

**National Highways & Infrastructure Development Corporation.Ltd.**  
A Public Sector Undertaking under the Ministry of Road Transport & Highways, Govt. of India  
**Branch Office: - Motinagar, Shillong, Meghalaya-793014.**

Dated 01.09.2015

**Quotation no. NHIDCL/BO Shillong/1/2014-15/02 dated 01.09.2015**

**NOTICE INVITING QUOTATIONS FOR HIRING OF VEHICLE FOR OFFICE  
USE AT NHIDCL BRANCH OFFICE, Shillong, Meghalaya.**

NHIDCL Branch office Shillong, invites sealed bids from interested, established, experienced and reputed individual/ firm/ organization and other agencies for hiring Vehicles for office use by its Branch Office at Shillong, Meghalaya for a period of one year extendable by another one year on the same terms and conditions.

**SCOPE OF WORK:-**

- (1) Hiring of Vehicle **Innova or Equivalent** (1Nos) of 2012 make or later on monthly payment basis for General Manager (Project), NHIDCL, Branch office Shillong, Meghalaya.
- (2) The number of vehicles may increase depending upon the work requirement.

**SUBMISSION OF BIDS:-**

A copy of the blank Bid document along with other terms & conditions may be obtained from the office of General Manager (Project), NHIDCL, Branch Office Shillong, Meghalaya on any working day between **01.09.2015 to 15.09.2015**. The Quotation form can also be downloaded from NHIDCL website [www.nhidcl.com](http://www.nhidcl.com). The last date for submission of the duly filled-in bids shall be **15.09.2015 (upto 03:00 PM)**. The bids received within the stipulated date and time shall be opened in the presence of interested bidders on the same day at **4:00 PM** in NHIDCL, Branch office, Shillong, Meghalaya.

The offer/ proposal should be submitted in two separate sealed covers consisting of (i) Technical Proposal in the specified format as per Annexure – I along with attested photocopies of PAN No. of the owner and documents in support of ownership title of the vehicle and (ii) Financial Proposal in the specified format as at Annexure- II. Both these covers should be super scribed as “Technical Proposal” and “Financial Proposal” respectively and should be kept in one sealed cover marked “BIDS FOR HIRING OF VEHICLE”. Bids not received in the prescribed pro-forma shall be liable to be rejected.

## Evaluation of bids

A minimum score of 60 (out of 100) is required for qualifying in Technical Bid evaluation based on the following criteria:-

S. No.	Particulars	Marks
1.	<u>Suitability of Vehicle:</u>  Make / Model (a copy of RC to be submitted along with the bids)	30 marks for 2015 make vehicle, 20 marks for 2014 make vehicle, 10 marks for 2013 make vehicle, and 5 marks for 2012 make vehicle.
2	<u>Number of similar vehicle owned by the firm:</u>  A copy of the RCs of the vehicles to be enclosed.	30 marks for more than 5 vehicles of 2012 make or later.  20 marks for more than three vehicles of 2012 make or later.  10 marks for less than three vehicles of 2012 make or later.
3	<u>List of PSUs/ Govt. /Other Clients served / being served by the Agency</u>  List along with supporting documents to be enclosed.	10 marks for each client. Subject to maximum 40

- Only those bids which qualify technically (minimum of 60 marks out of 100) would be considered for financial evaluation.
- The Financial evaluation of the technically qualified bidders shall be done on the basis of the lowest total monthly amount quoted for each vehicle separately.

## **RESOLUTION OF DISPUTE**

In case of any dispute, the decision of the branch head i.e concerned GM or Manager, NHIDCL Branch office Shillong, Meghalaya 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.

## **TERMS AND CONDITIONS**

- a The vehicle shall be of 2012 make or later year, for the exclusive use of NHIDCL.
- b The vehicle should be in excellent running condition and proper maintenance shall be carried out throughout the contract period to ensure optimum performance of the vehicle.
- c All applicable taxes in respect of the vehicle should be paid in full and copy of all relevant papers including “Pollution Under Control” certificate and comprehensive insurance cover shall be placed in the vehicle at all times, as per the requirement of the prevailing Motor Vehicle Act.
- d The vehicle shall be provided for round the clock duty, based on actual work requirement of NHIDCL from time to time.
- e Agency shall depute all its drivers after due verification of their antecedents and moral character. It may also be ensured that drivers are in possession of a valid driving license with no past accident record.
- f The Agency shall provide at least two set of uniforms (to be worn while driving the vehicle) and a mobile phone to the driver at its own cost.
- g The Agency shall produce all relevant papers in support of the ownership of vehicle.
- h The Vehicle and driver provided to an officer shall not be changed or altered during the agreement period unless approved/accepted by the officer in charge of the vehicle.
- i The Agency shall bear all expenses such as fuel, Lubricant oil and other consumable etc required for keeping the vehicle in smooth running conditions.
- j In the absence of the contracted vehicle, the Agency shall provide a substitute vehicle immediately, failing which a penalty of Rs.2,500/- per day for each vehicle shall be deducted from the monthly bills of the Agency.
- k The Agency should quote their rates on monthly basis i.e. per vehicle per month.

