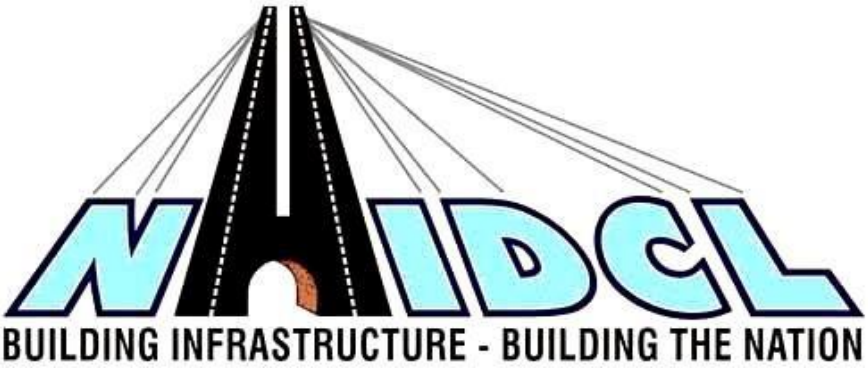

National Highways & Infrastructure Development Corporation Ltd.
(Ministry of Road, Transport & Highways, Govt. of India)

Name of Work: **Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova Crysta, 01 Scorpio and 01 Bolero for PMU-Doda and 01 Scorpio and 01 Bolero for SO-Khellani) on monthly basis for NHIDCL in the UT of Jammu &Kashmir.**

BID DOCUMENT

August, 2021

CONTENTS OF BID DOCUMENT

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NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORTATION LTD.
(Ministry of Road, Transport & Highways, Government of India)
H. No. 261, Sector No. 6, Channi Himat, Jammu-180015

NOTICE INVITING BID

Name of work: Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova Crysta, 01 Scorpio and 01 Bolero for PMU-Doda and 01 Scorpio and 01 Bolero for SO-Khellani) on monthly basis for NHIDCL in the UT of Jammu & Kashmir.

1. 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 – Jammu, a fully owned company of Govt. of India under the Ministry of Road Transport & Highways, initially for a period of **One year** from the date of award of contract, which is extendable as per the requirement.

2.

Sl. No.	Name of work	No. of Vehicles required	Cost of Documents	EMD/Bid Security	Period of Contract	Eligibility Criteria
1	Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova Crysta, 01 Scorpio and 01 Bolero for PMU-Doda and 01 Scorpio and 01 Bolero for SO-Khellani) on monthly basis for NHIDCL in the UT of Jammu & Kashmir.	05 Nos. (01 Toyota Innova Crysta , 02 Scorpio, preferably 4 wheel drive & 02 Bolero)	Rs. 500/- plus GST @ 18%	Rs. 5000/-	01 Year	Minimum 01 Year experience in similar work.

3. None of the staff of NHIDCL, their relatives or any of the contractor/vendor /agencies assigned works/contracts in NHIDCL will be considered for bidding for hiring of vehicles. A certificate in this regard should be furnished by the bidder along with Technical Bid.

4. 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 favor of NHIDCL Regional Office, Jammu and other requisite documents on or before 10.11.2021 by 1500 (Hours) to the Executive Director (Project), Regional Office: Jammu, H. No. 261, Sec 6, Channi Himmat, Jammu-180015. No tender shall be entertained after this deadline under any circumstances whatsoever.

5. The DD on account of EMD, Technical Bid & Financial Bid must be submitted in separate sealed envelopes. The Technical Bid of bidders will be opened at 1600 (Hours) on 10.11.2021 in the presence of authorized representative of Bidders. The date/time financial bid will be communicated lateron.

6. 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.

7. 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, Regional Office-Jammu in this regard shall be final and binding on all.

8. 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	Tentative Location
01 No Toyota Innova Crysta	Doda District
02 Scorpio (preferably 4 wheel drive model)	Doda District
02 Bolero	Doda District

9. The Bid document can be downloaded from the website www.nhidcl.com from 27.10.2021 up to 10.11.2021 (1100 Hrs) and can be obtained from the Regional Office, NHIDCL Jammu within 1100 Hrs to 1600 Hrs on all working days.

10. The document fee will be accepted in the form of DD in favor of NHIDCL Regional Office, Jammu payable at Jammu (Non-Refundable).

11. The bidders should go through the terms and conditions and other details which are attached as Annexure-I, II &III.

12. Schedule of tendering Process is given below:

Sl. No.	*Description*	*Period*
1.	Date of issue of NIT	27.10.2021
2.	Starting date of Sale of Bid Documents	27.10.2021
3.	Date of close of sale of Bid Documents	10.11.2021 (1100 Hrs)
4.	Date of submission of Bid (hard copy)	10.11.2021 (1500 Hrs)
5.	Date of Opening of Technical Bids	10.11.2021 (1600 Hrs)
6.	Date of Opening of Financial Bids of Qualified Applicants	Will be communicated later.
7.	Validity of Bid	60 Days

Sd/-

Executive Director (P)
National Highways & Infrastructure Development Corporation Limited
Regional Office: - H. No. 261 Sector No.6, Channi Himmat, Jammu (J&K)-180015
Email: rojammunhidcl@gmail.com

TERMS ANDCONDITIONS

Name of work: Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova Crysta, 01 Scorpio and 01 Bolero for PMU-Doda and 01 Scorpio and 01 Bolero for SO-Khellani) on monthly basis for NHIDCL in the UT of Jammu & Kashmir.

