

**National Highways & Infrastructure Development Corporation Limited**



**Ministry of Road, Transport & Highways,  
(Govt. of India)**

**REQUEST FOR PROPOSAL**

For

**“RFP for Hiring of 01 No. Vehicle on Monthly Basis SUV  
Vehicle INNOVA CRYSTA Top-end model for NHIDCL,  
Regional Office-Dehradun in the State of Uttarakhand.”**

**April, 2022**

**National Highways & Infrastructure Development Corporation Ltd  
3rd floor, PTI Building, 4-Parliament  
Street, New Delhi- 110001**

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

**NOTICE INVITING BID**

**Name of work: RFP for Hiring of 01 No. Vehicle on Monthly Basis SUV Vehicle INNOVA CRYSTA Top-end model for NHIDCL, Regional Office-Dehradun in the State of Uttarakhand.**

Sealed tenders are invited from 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-Dehradun, Uttarakhand, a PSU company under the MORT&H, Govt. of India initially for a period of **One Year** from the dated 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
1	RFP for Hiring of 01 No. Vehicle on Monthly Basis SUV Vehicle INNOVA CRYSTA Top-end model for NHIDCL, Regional Office-Dehradun in the State of Uttarakhand	01	Rs. 500/-	Rs. 5,000/-	12 Months

- 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 favour of Executive Director NHIDCL, Regional Office-Dehradun, Uttarakhand and other requisite documents on or before 09.05.2022 by 15:00 (Hours) to the NHIDCL, RO-Dehradun, C-24, Near THDC Colony, Ajabpur Kalan, Pin-248121. No tender shall be entertained after this deadline under any circumstances whatsoever.

Cost of Bid Documents	Rs. 500/- (through Bankers Cheque)
Non-Refundable	Demand Draft only (in favor of Executive Director ,RO-Dehradun payable at Dehradun)
Account No.	85183210001038
IFSC Code	CNRB0018518
Bank Name & Branch	Canara Bank, Dharampur Branch, Dehradun

- The Bid of bidders will be opened at 1500 (Hours) on 10.05.2022 in the presence of Authorized representatives of Bidders at RO-Dehradun.
- Every page of the Bid should be duly signed by the Authorized representatives. NHIDCL reserves the right to accept or reject any bid if it is not duly signed.
- 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, RO-Dehradun in this regard shall be final and binding on all.
- Terminated bidders by NHIDCL shall not be eligible in tendering process.

6. The tentative location of the vehicles are as under:-

Type of the Vehicle	Quantity	Tentative Location
01 No. Vehicle on Monthly Basis SUV Vehicle INNOVA CRYSTA Top-end model	01	NHIDCL, RO-Dehradun, Uttarakhand

7. The Bid document can be downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) from 28.04.2022.
8. The bid document fee will be in favour of Executive Director NHIDCL Regional Office, Dehradun payable at Dehradun (Non-Refundable).
9. The bidders should go through the terms and conditions and other details which are attached as Annexure-A, B, C ,D & E.
10. Schedule of tendering process is given below:

S.No.	Description	Period
1	Date of issue of NIT	28.04.2022
2	Bid due date	09.05.2022 (1500 Hrs)
3	Date of Opening of Bids	10.05.2022 (1500 Hrs)
4	Validity of Bid	30 Days

**(Prem Chand)**  
Dy. General Manager (P)  
NHIDCL, RO-Dehradun  
E-mail: [ronhidcldehradun@gmail.com](mailto:ronhidcldehradun@gmail.com)

TERMS & CONDITIONS

**Name of work: RFP for Hiring of 01 No. Vehicle on Monthly Basis SUV Vehicle INNOVA CRYSTA Top-end model for NHIDCL, Regional Office-Dehradun in the State of Uttarakhand.**

