



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

**Request for Proposal (RFP)**

**Invitation of Tender**

**For**

**Hiring of Vehicles on Monthly Basis for NHIDCL,  
Regional Office (R.O.) - Itanagar in Arunachal Pradesh**

**Contract No. NHIDCL/RO-ITA/07/Veh./GC/2022-23**

**CONTENTS OF BIDDING DOCUMENT**

**INDEX**

<b>Sl. No.</b>	<b>Description</b>	<b>Section/ Annexure</b>
1	Notice Inviting Tender	Section I
2	Instruction to Bidders	Section II
3	Data Sheet	Section III
4	Terms of Reference	Section IV
5	Technical Bid	Section V
6	Financial Bid	Section VI

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**National Highways & Infrastructure Development Corporation Ltd.**  
(A Public Sector Undertaking under the Ministry of Road Transport and Highways,  
Govt. of India)

**Section - I**

**Notice Inviting Tender (NIT)**

**(National Competitive Bidding through e-Tendering mode only)**

**Date: 03 .10.2022**

1. NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (Ministry of Road, Transport & Highways, Government of India), invites bids [Two Stage tendering process for simultaneous submission of Technical and Financial Bids] from Firms/Tour & Travel Agents/Individuals for Hiring of Vehicles on Monthly Basis for NHDICL, RO-Itanagar in the state of Arunachal Pradesh w.e.f. 17.01.2023 with the following details:

Vehicle Requirement	Vehicle Make	Qty.	Bids Security (Rs. in Lakh) 'EMD'	Duration	Monthly Running Limit	Remarks
Innova Crysta	Top Model	01Nos.	<b>2.02</b>	24 Months (Extendable by 12 months based on satisfactory performance)	3000 Km for each vehicle	The vehicle should not be more than 6 months old and should not have run more than 10,000 Kms.
Mahindra Scorpio/ Tata Harrier/ Tata Safari	Top Model	01Nos.				
Mahindra Bolero	Top Model	02Nos.				

2. Date of Publishing is from 03.10.2022.

3. The complete BID document can be viewed / downloaded from web portal <https://eprocure.gov.in> till 25.10.2022 (upto 15:00 Hrs. IST)

4. Bidder must submit its Financial Bid and Technical Bid at <https://eprocure.gov.in> on or before 25.10.2022 upto 15:00 hours IST. Bids received online shall be opened on 26.10.2022 (at 15:00 hours IST).

5. Bid documents can be seen at and downloaded from the website [www.nhidcl.com](http://www.nhidcl.com) and <https://eprocure.gov.in>. Bid documents contain qualifying criteria for bidder, conditions and other details.

6. Bidder shall submit the following documents in physical form and scanned copy to be uploaded.

- i) Copy of PAN/ TAN Card.
- ii) Demand Draft for Cost of documents or receipt of Bank Transaction (Original).
- iii) Bid Security (EMD) in the form of Fixed Deposit Receipt (FDR)/Demand Draft/NEFT/RTGS in favour of ED (P), RO, Itanagar, NHIDCL. (Original Copy)
- iv) Notarized undertaking on Rs.100/- stamp paper (Original).
- v) Power of Attorney, if applicable

7. To participate in bidding process, bidder 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.

8. The bidders have to submit their bids online in electronic format with Digital Signature. The bid cannot be uploaded without Digital Signature. No proposal (Except the documents as mentioned in point 6

above) will be accepted in physical form.

9. Bids will be opened online as per time schedule mentioned at Sr. No. 16.
10. Before submission of online bids, bidder must ensure that scanned copy of all the necessary documents have been attached with bid. A prospective Bidder requiring any clarification on the bid documents may notify NHIDCL in writing through e-mail, at the e-mail ID specified in NIT and/or through a letter addressed to the Tender Inviting Authority, indicated in NIT.
11. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
12. All the required information for bid must be filled and submitted online.
13. Bidders should get ready with the scanned copies of Bid Security as specified in the tender documents. The original instruments in respect of Bid Security and relevant documents will be submitted to the Tenders Inviting Authority by Registered post/courier/by hand as per time schedule specified.
14. The details of Bid Security specified in the tender documents should be the same, as submitted online (Scanned copies) otherwise bid will not be accepted.
15. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process
16. The Company shall endeavor to adhere to the following schedule for bidding process:

<b>i.</b>	<b>Date of issue of NIT</b>	<b>03.10.2022</b>
<b>ii.</b>	<b>Start Date for submission of documents</b>	<b>04.10.2022</b>
<b>iii.</b>	<b>Date of close of sale of Tender Documents (through online)</b>	<b>25.10.2022 15:00 Hrs</b>
<b>iv.</b>	<b>Date of submission of Tender/Bid (online&amp; hard copy)</b>	<b>25.10.2022 15:00 Hrs</b>
<b>v.</b>	<b>Opening of Technical BIDs at venue</b>	<b>26.10.2022 15:00 Hrs</b>
<b>vi.</b>	<b>Date of Uploading of list of Technically Qualified Applicants</b>	<b>To be intimated later</b>
<b>vii.</b>	<b>Date of Opening of Financial Bids of Qualified Applicants</b>	<b>To be intimated later</b>

17. Date and time for opening of Financial Bid of the tender document shall be intimated separately after finding successful bidders in Technical Bid.
18. Conditional bids would be rejected.
19. Any corrigendum or information with regard to this NIT shall only be uploaded online on website <https://eprocure.gov.in>.

**Executive Director (P)**  
**NHIDCL, R.O. Itanagar**  
**Email: [roitagarnhidcl@gmail.com](mailto:roitagarnhidcl@gmail.com)**  
**Ph.: +91-98788 71064**

(Section II)

**Instruction to Bidders (ITB)**

**Date: 03.10.2022**

**Subject: Hiring of Vehicles on Monthly Basis for NHIDCL, Regional Office (R.O.) – Itanagar in Arunachal Pradesh - Reg.**

**1. Introduction**

1.1 NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT COPORTATION LTD. (Ministry of Road, Transport & Highways, Government of India), invites bids [Single Stage (RFP) two cover process containing Technical and Financial Bids] from Firms/Tour & Travel Agency for Hiring of Vehicles on Monthly Basis for RO – Itanagar under NHIDCL with the following details:

Vehicle Requirement	Vehicle Make	Qty.	Bids Security (Rs. in Lakh) 'EMD'	Duration	Monthly Running Limit	Remarks
Innova Crysta	Top Model	01Nos.	2.02	24 Months (Extendable by 12 months based on satisfactory performance)	3000 Km for each vehicle	The vehicle should not be more than 6 months old and should not have run more than 10,000 Kms.
Mahindra Scorpio/ Tata Harrier/ Tata Safari	Top Model	01Nos.				
Mahindra Bolero	Top Model	02Nos.				

1.2 The brief description of the assignment and its requirements are given in the “**Terms of Reference**”.

1.3 The proposals are invited **through e-tender** (on-line bid submission) for this assignment.

1.4 Financial Proposals will be opened only for the firms found to be technically responsive in accordance with Para 5 hereof. The selection of the assignment will be done through Least Cost System i.e. **the lowest quoted bidder will be selected.**

1.4 Please note that NHIDCL is not bound to accept any of the bids submitted and reserves the right to reject any or all bids without assigning any reasons.

2. At any time before the submission of bids, NHIDCL may, for any reason, modify the Documents by amendment or corrigendum. The amendment will be uploaded on [www.nhidcl.com](http://www.nhidcl.com) & <https://eprocure.gov.in>. The Client may at its discretion extend the deadline for the submission of proposals and the same shall also be uploaded on [www.nhidcl.com](http://www.nhidcl.com) & <https://eprocure.gov.in>.

**3. Preparation of Bid**

The e-bid must be prepared in two parts viz.

Part 1: Technical Bid and shall comprise of information in Section-V.

Part 2: Financial Bid and shall comprise of Priced Bill of Quantities (BoQ).

**3.1 Document to be submitted in support of Technical Bid:**

3.1.1 The following documents in scanned form must be submitted **along** with the Technical Bid:

- (i) Self-attested Copy of Registration Certificate of each vehicle. In case Registration Certificate is not available at the time of bidding, the selected bidder should provide all vehicle documents of the offered vehicles as per satisfaction of NHIDCL within ten days from the date of issuing the Letter of Award (LOA).
- (ii) Copy of PAN/TAN Card.
- (iii) GST Registration Certificate
- (iv) Bank Account Details (Copy of 1<sup>st</sup> page of Passbook containing information or Cancelled Cheque).
- (v) Power of Attorney if bid is signed other than the Owner of Firm/ Tour & Travel Agency.
- (vi) Signed Copy of RFP (excluding Financial Bid).
- (vii) Proof of Experience as per item 20 of section IV of “Terms of Reference”.
- (viii) Copy of Registration Certificate of firm/Tour & Travel Agency.

