



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

**Name of Work: Providing and supplying of commercial vehicle 1 No. on monthly  
basis for NHIDCL PMU Office- Baramulla in the U.T of J&K.**

**TENDER DOCUMENT**

**FEBRUARY, 2022**

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**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

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

**NOTICE INVITING TENDER**

**Name of work: -**

**Providing & supplying of commercial vehicles on monthly basis for NHIDCL, PMU Office- Baramulla in the U.T of J&K.**

**(Earnest money Rs 5,000/-, Cost of Documents Rs 500/-)**

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 **PMU Office- Baramulla** of the National Highways and Infrastructure Development Corporation Limited, a PSU company under the Ministry of Road Transport & Highways, Govt. of India. Bids are invited initially for a period of **Two Year** from the date of award of contract, which is extendable as per the requirement.

| Sl. No. | Name of work  | Type and No. of Vehicles required                 | EMD/Bid Security (in Rs) | Period of Contract | Eligibility Criteria                         |
|---------|---|---|--------------------------|--------------------|--|
| 1.      | Providing & supplying of commercial vehicle on monthly basis for NHIDCL PMU Office- Baramulla in the UT of Jammu & Kashmir (For travel of Approx 3000 km per month) | a) Scorpio/Scorpio 4x4 or equivalent<br>b) One no | 5,000/-                  | 01 Year            | Minimum 04 month experience in similar work. |

The blank BOQ/Bid documents along with terms & conditions for the above may be obtained from the office of PMU Office- Baramulla on any working day from 22.02.2022 to 28.02.2022 on payment of document fee of Rs. 500/-. **Quotation form may also be download from NHIDCL website [www.nhidcl.com](http://www.nhidcl.com).** The duly filled quotation can be submitted in the office of the PMU Office- Baramulla up to 03:00 pm on dated 01.03.2022 and quotation will be opened on dated 01.03.2022 at 05.00 pm 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 of J&K Bank in favor of the 'NHIDCL PMU Baramulla' payable at Baramulla.

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-Baramulla 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).

| <b>Sl. No.</b> | <b>Description</b>                     | <b>Period</b>            |
|----------------|--|--------------------------|
| 1.             | Date of issue of NIT                   | 22.02.2022               |
| 2.             | Date of Sale of Bid Documents          | 22.02.2022               |
| 3.             | Date of close of sale of Bid Documents | 28.02.2022<br>(1100 Hrs) |
| 4.             | Date of submission of Bid (hard copy)  | 01.03.2022<br>(1500 Hrs) |
| 5.             | Date of Opening of Technical Bids      | 01.03.2022<br>(1700 Hrs) |
| 6.             | Date of opening of Financial Bids      | 02.03.2022<br>(1700 Hrs) |

**Address of PMU Office- Baramulla:**

KanthBagh, Baramulla-193101

UT of J&K

Contact: 9419062959, 9653325646

**General Manager (P)**

National Highways Infrastructure  
Development Corporation Limited  
PMU-Baramulla,  
KanthBagh-Baramulla J&k  
Email: [nhidclpmubaramulla@gmail.com](mailto:nhidclpmubaramulla@gmail.com)

(To be executed on Rs.100 Stamp Paper)

## **TERMS AND CONDITIONS**

### **Name of work:**

**Providing & supplying of commercial vehicle 1 No on monthly basis for NHIDCL PMU**

**Office- Baramulla in the U.T of J&K.**

1. The vehicles should be in good running condition during the contract.
2. The vehicles provided should have permit to travel in the UT of Jammu & Kashmir as the vehicle may be used at any place within the UT of J&K 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 record.
7. The vehicle and driver provided with a vehicle shall not be changed or altered for entire agreement period unless approved/accepted by NHIDCL in writing.
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. 3000/- per day.
10. The Agency should ensure that sufficient fuel is always available at all times for travel minimum upto 300 Kms. 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.
11. 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.
12. 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.

13. The quoted rates for hire charges of vehicles with fuel and lubricant set should be valid for a period of two years 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 Four working days from the date of award of work.
15. 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.
16. 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 UT administration of J&K for vehicle.
17. 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.
18. 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 habits.
19. 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.
20. 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.
21. 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.
22. The vehicles will be operated in AC mode. An agreement/ contract will be signed with the successful bidder within 07 (seven) days of issue of award letter.
23. 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.
24. 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.
25. The “service provider” should keep the Vehicles in good condition with clean interior & exterior and well-maintained seats all the time.

26. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL with no extra charges.
27. The service provider/driver should have a mobile telephone for contact round the clock. Cost & Bills will be borne by the service provider.
28. 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.
29. 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.
30. 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.
31. In case of any accident, any and all the claims and damages arising 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.
32. 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.
33. 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.
34. 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.
35. 'Vehicle or equivalent' means an equivalent vehicle which costs same or more than the vehicle required.
36. 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.
37. 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 lessor 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.

38. 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 of J&K Bank in the name of NHIDCL PMU Baramulla.
  - ✓ Any bid not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non-responsive.
  - ✓ The Bid Security of the Successful Bidder shall be converted into 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 of 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.
39. The Bid Security/EMD will be forfeited:
- ✓ If the Bidder withdraws the Bid after it's 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.
40. 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.
41. In case the agencies/individual fails to comply above conditions, the bid is liable to be rejected.
42. 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.

**Name, Signature & Seal of Bidder**

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

**Name of work:**

**Providing & supplying of commercial vehicle on monthly basis for NHIDCL PMU Office-Baramulla in the U.T of J&K.**

|    |  |  |
|----|--|--|
| 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). |  |
| 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 Baramulla, UT of J&K 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:

Name:

Place:

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 on monthly basis for NHIDCL PMU Office-  
Baramulla in the U.T of J&K.

Name and Address:

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

| Sl. No. | Type & Location of Vehicles   | Unit         | Rate be quoted by the Bidder (Per Vehicle) (In Rupees) |          |
|---------|---|--------------|--|----------|
|         |   |              | In Figure  | In Words |
| 1.      | Vehicle for PMU Office-<br>Baramulla:<br>Scorpio/Scorpio 4x4 or<br>equivalent | Per<br>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 for each vehicle.
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 includes 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 \_\_\_\_\_