

National Highways & Infrastructure Development Corporation Ltd

Hiring of Commercial Vehicle Bolero or Equivalent (1 No) on monthly basis for Sub-Branch office-Siliguri on e-tendering mode

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National Highways & Infrastructure Development Corporation Ltd
Notice Inviting Bid
(National Competitive Bidding through e-Tendering mode only)

NHIDCL/BO-SKM/Vehicles/2019-20/1

Date: 16.05.2019

National Highways and Infrastructure Development Corporation Ltd. (hereinafter called “the Employer”) invites tender through e-Tendering mode for the following work from interested, experienced and reputed individuals/firms/organizations and other agencies having adequate experience of similar work / providing Commercial vehicle.

Sl. No	Name of work	Earnest Money Deposit	Cost of the Tender Document (Non refundable)	Time Duration
1	Hiring of Commercial Vehicle Bolero or Equivalent (1 No) on monthly basis for Sub-Branch office-Siliguri on e-tendering mode	Rs 10,000/-	Rs 500/-	One Years

- The Scope of Work includes as per detailed BOQ.
- The authorized signatory holding Power of Attorney shall only be the Digital Signatory. In case authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- The Detailed Bidding document can be downloaded/viewed from the website www.eprocure.gov.in & www.nhidcl.com as per Critical Date Sheet.
- To participate for bidding, bidders have to pay non-refundable document fee to **National Highways & Infrastructure Development Corporation Ltd.** The amendments / clarifications to the bid document if any will be hosted on the above-mentioned websites.
- The bid should be submitted online in the prescribed format given in the website. No other mode of submission will be accepted.
- The last date for online submission of the Bid is 29.05.2019 up to 1200 Hrs (IST). The bids would be opened on 30.05.2019 at 1530 hours IST in presence of representatives of the bidders who choose to attend.

Critical Date Sheet

Sl. No.	Event Description	Date
1	Bid Document Publishing Date	: 16.05.2019
2	Bid submission End Date (online & hard copy)	: 29.05.2019 (1200 hrs)
3	Opening Date of Technical Bid	: 30.05.2019 (1230 hrs)
4	Date of uploading of list of technically qualified bidders	: To be intimated later
5	Opening Date of Financial Bid	: To be intimated later
6	Letter of award (LOA)	: To be intimated later
7	Validity of BID	: To be intimated later
8	Signing of Agreement	: To be intimated later

For any clarification, the following office may be contacted:

Lakshman Bir Batheja
Deputy General Manager (Project)
SBO-Siliguri,
National Highway & Infrastructure Development Corporation Ltd.
Vinayak Apartment, Flat No.BA 1,
Near JR Commercial, Shivmandir,
Dist-Darjeeling, Pin-734011.
Email: dgmwestbengal@nhidcl.com
Phone No: 9818692719

Conditional bids would be rejected. NHIDCL reserves the right to accept/reject any or all the bids without assigning any reasons thereof.

(Devendra Singh)
General Manager (P)

I. Instructions to Bidders

1. Scope of Services:

- 1.1 The National Highways & Infrastructure Development Corporation Limited (NHIDCL) hereinafter called "the Employer" invite bids online for **“Providing/Hiring of Commercial Vehicle Bolero or Equivalent (1 No) on monthly basis for Sub-Branch office-Siliguri in the state of West Bengal.”**
- 1.2 The Agency will provide vehicle as per requirement of NHIDCL within 7 (seven) days from the receipt of work order or any later day as specified by NHIDCL.
- 1.3 The successful bidder(s) may provide the vehicle of their own or through outsourcing by way of Lease/Hire Agreement etc. Accordingly, successful bidder(s) have to provide the details of vehicle ownership in their name /firm/partner/company or with whom the lease and hire arrangement has been done.
- 1.4 Throughout these Bidding Documents, the terms “bid”, “Tender” and “Quotation” and their derivatives (bidder/quotationer, bid/Quotation, bidding/quoting, etc.) are synonymous and used interchangeably as well as have one & same meaning. Decision of NHIDCL on the meaning of the term in the context of this clause will be final and binding of agency.
- 1.5 No publication of tender notice and amendment thereof would be published in Newspaper /Press Media. Bidder(s) are requested to keep visiting **website of NHIDCL (www.nhidcl.com) /CPPP(www.eprocure.gov.in)** regularly to keep them updated about this bid.

2. Procedure of E-Tendering:

2.1 Accessing/ Purchasing of BID documents:

- 2.1.1 It is mandatory for all the Bidders to have class-III Digital Signature Certificate (DSC) with Signature and encryption component (in the name of Authorized Signatory / person granting Power of Attorney to the Authorized Signatory/ Firm or Organization / Owner of the Firm or organization) from any of the licensed Certifying Agency (Bidders can see the list of licensed CAs from the link www.cca.gov.in) to participate in e-tendering of NHIDCL. DSC should be in the name of the authorized signatory/Person as mentioned in paragraph above.
- 2.1.2 The Authorized Signatory holding Power of Attorney and the person executing /delegating such POA shall only be the Digital Signatory. In other cases, the Bid shall be considered non-responsive.
- 2.1.3 To participate in the bidding, it is mandatory for the bidders to get registered their firm with e-tendering portal <https://eprocure.gov.in/eprocure/app> to have user ID & password. Following may kindly be noted:
 - a) Registration should be valid at least up to the date of submission of bid.
 - b) Bids can be submitted only during the validity of their registration with the CPPP.

- c) The amendments / clarifications to the BID document, if any, will be hosted on the NHIDCL/CPPP website.
- 2.1.4 The detailed bidding document can be downloaded/viewed from the NHIDCL/CPPP websites as per Critical Date Sheet.
- 2.1.5 To participate in bidding, bidders have to pay a sum of Rs. 500/- (Rupees Five Hundred only) as a cost of bid document (non-refundable) in favor of “General Manager(P) NHIDCL” through Demand Draft/Pay order payable at Gangtok.

2.2 Preparation & Submission of bids:

- 2.2.1 Detailed tender documents may be downloaded from NHIDCL/CPPP websites and tender may be submitted online following the instructions appearing on the screen. A buyer manual containing the detailed guidelines for e-tendering is also available on e-tender portal of NHIDCL, Government of India.
- 2.2.2 Bid must be submitted online only through e-procurement portal.
- 2.2.3 The following documents shall be prepared and scanned in different files (in PDF) and uploaded during the on-line submission of bid:

A. Only in Electronic Form (to be uploaded on the <https://eprocure.gov.in>)

i. Technical Bid

- a) Scan copies of documents as mentioned in clause 4. of ITB (Qualification of Bidders)
- b) Power of Attorney for signing the bid as applicable
- c) Copy of **Bid Security /EMD of Rs.10,000/- (Rupees Ten Thousand Only)** in the form of DD in favor of “General Manager(P),NHIDCL” through Demand Draft/Pay order payable at Gangtok”.
- d) Copy of Demand Draft towards payment of **Cost of Bid Document of Rs. 500/- (Rupees Five Hundred only)** in favor of “General Manager(P), NHIDCL” through Demand Draft/Pay order payable at Gangtok”

ii. Financial Bid

As per BOQ.

B. Original (in Envelope)

- i. Power of Attorney for signing the bid or Affidavit in case of owner/Proprietor of the firm.
- ii. Bid Security of Rs. 10,000/- (Rupees Ten Thousand only) in the form of D.D in favor of “General Manager(P),NHIDCL” through Demand Draft/Pay order payable at Gangtok”.
- iii. Demand Draft towards payment of Cost of Bid document of Rs. 500/- (Rupees Five Hundred only) in favor of “General Manager(P),NHIDCL” through Demand Draft/Pay order payable at Gangtok”.