**3.1.2 Document fee:** 1000/- Rs. +18% GST, by way of DD in favor of ED (P), NHIDCL RO Itanagar, payable at Itanagar.

**3.1.3 Earnest Money / Bid Security:**

The Bidder shall furnish, as part of the Bid, Earnest Money/Bid Security, in the amount as specified in the NIT. (Fixed Deposit Receipt (FDR)/Demand Draft/NEFT/RTGS only in favour of ED (P), RO, Itanagar, NHIDCL).

The Earnest Money/ Bid Security shall, at the Bidder’s option, be in the form of Fixed Deposit Receipt (FDR)/Demand Draft/NEFT/RTGS only (other forms will not be acceptable) of 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. It shall be valid for 45 days beyond the validity of the bid.

Bank Guarantee/ Demand Draft of unsuccessful bidders will be returned within 60 days of declaring successful bidder. The Bid Security/ Earnest Money will be forfeited:

- i. if the Bidder withdraws the Bid after its submission during the period of Bid validity;
- ii. if the Bidder does not accept the arithmetic correction of the bid price; or
- iii. in the case of a successful Bidder fails within the specified time limit to
  - a) Sign the Agreement; and/or
  - b) Furnish the required Performance Security.
  - c) Submit all documents of offered vehicles as per terms & conditions in RFP.

**3.1.4** The technical bid must not include any financial information; else the bid shall be summarily rejected.

**3.2 Financial Bid**

**3.2.1** The Financial bid should include the costs associated with the services. Financial Bid shall comprise of Priced Bill of Quantities (BoQ). Conditional offer or the proposal not furnished in the said format shall be considered non-responsive and is liable to be rejected.

**3.2.2** The quoted rates for hire charges per month should include salary of the driver per month, vehicle maintenance, cost of lubricants, cost of spares etc and any other incidentals as required (exclusive of fuel charges). The quoted rate shall be inclusive of GST and all other taxes, if any. The fuel charges shall be paid as following:

- i. Fuel charges shall be paid as per actual kilometer run during the month based on fuel consumption norm of 10Km per litre for Vehicle: Toyota Innova.
- ii. Fuel charges shall be paid as per actual kilometer run during the month based on fuel consumption norm of 10KM per litre for Vehicle: Mahindra Scorpio/ Equivalent.
- iii. Fuel charges shall be paid as per actual kilometer run during the month based on fuel consumption norm of 12 Km per litre for Vehicle: Mahindra Bolero.

**3.2.2** The rate indicated in financial bid shall be inclusive of taxes like GST.

**3.2.3** Costs shall be expressed in Indian Rupees.

#### **4 Submission of Proposals**

**4.1** The Bidder shall submit the Technical Bid & Financial Bid online through <https://eprocure.gov.in>.

**4.2** In addition to online submission of proposal, the bidder shall submit in a sealed envelope, the following documents physically:

- i) Copy of PAN/ TAN Card.
- ii) Demand Draft for Cost of documents or receipt of Bank Transaction (Original).
- iii) Bid Security (EMD) in the form of Fixed Deposit Receipt (FDR)/Demand Draft/NEFT/RTGS (Original) in favour of ED (P), RO, Itanagar, NHIDCL.
- iv) Notarized undertaking on Rs.100/- stamp paper. (Original) – As per format in Section V
- v) Power of Attorney, if applicable

**4.3** The documents listed at clause 4.2 above shall be placed in an envelope, which shall be sealed. The envelope should be addressed to the ED (P), RO-Itanagar, NHIDCL and shall be submitted at the office address mentioned hereunder before the deadline given for submission of bids.

The Executive Director (Projects)  
National Highways & Infrastructure Development Corporation Ltd.  
Regional Office, Itanagar  
GD Apartment, Senki Park, Division-IV, Near Govt. Middle School  
Itanagar, Arunachal Pradesh-791113  
e-mail: [roitnagarnhidcl@gmail.com](mailto:roitnagarnhidcl@gmail.com)

**4.4** If the envelope is not sealed and marked as instructed, RO-Itanagar assumes no responsibility for the misplacement or premature opening of the contents of the BID submitted and consequent losses, if any, suffered by the applicant.