- l All vehicles provided to NHIDCL should have permit to travel within the states of Meghalaya & other Neighboring North Eastern States, if necessary.
- m The Agency should ensure that sufficient fuel is placed in the vehicle tank and the attending driver is duly funded for re-fueling.
- n The quoted rates for hire charges/month will include monthly salary of the driver month, cost of all lubricants, routine maintenance including cost of spares etc. & any other incidentals as may be required. The quoted rate shall be exclusive of applicable taxes.
- o The no. of vehicles may increase or decrease depending upon the actual work requirement in NHIDCL on the same terms and condition during the currency of the contract.
- p The quoted rates for hire charges of vehicle, 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.
- q The agency should be able to supply the required vehicle within seven days from the date of Letter of Acceptance.
- r The contract is valid initially for period of one year extendable by another one year at the discretion of NHIDCL on the same terms and conditions.
- s The successful agency would 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/ PF code/ etc.
  - Copy of RC Book (Vehicle should be registered in the name of company/proprietor which should be clearly indicated on RC Book of Vehicle).
  - Registration, Taxi passing and other vehicle related document/paper of the vehicles.
- t The bids shall be valid for 90 days from the date of opening.
- u NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.

## **EARNEST MONEY/BID SECURITY**

The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand Only), refundable (without interest) should be necessarily kept in the sealed cover containing the Bid of the Agency in the form of Demand Draft/Pay Order Drawn in the favour of “**National Highway and Infrastructure Development Corporation Limited, payable at Shillong**”, failing which the tender shall be rejected summarily.

## **PERFORMANCE GUARANTEE**

Successful bidder will have to deposit Performance Security of Rs.50,000 /- (Rupees fifty thousand only), in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the **General Manager, National Highway and Infrastructure Development Corporation Limited, Branch office Shillong** or Bank Guarantee in favour of **General Manager, National Highway and Infrastructure Development Corporation Limited, Branch office Shillong** covering two months in addition to the initial period of contract. On subsequent renewal/ extension of the contract, the FDR/Demand Draft shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.

General Manager (Projects)  
National Highways Infrastructure  
Development Corporation Limited  
Branch Office: Motinagar  
Shillong, Meghalaya-793014

**Annexure - I****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 2012 &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 are enclosed with proposal.**

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

**FINANCIAL BID****Subject: Hiring of Vehicle on monthly basis for NHIDCL, Branch office \_\_\_\_\_.**

1. Name of tendering Company/Firm/Agency:.....
2. 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 \_\_\_\_\_.

Sl. No.	Name of Item	Vehicle Model	Unit	Qty per month (Nos.)	Rate be quoted by the Bidder (in Rs. Per month) exclusive of applicable taxes.	Amount (Rs.) 6= 4X5
1	2		3	4	5	6
1	Providing running & maintenance of vehicle					
a	Innova or Equivalent (Travel up to 3000 Km and upto 300 hrs per month) as per terms and conditions.		Per month	01		

**Other fixed charges payable by NHIDCL (not to be quoted by the agency)**

Sl.No.	Name of Item	Unit	Fixed Rate (Rs.)
1	<i>Rate for extra Km of running including POL etc (beyond 3000 Km per month).</i>		
a.	Innova	Per Km	16 (Sixteen)
b.	Bolero or Scorpio	Per Km	13 (Thirteen)
2	<i>Rate for extra Hrs. of running including POL etc (beyond 300 Hrs per month).</i>		
a.	Innova	Per Hrs.	50 (Fifty)
b.	Bolero or Scorpio	Per Hrs.	50 (Fifty)
3.	<i>Rate for per night halt charges out of head quarter</i>		
a.	Innova	Per night	200 (Two Hundred)
b.	Bolero or Scorpio	Per night	200 (Two Hundred)

**Certificate:-**

I have understood the scope of work and agree to the terms and conditions laid down in the notice inviting bids.

**Signature of Authorised 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 \_\_\_\_\_ 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: