

NOTICE INVITING BIDS

Name of work: RFP for Hiring of Vehicles on Monthly Basis for NHIDCL, Regional Office Guwahati, Assam.

Bid Security :
10,000/- Cost of Bid Documents :
500/- Time Period : Two Year

1. Sealed Bids are invited from established, experienced, and reputed taxi agencies having at least 5 years of experience for hiring of undermentioned vehicles:
 - (a) Innova Crysta (Toyota) - 2 Nos.
 - (b) Swift Dezire/Brezza/Equivalent - 3 Nos.
2. The blank Bid formats with terms & conditions for the above may be downloaded from 28/11/2018 (1000 Hours) to 19/12/2018 (upto 11:00 AM). from the website www.nhidcl.com. The cost of Bid Document will be Rs. 500/- (Rs Five hundred Only) and will be paid in the form of Demand Draft in favour of National Highways & Infrastructure Development Corporation Limited, payable at Guwahati, Assam, and is to be submitted alongwith the bid.
3. The duly filled in Bids, (Annexure A, B and C), in sealed envelope together with Bid Security in the form of Demand Draft in favour of National Highways & Infrastructure Development Corporation Limited, payable at Guwahati, Assam, shall be submitted in the office of the undersigned upto 12:00 Noon on 19/12/2018 and bids will be opened on 19/12/2018 at 3:00 PM by Evaluations Committee constituted for this purpose in the presence of intending bidders.
4. **National Highways & Infrastructure Development Corporation Ltd. reserves the right to accept or reject any or all the bids without assigning any reason whatsoever & without incurring any liability to the effected bidders.**

The bids should be submitted at below mentioned address of RO-Guwahati.
Address for communication and for bids submission: -

Executive Director (Projects)
National Highways & Infrastructure Development Corporation Ltd.
Regional Office-Guwahati
2nd Floor, Agnishanti Business Park,
Opp.- AGP Office, GNB Road, Ambari,
Guwahati, Pin-781001,
Tel: +91-361-2730546, 2736404
Email: edpnhidclghy1@gmail.com

ED (P)
RO-NE, NHIDCL

Bid for Hiring of Vehicles

1. Name of the Travel Agency :
2. Proprietor :
3. Contact Address :
4. Contact Telephone No. :
5. Type of the Vehicle : TOYOTA (INNOVA CRYSTA)
6. No. of vehicles required : 2 (Two) Nos.
7. Year of manufacture :
8. Monthly hiring charges upto 3000 Km : Rs._____ per month
(Inclusive of Maintenance Charges, Driver Salary & all taxes **but** exclusive of Fuel Charges)* (Rupees_____ Only)
(To be quoted both in figures and words)
9. Per Km rate should be quoted after exceeding : Rs._____ per Km
3000 Km in every month (Inclusive of Drivers (Rupees_____ Only)
Salary, Maintenance charges, Fuel charges & all Taxes)
10. Total Km run (i.e. Present Km reading of the :
vehicle) as on bid submission date
11. Date of Vehicle Registration and Registration No. :

I hereby declare that if my vehicle is placed for use, I will abide by all the terms and conditions as laid down in the Notice Inviting Bids.

Signature :

Name :

Date:

Place:

The following enclosures must be submitted by the Bidder along with the Bids:

1. Self-attested photocopy of Registration certificate;
2. Self-attested photocopy of Insurance certificate;
3. Self-attested photocopy of all necessary tax-paid documents for operating the vehicle by the Agency as per prevailing Motor Vehicles Act;
4. Signed copy of Annexure-C;
5. ***Fuel Charges shall be paid extra as per actual kilometers run during the month based on fuel consumption norm of 8 km per litre;**

Bid for Hiring of Vehicles

1. Name of the Travel Agency :
2. Proprietor :
3. Contact Address :
4. Contact Telephone No. :
5. Type of the Vehicle : SWIFT DEZIRE/BREZZA/Equivalent
6. No. of vehicles required : 3 (Three) Nos.
7. Year of manufacture :
8. Monthly hiring charges upto 3000 Km : Rs._____ per month
(Inclusive of Maintenance Charges, Driver Salary (Rupees_____ & all taxes **but** exclusive of Fuel Charges)* _____Only)
(To be quoted both in figures and words)
9. Per Km rate should be quoted after exceeding : Rs_____ per Km
3000 Km in every month (Inclusive of Drivers (Rupees_____ Salary, Maintenance charges, Fuel charges _____Only) & all Taxes)
10. Total Km run (i.e. Present Km reading of the :
vehicle) as on bid submission date
11. Date of Vehicle Registration and Registration No. :

I hereby declare that if my vehicle is placed for use, I will abide by all the terms and conditions as laid down in the Notice Inviting Bids.

Signature :

Name :

Date:

Place:

The following enclosures must be submitted by the Bidder along with the Bids:

1. Self-attested photocopy of Registration certificate;
2. Self-attested photocopy of Insurance certificate;
3. Self-attested photocopy of all necessary tax-paid documents for operating the vehicle by the Agency as per prevailing Motor Vehicles Act;
4. Signed copy of Annexure-C;
5. ***Fuel Charges shall be paid extra as per actual kilometers run during the month based on fuel consumption norm of 12 km per litre;**

TERMS AND CONDITIONS

1. The vehicles should be in good condition. The self-attested copy of the registration certificate as well as insurance certificate and copy of purchase document should be submitted along with the bids.
2. The vehicle must have commercial registration number.
3. The Agency shall also provide a driver, having valid driving license from RTO, at all times. The validity of registration, insurance, fitness certificate etc to be ensured by the agency. All necessary taxes for operating the vehicles shall be fully paid by the agency as per the prevailing Motor Vehicles Act with Insurance cover. The agency has to provide well behaved/uniformed driver with mobile phone.
4. The deployment of the vehicle shall be normally 12 hrs per day but this office reserves the right to use the vehicle round the clock without paying anything extra. Vehicle shall primarily run in the jurisdiction of RO-Guwahati.
5. All cases related to accident/damage/compensation shall be responsibility of the Agency.
6. 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. are to be borne by the agency.
7. In the event of any vehicle being off the road for maintenance or on any account of breakdown/accident or for any other reason, the Agency shall provide a substitute vehicle immediately. If the Agency at any time fails to provide substitute vehicle as specified above, an amount of **Rs.2000/-** per day or part thereof for each day that the Agency fails to provide shall be deducted from the Agency's account.
8. The monthly hiring charges quoted shall include maintenance charges, driver's salary and all taxes etc except Fuel charges for upto 3000 Km.
9. Fuel charges shall be paid extra as per actual running kilometer run during the month based on Fuel consumption norm taken as **8 Km per Litre (For Innova Crysta)** and **12 Km per litre (for Dezire/Brezza/equivalent)**.
10. Beyond 3000 Km, the rate per Km should be quoted towards Fuel and all charges.
11. For Innova, double compressor Air condition shall be available in the vehicle.
12. Parking Fee and Toll Fee for the official use of the vehicle will be reimbursed on actual basis after authentication by concerned officer.
13. The meter of the vehicle must always be kept in proper running condition to record the actual running of the vehicle in Km. A log book will be maintained by the Regional Office, Guwahati to record the movement of the vehicle.
14. The Agency should quote their bill on monthly basis i.e. per vehicle per month.
15. The Agency should ensure that sufficient fuel is always available for travel.
16. The quoted rates for hire charges should be valid for two years from the date of acceptance. Variation/Revision in quoted rates on account of any increase in spares/maintenance/insurance/driver salary will not be entertained during the contract period.
17. Vehicle can be withdrawn from usage after 7(Seven) days of advance written notice to the Agency.
18. The Agency should submit their bills in original along with fuel filling receipts and copy of logbook within 1st week of every month for payment.