**4.5** Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be summarily rejected.

**4.6** The Bid must be valid for the number of days (Bid Validity) stated in item 4 of Section III (Data Sheet).

#### **4.7. Qualification of Bidders**

- i) The bidder should be a well reputed Firm/Tour & Travel Agency.
- ii) The bidder should not have been declared as non-performing by MoRT&H/NHAI/NHIDCL or blacklisted/debarred for specified period by MoRT&H/NHAI/NHIDCL.
- iii) The bidder should not be a staff of NHIDCL nor related to any staff of NHIDCL (staffs such as on deputation/contractual basis/outsourcing agencies).
- iv) The bidder should furnish a detailed report of the experience in similar work/existing commitments. The bidder should be having at least three years of experience in providing vehicles on hire basis to Government/Semi-government/public sector undertakings, banks or reputed companies.

#### **5 Proposal Evaluation**

##### **5.1 Evaluation of Technical Bid**

The bids would be evaluated by an Evaluation Committee. A two-stage procedure will be adopted in evaluating the bid. In the first stage the Technical bid will be opened by the Evaluation Committee of

RO-Itanagar, NHIDCL and will be examined as to whether:

- (i) The documents are properly signed by the bidder.
- (ii) The bid has been received on or before the dead line of submission.
- (iii) The documents and information to be furnished by the bidder regarding details of the vehicles documents and being offered should be complete in all respect and should be in conformity with the manner in which the information has been sought in the “TECHNICAL BID”.

In case answers to any of the above items is found to be ‘No’ the bid shall be declared as non-responsive and shall not be evaluated further.

After examining the bid on above grounds, the Committee shall short – list the qualified Bidders on the basis of information provided in their Technical Bid corresponding to the requirements set forth. The decision of the committee shall be final and binding.

Financial Bids of only those bidders shall be opened and evaluated further which have been declared “**Technically Responsive**” in Technical Evaluation by the Committee.

## **5.2 Evaluation of Financial Bid**

- 5.2.1. For financial evaluation, the monthly rent quoted by the bidder for each vehicle shall be considered.
- 5.2.2. NHIDCL reserve the right to negotiate the base rate /optional rate with the L1 Bidder if deemed fit.
- 5.2.3 The L-1 bidder shall be declared as the “Selected Bidder”. Letter of Award (LOA) shall be issued to the “Selected Bidder” within seven days, from the date of uploading of the Financial Bid Evaluation. However, before signing the agreement, 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. Further, in case of two or more “Selected Bidders” i.e two or more bidders quoting same lowest amount for a month, then the “Selected Bidder” shall be finalized on the discretion of NHIDCL.

## **6 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 ED (P), RO, Itanagar, 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

## **7 Signing of Agreement**

NHIDCL will sign Agreement with the Selected Bidder to whom the LOA has been issued within 15 days from the date of LOA.

**8 Client's Right to Accept Any Bid and to reject any or All Bids.**

NHIDCL reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for NHIDCL's action.

9. Bidders are advised to study the procedures related to e-procurement by Government of India, carefully before submission of Bids. For this, Bidders may refer the Bidders Manual Kit available in the Central Public Procurement Portal of Government of India (<https://eprocure.gov.in>).
10. "TECHNICAL BID" is meant only for all technical details as mentioned. Please note that Monthly Rent, etc. should not be indicated in the Technical Bid. In case any financial detail is found, the Bid shall be declared as "TECHNICALLY NON-RESPONSIVE".
11. "FINANCIAL BID" is meant only for all Financial Details of the offered Vehicles.
12. Bidder is expected to furnish all information required in both the Bids. Failure to furnish all information required for the evaluation of Bids (Technical Bid and Financial Bid) in every respect may result rejection of the Bid.
13. Bidder should put full Signature on all the pages of the Bid.
14. Over writing/white inking of any word/figure in the Bid Forms, unless duly Authenticated by the Bidder, are liable to be rejected at the discretion of the NHIDCL.
15. Any Bid submitted after the time and date specified in Bid notice will be rejected.
16. After Technical Bids are opened a Committee of NHIDCL shall shortlist the qualified Bidders on the basis of information provided in their bids. The decision of the committee shall be final and binding.
17. 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.
18. NHIDCL reserves the right to extend the services beyond 2 years, for maximum of 1 year (6 Months at a time), on the same rate, terms and conditions of the tender.
19. The terms "Bid" and "tender" have been used interchangeably in this document.
20. Only one bid is expected from a bidder. In case a same bidder is found to have uploaded more than one bid, all bids of that bidder shall be summarily rejected.

