



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

**Request for Proposal (RFP)
for
Invitation of Bid
for
Hiring of Vehicles on Monthly Basis
for
PMU-Mylliem, NHIDCL in the State of Meghalaya**

January, 2023

TENDER DOCUMENT

**General Manager (P),
PMU-Mylliem, NHIDCL
Madan lingsyiem , Lyndale Guest House
East Khasi Hills District, Shillong
Meghalaya-793009**

Email: gmshillongnhidcl@yahoo.com

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NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(Ministry of Road, Transport & Highways, Government of India)

Project Management Unit/Site offices of NHIDCL in the state of Meghalaya

NOTICE INVITING TENDER

Name of work: Providing & supplying of vehicle 03 Nos. (01 Innova Crysta or Equivalent, 02 Scorpio/Bolero or equivalent) on monthly basis for Project Management Unit-Mylliem of NHIDCL in the state of Meghalaya.

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 Project Management Unit-Mylliem of National Highways and Infrastructure Development Corporation Limited, in the state of Meghalaya, a PSU company under the Ministry of Road Transport & Highways, Govt. of India. Bids are invited 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 vehicle 03 Nos. (01 Innova Crysta or Equivalent, 02 Scorpio/Bolero or equivalent) on monthly basis for Project Management Units-Mylliem of NHIDCL in the state of Meghalaya.	Vehicle for PMU-Mylliem: (a) Innova <u>Crysta</u> or equivalent (01 no.) (b) Scorpio/Bolero or equivalent (02 nos.)	Rs. 500/- plus GST @18%	Rs. 5,000/-	01 Year	Minimum 01 Year experience in similar work

The rates should be quoted excluding GST.

The blank BOQ/Bid documents along with terms & conditions for the above may be obtained from the office of PMU-Mylliem on any working day from 19.01.2023 to 28.01.2023 on payment of document fee of Rs. 500/- for each vehicle. **Quotation form may also be download from NHIDCL website www.nhidcl.com.** The duly filled quotation can be submitted in the office of the PMU-Mylliem up to 15:00 Hrs. on dated 28.01.2023 and quotation will be opened on dated 30.01.2023 at 12:00 Hrs. by Evaluation Committee constituted for this purpose in the presence of intending bidders. The cost of Earnest Money and Cost of Documents (Non-Refundable) shall be in the form of Demand Draft in favour of “NHIDCL RO-Shillong” payable at “Shillong”.

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-Mylliem office in this regard shall be final and binding on all. No. of vehicles are tentative and may decrease/increase as per the requirement and any additional vehicle as per requirement may be hired in accordance with the terms and conditions of this contract (IF REQUIRED).

Sl. No.	Description	Period
1.	Date of issue of NIT	19.01.2023
2.	Date of Sale of Bid Documents	19.01.2023
3.	Date of close of sale of Bid Documents	28.01.2023 (1500 Hrs)
4.	Last date of submission of Bid (hard copy)	28.01.2023 (1500 Hrs)
5.	Date of Opening of Technical Bids	30.01.2023 (1200 Hrs)

Financial Bid of the document shall be opened only after finding successful bidders in Technical Bids.

Address of PMU-Mylliem:

Madan Ingsyiem , Lyndale Guest House

East Khasi Hills District, Shillong

Meghalaya-793009

General Manager (P)
NHIDCL, PMU-Mylliem
Email: gmshillongnhidcl@yahoo.com

(To be executed on Rs.100 Stamp Paper)

TERMS AND CONDITIONS

Name of work: Providing & supplying of vehicle 3 Nos on monthly basis for NHIDCL, PMU-Mylliem in the state of Meghalaya

