

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

Ministry of Road Transport & Highways, Government of India
Office Of The Deputy General Manager:- Itanagar
Near Banquet Hall: Niti Vihar, Itanagar Pin:- 791111
Email: -dgmitanhidcl@gmail.com, hibutadev001@gmail.com



A GOVT. OF INDIA UNDERTAKING

No. NHIDCI/Estt/Bo-NLP/2018-19/01/Vehs

Dated:13/09/2018

Quotation no: NHIDCL/Estt/BO-NLP/2018-2019//Vehs dt : 13/09/2018

NOTICE INVITING QUOTATIONS FOR HIRING OF COMMERCIAL OFFICE VEHICLE FOR OFFICE USE AT NHIDCL BRANCH OFFICE, NORTH LAKHIMPUR

NHIDCL Branch office North Lakhimpur invites sealed bids from interested, established, experienced and reputed bidder/ firm/ organization and other agencies for hiring Commercial Vehicles for office use by its Branch Office at North Lakhimpur, Assam for a period of two year which may be extendable by another one year on the same terms and conditions subject to satisfactory service.

SCOPE OF WORK:-

- (1) Hiring of Commercial Vehicle SUV (INNOVA/TATA Hexa/XUV500) **Four wheel** of 2017/18 make on monthly payment basis for O/o General Manager (Projects), NHIDCL Branch office North Lakhimpur, Assam for movement in Assam and Arunachal Pradesh’.
- (2) Hiring of Commercial Vehicle Bolero or Equivalent **Four wheel** of 2017/18 make on monthly payment basis for O/o Deputy General Manager (Projects), Manager Project, Site Engineer Project and office Pool Vehicle NHIDCL Branch office North Lakhimpur, Assam for movement in Assam and Arunachal Pradesh- 04 Nos
- (2) The number of vehicles may Increase/Decrease depending upon the actual work requirement.

SUBMISSION OF BIDS:-

A copy of the blank Bid document along with other terms & conditions may be obtained from the office of Deputy General Manager (Project), NHIDCL, Branch Office Itanagar, VIP Road, Niti Vihar, Arunachal Pradesh on any working day between **13/09/2018 to 27/09/2018**. The Quotation form can also be downloaded from NHIDCL website www.nhidcl.com. The last date for submission of the duly filled-in bids shall **27/09/2018 (upto 03:00 PM)**. The bids received within the stipulated date and time shall be opened in the presence of interested bidders on the same day at **4:00 PM** in NHIDCL,

Branch office- Deputy General Manager (Project), NHIDCL, Branch Office Itanagar, VIP Road, Niti Vihar, Arunachal Pradesh.

The offer/ proposal should be submitted in two separate sealed covers consisting of (i) Technical Proposal in the specified format as per Annexure – I along with attested photocopies of PAN No. of the owner and documents in support of ownership title of the vehicle and (ii) Financial Proposal in the specified format as at Annexure- II. Both these Covers should be super scribed as “Technical Proposal” and “Financial Proposal” respectively and should be kept in third sealed cover marked “BIDS FOR HIRING OF COMMERCIAL OFFICE VEHICLE”. Bids not received in the prescribed pro-forma shall be liable to be rejected. The NIT duly completed in all respect should reach the under mentioned address by 0400 PM on 27 Sept 2018

Deputy General Manager (project)

Near Durga Mandir, Niti Vihar

VIP Road, Itanagar, AP

PIN-791111

Contact No.- 9862307336 – For any clarification

Landline No.- 0360-2291008

Email – gmnlpnhidcl@gmail.com

Evaluation of Bids

A minimum score of 60 (out of 100) is required for qualifying in Technical Bid evaluation based on the following criteria for each category of Vehicles:

S.No.	Particulars	Marks
1	Suitability of Vehicle being Hired: Make / Model (a copy of RC to be submitted along with the bids).	30 marks for 2018 make vehicle, 20 marks for 2017 make vehicle.
2	Number of similar vehicle owned by the firm: A copy of the RCs of the vehicles to be enclosed.	30 marks for more than 4 vehicles of 2017 make or later. 20 marks for more than three vehicles of 2017 make or later. 10 marks for less than two vehicles of 2017 make or later.
3	List of PSUs/ Govt. /Other Clients served / being served by the Agency List along with supporting documents to be enclosed.	10 marks for each client. Subject to maximum 40

- Only those bids which qualify technically (minimum of 60 marks out of 100) would be considered for financial evaluation.
- The financial evaluation of the technically qualified bidders shall be done on the basis of the lowest total monthly amount quoted for each vehicle separately.

