



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

## **Invitation of Tender**

**For**

**Hiring of Vehicles on Monthly Basis**

**For**

**RO- Gangtok,**

**March, 2022**

**Executive Director (P)  
NHIDCL, Regional Office, below ICAR, near Aadhar office  
RO-Gangtok, Sikkim, 737102  
Email: [edpsikkimnhidcl@gmail.com](mailto:edpsikkimnhidcl@gmail.com)**

## I N D E X

| <b>Particulars</b>                             | <b>Page Nos.</b> |
|--|------------------|
| Notice Inviting Tender (Section I)             | 3                |
| Letter of Invitation (Section II)              | 4-7              |
| Instruction to Bidders (Section III)           | 08-09            |
| Data Sheet (Section IV)                        | 10               |
| Terms of Reference (Section V)                 | 11-13            |
| Technical Bid (Section VI)                     | 14-16            |
| Financial Bid (Section VII)                    | 17-18            |
| Undertaking for Non registration under GST Act | 19               |
| Bill of Quantity                               | 20               |

# (Section I)

## Notice Inviting Tender

NIT No.: RO-Gangtok/Est./Vehicles/2021-22

Date: 25.03.2022

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT COPORTATION LTD. (Ministry of Road, Transport & Highways, Government of India), invites bids [Two Stage tendering process for simultaneous submission of Technical and Financial Bids] from Firms/Tour & Travel Agents/Individuals for Hiring of Vehicles on Monthly Basis for **RO-Gangtok**, with the following details:

| Vehicle Requirement | Vehicle Make                                | Qty | Duration   | Monthly running limit     | Remarks  |
|---------------------|---|-----|--|---------------------------|--|
| • Scorpio / Innova  | Scorpio / Innova<br>(Bucket Seat-Top Model) | 01  | 12 Months,<br>This can be extended as per performance. | 3000 Km for each vehicle. | Vehicle model should not be more than 1 years old<br>As on date of issue of tender |

1. The Bid documents including Letter of Invitation (LOI) and Terms of Reference (ToR) is available online [www.nhidcl.com](http://www.nhidcl.com). The document can also be downloaded from NHIDCL's website ([www.nhidcl.com](http://www.nhidcl.com)).

2. Bid must be submitted before 16.04.2022 15:00 Hrs. The following schedule is to be followed for this assignment:

|      |   |                       |
|------|---|-----------------------|
| (i)  | Start Date for online submission of documents | 25.03.2022 15:00 Hrs. |
| (ii) | Date and Time for submission of Technical Bid | 16.04.2022 15:00 Hrs. |

Date and time for opening of Financial Bid of the tender document shall be intimated separately after finding successful bidders in Technical Bid.

GM (LA & Admin)  
NHIDCL, Regional Office, RO-Gangtok, Sikkim, 737102  
Email: [edpsikkimnhidcl@gmail.com](mailto:edpsikkimnhidcl@gmail.com)

## (Section II)

# Letter of Invitation (LoI)

NIT No.: RO-Gangtok/Est./Vehicles/2021-22

Date: 25.03.2022

Subject: Hiring of Vehicles on Monthly Basis for RO-Gangtok, NHIDCL-Reg.

### 1. Introduction

- 1.1 NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT COPORTATION LTD. (Ministry of Road, Transport & Highways, Government of India), invites bids [two Stage tendering process containing Technical and Financial Bids] from Firms/Tour & Travel Agents/Individuals for Hiring of Vehicles on Monthly Basis for RO-Gangtok, NHIDCL with the following details:

| Vehicle Requirement | Vehicle Make                                | Qty | Duration   | Monthly running limit     | Remarks  |
|---------------------|---|-----|--|---------------------------|--|
| • Scorpio / Innova  | Scorpio / Innova<br>(Bucket Seat-Top Model) | 01  | 12 Months,<br>This can be extended as per performance. | 3000 Km for each vehicle. | Vehicle model should not be more than 1 years old<br>As on date of issue of tender |

- 1.2 The brief description of the assignment and its requirements are given in the “*Terms of Reference*”.
- 1.3 Financial Bids will be opened only for the firms found to be technically responsive in accordance with Para 5 hereof. The selection of the assignment will be done through Least Cost System i.e. the lowest quoted bidder will be selected.
- 1.4 Please note that NHIDCL is not bound to accept any of the bids submitted and reserves the right to reject any or all bids without assigning any reasons.
2. At any time before the submission of bids, NHIDCL may, for any reason, modify the Documents by amendment or corrigendum. The amendment will be uploaded NHIDCL website. NHIDCL may at its discretion extend the deadline for the submission of bids and the same shall also be uploaded on NHIDCL website.

### **3 Preparation of Bid**

The Bid must be prepared in two parts and submitted simultaneously viz.  
Part 1: Technical Bid  
Part 2: Financial Bid

#### **3.1 Document to be submitted in support of Technical Bid:**

**3.1.1** The following documents must be uploaded along with the Technical Bid:

- (i) Copy of Registration Certificate/ Performa Invoice of each vehicle.
- (ii) PAN Card.
- (iii) Bank Account Details (1st page of Passbook containing information or Cancelled Cheque).
- (iv) Signed Copy of Bid document as per item 6 of section III of “Instructions to Bidders”
- (v) Copy of Valid comprehensive insurance policy on the date of submission of bid.

**3.1.2 Document fee:** 500/- Rs. +18% GST i.e.Rs.590/- by way of DD/PO in favor of ED (P), NHIDCL RO Sikkim, payable at RO- Gangtok.

**3.1.3 Bid Security:** Rs. 11,800/- inclusive GST by way of DD/PO in favor of ED (P), NHIDCL RO Sikkim, payable at RO- Gangtok.

**3.1.4** The technical bid must not include any financial information; else the bid shall be summarily rejected.

**3.1.5** In case the vehicle is not owned by the bidder, a notarized contract agreement on Rs.100/- stamp paper may be executed between the vehicle owner and bidder, which shall be uploaded along with the Technical Bid as a supporting document for proof of availability of vehicle. In case the same is not submitted with the bid document it can be submitted after issue of LOA.

#### **3.2 Financial Bid**

**3.2.1** The Financial bid should include the costs associated with the services. The financial bid should be prepared strictly in accordance of the format specified in “FINANCIAL BID”. The financial bid should clearly indicate the amount without any assumptions of conditions attached to such amount. Conditional offer or the bid not furnished in the said format shall be considered non-responsive and is liable to be rejected.

**3.2.2** The rate indicated in financial bid shall be inclusive of taxes like GST.

**3.2.3** Costs shall be expressed in Indian Rupees.

### **4 Submission of Bid**

- 4.1 In addition to submission of Bid, the bidder shall submit in a sealed envelope, to the tendering authority, the following documents physically:
- (a) Notarized contract agreement as mentioned in para 3.1.5 above.
- 4.2 The documents listed at clause 3.1.1 above shall be placed in an envelope, which shall be sealed. The envelope should be addressed to NHIDCL as specified in the data sheet and shall be submitted on or before the deadline for submission of bids.
- 4.3 If the envelope is not sealed and marked as instructed above, NHIDCL assumes no responsibility for the misplacement or premature opening of the contents of the BID submitted and consequent losses, if any, suffered by the applicant.
- 4.4 Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be summarily rejected.
- 4.5 The Bid must be valid for the number of days (Bid Validity) stated in item 4 of section IV (Data Sheet).

## **5 Bid Evaluation**

### **5.1 Evaluation of Technical Bid**

The bids would be evaluated by an Evaluation Committee. A two-stage procedure will be adopted in evaluating the bid. In the first stage the Technical bid will be opened by the Evaluation Committee of NHIDCL RO Gangtok, and will be examined as to whether:

- (i) The documents are properly signed by the bidder.
- (ii) The bid has been received on or before the dead line of submission.
- (iii) The documents and information to be furnished by the bidder regarding details of the vehicles documents and being offered should be complete in all respect and should be in conformity with the manner in which the information has been sought in the “TECHNICAL BID”.

In case answers to any of the above items is found to be ‘No’ the bid shall be declared as non-responsive and shall not be evaluated further.

After examining the bid on above grounds, the Committee shall short - list the qualified Bidders on the basis of information provided in their Technical Bid corresponding to the requirements set forth. The decision of the committee shall be final and binding.

Financial Bids of only those bidders shall be opened and evaluated further which have been declared “qualified” in Technical Evaluation by the Committee.

### **5.2 Evaluation of Financial Bid**

- 5.2.1. For financial evaluation, the monthly rent quoted by the bidder for each vehicle shall be considered.
- 5.2.2. NHIDCL reserve the right to negotiate the base rate /optional rate with the L1 Bidder if deemed fit.
- 5.2.3 The L-1 bidder shall be declared as the “Selected Bidder”. Letter of Acceptance (LoA) shall be issued to the “Selected Bidder” within 2 days, from the date of uploading of the Financial Result in the Tender Portal. However, before issue of LoA, the offered vehicles and drivers shall be called for demonstration and in case any vehicle/driver being offered by a bidder is found unsatisfactory to NHIDCL, the bidder shall provide alternative vehicle as per the tender conditions. Further, in case of two or more “Selected Bidders” i.e two or more bidders quoting same lowest amount for a month, both the bidders will be awarded with one vehicle each, and accordingly LoA shall be issued.

## **6 Performance Security**

The Selected Bidder shall submit Performance Security amounting to 5% of the contract value in form of a Bank guarantee from a scheduled bank in favor of ED (P), NHIDCL, RO Gangtok or Registration documents will be in custody of NHIDCL RO Sikkim for the duration of Contract agreement.

## **7 Signing of Agreement**

NHIDCL will sign Agreement with the Selected Bidder to whom the LoA has been issued within 7(seven) working days from the date of LoA.

## **8 Client’s Right to Accept Any Bid and to reject any or All Bids.**

NHIDCL reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time, 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 NHIDCL’s action.

Executive Director (P)  
NHIDCL, Regional Office, RO-Gangtok, Sikkim, 737102  
Email: edpsikkimnhhidcl@gmail.com

## **(Section III)**

# **Instruction to bidders**

1. “TECHNICAL BID” is meant only for all technical details as mentioned. Please note that Monthly Rent, etc. should not be indicated in the Technical Bid. In case any financial detail is found, the Bid shall be declared as “TECHNICALLY NON-RESPONSIVE”.
2. “FINANCIAL BID” is meant only for all Financial Details of the offered Vehicles.
3. Bidders should submit bids for the total quantity of vehicles (i.e.1 no.)
4. Points in the Bid forms (Technical & Financial Bids) are to be answered only and no separate sheet should be used. Bidder is expected to furnish all information required in both the Bids. Failure to furnish all information required for the evaluation of Bids (Technical Bid and Financial Bid) in every respect may result rejection of the Bid.
5. Bidder should put full Signature on all the pages of the Bid.
6. Over writing/white inking of any word/figure in the Bid Forms, unless duly Authenticated by the Bidder, are liable to be rejected at the discretion of the RO-Gangtok, NHIDCL.
7. Any Bid uploaded after the time and date specified in Bid notice will be rejected.
8. After Technical Bids are opened a Committee of RO-Gangtok, NHIDCL shall shortlist the qualified Bidders on the basis of information provided in their bids for opening financial bids. The decision of the committee shall be final and binding.
9. 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.

10. NHIDCL reserves the right to extend the services beyond 2 years, for maximum of 1 year (6 Months at a time), on the same rate, terms and conditions of the tender.
  
11. The terms “bid” and “tender” have been used interchangeably in this document.

## (Section IV)

# Data Sheet

**1. The Name of the Work:**

Hiring of Vehicles on Monthly Basis for RO-Gangtok, NHIDCL with the following details:

| Vehicle Requirement  | Vehicle Make                                | Qty | Duration   | Monthly running limit     | Remarks  |
|--|---|-----|--|---------------------------|--|
| <ul style="list-style-type: none"><li>Scorpio / Innova</li></ul> | Scorpio / Innova<br>(Bucket Seat-Top Model) | 01  | 12 Months,<br>This can be extended as per performance. | 3000 Km for each vehicle. | Vehicle model should not be more than 1 years old<br>As on date of issue of tender |

**2. The Name and Address of NHIDCL:**

**Executive Director (P)**  
NHIDCL, Regional Office, RO-Gangtok, Sikkim, 737102  
Email: [edpsikkimnhidcl@gmail.com](mailto:edpsikkimnhidcl@gmail.com)

**3. Cost of Bid Document: Rs.590/-**

**4. EMD : 11800/-**

**5. Bid Validity period (Number of days): 60 days from the date of opening of financial bids.**

**Executive Director (P)**  
NHIDCL, Regional Office, RO-Gangtok, Sikkim, 737102  
Email: [edpsikkimnhidcl@gmail.com](mailto:edpsikkimnhidcl@gmail.com)

## **(Section V)**

# **Terms of Reference**

1. The details viz. make of vehicle; monthly running limit, duration of engagement, etc have been specified in the NIT. Further, all vehicles shall have AC working fully along with thermostatic control. All vehicles should be in good running condition and well maintained with preferably top safety features like Airbags, Fog Lamps, Parking Lights/Indicators, etc suited for extensive running on high traffic density highway, kutcha roads, non-metallic roads, khadir area and Civil Construction Site. There shall not be any lapse on safety aspect, for which selected bidder will be solely responsible.
2. The monthly running limit for each vehicle has been specified in the NIT. There is a provision of additional monthly payment on account of extra running (as per actual), beyond the specified running limit of each vehicle. The rate applicable for extra Km of travel beyond 3000 Km per month per vehicle shall be @ Rs. 12/- per km.
3. All vehicles shall be available for duty at any time for all days regularly in a month. Further, the vehicles shall be used for outstation travel especially from RO-Gangtok, NHIDCL to other cities in Sikkim/ other states as well. The successful bidder shall claim in the monthly bill @Rs 500/night an account of such outstation travel to be paid the driver for a night halt at outstations.
4. The rate for each vehicle shall be inclusive of GST but inclusive of Driver's Salary & other benefits, Repair & Routine Maintenance of the vehicle, POL, etc. The GST billed by the bidder as per the approved LOA if any, will be withheld from the bid and reimbursed by RO-Gangtok, NHIDCL only after production of proof of deposit with necessary certification from CA firms as required by RO-Gangtok, NHIDCL, as per existing policy. NO INCREASE IN RATE shall be admissible due to increase in prices of diesel, petrol, etc during the tenure of the Contract. No payment in addition to the approved rates on any account whatsoever shall be made/reimbursed unless it is specifically mentioned in this Bid document. 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.

5. Each vehicle shall have valid Registration Certificate, Pollution free Certificate, Valid Permits, Vehicle Fitness Certificate, Requisite Insurance policy and other necessary documents required for operating the vehicle on road. All necessary taxes for operating the vehicles shall be fully paid by the Bidder/Owner as per prevailing Motor Vehicles Act with Comprehensive Insurance Cover for each vehicle. The Driver should have Mobile Phone and also valid Driving License issued by the State Transport Authority. All these necessary papers must be available in the vehicle itself at all times.
6. The selected bidder shall bear all expenses required for up keeping the vehicle in smooth running condition such as fuel, lubrication oil and other consumables, necessary service, repair & maintenance, replacements, insurance, replacement of parts, etc. The rate quoted shall be inclusive of all these provisions. It is also to be ensured by the selected bidder that sufficient fuel is always available for travel.
7. In the event of any vehicle being put off the road for maintenance, break down or on any account, the selected bidder shall provide a substitute vehicle immediately. If the substitute vehicle is not provided, a penalty of Rs. 3000/- per vehicle per day shall be deducted from the monthly bills.
8. RO-Gangtok, NHIDCL shall have:
  - (i) No Liability whatsoever for payment of wages/salaries, other benefits and allowances to the Driver that might become applicable under any Act or Order of the Govt. in this regard and the Selected Bidder shall indemnify RO-Gangtok, NHIDCL against any/all claims which may arise under the provisions of various Acts, Government Orders, etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
  - (ii) No direct or indirect liability arising out of such negligence, rash and impetuous driving which is an offence under any section of IPC and any loss caused to RO-Gangtok, NHIDCL on such account be suitably compensated by the Selected bidder and will be deducted from the monthly bills.
  - (iii) Not be responsible for theft, burglary or any other mischievous deeds by the Driver.
  - (iv) All the cases related to any accident/damage/compensation shall be the responsibility of the Selected Bidder.
9. The firm/individual must have PAN No./GST No. under IT Act/GST Act and Income Tax/GST shall be deducted at the applicable rate. The provisions/stipulations related to Goods and Services Tax (GST) shall be governed by THE CENTRAL GOODS AND SERVICES TAX ACT, 2017 and its

subsequent amendments/clarifications/incorporation issued by the Government from time to time. In case the bidder is not registered under GST, he shall submit a suitable **undertaking** to this effect.

10. The selected bidder will have to enter into an agreement with RO-Gangtok, NHIDCL 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.
11. The Selected Bidder should submit its bill in duplicate (on pre-printed bill sheets) alongwith log-book on or before 5<sup>th</sup> of the month, for the previous month for making payment. It is the responsibility of the selected bidder to maintain the log book for every vehicle. The payment will generally be made within 10 days from the receipt of bill.
12. All disputes would lie within the jurisdiction of RO-Gangtok Courts only.
13. If the vehicle is not provided continuously for 03 days, RO-Gangtok, NHIDCL reserves the right to terminate the contract immediately.
14. In case NHIDCL finds that any of the deployed vehicle does not meet the requirement of TOR, the vehicle has to be substituted within 2(two) days of such notice from client, failing which as per day fine of Rs. 3,000.00 (Rupees three thousand), shall be imposed till the vehicle is replaced.

**(Section VI)**  
**Technical Bid**

Offer/Bid Letter to be the Technical Bid for Vehicles being offered to be hired on Monthly Basis for RO-Gangtok, NHIDCL.

**TECHNICAL BID**

From

---

---

---

---

To

**Executive Director (P)**  
NHIDCL, Regional Office, RO-Gangtok, Sikkim, 737102  
Email: edpsikkimnhidcl@gmail.com

**Sub: Hiring of Vehicles on Monthly Basis for RO-Gangtok, NHIDCL -Reg.**

Dear Sir,

I/We, in reference to your advertisement dated **25.03.2022** in NHIDCL Website, offer vehicles described here below with the following Technical details duly complying the terms and conditions stipulated in the RFP:

| Vehicle Requirement | Vehicle Make                                | Qty | Duration   | Monthly running limit     | Remarks  |
|---------------------|---|-----|--|---------------------------|--|
| • Scorpio / Innova  | Scorpio / Innova<br>(Bucket Seat-Top Model) | 01  | 12 Months,<br>This can be extended as per performance. | 3000 Km for each vehicle. | Vehicle model should not be more than 1 years old<br>As on date of issue of tender |

**DECLARATION FOR TECHNICAL BID**

1. I, ..... Son/Daughter/Wife of Shri ....., am 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. 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 liabilities towards prosecution under appropriate law.

Signature

Date:

Full Name:

Place:

(Stamp/seal if applicable)

## **(Section VII)**

# **Financial Bid**

**DECLARATION FOR FINANCIAL BID**

1. I, .....Son/Daughter/Wife of Shri ..... am competent to sign this declaration and submit 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. 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 liabilities towards prosecution under appropriate law.
4. I have furnished the rates in the price schedule attached.

Date:

Signature

Palace:

Full Name:

(Stamp/seal if applicable)

## **Undertaking for Non registration under GST Act**

**This is to certify that I/We are not registered under the GST Act and will not be claiming GST on vehicle hiring charges quoted by us.**

Date:

Signature:

Place:

Full Name:

(Stamp/seal if applicable)

**BILL OF QUANTITY**

**Name of Work: Providing of Vehicles on Monthly Basis to RO-Gangtok, NHIDCL in the State of Sikkim.**

| Sr. No. | Name of Item   | No of Vehicle(s) | Duration (In Months) | Amount quoted by excluding of all taxes |          |
|---------|--|------------------|----------------------|---|----------|
|         |  |                  |                      | In Figure                               | In Words |
| 1       | Hiring of Vehicles on Monthly Basis For RO-Gangtok. Scorpio / Innova | 01               | 12                   |   |          |

**Note:**

1. The Total Amount quoted in words shall be the sole guiding factor for financial evaluation of Bidders. Taxes if any shall be paid separately.
2. Annexure 'A' for terms & conditions shall be the part of bid and hence shall be duly signed by the Bidder.
3. Vehicle shall be operating in the entire states of India.
4. The rate applicable for extra Km of travel beyond 3000 Km per month per vehicle shall be paid @ Rs. 12/- per km.

**Name, Signature & Seal of Bidder**