1. The vehicle should be new or fresh and not more than 2 years old & 30,000 Km. In-case the vehicle is older than 2 years & driven more than 30,000 km, the condition of such vehicle will be verified by PMU-Mylliem, NHIDCL. In-case the condition of vehicle is not found satisfactory, the Agency has to provide alternate vehicle. However, in any case vehicle older than 3 years & driven more than 60,000 km will not be accepted. The vehicles should be in good running condition during the contract.
2. The vehicles provided should have permit to travel in the state of Meghalaya as the vehicle may be used at any place within the state of Meghalaya 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. 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. NHIDCL 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.
6. Agency shall make available drivers having valid driving license with no accident.
7. In case of partnership firm, a copy of the partnership deed or General power of Attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership deed or the general power of attorney. The attested copy of the certificate of registration of the firm should also be enclosed along with the tender.
8. The agency should have it's own bank account. Certified copy of the account for the last three years issued by the bank should be enclosed.
9. Certified copy of the PAN Card should be attached with the Bid document. The bidder should upload copy of Income Tax Return, Profit & Loss Statement/ Balance Sheet for the period of last three years duly certified by a CA having UDIN Number.
10. A declaration that the Bidder has not been black- listed by any Govt. Department/ Ministry/ PSU/ Bank etc. should be enclosed. An affidavit to this effect must be furnished with the Technical Bid on a stamp paper of Rs. 100/-
11. 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.
12. 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. 3000/- per day.

13. The Agency should ensure that sufficient fuel is always available at all times for travel minimum upto 300 Kms.
14. 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.
15. The Agency should submit their bills in duplicate along with logbook within 1st week of every month for payment. Any statutory taxes such as TDS (IT) & TDS (GST) will be deducted and payments will be made.
16. 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.
17. The quoted rates for hire charges of vehicles with fuel and lubricants etc should be valid for a period of two years from the date of acceptance. Any variation/revision in quoted rates on account of any increase in fuel or spares cost will be entertained.
18. The Agency should be able to supply the required vehicles within four working days from the date of award of work.
19. The supply of vehicles is initially for duration of one 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.
20. The successful agency/individual 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 shall 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 state of Meghalaya for vehicle.
21. 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.
22. The vehicle should be registered along with all necessary documents i.e. valid insurance, road tax payment etc. The bidders should ensure that the drivers employed hold valid driving license and are well trained, well behaved, reasonably educated and conversant with Traffic rules/regulation and city roads/routes as well as security instructions. Punctuality will also have to be ensured. The drivers should not leave the office in the evening without prior permission of the attached concerned officer in any case. A declaration on the letter head of the agency stating that the drivers provided are of good character with due police verification having vaccinated for Covid-19 and well aware of Meghalaya routes is to be submitted with the bid. Also, the drivers should have working mobile telephone.
23. The bidder should have sufficient number of drivers having experience of driving in Meghalaya and adjoining States.

24. No mileage will be allowed for lunch/tea of the driver. The driver should carry his lunch.
25. A list of drivers who would be deployed on duty along with their valid driving licence has to be provided to the Department. No driver should change unless the officer to whom the driver reports is apprised.
26. The bidder should have registration for ESI/PF and must submit latest ESI and PF challans along with payment receipts for the last six months from April – September 2022.
27. 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.
28. Only such vehicles operators may apply who have telephone connections at their premises/ garage/stands from where such vehicles are to be operated and can be requisitioned by this Office.
29. 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.
30. 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.
31. The vehicles will be operated in AC mode.
32. The bidder should have the experience of similar works in any of the Department /Reputed Private Companies /Autonomous Institutions/Universities/Public Sector Undertakings of the State Government or Government of India.
33. 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.
34. The “service provider” should keep the Vehicles in good condition with clean interior & exterior and well maintained seats all the time.
35. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL with no extra charges.
36. The service provider/driver should have a mobile telephone for contact round the clock. Cost & Bills will be borne by the service provider.
37. 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 NHIDCL for which they will do all as is necessary.
38. 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 indicates in the case of eventuality or unsuitability and vehicle could be used without any driver for other purposes if need arises.
39. 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 NHIDCL to claim any regular employment in NHIDCL 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. NHIDCL shall not be responsible for any dispute/liability whatsoever in this regard
40. 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.

41. 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.
42. NHIDCL reserves the right to reject the services of vehicle for a particular day in case of delay for non-provision 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.
43. 'Vehicle or equivalent' means an equivalent vehicle which costs same or more than the vehicle required.
44. NHIDCL will pay Rs. 200/- for night halt at outstation with vehicle and Rs. 100/- for local night halt beyond 12 Hours to the driver directly.
45. 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 on pro rata basis as work out in relation to the monthly amount quoted for particular vehicle category.
46. Bid Security:
 - ✓ The bidders shall furnish, as part of the 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 favour of "NHIDCL, RO-Shillong" payable at "Shillong".
 - ✓ Any bid not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non-responsive.
 - ✓ The bidder should submit a notarized bid security declaration stating that if they withdraw or back out to honour the LOA or fail to deposit Performance Security they will be debarred from submission of bids with NHIDCL for a period of two years and other action as may be taken by GeM Authorities.
 - ✓ The Bid Security of the Successful Bidder shall be converted in to Performance Security upon signing of the Agreement and will be returned within 30 days of successful completion of contract.
 - ✓ The bids shall be valid for 30 days from the date on opening.
 - ✓ The Earnest Money of unsuccessful bidders will be returned after award of work or 30 days from opening of financial bid whichever is earlier.
47. The Bid Security/EMD will be forfeited:
 - ✓ If the Bidder withdraws the Bid after its submission.
 - ✓ If the bidder does not accept the arithmetic correction of the bid price; or
 - ✓ If the successful Bidder fails to sign the Agreement.
 - ✓ If the Bidder does not give 30 days prior notice for withdrawal of the vehicle.
48. 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 the purposes.

49. In case the agencies/individual fails to comply above conditions, the bid is liable to be rejected.
50. Retention money @ 5% of total bill value will be deducted from each bill up to a maximum ceiling of Rs. 15,000/- per vehicle. Retention money will be forfeited in case of breach of terms of conditions of the contract. Retention money will be released after completion of contract or 11 months whichever is later, without any interest.
51. Dispute Resolution:
 - ✓ If any dispute or difference of any kind what so ever arise between the parties in connection with or arising out of this contract or out of the breach , termination or invalidity of the contract hereof, the parties shall resolve them by resort to the following in the order so mentioned.
 - ✓ Parties shall attempt for a period of 30 days after receipt of notice by the other party of the existence of a dispute to settle such dispute in the first instance by mutual discussions between the parties.
 - ✓ If the disputes cannot be settled by mutual discussions within 30 days as provided herein , the dispute shall be referred to the sole arbitrator appointed by the Director (A&F), NHIDCL. The party having grievance shall serve a written notice by registered acknowledgement due post, on the other party intimating its intension of invoking the arbitration clause and shall simultaneously serve a notice in the similar mode of the Director (A&F), NHIDCL requesting him to appoint an arbitrator.
 - ✓ The arbitration proceedings shall be held in accordance with provisions or Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof.
 - ✓ Each party shall bear the costs of the sole arbitrator equally. The Sole Arbitrator may also decide as to which party shall bear the cost of the proceedings.

Name, Signature & Seal of Bidd

**TECHNICAL BID FOR HIRING OF
VEHICLE:**

(To be submitted subscribing “Technical Bid”)

Name of work:

Providing & supplying of commercial vehicle 3 Nos on monthly basis for NHIDCL PMU-Mylliem in the state of Meghalaya

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.	Any other information	

Signature of authorized person with Date & Seal _____

Name & full address _____

UNDERTAKING

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 PMU-Mylliem, NHIDCL
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.

Date:
Name:
Place:

Signature of authorized person(s)

Seal:

FINANCIAL BID FOR HIRING OF VEHICLE

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

Name of work:

Providing & supplying of commercial vehicle 3 Nos on monthly basis for NHIDCL, PMU-Mylliem in the state of Meghalaya

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 Rupees)	
			In Figure	In Words
	Providing running and maintenance on monthly basis (Travel upto 3000 Kms per month) as per terms and conditions.			
1	Vehicle Name for Mylliem: (a) Innova Crysta or equivalent (01 no.) (b) Scorpio/Bolero or equivalent (02 nos.)	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 on pro rata basis as work out in relation to the monthly amount quoted for particular vehicle category.
2. The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders.
3. 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 rates shall be inclusive of all taxes.

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 NHIDCL shall not pay any interest on late payment and vehicle services shall be continue.

Signature of authorized person with Date & Seal _____

Name & full address _____
