

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

**Name of Work: Providing & supplying of commercial vehicle 1 (One) No.
Mahindra Bolero/TUV 300-Top Model on monthly basis for NHIDCL,
Site Office- Jiribam in the State of Manipur(3rd Call).**

BID DOCUMENT

MAR, 2022

CONTENTS OF BID DOCUMENT

Sl. No.	Description of contents	Page No.
1	Cover Page	1
2	Contents of Bid Document	2
3	Notice Inviting Bid	3-4
4	Terms and Conditions (Annexure-I)	5-7
5	Form for Financial Bid (Annexure-II)	8-9
6	Details of information to be submitted by the agencies/Firms/companies (Annexure-III)	10
7	Undertaking (Part of Annexure-III)	11
8	Undertaking(Annexure-IV)	12

NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
(Ministry of Road, Transport & Highways, Government of India)

NOTICE INVITING BID

Name of work: Providing & supplying of commercial vehicle 1 (One) No. Mahindra Bolero/TUV 300-Top Model on monthly basis for NHIDCL, Site Office-Jiribam in the State of Manipur(3rd Call).

Sealed tenders are invited from reputed Companies/Firms/Agencies/Individual having adequate experience in the work mentioned above for providing Vehicles to the National Highways and Infrastructure Development Corporation Limited, SO-Jiribam, a PSU company under the Ministry of Road Transport & Highways, Govt. of India initially for a period of **One year** from the date of award of contract, which is extendable as per the requirement.

Sl. No.	Name of work	No. of Vehicles required	Cost of Documents	EMD/Bid Security	Period of Contract
1	Providing & supplying of commercial vehicle 01 Mahindra Bolero/TUV 300-Top Model, on monthly basis for NHIDCL, Site Office-Jiribam in the State of Manipur(3rd Call)	01 No	Rs. 500/-	Rs. 5000/-	01 Year

- Interested Companies/Firms/Agencies/Individual may submit bid documents complete in all respect along with Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft pledged in favor of NHIDCL Regional Office, Imphal, Manipur and other requisite documents on or before 15.03.2022 by 10:00 (Hours) to the **Deputy General Manager (Project), PMU Noney, Near Longmai Common Ground, Pin- 795159**. No tender shall be entertained after this deadline under any circumstances whatsoever.


Cost of Bid documents	Rs.500/- (through Bankers Cheque)
Non-Refundable for each contract package	Demand Draft only (in favour of RO-Imphal payable at Imphal)
	A/c No. - 79513210000015
	IFSC Code- CNRB0017951
	Bank Name- Canara Bank
	Branch- Imphal

2. The Bid of bidders will be opened at 1500 (Hours) on 04.04.2022 in the presence of authorized representative of Bidders at PMU Noney.
3. Every page of the 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.
4. 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, **PMU-Noney** in this regard shall be final and binding on all.
5. No. of vehicles are tentative and may decrease/increase as per the requirement. The tentative location of the vehicles are as under:

Type of the Vehicle	No	Tentative Location
01 Mahindra Bolero/TUV 300-Top Model	01	SO-Jiribam, Manipur to be utilized anywhere in the state of Manipur

6. The Bid document can be downloaded from the website www.nhidcl.com from 29.03.2022 up to 04.04.2022 (1000 Hrs) and can be obtained from the PMU-Noney within 1100 Hrs to 1600 Hrs on all working days.
7. The bid document fee will be in favor of NHIDCL Regional Office, Imphal payable at Imphal. (Non-Refundable).
8. The bidders should go through the terms and conditions and other details which are attached as Annexure-I, II & III.
9. Schedule of tendering Process is given below:

Sl. No.	Description	Period
1.	Date of issue of NIT	29.03.2022
2.	Date of Sale of Bid Documents	29.03.2022
3.	Date of close of sale of Bid Documents	04.04.2022 (1000Hrs)
4.	Date of submission of Bid (hard copy)	04.04.2022 (1400Hrs)
5.	Date of Opening of Bids	04.04.2022 (1500Hrs)
6.	Validity of Bid	30 Days


(Sushil Kumar Rai)
General Manager (P)
PMU-Noney, Tamenglong
Link Officer to PMU-Noney,
NHIDCL, Manipur
 E-mail:pmu-noney@nhidcl.com

TERMS AND CONDITIONS

Name of work: Providing & supplying of commercial vehicle 1 (One) No. Mahindra Bolero/TUV-300 (Top Model) on monthly basis for NHIDCL, Site Office Jiribam, in the State of Manipur(3rd Call).

1. The vehicles should be new or less than one year old and driven not more than 10,000- km with GPS fitted.
2. All the supportive documents related to vehicle to be submitted on the date of BID opening. However, if the Bidder wants to provide a brand new vehicle, he has to submit an undertaking/declaration for the same.
3. The vehicles should be in the excellent running and mechanical condition duly serviced by the authorized company service centre.
4. All necessary taxes for operating the vehicles commercially 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 vehicles.
5. The vehicles shall be available day and night (24 hours) as required by NHIDCL for all days regularly in a month,
6. The driver should be having valid driving license and good experience upto minimum 7 years and should not be changed frequently. The driver must be well trained and dressed and must follow all COVID precautions.
7. 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 and mobile phone.
8. 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.
9. The vehicles not in good mechanical condition can be rejected by the GM/DGM, PMU Noney for which the agency must provide similar substitute immediately.
10. 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. 2500/-** per day for each vehicle shall be affected from the bills of Agency.
11. The Agency should quote their rates on monthly basis. In case of excess run more than 3000 km in a month, it shall be paid @ 12/- per km for all types of vehicle.
12. The Agency should ensure that sufficient fuel is always available for travel. Insufficient availability of fuel will be treated as fine of **Rs. 2500/day**.

13. The quoted rates shall be inclusive of all taxes including GST.
14. The selected bidder will have to enter into an agreement with PMU-Noney on a non-judicial stamp paper of Rs. 100/-. The cost of the Stamp Paper has to be borne by the Selected Bidder. 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.
15. The Agency should submit their bills in duplicate along with signed logbook within 1st week of every month for the payment.
16. The quoted rates for hire charges of vehicles with fuel and lubricants 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.
17. The Agency should be able to supply the required vehicles within seven days from the date of this agreement.
18. The supply of vehicles in initially for duration of one year only. Vehicles may be continued beyond the stipulated period if required by NHIDCL.
19. The Jurisdiction of vehicle moving is Manipur and other North Eastern State.
20. All claim related to accident/damage/compensation shall be the responsibility of the Agency vehicle providing.
21. The agency have to furnish the performance security for an amount of **Rs. 20,000/- (Rupees Twenty Thousand only)** in the form of Demand Draft in favor of "National Highways and Infrastructure Development Corporation Limited, Manipur" payable at Manipur of any Nationalized Bank within 7 days of signing of the Contract Agreement. The performance security so submitted shall be refunded one month after successful completion of the contract.
22. The Committee reserves right to seek confirmation/clarification of any document from the bidder/issuing authority of such document during the process of evaluation, if so required or call for any missing documents without affecting the eligibility of the bidders.
23. NO INCREASE IN RATE shall be admissible due to increase in prices of diesel, petrol, etc during the tenure of the Contract.
24. 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.
25. If the vehicle is not provided continuously for 03 days, NHIDCL reserves the right to terminate the contract immediately.
26. NHIDCL reserves the right to use the vehicle round the clock without paying anything extra. NHIDCL will not be responsible for parking, accommodation and facility of meals for the driver and hence agency should make above arrangements on their own.
27. 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.

28. 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
29. 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.
30. 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. (**Annexure-IV**).

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: Providing & supplying of commercial vehicle 1 (One) No. Mahindra Bolero/TUV-300 (Top Model) on monthly basis for NHIDCL, Site Office Jiribam, in the State of Manipur(3rd Call).

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

Contact Details (Mobile No. & E-mail ID):

Sl. No.	Type & Location of Vehicles	Unit	Rate to be quoted by the Bidder (for three vehicles as specified max. up to two decimals) (inclusive of all taxes including GST)	
			In Figure	In Words
1	Providing running and maintenance on monthly basis (Travel upto 3000 Kms per month) as per terms and conditions. 01 Mahindra Bolero/TUV 300 (Top Model) (3 rd Call)	Per Month		

Note:

1. The lowest bidder for contract is the one who quotes lowest rate for the specified vehicle. The agency should quote their 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 year whichever is earlier. The payment of extra Kms will be made at the rate of Rs. 12 per Km per vehicle irrespective of vehicle type.
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 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. 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 & full address _____

Details to be submitted by the firms/agencies/companies

1.	Name of the Companies/Firms/ Agencies/Individual with full address with pin code, telephone no & e-mail 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.	Undertaking on Stamp paper for providing vehicles in case of award of work	

Undertaking (Part of Annexure-II)

(To be placed in the technical bid envelope)

Name of work: Providing & supplying of commercial vehicle 1 (One) No. Mahindra Bolero/TUV-300 (Top Model) on monthly basis for NHIDCL, Site Office Jiribam, in the State of Manipur(3rd Call).

1. I/We hereby certify that the information furnished above is true and correct in all respect to the best of my/our knowledge. I 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 any Govt department in future.
2. I/We undertake that, I/We have carefully studied all the terms and conditions as indicated in Annexure-I and under stood 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 provisions of the said conditions as indicated in Annexure-I 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 & full address _____

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. datedpublished on NHIDCL
website(www.nhidcl.com)