



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

**Name of Work: Hiring of 01 no. Vehicle Toyota Innova on monthly basis for NHIDCL Project Monitoring Unit-Jakhama, Nagaland.**

**BID DOCUMENT**

**February, 2021**

**Name of work: Hiring of 01 no. of Vehicle Toyota Innova on Monthly Basis for PMU Jakhama, NHIDCL in the state of Nagaland**

Bid Security	:	₹ 10,000/-
Cost of Bid Documents	:	₹ 500/-
Time Period	:	One Year

1. Sealed quotations are invited from established, experienced, and reputed agencies having adequate experience in the work mentioned above.
2. The blank BoQ with terms & conditions for the above may be obtained from the office of the undersigned from 08.02.2021 (09:00 Hours) to 14.02.2021 (upto 12.00 Hours) and website [www.nhidcl.com](http://www.nhidcl.com). The cost of Bid Document will be Rs. 500.00 (Rupees Five Hundred Only) and will be paid through RTGS into bank a/c no “50100338508023” maintained in the name of “R O KOHIMA NHIDCL ADM EXPENSES ACCOUNT” with HDFC Bank, Kohima, Nagaland having IFSC code “HDFC0002015” upto 28.01.2021, 12:00 Hrs.
3. The duly filled quotation in sealed envelope shall be submitted in the office of the undersigned upto 12:00 Hrs. on 14.02.2021 and quotation will be opened on 14.02.2021 at 15.00 Hrs. by Evaluation Committee constituted for this purpose in the presence of intending bidders.

National Highways & Infrastructure Development Corporation Limited PMU Address:

**General Manager (Projects)**  
**C/o:- House No 179, Epitome Villa,**  
**Below Kisama Heritage, Kipfiizha sector,**  
**Kigwema village, Post- Jakhama,**  
**Kohima, Nagaland - 797001**  
**Email: [pmujakhama@gmail.com](mailto:pmujakhama@gmail.com)**

**BILL OF QUANTITY**

Bid Security : Rs. 10,000/-  
Cost of Bid Documents : Rs. 500/-  
Time Period : One Year

Name of work: Hiring of 01 no. of Vehicle Toyota Innova on Monthly Basis for PMU-Jakhama, NHIDCL in the state of Nagaland.

Sl. No.	Name of Item	Unit	Qty.	Amount quoted by bidder for Vehicle per Month inclusive of all Taxes	
				In Figure	In Words
1	“Providing, hiring running and maintenance of one number vehicle Toyota Innova on monthly basis for NHIDCL PMU Office-Jakhama, Nagaland.	Vehicle nos./ Months  01/12	01		

**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 with/without All India Permit.
4. The rate applicable for extra Km of travel beyond 3000 Km in a month shall be paid @16/- per Km.

**Name, Signature & Seal of Bidder**

## **BID SECURITY**

The Bidders shall furnish, as part of the quotation Bid Security of Rs.10,000.00 (Rupees Ten Thousand Only) in through RTGS into Bank A/c no “50100338508023” maintained in the name of “R O KOHIMA NHIDCL ADM EXPENSES ACCOUNT” with HDFC Bank, Kohima, Nagaland having IFSC code “HDFC0002015”. Any quotation not accompanied by an acceptable Bid Security shall be rejected by the Employer as non-responsive. The Bid Security of Unsuccessful bidders will be returned within 28 days of opening of Bids. The Bid Security of the Successful Bidder shall be converted into Performance Security upon signing of the Agreement. The Bid shall remain valid for 120 days from date of opening.

2. The Bid Security will be forfeited:
  - (a) If the Bidder Withdraws the Bid after its submission ; or
  - (b) If the Bidder does not accept the arithmetic correction of the bid price ; or
  - (c) In the case of a Successful Bidder if the Bidder fails to sign the Agreement.
3. The Performance Security shall be refunded after the successful completion of the contract.
4. I accept the terms and conditions are attached at Annexure- A.

**Name, Signature & Seal of Bidder**

TERMS AND CONDITIONS

1. The vehicles should not be older than three months.
2. Proposals are invited from reputed agencies/individuals who can provide AC vehicles to PMU-Jakhama of NHIDCL at Jakhama, Nagaland as detailed in BOQ on monthly hire basis.
3. The vehicles should be in good running condition.
4. All necessary taxes for operating the vehicles 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 coverage for the vehicle. All the cases related to accident/damages/compensation shall be the responsibility of vehicle owner.
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 in sound mental and physical condition and suitably dressed, equipped with mobile phone and having valid driving license, id proofs etc.
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.
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 immediately. If the substitute vehicle is not provided penalty of Rs. 3,000/-per day for each vehicle shall be deducted from the bills of Agency.
9. The Agency should quote their rates on monthly basis. In case of excess km. run in a month, it shall be paid @ 16/- per Km.
10. The Agency should ensure that sufficient fuel is always available for travel.
11. NHIDCL i.e., Service receiver will deposit the GST itself and TDS will be deducted from invoice of service provider @ 1% on quoted rate in case of individual owner and 2% for limited company.
12. Vehicle/Vehicles can be withdrawn from usage within 15 (fifteen) days of advance notice by either party i.e. Agency or NHIDCL.
13. The Agency should submit their bills in duplicate along with logbook within 1<sup>st</sup> week of every month for payment.
14. The quoted rates for hire charges of vehicles with fuel and lubricants etc. should be valid for period of two years from the date of acceptance. No variation/revision in quoted rates on account of any increase in fuel or spares cost will be entertained.
15. The Agency should be able to supply the required vehicles within 7 (seven) days from the date of Letter of Acceptance.
16. The supply of vehicles is initially for duration of one year only from the date of agreement. Vehicles may be continued beyond the stipulated period on the rates quoted & condition herein if required by NHIDCL and agreed by the bidder.
17. The bidder should submit an undertaking certificate mentioning that none of the staff, their relatives or any of the contractor/vendor/agencies assigned works/contracts are working in NHIDCL. (*Annexure-B*)
18. The Jurisdiction of vehicles moving is Nagaland and other North Eastern States.

**Name, Signature & Seal of Bidder**

(On letterhead)

Declaration

I/We ..... hereby declare that none of the staff of NHIDCL and their relatives or any of the Contractor/vendor/agencies assigned for works/contracts under NHIDCL is related with me/us.

Date:.....

**Name, Signature & Seal of Bidder**