- iv. An undertaking from the person having PoA referred to in sub clause-i(a) above that they agree and abide by the Bid Document uploaded by NHIDCL and amendments uploaded, if any.
- 2.2.4 The Bidder shall submit the original documents specified above in point no. 2.2.3 (B) together with their respective enclosures and seal it in an envelope and mark the envelope as “Bids”. The said envelope shall clearly bear the name of the work, and name & address of the bidder. In addition, the Bid Due Date should be indicated on the right-hand corner of the envelope. The original documents should be submitted before the due date and time as mentioned in NIT at below mentioned address:

Lakshman Bir Batheja
Deputy General Manager (Project)
SBO-Siliguri,
National Highway & Infrastructure Development Corporation Ltd.
Vinayak Apartment, Flat No.BA 1,
Near JR Commercial, Shivmandir,
Dist-Darjeeling, Pin-734011.
Email: dgmwestbengal@nhidcl.com
Phone No: 9818692719
Website: www.nhidcl.com

- 2.2.5 The Bidder shall upload scanned copies of the documents as specified in point nos. 2.2.3(A) above on <https://eprocure.gov.in> before the due date and time as mentioned in NIT. NHIDCL may ask for production of original copy of any document for verification purpose. In the event of any discrepancy between the original and the copy (in electronic form), the original shall prevail.
- 2.2.6 It may be noted that scanned copies can be prepared in PDF and/ or RAR file format only.
- 2.3 **Amendment of Bid Document**
Any Addendum to the Bid Document shall be uploaded only on the NHIDCL/CPPP websites.

2.4 **Modification/Substitution/Withdrawal of Bids**

- 2.4.1 In the event of modification/substitution/withdrawal of the Bid, the Bidder may modify, substitute or withdraw the documents (hardcopy) specified in point no.2.2.3(B) of its Bid after submission, provided that written notice of modification, substitution or withdrawal is received by the Authority prior to the Bid Due Date. The said notice shall be prepared, sealed, marked and delivered with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate. The documents specified in point no. 2.2.3(B) shall not be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

3. Eligible Bidders:

- 3.1 This invitation for bids is open to all bidders meeting the qualification requirements prescribed in this document.
- 3.2 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by the Central Government/ State Government / PSU / or any reputed organization whatever name called under the Central or the State Government.

4. Qualification of the Bidder

- 4.1 All bidders shall furnish online the following information and documents including information / documents asked for /requested in this clause and elsewhere in this document.

4.2 Eligibility Criteria

Experience providing of vehicles to the reputed Organizations/Central Govt. Organization/PSU within last 5 years from the month preceding to the date of NIQ Invitation/NIT.

- i. Providing vehicles with not less than annual value (hire/rental payment including other expenses) of Rs. 5.28 lakh in a single (one) work,
or
- ii. Providing vehicles (hire/rental payment including other expenses) with not less than annual value of Rs. 3.3 lakh in each two work separately,
or
- iii. Providing vehicles (hire/rental payment including other expenses) with annual value of Rs. 2.64lakh in each three work separately,
or
- iv. Any bidder(s) not having such experience but submit an undertaking on stamp paper that he will purchase new vehicle or submit an agreement.

The documents for the support of above will have to be uploaded on e-tender portal for evaluation purpose.

4.3 Statutory Documents

- i. Copy of Income Tax PAN Card.
- ii. Copy of valid GST Registration Certificate.
- iii. Affidavit (in prescribed format) regarding correctness of statement.
- iv. Undertaking for Bid Validity (in prescribed format)

5. Earnest Money Deposit /Security Deposit:

EMD/ Security Deposit will be in form of a Demand Draft (to be submitted in Physical Form) amounting to Rs. 10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit / Security Deposit drawn on any Nationalized Bank in favor of “**General Manager(P), NHIDCL**” through Demand Draft/Pay order payable at Gangtok”. Quotation without EMD/Security Deposit will be rejected.

6. Bid Validity:

Bids shall remain valid for a period of 120 days after the deadline date for bid submission. Bids valid for a shorter period shall be rejected by the Employer as non-responsive.

