



**National Highways & Infrastructure Development Corporation Limited**  
**(Undertaking of Ministry of Road Transport & Highways)**  
Branch Office - House No 206, Professors Colony, Kharmalki, Shillong - 793001

Date: 31<sup>st</sup> Dec 2019

**NOTICE INVITING TENDER**

**NOTICE INVITING TENDER FOR HIRING OF VEHICLE (BOLERO OR EQUIVALENT) FOR OFFICE USE AT NHIDCL, BRANCH OFFICE, SHILLONG, MEGHALAYA.**

**Earnest Money: Rs. 10,000/-**  
**Cost of Document: Rs. 500/-**  
**Time Period: One Year.**

Sealed Tenders are invited from established, experienced and reputed individuals, firms/Organizations and other agencies having adequate experience in execution of such works.

The blank BOQ and term & conditions for the above may be obtained from NHIDCL website or office of the undersigned.

The duly filled tender in sealed envelope can be submitted in the office of the undersigned up to 12.00 hrs on or before **10<sup>th</sup> January 2020** and if possible, quotation will be opened preferably on **10<sup>th</sup> January 2020** at 15:00 hrs by evaluation committee constituted for this purpose, in the presence of intending bidders, who choose to remain present. Regarding Queries may contact to General Manager (P), NHIDCL, BO-Shillong, Meghalaya.

Demand drafts of cost of documents & security / EMD shall be submitted with duly filled signed quotation in sealed envelope.

Sd/-

**General Manager (P)**  
NHIDCL, Branch Office  
House No 206, Professors Colony,  
Kharmalki, Shillong- 793001,  
Meghalaya  
Tel. No. +91-0364-2501195  
Email: gmshillongnhidcl@yahoo.com

## BILL OF QUANTITY

Earnest Money : Rs. 10,000/-  
Cost of Bid Document : Rs. 500/-  
Time Period : One Year

Name of work: Hiring of Commercial Vehicle 01 (One) No. Bolero/Equivalent on monthly basis for NHIDCL, Branch Office, Shillong, Meghalaya

S. N.	Name of Item	Unit	Qty per month (Nos.)	Rate be quoted by the Bidder (is Rs. Per month)	Amount quoted by the Bidder	
					In figure	In words
1	<b>Providing, running &amp; maintenance of Vehicle on monthly basis</b>  One Nos. (01) of Bolero or equivalent (Travel up to 3000 Kms) as per terms & conditions	Per month	01			
	<b>TOTAL</b>					

Nos of Vehicle is indicative and may increase

**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 part of bid and hence shall be duly signed by the Bidder.
3. Vehicle shall be operating with All India Permit.
4. The rate applicable for the extra Km of travel beyond 3000 km in a month shall be @ Rs. 13/- per km and NHIDCL will pay Rs. 250/- directly to the drivers for a night halt at outstations with Vehicle with the permission of the concerned Officer.
5. GST will be paid by NHIDCL as applicable.
6. Income Tax shall be deducted as applicable.

**Certificate**

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

**Signature of Authorized Signatory  
Name of the Agency with Seal**

**Place :**

**Date :**

TERMS AND CONDITIONS

1. The vehicles should be new or preferably should not be older than one year and also preferably driven not more than 25,000 kms.
2. The vehicle should be in good running condition.
3. All necessary taxes for operation 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 vehicle. Cost of insurance will be fully born by Successful bidder and the rate quoted shall be inclusive of this.
4. The vehicle shall be provided day and night (24 hours) as required by NHIDCL for all days regularly in a month.
5. Agency shall also make available drivers having valid driving license. 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.
6. The Agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil & other consumables, necessary service & maintenance, driver's repairs & replacements etc. The rates quoted shall inclusive of all.
7. In the event of any vehicle being off the road for maintenance, break down or on any account, the successful bidder shall provide a substitute vehicle of same category immediately. If the substitute vehicle is not provided, a penalty of Rs. 2500/- per day per shall be affected from the bills of agency.
8. The agency should quote their rates on monthly basis.
9. The vehicle provided should have permit to travel in All India.
10. The agency should ensure that sufficient fuel is always available for travel and the attending driver is duly funded for re-fueling.
11. The quoted rates for hire charges per month includes salary of the driver, cost of all lubricants, routine maintenance, toll tax if any, cost of spares & any other incidentals as may be required. The quoted rates shall be inclusive of all taxes & other taxes if any.
12. Vehicle can be withdrawn from usage with 15 (fifteen) days of advance notice by either party i.e. successful bidder 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. It is the responsibility of bidder to maintain the log book for every vehicle and get it certified from the concerned official using the vehicle on daily basis, failing which, payment may not be made.

14. The quoted rates for the vehicles shall include fuel and lubricants, repairs and maintenance, Driver salary and other labour charges, depreciation etc. and should be valid for a 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.
15. The successful bidder should be able to supply the required vehicles within seven days from the date of issue of 'Letter of Acceptance' by NHIDCL. Number of vehicles can be increased or decreased on a seven days' notice by the NHIDCL.
16. The supply of vehicles is initially for duration of one year only from the date of issue of Letter of Acceptance. 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 successful bidder shall submit all the required documents of vehicle, driver, insurance, GST and PAN etc. execute the agreement within a week after issue of 'Letter of Acceptance' on one hundred-rupee bond paper.
18. Amendments, corrigendum, if any, would be hosted on NHIDCL website only.
19. NHIDCL reserves full rights to curtail, modify, halt/cancel, reject any or all offer/s, at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.

#### **RESOLUTION OF DISPUTE**

In case of any dispute, the decision of the Branch Officer i.e. concerned General Manager (P), NHIDCL, Shillong, Meghalaya shall be final.

### **The Bid Security/Earnest Money**

The Bidders shall furnish, as part of the quotation Bid Security of Rs. 10,000/- in the form of Demand Draft in favour of National Highways & Infrastructure Development Corporation Limited payable at Shillong, Meghalaya. 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 45 days after opening of Bids or issue of LOA whichever is earlier. The Bid Security of the Successful Bidder shall be converted in to Performance Security upon signing of the Agreement. The Bid shall remain valid for a period of 30 days of opening.

The performance Security shall be refunded within one month, after the successful completion of the contract.

### **The Bid Security/Earnest Money 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.

I accept all the terms and conditions of NHIDCL.

**Name, Signature & Seal of Bidder**

## 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, Sub Branch Office, Silchar 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: