



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

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

**TENDER DOCUMENT**

**November 2020**

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

**NOTICE INVITING TENDER**

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

1. Sealed tenders are invited from established, experienced, and reputed agencies having adequate experience in the work mentioned above.
2. The blank tender document with terms & conditions for the above may be obtained from the office of the undersigned from 09.11.2020 (1000 Hours) to 01.12.2020 (upto 1500 Hours).
3. The duly filled tender along with necessary documents may be submitted in sealed envelope to the office of the undersigned upto 1500 Hrs on 01.12.2020 with Bid Documentation Fee (Non-Refundable) of **Rs 500/- (Rupees Five Hundred Only)** and Earnest Money Deposit of **Rs 10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft in favour of “NHIDCL.” payable at **Gangtok** in separate envelope. The Earnest Money Deposit of unsuccessful bidders shall be returned within 30 days of receipt of bid. The Earnest Money Deposit of lowest successful bidder shall be considered as Performance Security Deposit and to be released after successful completion of work on request by the bidder. The bids shall be opened on 01.12.2020 at 1600 Hrs by Evaluation Committee constituted for this purpose in the presence of intending bidders.

**Address:**

**Executive Director (P)**  
Near SDF Bhawan, Indra Bypass Road  
Gangtok, East Sikkim -737102  
Telephone No. 03592-295252  
Email: [edpsikkimhidcl@gmail.com](mailto:edpsikkimhidcl@gmail.com)

## 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 bidder per vehicle per month including of all taxes	
				In Figure	In Words
1	Providing, running & maintenance of 02 no of vehicles namely Mahendra Scorpio. [Travel upto 36000 km per year per vehicle i.e. average 3000 km per month per vehicle]	02	24		

**Note:**

1. The Total Amount quoted in words shall be the sole guiding factor for financial evaluation of Bidders.
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. 10/- per km.

**Name, Signature & Seal of Bidder**

TERMS AND CONDITIONS

1. Proposals are invited from reputed agencies/individuals who can provide AC vehicles to NHIDCL as detailed in BOQ on monthly hire basis.
2. The vehicles should be in good condition and not older than one year. The self-attested copy of the registration certificate as well as insurance certificate and copy of the purchase document should be submitted along with the bids.
3. All necessary taxes for operating the vehicles commercially should be fully paid by the agency and all necessary papers shall be provided in the vehicle as required by prevailing Motor Vehicles Act with comprehensive insurance coverage for the vehicle. Cost of insurance will be fully borne by agency and the rate quoted shall be inclusive of this.
4. The vehicles shall be available **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 200/- directly to the driver for a night halt at outstations with vehicle with the permission of the concerned officer.
6. The agency shall also provide a driver, having valid driving license from RTO with experience of more than two 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, the agency shall also provide additional driver, as and when, called by NHIDCL. Failing which NHIDCL shall levy the penalty of Rs 1,000/- per day.
7. 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 & his related expenses for duty. The rates quoted shall be inclusive of all these provisions.
8. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the Agency shall provide a substitute vehicle (same or equivalent) immediately. If the substitute vehicle is not provided penalty of Rs. 2500/-per day for each vehicle 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 and for all the purposes.

10. The Agency should quote their rates on monthly basis for running Km upto 2000 Km per month per vehicle. In case of excess km. run beyond 2000 Km in a month, it shall be paid @ 10/- per Km.
11. The vehicles provided should have valid permit to travel in the entire state of 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/Vehicles can be withdrawn from usage within 15 (fifteen) days of advance notice by either party i.e. Agency or NHIDCL.
15. The Agency should submit their bills in duplicate along with logbook within 1<sup>st</sup> week of every month for payment. It is the responsibility of bidder to maintain the log book for every vehicle on daily basis, failing which, payment may not be made.
16. Any toll charges/fees or entry fees/ parking fees etc. shall be reimbursable on production of receipt.
17. 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 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.
18. 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.
19. The supply of vehicles is initially for duration of one year 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.
20. The Agency 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 Fifty Rupees Stamp paper.
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. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the Agency. The Company shall have no liability whatsoever.
23. The Agency shall be liable for all fines, penalties, traffic and other criminal offences arising out of or concerning the use of the vehicles during the contract period and the Agency accordingly agrees to indemnify the Company against all such liabilities.
24. If for any reason the Company is dissatisfied in any way with the condition of vehicle or felt deficiency in service during the contract period, it will be reported to the Agency in writing. The Agency without raising any dispute on such assessment by the Company regarding the condition of the vehicle provided or quality of service rendered by Agency may immediately replace it with another vehicle on receipt of such complaint.
25. That Agency shall be liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the contract agreement in respect of vehicles provided by Agency. The Company will not be liable for any loss, damages, etc. suffered/ to be suffered by Agency or third party as the case may be.
26. Amendments, corrigendum, if any, would be hosted on NHIDCL website only.

**Above conditions are Accepted.**

**Name, Signature & Seal of Bidder**