7. Scope of Service for Hiring of Commercial Vehicle for S.B.O. – Siliguri

Sr. No.	Name of Item	Unit	Qty. per Month (Nos.)
1	Hiring of Commercial Vehicle Bolero or Equivalent (1 No) on monthly basis for Sub-Branch office-Siliguri on e-tendering mode	Per Month	1

8. Each Bidder shall submit only one bid for the work. A Bidder who submits more than one bid will cause such bids to be disqualified.

9. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will, in no case, be responsible or liable for those costs.

10. Content of Bidding Documents:

The set of bidding documents comprises the documents listed below and addenda/corrigendum issued (if any):

Volume- I: -(TechnicalBid)

- (i) Notice Inviting E-Tender
- (ii) Instructions to Bidders
- (iii) General Conditions of Contract
- (iv) Qualification Information
- (v) Undertaking for Bid Validity
- (vi) Agreement (format)

Volume – II: -(FinancialBid)

Bill of Quantities (Price Part)

11. Amendment of Bidding Documents

11.1.1 Before the deadline for submission of bids, the Employer may modify the Bidding documents by issuing addendum/corrigendum.

- 11.1.2 Any addendum/corrigendum thus issued shall be part of the Bidding Documents and shall be hosted on NHIDCL/CPPP website. Bidders are advised to keep themselves update of all the addenda/corrigenda issued on NHIDCL/CPPP website by regularly checking the website. NHIDCL does not assume any responsibility in case the bidder fails to do so and does not take any action, if required, with respect any relevant addendum.
- 11.1.3 To give prospective bidders reasonable time to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, if there is substantial amendment. Decision of NHIDCL in this regard will be final and binding on the Bidders.

12. Language of Bid:

All documents relating to the Bid shall be in English.

13. The following documents, which are not submitted with the bid, will be deemed to be part of the bid:

Sl. No.	Particulars
1.	Notice Inviting E-Tender & Procedure under E-Tendering
2.	Instruction to the bidders
3.	Qualification Information
4.	Terms & Conditions of Contract (GCC)
5.	Scope of Service
6.	Affidavit
7.	Undertaking for Bid validity

14. Bid Prices:

- 14.1.1 The Contract shall be for the whole services based on the priced Bill of Quantities submitted by the Bidder.
- 14.1.2 The bidder shall quote rate (infigures) per month per vehicle to be paid as per stipulation in this bid document.

15. Currencies of Bid and Payment:

- 15.1 The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.

16. The Bid Security will be forfeited:

- a) If the Bidder withdraws the Bid after its submission during the period of Bid validity;
- b) In the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - (i) sign the Agreement; and/or
 - (ii) providing vehicles within time as specified by NHIDCL.

17. Alternative Proposals by Bidders

- 17.1 Bidder shall submit offers that fully comply with the requirement of the Bidding Documents. Conditional offer or alternate offer will not be considered further in the process of evaluation and the bid will be declared non-responsive.

18. Submission of Bids

18.1 Sealing and Marking of Bids:

- 18.1.1 The Bidder shall place one sealed envelope marked “Documents in Physical Form (Technical Bid) – Hiring of Commercial Vehicle Bolero or Equivalent (1 No) on monthly basis for Sub-Branch office-Siliguri e-tendering mode”.

- 18.1.2 The Documents in Physical Form as well as submitted online should be with index, page numbering, signature & sealed.

18.2 Deadline for Submission of Bids:

As per critical date sheet given in NIT.

- 18.3 Documents as required in Physical form must be received by the Employer at the address given below not later than the date and time indicated in the Notice Inviting E-Tender. In the event of the specified date for the submission of bids being declared a holiday for the Employer, the Bids will be received up to the specified time on the next working day.

Lakshman Bir Batheja

Deputy General Manager (Project)

SBO-Siliguri,

National Highway & Infrastructure Development Corporation Ltd.

Vinayak Apartment, Flat No.BA 1,

Near JR Commercial, Shivmandir,

Dist-Darjeeling, Pin-734011.

- 18.4 Any Bid (in physical form) received by the Employer after the deadline prescribed in will be returned unopened to the Bidder.

19. Bid Opening and Evaluation

- 19.1 Bid opening shall be carried out in three stages. Firstly, Documents in Physical Form' of all the bids received (except those received late) shall be opened on the date and time mentioned in the Notice Inviting E-Tender. Technical Bid' of those bidders who have submitted all documents as per Physical Form shall be opened online on the date and time mentioned in the Notice Inviting E-Tender (NIT). Financial Bid of those bidders whose Technical Bid has been determined to be substantially responsive shall be opened on a subsequent date through online process of E-Tendering, which will be notified to such bidders.

- 19.2 The Employer will online open the Technical Bid in the presence of the bidders/ bidders' representatives (carrying with suitable authorization letter from the original bidder) who choose to attend at the time, date and place. In the event of the specified date for the submission of bids being declared a holiday for the Employer, the Bids will be opened at the appointed time and location on the next working day.
- 19.3 In all other cases, the amount of Earnest Money, forms and validity shall be announced. Thereafter, the Employer at the opening as the Employer may consider appropriate, will announce the bidders' names and such other details.
- 19.4 The Employer will prepare Technical Evaluation at stage-1 (of documents in Physical Form) and Technical Evaluation for online opening of Bid Documents – at Stage 2
- 19.5
- a. The bids accompanied with valid bid security will be taken up for evaluation with respect to the Qualification Information and other information furnished in Volume- I of the bid.
 - b. As soon as possible, the Evaluation Committee will finalize the list of responsive bidders whose financial bids are eligible for consideration.
 - c. The Employer shall inform the bidders, whose technical bids is found responsive, of the date, time and place of opening of the financial bids. The bidders so informed, or their representative, may attend the meeting of opening of financial bids.
- 19.6 At the time of the online opening of the 'Financial Bid', the names of the bidders whose bids were found responsive will be announced. The financial bids of only these bidders will be opened. The responsive bidders' names, the Bid prices, the total amount of each bid and such other details as the Employer may consider appropriate will be announced by the Employer at the time of bid opening. Any Bid price, which is not read out and recorded, will not be taken into account in Bid Evaluation.
- 19.7 The Employer shall prepare the minutes of the opening of the Financial Bids.

20. Process to be Confidential

Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.

21. Award of Contract

- 21.1 Employer will award the Contract to the Bidder whose Bid has been determined to be responsive to the bidding documents and who has offered the lowest evaluated Bid Price. Employer has right to accept /split any Bid and to reject any or all the bids without assigning any reason there of.

21.2 Notwithstanding the clause stated above, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

22. Notification of Award and Signing of Agreement.

The bidder whose Bid has been accepted will be notified of the award by way of Letter of Acceptance cum work order by the Employer prior to expiration of the Bid validity period by cable, telex or facsimile confirmed by letter through Registered/speed post.

II. General Condition of Contract

1. Interpretation

- 1.1 In interpreting these Terms & Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined.
- 1.2 The documents forming the Contract shall be interpreted in the following order of priority:
- a) Agreement,
 - b) Letter of Acceptance / Work Order
 - c) Notice Inviting E-Tender
 - d) Instructions to Bidders
 - e) Terms & Conditions of Contract
 - f) Qualification Information
 - g) Scope of Work
 - h) Bill of Quantities
 - i) Any other documents (if any)

2. Language and Law

The language of the Contract and the law governing the Contract are stated in this document.

3. Performance Security Deposit:

- 3.1 Within 10 (ten) days after receipt of the Letter of Acceptance, the successful bidder shall deliver to the Employer a performance security deposit amount of Rs. 10,000/- (Rupees Ten Thousand only). The Performance Security Deposit amount shall be deposited in the form of Demand Draft drawn on any Nationalized / Scheduled Bank in favour of “**General Manager(P), NHIDCL” through Demand Draft/Pay order payable at Gangtok**”
- (i) The security deposit shall be refunded only after satisfactory execution and completion of the contract.
 - (ii) No interest will be paid on security deposit amount.
 - (iii) On request of the successful Bidder, the Bid Security can be adjusted in the Performance Security Deposit
- 3.2 In the event of any default in all or any of the condition set forth and provided in the work order, NHIDCL may forfeit the whole / part amount of the EMD/Security Deposit.

4. Agreement:

The successful Bidder will be required to execute an agreement and submit the Performance Security by the successful Bidder with the General Manager (P), National Highways Infrastructure Development Corporation Limited”, B.O-Gangtok, in a non-

judicial stamp paper amounting to Rs.100/- (Rupees One hundred only) before execution of the work. Cost of stamp paper to be borne by the agency.

5. Period of Contract and Cancellation of Agreement:

- 5.1 The period of contract is initially for One years from the date of agreement. On successful completion of the contract, if NHIDCL desires, the contract period can be extended further on mutual consent.
- 5.2 NHIDCL reserves the right to terminate the contract without assigning any reason thereof, at any time during the period of contract by giving 15 days notice of its intention to do so. In the event of any such termination of the contract, the firm/agency shall only be entitled for the amount of services actually provided under the contract till the termination of contract, subject to deductions, if any, under the terms & conditions of contract. No other claims can be allowed or considered.
- 5.3 NHIDCL also reserves its right to decrease/withdraw the vehicle requirement after engagement by giving one-month prior intimation to agency/Party. In the event of any such decrease/withdrawal in the requirement of vehicle, the firm/agency shall only be entitled for the amount of services actually provided under the contract till the termination of contract, subject to deductions, if any, under the terms & conditions of contract. No other claims can be allowed or considered.

6. PENALTY:

If the service undertaken by the agency is not up to satisfaction;

- a) NHIDCL may at its own discretion impose financial penalty on the Agency.
- b) The amount of penalty as described in Additional Terms and Condition will be withheld /deducted from the monthly bill or security deposit as the case may be without any notice.

7. PAYMENT OF BILL:

The Agency should submit the monthly bill along with duly signed log book of the concerned officers.

8. **The firm has to insure the Drivers** at his own cost. NHIDCL will not be held responsible for any incidental/accidental expenses.

9. ACCIDENT:

The firm shall indemnify NHIDCL against any loss due to accident caused by negligence of the Driver of the firm. If it is proved that damage to equipment or theft is due to negligence of the Driver, the agency has to bear the actual expenses failing which it shall be recovered from the security deposit.

III. Additional Terms and Conditions of Contract

1. The vehicles should be new or should not be older than one year old and driven not more than 20,000 kms.
2. The vehicle should be in good running condition and well maintained with all top safety features like bumpers, fog lamps, Parking lights, Indicators, horn etc., suited for extensive running on Hilly areas/ rough surface road. The interior of the vehicle should be neat & clean and seat should be covered with white seat covers & with two hand towels & a hand-rest on the back seat of the vehicle. There shall not be any lapse on this crucial safety aspect, for which successful bidder will be solely responsible.
3. All necessary taxes for operation 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 vehicle. Cost of insurance will be fully born by Successful bidder and the rate quoted shall be inclusive of this.
4. The vehicle shall be provided day and night (24 hours) as required by NHIDCL for all days regularly in a month. NHIDCL will not be responsible for parking/accommodation/facility of meals for the driver and hence agency should make above arrangements on their own.
5. NHIDCL will pay Rs. 300/- directly to the driver for a night halt at outstations with vehicle with the permission of the concerned officer.
6. Agency shall also make available driver having valid driving license with experience of more than 2 years running on Hilly areas/ rough surface road. The driver shall be well trained, physically fit, well behaved, and neatly dressed in a defined dress code approved by NHIDCL with working mobile phone. If necessary, successful bidder shall also provide additional driver, as and when, called by NHIDCL. Failing which NHIDCL shall levy the penalty of Rs. 1000/- per day.
7. The successful bidder shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil & other consumables, necessary service & maintenance, driver's repairs & replacements etc. The rates quoted shall inclusive of all these provisions.
8. In the event of any vehicle being put off the road for maintenance, break down or on any account, the successful bidder shall provide a substitute vehicle of same category immediately. If the substitute vehicle is not provided, a penalty of Rs. 2500/- per day per shall be affected from the bills of agency.
9. The vehicle shall be provided with name plate of NHIDCL, as approved by NHIDCL, on front and rear side of the vehicle. Once the name board is fixed, it shall be exclusively in the custody of NHIDCL for all the time & for all the purposes.

10. The agency should quote their rates on monthly basis i.e. per vehicle per month. In case, travel less/more than 3000 Kms for a vehicle in a month the remaining/extra Kms shall be adjustable in the next month. It may be paid on pro-rata basis (subject to approval/acceptance by officer-in-charge of the vehicle) as worked out in relation to the monthly amount quoted for particular vehicle category.
11. The vehicle provided should have permit to travel in All India.
12. The agency should ensure that sufficient fuel is always available for travel and the attending driver is duly funded for re-fueling.
13. The quoted rates for hire charges/month include salary of the driver/month, cost of all lubricants, routine maintenance, toll tax if any including cost of spares etc.& any other incidentals as may be required. The quoted rates shall be inclusive of all taxes & other taxes if any.
14. Vehicle can be withdrawn from usage within 15 (fifteen) days of advance notice by either party i.e. successful bidder or NHIDCL.
15. The agency should submit their bills in duplicate along with logbook within 1st week of every month for payment. It is the responsibility of bidder to maintain the log book for every vehicle and get it certified from the concerned official using the vehicle on daily basis, failing which, payment may not be made.
16. The quoted rates for the vehicles shall include fuel and lubricants, repairs and maintenance, Driver salary and other labor charges, depreciation etc. and should be valid for a period of One 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.
17. The successful bidder should be able to supply the required vehicles within seven days from the date of issue of 'Letter of Acceptance' by NHIDCL. Number of vehicles can be increase or decrease on seven days' notice by the NHIDCL.
18. The supply of vehicles is initially for duration of One years only from the date of issue of Letter of Acceptance. Vehicles may be continued beyond One years' period on the above conditions if required by NHIDCL for further period as decided by NHIDCL.
19. The successful bidder shall submit all the required documents of vehicle, driver, insurance, service tax etc. Execute the agreement within a week of issue of 'Letter of Acceptance 'on hundred-rupees bond paper, failing which 2nd lowest bidder will be given offer in the Lowest rate quoted in the bidding.
20. Amendments, corrigendum, if any, would be hosted on NHIDCL website only.
21. NHIDCL reserves full rights to curtail, modify, halt/cancel, reject any or all offer/s, at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.
22. All vehicles must bear Commercial Registration Number.

Experience Performa	
Name of the firm / Agency	
Address and Telephone of the firm/Agency/Individual	
PAN No.	
GST No.	
Vehicle Registration No.	
Vehicle Insurance No	
Experience in the relevant field	

Works Completed during last three years

(Supported by work orders/Agreement/Payment Certificate etc.)

Sl. No.	Name of Organization Department / Client	No. of vehicles provided	Value of Work	Remarks

AFFIDAVIT

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, Sub- Branch office Siliguri 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.

(Signed by an Authorized Representative of the Firm)

Name of the Representative

Name of Firm

DATE

(To be notarized)

UNDERTAKING

I, the undersigned do hereby undertake that our firm
M/s _____ agree to abide by this bid for a period
of _____ days after the date fixed for receiving the same and it shall be binding on us
and may be accepted at any time before the expiration of that period.

(Signed by an Authorized Representative of the Firm)

(Name of the Representative)

(Name of Firm)

DATE
(To be notarized)