

National Highways & Infrastructure Development Corporation Limited



**Ministry of Road Transport & Highways,
(Govt. of India)**

REQUEST FOR PROPOSAL

For

**“ Hiring of 01 No. SUV Vehicle on Monthly Basis i.e. 01 Mahindra
SCORPIO, for Regional Office Dehradun in the State of
Uttarakhand. ”**

January, 2023

**National Highways & Infrastructure Development Corporation Ltd
3rd floor, PTI Building, 4-Parliament
Street, New Delhi- 110001**

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

NOTICE INVITING BID

NHIDCL/Uttarakhand/RO-DDN/Inspection Vehicle/2023-24/

Name of work: RFP for Hiring of 01 No. SUV Vehicle on Monthly Basis i.e. 01 Mahindra SCORPIO for Regional Office Dehradun in the State of Uttarakhand.

Bids are invited from reputed Companies/Firms/Agencies/Individual having adequate experience in the work mentioned above for providing Vehicle to the National Highways and Infrastructure Development Corporation Limited, Regional Office-Dehradun, Uttarakhand initially for a period of one Year from the dated of award of contract, which is extendable as per the requirement.

Sl. No	Name of Work	No. of Vehicles required	Cost of Bid Documents (Non refundable)	Bid Security	Period of Contract
1	RFP for Hiring of 01 No. SUV Vehicle on Monthly Basis i.e. 01 Mahindra SCORPIO for Regional Office Dehradun in the State of Uttarakhand	01	Rs. 1,000/-	Rs. 5,000/-	12 Months

1. Interested Companies/Firms/Agencies/Individual may submit bid documents complete in all respect along with Bid Security in the form of Demand Draft pledged in favour of Executive Director NHIDCL, Regional Office ,C-24 THDC colony near J.P.Badminton Academy, Ajabpur Kalan Dehradun -248121 Uttarakhand. Bid Fees Rs. 1000/- shall be deposit details in the account details provided below NHIDCL ESTABLISHMENT ACCOUNT (Non-Refundable) (The bidder can make online payment of tender document fee, through RTGS/NEFT)

Cost of Bid Documents	Rs. 1000/-
Non-Refundable	In favor of Executive Director ,RO-Dehradun payable at Dehradun)
Account No.	85183210001038
IFSC Code	CNRB0018518
Bank Name & Branch	Canara Bank, Dharampur Branch, Dehradun

2. Interested Firms/Agencies/Individual may submit proof of Bid security of Rs. 5,000/- (Rupees Five thousand Only), Bid document cost of Rs. 1000/- (One Thousand only submitted on or before 08.02.2023 by 1500 (Hours) to the Executive Director (Project), Regional Office-Dehradun. No tender shall be entertained after this deadline under any circumstances whatsoever.

3. Every page of Technical as well as Financial Bid should be duly signed by the authorized representative. NHIDCL reserves the right to accept or reject any bid if it is not duly signed. NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Bid Document or to accept or reject any or all the bids without assigning any notice or reason whatsoever and without incurring any liability to the effected bidders. The decision of the National Highways and Infrastructure Development Corporation Limited, RO-Dehradun in this regard shall be final and binding on all.

4. Terminated bidders by NHIDCL shall not be eligible in tendering process.

5. Bidder can submit Bid Security fees of Rs. 5,000/- (Rupees Five Thousand Only), in the form of BG, DD and RTGS-NEFT & Bid Document fees in the form of DD and RTGS-NEFT.
6. The Technical Bid of bidders will be opened at 1530 (Hours) on 08.02.2023 in the presence of authorized representative of Bidders who chooses to attend the opening of bids.
7. Bid documents can be seen at and downloaded from the website <https://gem.gov.in> and www.nhidcl.com. Bidder must submit its financial and technical bid at <https://gem.gov.in> on or before 08.02.2023 (up to 1500 Hrs. IST). Technical Bids received Online shall be opened on 08.02.2023 (at 1530 hours IST)
8. To participate in bidding process, bidders have to get (DSC) “Digital Signature Certificate” as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidder can get above mentioned digital certificate from any approved vendors. The Bidder, who already possess valid (DSC) “Digital Signature Certificate” need not to procure new Digital Signature Certificate.
9. The bidders have to submit their bids online in electronic format with Digital Signature. The bid cannot be uploaded without Digital Signature. Before submission of online bids, bidder must ensure that scanned copy of all the necessary documents have been attached with bid.
10. Terms and conditions and other details are attached as Annexure-A, B & C. It should be ensured that none of the Staff, their relatives or any of the Contractor/ Vendor/Agencies assigned works/contracts is considered for hiring of vehicles. A certificate (Annexure-D) in this regard should be obtained from the agency/bidder to this effect. NHIDCL reserves the right to accept/reject any or all the bids without assigning any reasons thereof.
11. Bidder to submit monthly rates per vehicle upto 3000 Km in financial bids. The rates must be quoted exclusive of GST which will be paid extra as applicable from time to time.
12. Schedule of tendering process is given below-

S.No.	Description	Period
1	Date of issue of RFP	28.01.2023
2	Bid due date	08.02.2023 (1500 Hrs)
3	Date of Opening of Bids	08.02.2023 (1530 Hrs)
4	Validity of Bid	30 Days

(Col.Sandeep Sudhera Retd.)
 Executive Director (P)
 NHIDCL, RO-Dehradun
 E-mail: ronhidcldehradun@gmail.com

TERMS & CONDITIONS

Name of work: RFP for Hiring of 01 No. SUV Vehicle on Monthly Basis i.e. 01 Mahindra SCORPIO for Regional Office Dehradun in the State of Uttarakhand.

1. The vehicle should not older than 2022 model i.e.01 year old and not driven more than 20,000 Kms.The vehicle should be in the excellent running and mechanical condition duly serviced by the Authorized company service center. Preference will be given to newer and less driven model.
2. All the supportive documents related to vehicle to be submitted on the dated of BID opening. However, if the Bidder wants to provide new vehicle, he has to submit undertaking/declaration for the same.
3. All necessary taxes for operating 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 vehicles. The vehicles shall be available day and night (24 Hrs) as required by NHIDCL for all days regularly in a month.
4. The quoted rates on monthly basis i.e. for one vehicle per month. In case, travel less or more than 3000 Kms for a vehicle in a month the remaining/extra Kms shall be adjusted in contract period (previous or successive months). The payment of extra Kms will be made after completion of contract or one yearwhichever is earlier. The payment of extra Kms will be made at the rate of Rs. 16/Km per vehicle irrespective of vehicle type.
5. The driver should be having valid driving license, good experience and should not be changed frequently. The driver must be well trained and dressed and must follow all COVID precautions. The driver also must have 24 hours working mobile phone.
6. The agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrications oil and other consumables, necessary service and maintenance, repair and replacement etc. and salary of the driver per month.
7. The agency shall ensure that no driver shall chew Tobacco, Paan, Gutkha etc. while performing duty. Violation of such order may be deemed fit for termination of the driver and repetition of such instances may lead to termination of contract.
8. The agency should ensure that sufficient fuel is always available for travel,insufficient availability of fuel will be treated as fine.
9. In the event of any vehicle being off the road for maintenance or on any account of breakdown, the agency shall provide similar substitute, another vehicle immediately. If the substitute vehicle is not provided, penalty of **Rs. 3,000/-** per day (with addition to the Pro-rata or per day charges) for each vehicle shall be affected from the bills of agency.
10. The selected bidder will have to enter into an agreement with RO-Dehradun NHIDCL on a non-judicial stamp paper of **Rs. 100/-**. The cost of the stamp paper has to be borne by the selected bidder.
11. 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.
12. The quoted rates for hire charges of vehicles with fuel, driver and maintenance etc. should be valid for 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

13. 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. The agency should submit their bills in duplicated along with signed logbook within 1st week of month for the payment
14. The agency should be able to supply the required vehicle within three days from the date of signing of the agreement.
15. The supply of vehicle in initially for duration of one year only. Vehicle may be continued beyond the stipulated period if required and agreed by both the party. The Jurisdiction of vehicle moving in Uttarakhand and other States.
16. All claim related to accident/damage/compensation shall be the responsibility of the vehicle providing agency.
17. The agency have to furnish the **performance security** for an amount of **Rs. 23,000/- (Rupees twenty three Thousand Only)** in the form of Demand Draft in favour of “National Highways & Infrastructure Development Corporation Limited” Uttarakhand payable at Uttarakhand of any Nationalized Bank within 7 days of signing of the Contract Agreement. The performance security submitted shall be refunded after one month successful completion of the contract.
18. NHIDCL can terminate the contract and services by giving prior 15 days notice period as per requirement of service.
19. NO INCREASE IN RATE shall be admissible due to increase in prices of diesel, petrol, etc. during the tenure of the Contract.
20. NHIDCL reserves the right to use the vehicle round the clock. NHIDCL will not be responsible for parking, accommodation and facility of meals for the driver and hence agency should make above arrangement on their own.
21. During the contract period vehicle shall not be used other than NHIDCL , if found it will treated as offence against contract and dimmed fit action shall be taken against agency. In case of breach of terms & conditions performance by agency and in case of rash/inappropriate driving NHIDCL may terminate the agreement immediately without assigning reasons. Decision of NHIDCL is final and binding.
22. The Kilometer counting of the vehicle shall start from the designated office and shall end at the designated office. Odometer must be correctly calibrated at all times.
23. NHIDCL reserves the right to reject the services of vehicle for a particular day in case of delay for non-provision of vehicle in time. In case it is seen that the driver or the vehicle are unsuitable NHIDCL reserves right to terminate the agreement immediately.
24. The bidder should submit an undertaking certificate mentioning that none of the staff, their family members/relatives or any of the contractor/vendor/agencies assigned works/contracts are working in NHIDCL.
25. Vehicle log book shall be maintained day to day basis properly.

Signature of Authorized person with Date & Seal_____

FINANCIAL BID FOR HIRING OF VEHICLE

PROFORMA FOR QUOTING RATES
(TO BE SUBMITTED SUBSCRIBING “FINANCIAL BID”)

Name of work: RFP for Hiring of 01 No. SUV Vehicle on Monthly Basis i.e. 01 Mahindra SCORPIO for Regional Office Dehradun in the State of Uttarakhand.

Name and Address of the Companies/Firms/Agencies/Individual:

Contact Details:

Mobile Number _____

Email ID _____

Sl. No	Name of Item	Unit	Amount quoted by bidder for Vehicle per Month (GST Extra)	
			In Figure	In Words
1	RFP for Hiring of 01 No. SUV Vehicle on Monthly Basis i.e. 01 Mahindra SCORPIO for Regional Office Dehradun in the State of Uttarakhand.	01 Vehicle Per Month		
	Total (Including Taxes)			

Note:

1. The total amount quoted in words shall be the sole guided 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. The quoted rates for hire charges per month shall be included all taxes other than GST. The salary of the driver per month, cost of all lubricants, routine maintenance, Parking charges and if any including cost of spares etc and any other incidentals shall be bearable by service provider agency itself.
4. **The payment will be made on monthly basis within 10 days after submission of bill. However, in unforeseen circumstances, if the payment is not made in time the NHIDCL shall not pay any interest on late payment and vehicle services shall continue.**

Signature of Authorized person with Date & Seal

Name & Address (In Full) _____

Details to be submitted by the firms/agencies/companies

1	Name of the Companies/Firms/Agencies/Individual with full address with pin code, telephone & email etc.	
2	Address Proof (Voter ID, Aadhar Card etc.) (Please attach self-certified copy.)	
3	PAN No. of the Companies/Firms/Agencies/Individual allocated by the Income Tax Department. (Please attach self-certified copy.)	
4	GST Registration No (Please attach self-certified copy.)	
5	Details of Demand Draft on account of bid document.	
6	Details of Demand Draft (DD) on account of Bid Security (Earnest Money). DD must be placed in the envelope containing the technical bid.	
7	Vehicle RC, Insurance, pollution and permits (Please attach self-certified copy.) Year of vehicle and Kms driven (Please attach self-certified copy.)	

Signature of Authorized person with Date & Seal

Name & Address (In Full) _____

Undertaking (Part of Annexure- A, B and C)

(To be placed in the technical bid)

Name of work: RFP for Hiring of 01 No. SUV Vehicle on Monthly Basis i.e. 01 SCORPIO for Regional Office Dehradun in the State of Uttarakhand.

1. I/We hereby certify that the information furnished above is true and correct in respect to the best of my/our knowledge. I understand that in case any deviation is found in the above statement of the stage: I/We will be blacklisted and will not have any dealing with any Govt. department in future.
2. I/We undertake that, I/We have carefully studied all the terms and conditions as indicated in Annexure-“A” and understood the parameters of the proposed requirement of vehicle and shall be abided.
3. If the bid is accepted, I/We hereby agree to abide by and fulfill all the terms and conditions indicated in Annexure-A so far as applicable.
4. I/We have not been blacklisted by any organization/department as on the date of submission of bid.

Signature of Authorized person with Date & Seal

Name & Address (In Full) _____

UNDERTAKING

I.....Proprietor/Proprietress/
Individual, R/O.....hereby undertake that I/My
firm do not belong to any of categories viz. staff of NHIDCL and their relatives, any of the
contractor/vendor/agencies assigned works/contracts at the time of submission of this proposal i.e.
NIT no.....dated.....published on NHIDCL website (www.nhidcl.com)
and <https://gem.gov.in>

Signature of Authorized person with Date & Seal

Name & Address (In Full) _____