RESOLUTION OF DISPUTE

In case of any dispute, the decision of the branch head i.e. concerned GM, NHIDCL Branch office General Manager (Project), NHIDCL, Branch Office North Lakhimpur would be final and binding.

PAYMENT

The monthly payment shall be released after submission of invoices by ECS /RTGS / NEFT within 15 days. However in unforeseen circumstances, if the payment is not made in time the NHIDCL shall not pay any interest on late payment.

TERMS AND CONDITIONS

- 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 bidder shall submit his bid in 2 envelops. Technical bid in envelope 1 clearly marked as **Technical Bid** and Financial Bid in envelop 2 clearly marked as **Financial Bid**. Both these envelops shall be properly sealed and enclosed in **third envelop**. The bidder shall submit information as given in Technical Bid Annexure-I alongwith copies of documents supporting the information. In case the vehicle is not owned by bidder a notarized contract may be attached between the vehicle owner & bidders. If the bidder fails to provide vehicles given in annexure-I, his bid/contract shall be liable for rejection. In case the bidder wants to purchase new brand vehicle for this work he shall give an undertaking in the form given in Annexure-II. In that case he will have to submit Additional Performance guarantee of Rs. 10,000/- in the form of DD payable to GM(P), NHIDCL, North Lakhimpur Assam over and above EMD prescribed. This performance guarantee & EMD will be forfeited if the bidder fails to provide brand new vehicles within 15 days of issue of letter of acceptance.
- 3) The vehicle should be in good running condition and well maintained with all top safety features like Airbags, bumpers, fog lamps, Parking lights, Indicators horns 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 vehicle. There shall not be any lapse on this crucial safety aspect, for which successful bidder will be solely responsible.
- 4) All applicable taxes in respect of the commercial use of the vehicle should be paid in full and copy of all relevant papers including "Pollution Under Control" certificate and comprehensive insurance cover shall be placed in the vehicle at all times, as per the requirement of the prevailing Motor Vehicle Act.
- 5) The vehicle shall be provided for round the clock duty, based on actual work requirement of NHIDCL from time to time and will not be removed from the office.
- 6) Agency shall also make available an experienced drivers having valid driving license with experience of more than 5 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) Agency shall depute all its drivers after due verification of their antecedents and moral character. It may also be ensured that drivers are in possession of a valid driving license with no past accident record.
- 8) The Agency shall provide at least two set of uniforms (to be worn while driving the vehicle) and a mobile phone to the driver at its own cost.
- 9) The Agency shall produce all relevant papers in support of the ownership of vehicle.
- 10) The Vehicle and driver provided to an officer shall not be changed or altered during the agreement period unless approved/accepted by the officer in charge of the vehicle.
- 11) The Agency shall bear all expenses such as fuel, Lubricant oil and other consumable etc required for keeping the vehicle in smooth running conditions.
- 12) In the absence of the contracted vehicle, the Agency shall provide a substitute vehicle immediately, failing which vehicle hired from other sources and hired bill will be paid by the agency or bill paid by NHIDCL and their bill shall be deducted from the monthly bills of the Agency.
- 13) The Agency should quote their rates on monthly basis i.e. per vehicle per month In case vehicle runs more than 3000KM in a month, No extra charge will be paid till such time vehicle exceeds 36000KM in a year..
- 14) All vehicles provided to NHIDCL should have permit to travel within the states of Arunachal Pradesh & other neighboring North Eastern States, if necessary.
- 15) The Agency should ensure that sufficient fuel is placed in the vehicle tank and the attending driver is duly funded for re-fueling.
- 16) The quoted rates for hire charges/month will include monthly salary of the driver, cost of all lubricants, routine maintenance including cost of spares etc. & any other incidentals as may be required. The quoted rate shall be inclusive of all applicable taxes & other taxes if any.
- 17) The agency should quote their rates on monthly basis i.e. per vehicle per 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.
- 18) The quoted rates for hire charges of vehicle, fuel and lubricants etc. should be valid for a period of two 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.

- 19) The agency should be able to supply the required vehicle within 7(Seven) days from the date of Letter of Acceptance. Number of vehicles can be increase or decrease on a seven days notice by NHIDCL.
- 20) The contract is valid initially for period of two year extendable by another one year at the discretion of GM Project NHIDCL on the same terms and conditions.
- 21) The successful agency would have to submit the following Documents before start of the work.
- Comprehensive Accident and workman Compensatory insurance policy coverage in respect of every employee employed by agency and third party liability as per rule valid for entire period of the contract.
 - Registration under latest Sales Tax Act/ PF code/ etc.
 - Registration under Goods & Service Tax.
 - Copy of RC Book (Vehicle should be registered in the name of company/proprietor which should be clearly indicated on RC Book of Vehicle).
 - Registration, Taxi passing and other vehicle related document/paper of the vehicles.
- 22) The bids shall be valid for 90 days from the date of opening.
- 23) NHIDCL reserves the right to reject any or all of the tenders without assigning any reason.
- 24) Amendments, corrigendum, if any, would be hosted on NHIDCL website only.

EARNEST MONEY/BID SECURITY

The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand Only), refundable (without interest) should be necessarily kept in the sealed cover containing the Bid of the Agency in the form of Demand Draft/Pay Order Drawn in the favour of “**National Highway and Infrastructure Development Corporation Limited, payable at North Lakhimpur**”, failing which the tender shall be rejected summarily.

PERFORMANCE GUARANTEE

Successful bidder will have to deposit Performance Security of Rs.50,000 /- (Rupees fifty thousand only), in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the **General Manager(P), National Highway and Infrastructure Development Corporation Limited, Branch office North Lakhimpur** or Bank Guarantee in favour of **General Manager(P), National Highway and Infrastructure Development Corporation Limited, Branch office North Lakhimpur** covering two months in addition to the initial period of contract for each Vehicle. On subsequent renewal/ extension of the contract, the FDR/Bank Guarantee shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.

s/d

General Manager (Projects)
Branch Office: North Lakhimpur
E-mail: dgmitanhidcl@gmail.com

TECHNICAL BIDS

S.NO	Particulars	Marks
1	<u>Suitability of Vehicle being hired :- Max 30 marks</u> Make / Model (a copy of RC to be submitted along with the bids.	Make and Year i) ii) iii) iv)
2	<u>Number of similar vehicle owned by the firm:- max 30 Marks</u> A copy of the RCs of the vehicles to be enclosed.	Registration No. of the Vehicles i) ii) iii) iv)
3	<u>List of PSUs/ Govt. /Other Clients served / being served by the Agency :- Max 40 marks</u> List along with supporting documents to be enclosed.	Details of the clients i) ii) iii) iv)

I / We declare that I am/we/ _____ agency are the absolute owner of the vehicles offered to you. **Copies of valid RCs are enclosed with proposal.**

Signature of Authorized signatory
Name of the Agency with Seal

FINANCIAL BID

Subject: Hiring of Commercial Vehicle on monthly basis for NHIDCL, Branch office North Lakhimpur, Assam.

1. Name of tendering Company/Firm/Agency ;-

2. Details of Earnest Money Deposit: Rs.10000/-(Rupees Ten thousand Only)

i. D.D/P.O. No. & Date:-

ii. Drawn Bank:-

With reference to your advertisement/quotation No- dated in
(here mention name of the newspaper / website) and offer you the following rates inclusive of applicable taxes for providing hired vehicles :-

S.no.	Name of Item	Vehicle Model	Unit	Qty per Month(Nos.)	Rate be Quoted by the Bidders (in Rs. Per month) inclusive of applicable taxes.	Amount (Rs.)
1	2		3	4	5	6
1	Providing running, fuel, driver & maintenance of vehicle	2017/18				
A	Innova/XUV500 (Travel up to 3000 Km per month) as per terms and conditions at North Lakhimpur.	2017/18	Per Month	01		
B	Bollero or equivalent four wheel (Travel up to 3000 Km per month) as per terms and condition at North Lakhimpur.	2017/18	Per Month	02		
C	Bollero or equivalent four wheel (Travel up to 3000 Km per month) as per terms and condition for following places : i) At SBO-Itanagar ii) At Site office Ziro	2017/18	Per month	02		

Certificate:-

I have understood the scope of work and agree to the terms and conditions laid down in the notice inviting tender.

Place _____ Date _____

**Signature of Authorised signatory
Name of the Agency with Seal**

DECLARATION

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, Branch office _____ 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.

Signature of authorized person (s)

Date:
Place:

Name:
Seal: