



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

**Name of Work: Providing & supplying of commercial vehicles (SUV such as Innova Crysta & Scorpio or equivalent) on monthly basis for NHIDCL in the State of Mizoram.**

**TENDER DOCUMENT**

November  
2022

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

(Ministry of Road, Transport & Highways, Government of India)

R.O.Aizawl 3rd floor, T-86, Tuikhuahtlang, Aizawl, Mizoram-796001,

NHIDCL/RO\_AIZAWL/VEHICLE

Date: 26.11.2022

**NOTICE INVITING TENDER**

**Name of work:** Providing & supplying of commercial vehicles (SUV such as Innova Crysta & Scorpio or equivalent) on monthly basis for NHIDCL in the State of Mizoram.

1. Sealed Quotations are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed Companies/Firms/Agencies/Individuals for providing Vehicles to the National Highways and Infrastructure Development Corporation Limited, Regional Office – Aizawl, a PSU company under the Ministry of Road Transport & Highways, Govt. of India initially for a period of 2 (Two) year from the date of award of contract, which is extendable up to 1 (one) year based upon the satisfactorily performance and as per the requirement.

Sl. No	Name of work	Tentative No's of Vehicles Required	Bid documents Cost	EMD/Bid Security	Period of Contract
1	Providing & supplying of commercial vehicles (SUV such as Innova Crysta & Scorpio or equivalent) on monthly basis for NHIDCL in the State of Mizoram	Innova Crysta or equivalent: 1 no.  Scorpio or equivalent: 20 nos'  Innova should be the top model (Bucket Seat)	Rs. 11,800/-	Rs.9,97,200/-	24 Months (Extendable by 12 months based on satisfactory performance)

1.1

Cost of Bid Documents: Rs. 10,000/- + 18% GST in favour of NHIDCL ESTABLISHMENT ACCOUNT (Non-Refundable) (The bidder can make online payment of tender document fee, through RTGS/NEFT Establishment Account of ED (P) details as mentioned below: -

Particulars	Details
Name of Beneficiary	National Highways & Infrastructure Development Corporation Limited Establishment Account
Beneficiary Bank Account No.	79601010002065
Beneficiary Bank Branch	IFSC – CNRB0003489
Beneficiary Bank Branch Name	Aizawl II Branch
Beneficiary Bank Address	Canara Bank, Power House Road, Chanmari, Aizawl, Mizoram 796001

2. Interested Companies/Firms/Agencies/Individual may submit tender documents complete in all respect along with Earnest Money Deposit (EMD) of **Rs. 9,97,200/- (Rupees Nine Lakh Ninety Seven Thousand and Two Hundred Only)**, Bid document cost of Rs. 11,800/- (Eleven Thousand Eight Hundred Rupees only) and other requisite documents on or before 15.12.2022 by 1500 (Hours) to the Executive Director (Project), Regional Office: Aizawl. No tender shall be entertained after this deadline under any circumstances whatsoever.
3. Bidder can submit EMD fees of **Rs. 9,97,200/- (Rupees Nine Lakh Ninety Seven Thousand and Two Hundred Only)**, in the form of BG, DD and RTGS-NEFT & Bid Document fees in the form of DD and RTGS-NEFT.
4. The Technical Bid of bidders will be opened at 1500 (Hours) on 17.12.2022 in the presence of authorized representative of Bidders who chooses to attend the opening of bids.
5. 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.
6. NHIDCL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender 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, Regional Office, Aizawl in this regard shall be final and binding on all.
7. Number of each vehicle are tentative and may decrease/increase as per the requirement. The tentative locations of vehicles areas under:

Type of the Vehicle	Tentative Location
Innova Crysta & Scorpio or equivalent	Aizawl, Seling, Lunglei, Lawngtlai, Kolasib, Serchhip, Ngopa, Khawzawl, Lungsen, Hnathial and any other location within the state of Mizoram.

8. Bid documents can be seen at and downloaded from the website <https://gem.gov.in> and <https://gem.gov.in> Bid documents contain qualifying criteria for bidder, specification, bill of quantities, conditions and other details.

8.1 Bidder must submit its financial and technical bid at <https://gem.gov.in> on or before 17.12.2022 (up to 1500 Hrs. IST). Technical Bids received online shall be opened on 17.12.2022 (at 1500 hours IST).

9. 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.

10. The bidders have to submit their bids online in electronic format with Digital Signature. The bid cannot be uploaded without Digital Signature.
11. Bids will be opened online as per time schedule mentioned below.
12. Before submission of online bids, bidder must ensure that scanned copy of all the necessary documents have been attached with bid.
13. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
14. Terms and conditions and other details are attached as Annexure-I, II & III.
15. 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 in this regard should be obtained from the agency/contractor to this effect.
16. Conditional offer or the bid not furnished in the said format shall be considered non-responsive and is liable to be rejected.
17. NHIDCL reserves the right to accept/reject any or all the bids without assigning any reasons thereof.
18. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
19. Before submission of online bids, bidder must ensure that scanned copy of all the necessary documents have been attached with bid.
20. Bidder to submit monthly rates of Vehicle up to 3000 Km in Excel format of the financial bids and rates per KM beyond 3000 Km in pdf format. Therefore, 2 no's of cover system have been made in financial bid cover.
21. Schedule of tendering Process is given below:

(i)	Last Date for submission of documents	17.12.2022 1500 hrs IST
(ii)	Date and Time for opening of Technical Bid of tender Documents	17.12.2022 1500 hrs IST
(iii)	Date and Time for opening of Financial Bid (Sealed financial quotations) of tender Documents	To be intimate later

Executive Director (P)  
NHIDCL, Regional Office, Aizawl, Mizoram, 796001  
Email: [ed\\_aizawl@nhidcl.com](mailto:ed_aizawl@nhidcl.com)

  
 Paleti Brahmanandam  
 GM (LA & Coord)  
 NHIDCL, RO - Aizawl

**TERMS AND CONDITIONS**

**Name of work:** Providing & supplying of commercial vehicles (SUV such as Innova Crysta, & Scorpio or equivalent) on monthly basis for NHIDCL in the State of Mizoram.

1. The vehicle should be preferably new and driven not more than 50000 Kms. The vehicles should be in good running condition and vehicles should not be older than 3 years.
2. The vehicles provided should have permit to travel in the entire State of Mizoram as the vehicle may be used at any place within the state of Mizoram as well as in adjoining states as per the requirement of NHIDCL.
3. The vehicle provided should either be owned in the name of the applicant or may be hired from other sources. At least one vehicle of each category must be registered in the name of bidder. However, in case of hiring of vehicle from other sources, necessary documents need to be submitted. Once the bid is accepted, the service provider shall produce all original documents related to ownership/hiring of the vehicle from other sources for verification.
4. All necessary taxes for operating the vehicles should be fully paid and all necessary papers shall be provided in the vehicles as required by prevailing Motor Vehicles Act with comprehensive insurance cover for the vehicle.
5. The vehicles shall be available all the time (24x7) as required by NHIDCL for all days regularly during the period of contract.
6. Agency shall make available drivers having valid driving license and no outstanding accident claim.
7. The vehicle and driver provided with a vehicle shall not be changed or altered for entire agreement period unless approved/accepted by this office.
8. 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 agency shall bear all expenses required for keeping the driver such as lodging & salary of the driver per month as per Govt. norms.
9. In the event any vehicles being off the road for maintenance or on any other account of breakdown, the agency shall provide a substitute vehicle of same type immediately. If the substitute vehicle is not provided, NHIDCL reserves the right to hire a vehicle from the other sources and may deduct the same charges from the monthly bill of supplier/agency subject to maximum limit of Rs. 2500 per day.

10. The Agency should ensure that sufficient fuel is always available in the tank for travel.
11. The Agency should submit their bills in duplicate along with logbook within 1st week of every month for payment. Necessary taxes including GST if any will be deducted and payments made.
12. A log-book for the car in the format prescribed, for each of the journeys performed, duly signed by the office, would be maintained and submitted by the service provider along with the bill and duty slips.
13. The quoted rates for hire charges of vehicles with fuel and lubricants etc. should be valid for a period of two year from the date of acceptance. No price escalation under any circumstance will be applicable.
14. The Agency should be able to supply the required vehicles within ten working days from the date of award of work.
15. The supply of vehicles is initially for duration of two year only from the date of issue of Letter of Acceptance. Vehicle may be continued beyond the stipulated period on the rates quoted & condition here in if required by NHIDCL upon satisfactory performance and agreed by the bidder.
16. Number of each vehicle are tentative and may decrease/increase as per the requirement.
17. The successful agency will submit a copy of the following documents for each vehicle before start of the work. Also, original documents should be available all the time in the vehicle under the custody of concerned driver. All instructions of Government need to be followed for all vehicles.
  - I. 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.
  - II. Copy of RC Book/Registration of Vehicle.
  - III. Pollution Clearance Certificate.
  - IV. Driving License of concerned driver.
  - V. Any other documents/permit required by Govt. of Mizoram for vehicle.
18. 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.
19. The vehicle should be registered along with all necessary documents i.e., valid insurance, road tax payment etc. The Driver should possess valid driving license and should be well dressed, experienced, mannered/disciplined and adequately educated so as to maintain log-book and maintain decency, politeness and good habits.

20. A fixed payment per month as per the details mentioned in the Tender Documents will be made up to 3000/ KM per month per vehicles considering availability for 30/31 days (For February 28/29days). Extra kilometer run will be paid when the total kilometer run for the vehicle exceeds, as the case may be.
21. The Kilometer counting of the vehicle shall start from the designated office and shall end at the designated office. The odometer must be correctly calibrated at all times.
22. Department shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, department shall not be responsible for any third-party claims.
23. The successful bidder has to provide the vehicles as per requirements of the respective office. The number of vehicles may increase or decrease during the period of validity of the tender. Payment will be made on the basis of actual number of vehicles hired and operated during the relevant month/period.
24. The vehicles will be operated in AC mode. The model of the vehicle should be Top model.
25. An agreement/ contract will be signed with the successful bidder.
26. The service provider should give an undertaking that he or his firm has not been blacklisted by any Organization/ Government department as on the date of submission of the bid (**as per Annexure-IIB**).
27. The “service provider” should provide Vehicles in good condition with clean Interior & exterior and good upholstery.
28. The vehicle shall be provided on any day including Sunday and Holidays, if required by the NHIDCL with no extra charges.
29. The service provider/ driver should have a mobile telephone for contact round the clock. Cost & Bills will be borne by the service provider.
30. Once hired, the vehicle will not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the department for which they will do all as is necessary.
31. In order to ensure day to day functionality of NHIDCL, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the NHIDCL so indicates in the case of eventuality or unsuitability.
32. Any person or any employee of the Department should not be a partner, directly or indirectly, with the service provider.
33. It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/ driver may be deployed by her/him in this office to claim any regular employment in this

office or any government office. The owner/service provider will be solely responsible for all wages/ dues to the driver and to follow all the rules/ provisions as per the law. This Office/ Department shall not be responsible for any dispute/liability whatsoever in this regard.

34. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider. The department shall not have any liability/ Responsibility in this regard either for the driver, commuter vehicle or the third party.
35. The service provider shall undertake to indemnify the Department against all damages/ charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
36. The Department reserves the right to reject the vehicle in case of delay for non-provision of vehicle in time. The driver needs to have experience in hill driving. In case it is seen that the driver or the vehicle are unsuitable, NHIDCL reserves right to terminate the agreement without any notice. The vehicle can be used to travel anywhere in Tripura & adjoining states as per requirement of NHIDCL.
37. 'Vehicle or equivalent' means an equivalent vehicle which costs same or above than the vehicle required.
38. Extra charges Rs.250/- Per night will be paid for night stay away from the place of hiring.
39. If the vehicle is not provided continuously for 03days, NHIDCL reserves the right to terminate the contract immediately.

**40. Bid Security:**

- a) The bidders shall furnish, as part of the bid, an Earnest Money/ Bid Security of the amount as specified in the documents.
- b) The Earnest Money/Bid Security shall be in the form of TDR/BG valid for a period of 90 days, beyond the bid validity period in the name of the Executive Director (Projects), NHIDCL payable at Aizawl and delivered personally in the office of RO-Aizawl.
- c) Any bid not accompanied by an acceptable Earnest Money/Bid Security shall be rejected by the Employer as non-responsive.
- d) The Earnest Money of successful bidders will be returned within 120 days after submission of the Performance Bank Guarantee.
- e) The bids shall be valid for 120 days from the date of opening of financial bid.
- f) The Earnest Money of unsuccessful bidders will be returned after award of work or within 30 days from opening of financial bid whichever is earlier.

41. The Bid Security/ EMD will be forfeited:
- a) If the Bidder withdraws the Bid after its submission.
  - b) If the successful Bidder fails to submit Bank Guarantee; or
  - c) If the successful Bidder fails to sign the Agreement.

**42. Performance Security:**

Within 15 working days after issuance of LOA, the Selected Bidder shall submit Performance Security @5% of contract value in the form of a Bank Guarantee/Fixed Deposit Receipt. The validity of the same has to be extended upto 27 months from the date of signing of Agreement or to a suitable duration to cover three months more than the tenure of the contract, in case the contract is extended. The Performance Security will be returned within three month after successful completion of the work.

The Performance Security submitted by the Agency will be forfeited in case the service provided does not confirm to the stipulations of RFP at any time during the currency of the contract.

The Performance Security shall be in the form of Bank Guarantee/Fixed Deposit (FD) Receipt in the name of Executive Director (Projects), RO-Aizawl, NHIDCL from any scheduled commercial bank approved by RBI having a net worth of not less than Rs.500 crores as per the latest annual report of the bank. The Bid Security of the Successful Bidder shall be converted in to Performance Security upon signing of the Agreement

**43. 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.

44. In case the agencies fail to provide valid contact details (Telephone/Mobile No., E-mail & Address), the bid may be rejected.
45. 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 highways, 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.
46. All disputes would lie within the jurisdiction of Mizoram Courts only.

47. Priority of errors/discrepancies in the agreement:

- I. Between any value written in numerals and that in words, the latter shall prevail.
- II. Between the work value mentioned in LoA and that in the financial bid/quotation Performa Annexure=III the latter shall prevail.

Executive Director (P)  
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Paleti Brahmanandam  
GM (LA & Coord)  
NHIDCL, RO - Aizawl

**TECHNICAL BID FOR HIRING OF VEHICLE:**

(To be submitted subscribing “Technical Bid”)

**Name of work:** Providing & supplying of commercial vehicles (SUV such as Innova, Crysta, & Scorpio or equivalent) on monthly basis for NHIDCL in the State of Mizoram.

1.	Name of the Companies/Firms/ Agencies/ Individual with full address with Pin code, telephone No & e-mail etc, Reg No. 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 the vehicle offered: a) Registration No. b) Owner Name b) Year of Make c) Model No./Year d) Kms Run till date e) Color of Vehicle f) other information (if any)  (Details be provided for each vehicle Separately: separate sheets may be attached if required. In case the vehicles are not in own name, notarized agreement with the owner may be attached)	
6.	Earnest money details DD No. and name of issuing Bank	
7.	Solvency Certificate from Bank (Rs. 20 Lakh)	
8.	Registration of at least 2 (two) vehicle each (Innova, Scorpio) on bidder.	

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## UNDERTAKING (PART OF ANNEXURE-IIB)

**Name of work:** Providing & supplying of commercial vehicles (SUV such as Innova Crysta & Scorpio or equivalent) on monthly basis for NHIDCL in the State of Mizoram.

1. I/We hereby certify that the information furnished above is true and correct in all respect to the best of my/our knowledge. Understand that in case any deviation is found in the above Statement at any stage; I/We will be blacklisted and will not have any dealing with the department in future.
2. I/We undertake that, I/We have carefully studied all the terms and conditions as indicated in Annexure-I and understood the parameters of the proposed requirement of vehicle and shall be abided.
3. If the bids are accepted, I/We here by agree to abide by and fulfil all the terms and provisions of the said conditions as indicated in Annexure-I so far as applicable.
4. I/We have not blacklisted by any Organization/Department as on the date of submission of bid.

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### **EVALUATION OF FINANCIAL BID:**

For Financial Evaluation, the monthly rent quoted by the bidder for each vehicle shall be considered.

NHIDCL reserve the right to negotiate the base rate /optional rate with the L-1 Bidder if deemed fit with mutual consent.

The L-1 bidder shall be declared as the “Selected Bidder”. Letter of Acceptance (LoA) shall be issued after completion of Technical & Financial Evaluation. 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.

**ANNEXURE-III**

**FINANCIAL BID FOR HIRING OF VEHICLE**

PROFORMA FOR QUOTING RATES

**Name of work:** Providing & supplying of commercial vehicles (SUV such as Innova, Crysta, & Scorpio or equivalent) on monthly basis for NHIDCL in the State of Mizoram

**To be filled in EXCEL format:**

Sl. No.	Type & Location of Vehicles	Type of Cost	Rate be quoted by the Bidder (Per Vehicle) inclusive of all taxes such as Income Tax, GST etc. (In Rupee)	
			In Figures	In Words
1.	Scorpio or equivalent (20 nos)	Rate Per Month for 3000 Km		
2.	Innova Crysta (One Bucket seat) (1 no)	Rate Per Month for 3000 Km		
Grand Total				

**To be filled in PDF format:**

Sl. No.	Type & Location of Vehicles	Type of Cost	Rate be quoted by the Bidder (Per Vehicle) inclusive of all taxes such as Income Tax, GST etc. (In Rupee)	
			In Figures	In Words
1.	Scorpio or equivalent (20 nos)	Rate Extra Per KM beyond 3000 KM		
2.	Innova Crysta (One Bucket seat) (1 no)	Rate Extra Per KM beyond 3000 KM		
Grand Total				

1. The lowest bidder for contract is the one who quotes lowest rate per month of the Grand total of all three categories of vehicles.
  - 1.1 Bidder to submit monthly rates of Vehicle up to 3000 Km in Excel format of the financial bids and rates per KM beyond 3000 Km in pdf format. Therefore, 2 nos of cover system have been made in financial bid cover.
2. The total amount quoted in words shall be the sole guided factor for financial evaluation of bidders.
3. Annexure I for terms & conditions shall be the part of bid and hence shall be duly signed by the Bidder.
4. The quoted rates (Fixed & Flexible) for hire charges per month include salary of the driver per month, cost of all lubricants, routine maintenance, toll tax, Parking Charges if any including cost of spares etc. and any other incidentals as required. The quoted rate shall be inclusive of GST and all other taxes, if any.
5. The payment will be made on monthly basis within 10 days after submission of bill. Total payment per vehicle will be fixed cost-plus flexible cost calculated as per the actual Kms run for each month. There will be extra payment for night charges, change in location of vehicle within Tripura or any other reason whatsoever.
6. NHIDCL reserves the right to sign the agreement with more than one Companies/Firms/Agencies/Individual within the submitted bids for hiring of vehicle for different locations based on the quoted rates.

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**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

Place:

Full Name:

(Stamp/seal if applicable)