1. **The vehicle should be new or fresh and driven not more than 25,000 Kms as on 31.10.2021. The vehicles should be in good running condition during the contract.**
2. The vehicles provided should have permit to travel in the entire Union Territory of Jammu & Kashmir as the vehicle may be used at any place within the Union Territory of J&K as well as in adjoining states as per the requirement of NHIDCL.
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 alongwith the consent of the owner for hiring of the vehicle. 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.**
4. All necessary taxes for operating the vehicles 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 vehicle.
5. **The deployment of the vehicle shall be normally 12 hours per day but this office reserves the right to use the vehicle round the clock without paying anything extra. 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. Usually the vehicles are required at 08.30 AM from Monday to Saturday every week.**
6. Agency shall make available drivers having valid driving license with no accident record.
7. The vehicle and driver (provided with a vehicle) shall not be changed or altered for entire agreement period unless approved/accepted by this office inwriting.
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 vehicles being off the road for maintenance or on any other account of breakdown, the agency shall provide a substitute vehicle of same type immediately. If the substitute vehicle is not provided, NHIDCL reserves the right to hire a vehicle from the other sources and may deduct the same charges from the monthly bill of supplier/agency subject to maximum limit of Rs. 4000/- per day for Toyota Innova Crysta and Rs. 3000/- for Scorpio & equivalent.**

Signature of authorized person with Date & Seal_____

10. The Agency should ensure that sufficient fuel is always available for travel minimum up to 200 Kms.
11. Vehicle can be withdrawn from usage and contract will be cancelled with one month of advance notice by either party i.e. Agency or NHIDCL.
12. The Agency should submit their bills in duplicate along with logbook within 1st week of following month for payment. Any statuary taxes such as TDS (IT) & TDS (GST) etc. will be deducted from monthly payable amount.
13. **A log book for the car in the format prescribed, for each of the journeys performed, duly signed by the office, would be maintained and submitted by the service provider along with the bills and duty slips.**
14. 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.
15. **The Agency should be able to supply the required vehicles within seven working days from the date of award of work.**
16. The supply of vehicles is initially for duration of two year only from the date of signing of contract agreement. Vehicle may be continued beyond the stipulated period on the rates quoted & condition herein if required by NHIDCL and agreed by the bidder.
17. **The successful agency will submit a copy of the following documents for each vehicle before start of the work. Also original documents should be available all the time in the vehicle under the custody of concerned driver. All instructions of Government need to be followed for all vehicles.**
    - **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.**
    - **Copy of RC Book/Registration of Vehicle.**
    - **Pollution Clearance Certificate.**
    - **Driving License of concerned driver.**
    - **Any other documents/permit required by Govt. of J&K for vehicle.**
18. **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.**
19. The vehicle should be registered along with all necessary documents i.e. valid insurance, road tax payment etc. The Driver should possess valid driving license and should be well dressed, experienced, mannered/ disciplined and adequately educated so as to maintain log book and maintain decency, politeness and good manners and behavior.

Signature of authorized person with Date & Seal_____

20. The Kilometer 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. Department shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/ parts and accessories therein. Similarly, department shall not be responsible for any third-party claims.
22. The successful bidder has to provide the vehicles as per requirements of the respective office. 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.
23. **The vehicles will be operated in AC mode. The model of the vehicle should be latest model of Toyota Innova Crysta, Scorpio and Bolero).**
24. An agreement/ contract will be signed with the successful bidder within 07 (seven) days of issue of award letter.
25. The bidder should have one year experience of similar works in any of theDepartment/Reputed Private Companies /Autonomous Institutions/ Universities/ Public Sector Undertakings of the State Government or Government of India.
26. The service provider should give an undertaking that he or his firm has not been black listed by any Organization/Government department as on the date of submission of the bid.
27. The "service provider" should keep the Vehicles in good condition with clean interior & exterior and good upholstery all the time.
28. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL for which nothing extra will be paid.
29. The service provider/driver should have a mobile telephone for contact round the clock. Cost & Bills of mobile phone will be borne by the service provider.
30. 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 department for which they will do all as is necessary.
31. 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 desire in the case of eventuality or unsuitability.
32. None of the staff, their relatives or any of the contractor/vendor/agencies assigned works/contracts will be considered for bidding for hiring of vehicles and any person or any employee of the Department should not be a partner, directly or indirectly, with the service provider. A certificate in this regard should be furnished by the bidding agencies/contractor with Technical Bid.
33. 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 this office to claim any regular employment in this office 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 law. This Office/Department shall not be responsible for any dispute/liability whatsoever in this regard.

Signature of authorized person with Date & Seal_____

34. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider. The department shall not have any liability/Responsibility in this regard either for the driver, commuter vehicle or the third party.
35. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
36. The Department reserves the right to reject the services of vehicle for a particular day in case of delay for non-providing of vehicle in time. In case it is seen that the driver or the vehicle are unsuitable, NHIDCL reserves right to terminate the agreement immediately.
37. The vehicle can be used to travel anywhere in J&K and adjoining states as per requirement of NHIDCL. The driver needs to have experience in hill driving.
38. **Additional accessories for the vehicles for running in snow bound region will be provided by the service provider at his own cost and no extra payment will be made in this regard.**
39. **'Vehicle or equivalent' means an equivalent vehicle which costs same or more than the vehicle required.**
40. **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 next month. 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 on pro rata basis as work out in relation to the monthly amount quoted for particular vehicle category.**
41. **The bidder needs to submit an undertaking on stamp paper that the new vehicles [03 Nos., 01 Toyota Innova Crysta, 02 Scorpio and 02 Bolero] will be provided if the work is awarded. To be submitted along with the technical bid.**
42. **BidSecurity:**
    - ✓ The bidders shall furnish, as part of the technical bid, an Earnest Money/Bid Security of the amount as specified in the documents.
    - ✓ The Earnest Money/ Bid Security shall be in the form of DD in the name of Executive Director (P), NHIDCL payable atJammu.
    - ✓ Any bid not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non-responsive.
    - ✓ The Earnest Money of successful bidders will be returned within 90days.
    - ✓ The bids shall be valid for 90 days from the date onopening.
    - ✓ The Earnest Money of unsuccessful bidders will be returned after award of work or 30 days from opening of financial bid whichever is earlier.

Signature of authorized person with Date & Seal_____

43. **The Bid Security/EMD will be forfeited:**
    - ✓ If the Bidder withdraws the Bid after itssubmission.
    - ✓ If the bidder does not accept the arithmetic correction of the bid price.;or
    - ✓ If the successful Bidder fails to sign theAgreement.
44. **The vehicle should be provided with name plate of NHIDCL, as approved by NHIDCL. Once the name board is fixed, it shall be exclusively in the custody of NHIDCL for all the time and for all thepurposes.**
45. **The quoted rates for hire charges per month include remuneration of the driver per month, cost of fuel, cost of all lubricants, routine maintenance, insurance charges/premium, 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.**
46. **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.**
47. **Conditional tender will not be accepted.**
48. **In case the agencies fail to comply above conditions, the bid is liable to be rejected.**

Signature of authorized person with Date & Seal_____

Annexure-II

TECHNICAL BID FOR HIRING OF VEHICLE:

(To be submitted subscribing "Technical Bid")

Name of work: Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova Crysta, 01 Scorpio and 01 Bolero for PMU-Doda and 01 Scorpio and 01 Bolero for SO-Khellani) on monthly basis for NHIDCL in the UT of Jammu & Kashmir.

1.	Name of the Companies/Firms/ Agencies/Individual 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/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).	
7.	Details of Demand Draft on account of bid document	
8.	Details of Demand Draft (DD) on account of Bid Security (Earnest Money). DD must be placed in the envelope containing the technical bid.	
9.	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 & supplying of commercial vehicle 5 Nos. (01 Toyota Innova Crysta, 01 Scorpio and 01 Bolero for PMU-Doda and 01 Scorpio and 01 Bolero for SO-Khellani) on monthly basis for NHIDCL in the UT of Jammu & Kashmir.

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 under stood 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.
5. It is certified that I/We are not working in NHIDCL and none of the staff members are related to me/us. It is also certified that no employee of NHIDCL is directly or indirectly related in our agency.

Signature of authorized person with Date & Seal_____

_____

Name & fulladdress_____

_____

FINANCIAL BID FOR HIRING OF VEHICLE

PROFORMA FOR QUOTING RATES
(TO BE SUBMITTED SUBSCRIBING "FINANCIAL BID")

Name of work: Providing & supplying of commercial vehicle 5 Nos. (01 Toyota Innova Crysta, 01 Scorpio and 01 Bolero for PMU-Doda and 01 Scorpio and 01 Bolero for SO-Khellani) on monthly basis for NHIDCL in the UT of Jammu & Kashmir.

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

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

Sl. No.	Type & Location of Vehicles	Unit	Rate be quoted by the Bidder (Per Vehicle max. up to two decimal)	
	Providing running and maintenance on monthly basis (Travel up to 3000 Kms per month) as per terms and conditions.		**In Figure**	**In Words**
1	Toyota Innova Crysta	Per Month		
2	Scorpio, preferably four-wheel drive.	Per Month		
3	Bolero	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. 10 per Km per vehicle irrespective of vehicle type (Toyota Innova Crysta, Scorpio and Bolero).**
2. **Quoted rates should inclusive of all taxes.**
3. **Conditional Bid will be rejected straight away.**

Signature of authorized person with Date & Seal_____

The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders.

4. Annexure'I' for terms & conditions shall be the part of bid and hence shall be duly signed by the Bidder.
5. The quoted rates for hire charges per month include remuneration of the driver per month, cost of fuel, cost of all lubricants, routine maintenance, toll tax, insurance charges/premium, 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.
6. **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_____

_____