

Sl. No.	Name of work	No. of Vehicles required	Cost of Documents	EMD/Bid Security	Period of Contract	Eligibility Criteria
1	Providing, Running and Maintenance of 01 No. (Vehicle 01 of 03) of commercial vehicles (1- Toyota Innova Crysta/Equivalent) on monthly basis for NHIDCL, PMU-Senapati in the State of Manipur.	1-Toyota Innova Crysta/Equivalent	Rs. 590/- (Including 18% GST)	Rs. 5000/-	01 Year	New Vehicles will be given priority.

2. Interested Companies/Firms/Agencies/Individual may submit bid documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft pledged in favour of NHIDCL Regional Office, Imphal, Manipur and other requisite documents on or before 10.11.2022 by 13:00 (Hours) to **The General Manager (Project), PMU-Senapati, C/o LS Thaiso, Christian Colony, Senapati District HQ, 795106.**

No tender shall be entertained after this deadline under any circumstances whatsoever.

3	Cost of Bid documents (Non-Refundable)	Rs.590/- (through DD/Bankers Cheque/ UPI)
4	Earnest Money Deposit (Refundable)	Rs. 5000/- (through DD/Bankers Cheque/UPI)
5	Account Details	For Demand Draft (in favour of RO-Imphal payable at Imphal)
		A/c No. - 79513210000015
		IFSC Code- CNRB0017951
		Bank Name- Canara Bank
		Branch- Imphal

6. The Technical Bid of bidders will be opened at 14:00 (Hours) on 10.11.2022 and Financial Bid will be opened at 15:00 (Hours) on 10.11.2022 in the presence of authorized representative of Bidders.
7. 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.
8. NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Bid 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, **PMU-Senapati** in this regard shall be final and binding on all.
9. No. of vehicles are tentative and may decrease/increase as per the requirement. The tentative location of vehicles are as under:

Type of the Vehicle	No	Tentative Location
Toyota Innova Crysta/Equivalent	01	Manipur & NE States

10. The Bid document can be downloaded from the website www.nhidcl.com from 20.10.2022 up to 10.11.2022 (12:00 Hrs) and can be obtained from the **PMU-Senapati** within 10:00 Hrs to 16:00 Hrs on all working days.
11. The Bid documentation Fee Rs. 590/- and EMD Rs. 5000/- will be accepted in the form of DD in favour of Executive Director (P), NHIDCL, RO-Imphal payable at Imphal. The Bid document fee is Non-Refundable and Earnest Money Deposit (EMD) for unsuccessful Bidders will be refunded after selection of the successful Bidder.
12. The bidders should go through the terms and conditions and other details which are attached as Annexure-I, II & III.

13. Schedule of tendering Process is given below:

Sl.No.	Description	Period
1.	Date of issue of NIT	20.10.2022
2.	Date of Sale of Bid Documents	20.10.2022 (10:00hrs onwards)
3.	Date of close of sale of Bid Documents	10.11.2022 (12:00Hrs)
4.	Last Date of submission of Bid (hard copy)	10.11.2022 (13:00Hrs)
5.	Date of Opening of Technical Bids	10.11.2022 (14:00Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	10.11.2022 (15:00Hrs)
7.	Validity of Bid	02 Months

General Manager (P)
National Highways & Infrastructure Development Corporation Limited.
PMU-Senapati,
Manipur
E-mail: senapatipmu@gmail.com

TERMS AND CONDITIONS

Name of work: Providing, Running and Maintenance of 01 No. (Vehicle 01 of 03) of commercial vehicles (1- Toyota Innova Crysta/Equivalent) on monthly basis for NHIDCL, PMU-Senapati in the State of Manipur.

1. The vehicles should be new and in good condition and less driven.
2. All the Supportive documents related to vehicle to be submitted on the date of BID opening. However, if the Bidder wants to provide a brand-new vehicle, he has to submit an undertaking/declaration for the same.
3. The vehicles should be in the good running condition.
4. All necessary taxes for operating the vehicles commercially 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 vehicles.
5. The vehicles shall be available day and night (24 hours) as required by NHIDCL for all days regularly in a month,
6. The driver should be having valid driving license.
7. The agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrications oil and other consumables, necessary service and maintenance, repair and replacement etc. and salary of the driver per month and mobile phone.
8. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the Agency shall provide as substitute vehicle immediately. Of the substitute vehicle is not provided penalty of Rs. 2500/- per day for each vehicle shall be affected from the bills of Agency.
9. The Agency should quote their rates on monthly basis. In case of excess km run in a month, it shall be paid @ 12/- per km.
10. The Agency should ensure that sufficient fuel is always available for travel.
11. The quoted rates shall be inclusive of all taxes including GST.
12. Vehicle can be withdrawn for usage within 15 (fifteen) days of advance notice by either party i.e., Agency or NHIDCL.

13. The Agency should submit their bills in duplicate along with logbook within 1st week of every month for payment.
14. 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.
15. The Agency should be able to supply the required vehicles within seven days from the date of this agreement.
16. The supply of vehicles in initially for duration of one year only. Vehicles may be continued beyond the stipulated period if required by NHIDCL.
17. The Jurisdiction of vehicle moving is Manipur and other North Eastern State.
18. All claim related to accident/damage/compensation shall be responsibility of vehicle providing agency.
19. The nos. of vehicles can be increased or decreased as per the actual requirement of NHIDCL.
20. **The agency has to furnish the performance security for an amount of Rs. 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft in favour of "National Highways and Infrastructure Development Corporation Limited, Manipur" payable at Imphal of any Nationalized Bank within 7 days of signing of the Contract Agreement. The performance security so submitted shall be refunded one year after successful completion of the contract.**

Signature of authorized person with Date & Seal _____

TECHNICAL BID FOR HIRING OF VEHICLE:
(To be submitted subscribing “Technical Bid”)

Name of work: Providing, Running and Maintenance of 01 No. (Vehicle 01 of 03) of commercial vehicles (1- Toyota Innova Crysta/Equivalent) on monthly basis for NHIDCL, PMU-Senapati in the State of Manipur.

1.	Name of the Companies/Firms/ Agencies/Individual with full address with pincode, 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/Individual allocated by the Income Tax Department. (Please attach self certified copy)	
4.	GST Registration No. (Please attach self certified copy)	
5.	Details of experience in the field (Please mention name of the client served along with period of service and attach the self certified copy of job order/service certificate/Exp. Certificate/Contract Agreement from any of the agencies).	
6.	Details of Demand Draft/ transaction ID on account of bid document	
7.	Details of Demand Draft (DD)/ transaction ID on account of Bid Security (Earnest Money). DD must be placed in the envelope containing the technical bid.	
8.	Undertaking on Stamp paper for providing vehicles in case of award of work	

Signature of authorized person with Date & Seal _____

Name & full address _____

Undertaking (Part of Annexure-II)

(To be placed in the technical bid envelope)

Name of work: Providing, Running and Maintenance of 01 No. (Vehicle 01 of 03) of commercial vehicles (1- Toyota Innova Crysta/Equivalent) on monthly basis for NHIDCL, PMU-Senapati in the State of Manipur.

1. I/We hereby certify that the information furnished above is true and correct in all respect to the best of my/our knowledge. I 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 as indicated in Annexure-I and understood the parameters of the proposed requirement of vehicle and shall be abided.
3. If the bids is accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions as indicated in Annexure-I so far as applicable.
4. I/We have not blacklisted by any Organization/Department as on the date of submission of bid.

Signature of authorized person with Date & Seal _____

Name & full address _____

FINANCIAL BID FOR HIRING OF VEHICLE**PROFORMA FOR QUOTING RATES
(TO BE SUBMITTED SUBSCRIBING “FINANCIAL BID”)**

Name of work: Providing, Running and Maintenance of 01 No. (Vehicle 01 of 03) of commercial vehicles (1- Toyota Innova Crysta/Equivalent) on monthly basis for NHIDCL, PMU-Senapati in the State of Manipur.

**Name and Address of the
Companies/Firms/ Agencies/Individual:**

Contact Details (Mobile No. & E-mail ID):

Sl. No.	Vehicle Type & Requirement No.	Basis	Rate be quoted by the Bidder (Per Vehicle max. up to two decimal) (inclusive of all taxes including GST)	
			In Figure (Rs.)	In Words (Rs.)
1	1-Toyota Innova Crysta/Equivalent	Per month		

Note:

1. The lowest bidder for contract is the one who quotes lowest cost per vehicle. The agency should quote their rates on monthly basis i.e., per vehicle per month. In case, travel less or more than 3000 Kms for a vehicle in a month the remaining/extra Kms shall be adjusted in contract period (previous or successive months). The payment of extra Kms will be made after completion of contract or one year whichever is earlier. The payment of extra Kms will be made at the rate of Rs. 12 per Km per vehicle irrespective of vehicle type.
2. The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders.
3. Annexure 'I' for terms & conditions shall be the part of bid and hence shall be duly signed by the Bidder.
4. The quoted rates for hire charges per month include salary of the driver per month, cost of all lubricants, routine maintenance, toll tax, Parking Charges if any including cost of spares etc. and any other incidentals as required. The quoted rate shall be inclusive of GST and all other taxes, if any.

5. The payment will be made on monthly basis within 10 days after submission of bill. However, in unforeseen circumstances, if the payment is not made in time the company shall not pay any interest on late payment and vehicle services shall be continue.

Signature of authorized person with Date & Seal_____

Name & full address_____
