



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

Name of Work: Providing & supplying of Commercial vehicle Toyota Innova (One number), Mahindra Scorpio (Two numbers), Bolero/TUV300 (Two numbers) and Tata Xenon/Mahindra Thar(One number) on monthly basis for NHIDCL Regional Office-Imphal in the State of Manipur.

BID DOCUMENT

December, 2021

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

NOTICE INVITING BID

Name of work: Providing & supplying of Commercial vehicle Toyota Innova (One number), Mahindra Scorpio(Two numbers), Bolero /TUV300 (Two numbers) and Tata Xenon/Mahindra Thar(One number) on monthly basis for NHIDCL Regional Office-Imphal in the State of Manipur.

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 - 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 requirement.

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 Toyota Innova (One number), Mahindra Scorpio(Two numbers), Bolero / TUV300 (Two numbers) and Tata Xenon/Mahindra Thar(One number) on monthly basis for NHIDCL Regional Office-Imphal in the State of Manipur.	06 Nos. (Toyota Innova-01, Mahindra Scorpio-02, Bolero / TUV 300-02, Tata Xenon/Mahindra Thar-01)	Rs. 590/-	Rs. 5000/-	01 Year	Minimum 01 Year experience in similar work.

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 favor of NHIDCL Regional Office, Imphal and other requisite documents on or before **23.12.2021 by 11 00 (Hours)** to the General Manager (Admin & LA), Regional Office: **Imphal, No tender shall be entertained after this deadline under any circumstances whatsoever.**

3. Cost of Bid documents Rs.500/- (Non-Refundable through Cheque/RTGS/NEFT in the account of RO-Imphal,

A/c No. - 79513210000015
IFSC Code- CNRB0017951
Bank Name- Canara Bank
Branch- Imphal

4. The Technical Bid of bidders will be opened at **11:30 (Hours) on 23.12.2021 and Financial Bid will be opened at 12:30 (Hours) on 23.12.2021 in** the presence of authorized representative of Bidders.
5. 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.
6. 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-Imphal in this regard shall be final and binding on all.
7. 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
Toyota Innova	Manipur
Mahindra Scorpio-S-11	Manipur
Bolero /TUV-300	Manipur
Tata Xenon/Mahindra Thar	Manipur

8. The Bid document can be downloaded from the website www.nhidcl.com from **03.12.2021 up to 23.12.2021 (1100 Hrs)** and can be obtained from the Regional Office, NHIDCL Imphal within **1100 Hrs to 1600 Hrs** on all working days.
9. The document fee will be accepted in the form of DD in favour of General Manager (Admin&LA) NHIDCL Regional Office, Imphal payable at Imphal. (Non-Refundable).
10. The bidders should go through the terms and conditions and other details which are attached as Annexure-I, II & III.
11. Schedule of tendering Process is given below:

Sl. No.	Description	Period
1.	Date of issue of NIT	03.12.2021
2.	Date of Sale of Bid Documents	03.12.2021
3.	Last date and time for submission of Bid Documents	23.12.2021 (1100 Hrs)
5.	Date and Time of Opening of Technical Bids	23.12.2021 (11:30 Hrs)
6.	Date and Time of Opening of Financial Bids of Qualified Applicants	23.12.2021 (12:30 Hrs)
7.	Validity of Bid	60 Days

1596549/2021/I-T

General Manager (Admin & LA)
National Highways & Infrastructure Development Corporation Limited.
Regional Office,
Imphal, Manipur
E-mail: ro-imphal@nhidcl.com
Tell: 0385-2416303

TERMS AND CONDITIONS

Name of work: Providing & supplying of Commercial vehicle Toyota Innova (One number), Mahindra Scorpio(Two numbers), Bolero /TUV300 (Two numbers) and Tata Xenon/Mahindra Thar(One number) on monthly basis for NHIDCL Regional Office- Imphal in the State of Manipur.

1. The vehicles should be new or less than one year old and driven not more than 25,000 km with GPS fitted.
2. The vehicles should be in the 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 vehicles as required by prevailing Motor Vehicles Act with comprehensive insurance cover for the vehicles.
4. The vehicles shall be available day and night (24 hours) as required by NHIDCL for all days regularly in a month,
5. The driver should be having valid driving license.
6. 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.
7. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the Agency shall provide substitute vehicle of similar type 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.
8. 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.
9. The Agency should ensure that sufficient fuel is always available for travel.
10. The quoted rates shall be inclusive of GST and other taxes for operating the vehicle if any.
11. Vehicle can be withdrawn for usage within 15 (fifteen) days 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 every month for payment.
13. 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.
14. The Agency should be able to supply the required vehicles within seven days from the date of the agreement.
15. The supply of vehicles is initially for duration of one year only. Vehicles may be continued beyond the stipulated period if required by NHIDCL.
16. The Jurisdiction of vehicle moving is Manipur and other North Eastern State.
17. All claim related to accident/damage/compensation shall be responsibility of vehicle providing agency.
18. The nos. of vehicles can be increased or decreased as per the actual requirement of NHIDCL at the same terms and conditions.
19. The driver should wear uniform dress code (preferably white/Grey safari suit). Any driver without proper uniform will not be allowed to drive the vehicle.
20. The agency have to furnish the performance security for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) in shape of Demand Draft in favour of "National Highways and Infrastructure Development Corporation Limited, Manipur" payable at Manipur of any Nationalized Bank within 7 days of signing of the Contract Agreement. The performance security so submitted shall be refunded one month after successful completion of the contract.
21. A penalty of Rs. 2000/- (Rupees Two Thousand Only) per day per vehicle will be levied on the Agency for breach of any terms of agreement and will be deducted from their monthly bill.
22. 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_____

Annexure-II

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

Name of work: Providing & supplying of Commercial vehicle Toyota Innova (One number), Mahindra Scorpio (Two numbers), Bolero /TUV300 (Two numbers) and Tata Xenon/Mahindra Thar(One number) on monthly basis for NHIDCL Regional Office-Imphal 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 on account of bid document	
7.	Details of Demand Draft (DD) 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 & supplying of Commercial vehicle Toyota Innova (One number), Mahindra Scorpio (Two numbers), Bolero /TUV300 (Two numbers) and Tata Xenon/Mahindra Thar (One number) on monthly basis for NHIDCL Regional Office-Imphal 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 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 fulfil all the terms and provisions of the said conditions as indicated in Annexure-I so far as applicable.
4. I/We have not been blacklisted by any Organization/Department as on the date of submission of bid.

Signature of authorized person with Date & Seal_____

Name & full address _____

ANNEXURE-III

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

Name of work: Providing & supplying of Commercial vehicle Toyota Innova (One number), Mahindra Scorpio (Two numbers), Bolero /TUV300 (Two numbers) and Tata Xenon/Mahindra Thar (One number) on monthly basis for NHIDCL Regional Office-Imphal in the State of Manipur.

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)	
			In Figure	In Words
	Providing running and maintenance on monthly basis (Travel upto 3000 Kms per month) as per terms and conditions.			
1	Toyota Innvo (One Nos)	Per Month		
2	Mahindra Scorpio S-11 (Two Nos)	Per Month		
3	Bolero / TUV -300 (Two Nos)	Per Month		
4	Tata Xenon/ Mahindra Thar (One Nos)	Per Month		

Note:

- 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.
- 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 continued.

Signature of authorized person with Date & Seal_____

Name & full address _____