1. The vehicle should not be more than one year old and not driven more than 25000 Kms with GPS installed.
2. All the supportive documents related to vehicle to be submitted on the dated of BID opening. However, if the Bidder wants to provide new vehicle, he has to submit undertaking/declaration for the same.
3. The vehicle should be in the excellent running and mechanical condition duly serviced by the Authorized company service center.
4. All necessary taxes for operating the vehicle commercially should be fully paid and all necessary papers shall be provided in the vehicle as required by prevailing Motor Vehicles Act with comprehensive insurance cover for the vehicles.
5. The vehicles shall be available day and night (24 Hrs) as required by NHIDCL for all days regularly in a month.
6. The driver should be having valid driving license and good experience upto minimum 7 Years and should not be changed frequently. The driver must be well trained and dressed and must follow all COVID precautions.
7. 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.
8. The agency shall ensure that no driver shall chew Tobacco, Paan, Gutkha etc. while performing duty. Violation of such order may be deemed fit for termination of the driver and repetition of such instances may lead to termination of contract.
9. The vehicle not in good mechanical condition can be rejected by the Competent Authority of RO-NHIDCL, Dehradun for which the agency must provide similar substitute immediately.
10. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the agency shall provide similar substitute, another vehicle immediately. If the substitute vehicle is not provided, penalty of **Rs. 3,000/-** per day for each vehicle shall be affected from the bills of agency.
11. The agency should quote their rates on monthly basis for 3000 Kms per month. In case of excess run more than 3000 Kms in a month, it shall be paid @ 16/- per Km for all type of vehicle.
12. The agency should ensure that sufficient fuel is always available for travel insufficient availability of fuel will be treated as fine of **Rs. 3,000/-** per day.
13. The quoted rates shall be inclusive of all taxes including GST.
14. The selected bidder will have to enter into an agreement with RO-Dehradun on a non-judicial stamp paper of **Rs. 100/-**. The cost of the stamp paper has to be borne by the selected bidder. The contract can be terminated on culmination of the specified duration/during extension or at any time if the performance of service is not satisfactory.

15. The agency should submit their bills in duplicated along with signed logbook within 1<sup>st</sup> week of month for the payment.
16. The quoted rates for hire charges of vehicles with fuel, driver and maintenance 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.
17. The agency should be able to supply the required vehicle within three days from the date of this agreement.
18. The supply of vehicle in initially for duration of one year only. Vehicle may be continued beyond the stipulated period if required and agreed by both the party.
19. The Jurisdiction of vehicle moving in Uttarakhand and other States.
20. All claim related to accident/damage/compensation shall be the responsibility of the vehicle providing agency.
21. The agency have to furnish the performance security for an amount of **Rs. 20,000/- (Rupees Twenty Thousand Only)** in the form of Demand Draft in favour of “National Highways & Infrastructure Development Corporation Limited” Uttarakhand payable at Uttarakhand of any Nationalized Bank within 7 days of signing of the Contract Agreement. The performance security submitted shall be refunded after one month successful completion of the contract.
22. The Committee reserves right to seek confirmation/clarification of any document from the bidder/issuing authority of such document during the process of evaluation, if so required or call for any missing documents without affecting the eligibility of the bidders.
23. NO INCREASE IN RATE shall be admissible due to increase in prices of diesel, petrol, etc. during the tenure of the Contract.
24. 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 arrangement on their own.
25. 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.
26. 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.
27. 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.
28. The bidder should submit an undertaking certificate mentioning that none of the staff, their family members/relatives or any of the contractor/vendor/agencies assigned works/contracts are working in NHIDCL.
29. Toll charges, if any, paid during official travels by the driver can be claimed by the successful bidder in the monthly bill by producing the original toll receipt.

Signature of Authorized person with Date & Seal \_\_\_\_\_

**Annexure-B**

**Name of work:** RFP for Hiring of 01 No. Vehicle on Monthly Basis SUV Vehicle INNOVA CRYSTA Top-end model for NHIDCL, Regional Office-Dehradun in the State of Uttarakhand.

**Technical Evaluation Criteria**

<b>S.No.</b>	<b>Parameters</b>	<b>Maximum Marks</b>	<b>Marks allotted</b>
<b>1.</b>	<b>(Date of Purchase of Top-end model)</b>	<b>30</b>	
	0-3 months		30
	3-6 months		25
	6-9 months		20
	9-12 months		15
<b>2.</b>	<b>Running</b>	<b>30</b>	
	0-5000		30
	5000-10,000		25
	10,000-15,000		20
	15,000-25,000		15
<b>3.</b>	<b>Certificate showing agency have past working experience in Govt. /PSUs.</b>	<b>40</b>	
	Above 1 year		40
	6months-1 year		30
	3-6 months		20

**FINANCIAL BID FOR HIRING OF VEHICLE**

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

**Name of work:** RFP for Hiring of 01 No. Vehicle on Monthly Basis SUV Vehicle INNOVA CRYSTA Top-end model for NHIDCL, Regional Office-Dehradun in the State of Uttarakhand.

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

---



---



---

**Contact Details:**

Mobile Number \_\_\_\_\_ Email ID \_\_\_\_\_

Sl. No	Name of Item	Unit	Amount quoted by bidder for Vehicle per Month (included all taxes) and GST	
			In Figure	In Words
1	RFP for Hiring of 01 No. Vehicle on Monthly Basis SUV Vehicle INNOVA CRYSTA Top-end model for NHIDCL, Regional Office-Dehradun in the State of Uttarakhand.	01 Vehicle Per Month		
	<b>Total (Including Taxes)</b>			

**Note:**

- The lowest bidder for contract is the one who quotes lowest rate for the specified vehicle. The agency should quote their rates on monthly basis i.e. for one 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. 16/Km per vehicle irrespective of vehicle type.
- The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders.
- Annexure-A for terms & conditions shall be the part of bid and hence shall be duly signed by the bidder.
- The quoted rates for hire charges per month include salary of the driver per month, cost of all lubricants, routine maintenance, Parking charges and 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.
- 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 NHIDCL shall not pay any interest on late payment and vehicle services shall continue.

Signature of Authorized person with Date & Seal

Name & Address (In Full) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Details to be submitted by the firms/agencies/companies

1	Name of the Companies/Firms/Agencies/Individual with full address with pin code, telephone & email 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 Demand Draft on account of bid document.	
6	Details of Demand Draft (DD) on account of Bid Security (Earnest Money). DD must be placed in the envelope containing the technical bid.	
7	Undertaking	

**Undertaking (Part of Annexure-B)**

**(To be placed in the technical bid envelope)**

**Name of work:** RFP for Hiring of 01 No. Vehicle on Monthly Basis SUV Vehicle INNOVA CRYSTA Top-end model for NHIDCL, Regional Office-Dehradun in the State of Uttarakhand.

1. I/We hereby certify that the information furnished above is true and correct in respect to the best of my/our knowledge. I understand that in case any deviation is found in the above statement of the stage: I/We will be blacklisted and will not have any dealing with any Govt. department in future.
2. I/We undertake that, I/We have carefully studied all the terms and conditions as indicated in Annexure-“A” and understood the parameters of the proposed requirement of vehicle and shall be abided.
3. If the bid is accepted, I/We hereby agree to abide by and fulfill all the terms and conditions indicated in Annexure-A 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 & Address (In Full)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**UNDERTAKING**

I.....Proprietor/Proprietress/  
Individual, R/O.....hereby undertake that I/My  
firm do not belong to any of categories viz. staff of NHIDCL and their relatives, any of the  
contractor/vendor/agencies assigned works/contracts at the time of submission of this proposal i.e.  
NIT no.....dated.....published on NHIDCL website ([www.nhidcl.com](http://www.nhidcl.com))

Signature of Authorized person with Date & Seal

Name & Address (In Full) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_