**Executive Director (P)**  
**NHIDCL, R.O. Itanagar**  
**Email: [roitagarnhidcl@gmail.com](mailto:roitagarnhidcl@gmail.com)**

**(Section III)**

**Data Sheet**

**1. The Name of the Work:**

**Hiring of Vehicles on Monthly Basis for NHIDCL, RO-Itanagar with the following details:**

<b>Vehicle Requirement</b>	<b>Vehicle Make</b>	<b>Qty.</b>	<b>Duration</b>	<b>Monthly Running Limit</b>	<b>Remarks</b>
Innova Crysta	Top Model	01Nos.	24 Months (Extendable by 12 months based on satisfactory performance)	3000 Km for each vehicle	The vehicle should not be more than 6 months old and should not have run more than 10,000 Kms.
Mahindra Scorpio/ Tata Harrier/ Tata Safari	Top Model	01Nos.			
Mahindra Bolero	Top Model	02Nos.			

**2. The Name and Address of NHIDCL:**

Executive Director (P)  
RO-Itanagar, NHIDCL,  
GD Apartment, Senki Park, Division-IV  
Near Govt. Middle School, Arunachal Pradesh- 791111  
Email: [roitagarnhidcl@gmail.com](mailto:roitagarnhidcl@gmail.com)

**3. Cost of Bid Document: Rs.1,180/-**

**4. Bid Validity period (Number of days): 90 days.**

## (Section IV)

### Terms of Reference

1. The details viz. make of vehicle; monthly running limit, duration of engagement, etc have been specified in the NIT/RFP for Hiring of vehicles for RO-Itanagar. Further, all vehicles shall have AC working fully along with thermostatic control and functional music system. 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 highway, kutchra 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.
2. The monthly running limit for each vehicle has been specified in the NIT. Additional monthly payment on account of extra running (as per actual), beyond the specified monthly running limit of each vehicle will be at the rate of Rs.14/- (Rupees Fourteen Only) per Km after exceeding 3000 Km in every month (Inclusive of drivers salary, maintenance charges, fuel charges & all Taxes).
3. All vehicles shall be available for duty at any time for all days regularly in a month. Further, the vehicles shall be used for outstation travel from RO-Itanagar NHIDCL to other districts in Arunachal Pradesh and other states as well. The successful bidder shall claim in the monthly bill @Rs.500/night for fooding and lodging on account of such outstation travel to be paid to the driver for a night halt at outstations.
4. The rate for each vehicle shall be inclusive of GST and inclusive of Driver's Salary & other benefits, Repair & Routine Maintenance of the vehicle etc (exclusive of fuel charges). The fuel charges shall be paid as following:
  - i. Fuel charges shall be paid as per actual kilometer run during the month based on fuel consumption norm of 10Km per litre for Vehicle: Toyota Innova.
  - ii. Fuel charges shall be paid as per actual kilometer run during the month based on fuel consumption norm of 10KM per litre for Vehicle: Mahindra Scorpio/ Equivalent.
  - iii. Fuel charges shall be paid as per actual kilometer run during the month based on fuel consumption norm of 12 Km per litre for Vehicle: Mahindra Bolero/ Equivalent.

NO INCREASE IN RATE shall be admissible due to increase in prices of diesel, petrol, etc during the tenure of the Contract. No payment in addition to the approved rates on any account whatsoever shall be made/reimbursed unless it is specifically mentioned in this Bid document. 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.

5. Each vehicle shall have valid Registration Certificate, Pollution free Certificate, Valid Permits, Vehicle Fitness Certificate, Requisite Insurance policy and other necessary documents required for operating the vehicle on road. All necessary taxes for operating the vehicles shall be fully paid by the Bidder/Owner as per prevailing Motor Vehicles Act with Comprehensive Insurance Cover for each vehicle. The Driver should have Mobile Phone and also valid Driving License issued by the State Transport Authority. All these necessary papers must be available in the vehicle itself at all times.
6. The selected bidder shall bear all expenses required for upkeeping the vehicle in smooth running condition such as fuel, lubrication oil and other consumables, necessary service, repair & maintenance, replacements, insurance, replacement of parts, etc. The rate quoted shall be inclusive of all these provisions, but exclusive of fuel charges. It is also to be ensured by the selected bidder that sufficient fuel is always available for travel. Inspection/ checkup of vehicles and complete body washing should be carried out on monthly basis at any Service Station.

7. In the event of any vehicle being put off the road for maintenance, break down or on any account, the selected bidder shall provide a substitute vehicle immediately. If the substitute vehicle of equivalent make to the satisfaction of the client is not provided, a penalty of Rs. 3500/- per vehicle per day shall be deducted from the monthly bills.
8. RO-Itanagar, NHIDCL shall have:
  - (i) No Liability whatsoever for payment of wages/salaries, other benefits and allowances to the Driver that might become applicable under any Act or Order of the Govt. in this regard and the Selected Bidder shall indemnify NHIDCL against any/all claims which may arise under the provisions of various Acts, Government Orders, etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
  - (ii) No direct or indirect liability arising out of such negligence, rash and impetuous driving which is an offence under any section of IPC and any loss caused to NHIDCL on such account be suitably compensated by the Selected bidder and will be deducted from the monthly bills.
  - (iii) Not be responsible for theft, burglary, damage due road accident or any other mischievous deeds by the Driver.
  - (iv) All the cases related to any accident/damage/compensation shall be the responsibility of the Selected Bidder.
9. The firm/individual must have PAN No./GST No. under IT Act/GST Act and Income Tax/GST shall be deducted at the applicable rate. The provisions/stipulations related to Goods and Services Tax (GST) shall be governed by THE CENTRAL GOODS AND SERVICES TAX ACT, 2017 and its subsequent amendments/clarifications/incorporation issued by the Government from time to time.
10. The selected bidder will have to enter into an agreement with RO-Itanagar, NHIDCL 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.
11. The Selected Bidder should submit its bill in duplicate (on pre-printed bill sheets) along-with approved log-book on or before 5th of the month, for the previous month for making payment. It is the responsibility of the selected bidder to maintain the log book for every vehicle. The payment will generally be made within 10 days from the receipt of bill.
12. All disputes would lie within the jurisdiction of Itanagar Courts only.
13. If the vehicle is not provided continuously for 03 days, NHIDCL reserves the right to terminate the contract immediately.
14. In case NHIDCL finds that any of the deployed vehicle does not meet the requirement of TOR, the vehicle has to be substituted within 2(two) days of such notice from client, failing which as per day fine of Rs. 3,500.00 (Rupees three thousand five hundred), shall be imposed till the vehicle is replaced.
15. The jurisdiction of vehicle moving in Arunachal Pradesh and entire North Eastern Regions.
16. The Selected Bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages for salary of drivers. The minimum salary of drivers should be either more than Rs.15,500/month or as per relevant Minimum Wages Act, whichever is greater.
17. The vehicle drivers should wear uniform which should be properly washed and ironed. The selected bidder should provide two new pair of uniforms to the drivers, along with shoes and socks on annual basis.

18. RO-Itanagar reserves the right to select the drivers for the vehicles supplied by the vendor.
20. If suppliers want to de-hire of vehicle then will have to give a two-month prior notice to RO-Itanagar. Similarly if NHDICL want to de-hire of vehicle then a two-month prior notice will be given.
20. The bidder should be having at least three years of experience in providing vehicles on hire basis to Government/Semi-government/public sector undertakings, banks or reputed companies.

**(Section V)**  
**Technical Bid**

**Offer/Bid Letter to be the Technical Bid for Vehicles being offered to be hired on  
Monthly Basis for RO-Itanagar, NHIDCL.**

**TECHNICAL BID**

**From**

\_\_\_\_\_  
\_\_\_\_\_

Contact No. & Email ID:

**To**

Executive Director (P)  
RO-Itanagar, NHIDCL,  
GD Apartment, Senki Park, Division-IV  
Near Govt. Middle School  
Arunachal Pradesh- 791111

**Sub: Hiring of Vehicles on Monthly Basis for RO-Itanagar under NHIDCL-Reg.**

**Dear Sir,**

I/We, in reference to your advertisement inviting Tender for Hiring of Vehicles on Monthly Basis for NHIDCL, Regional Office - Itanagar (Contract No. NHIDCL/RO-ITA/07/Veh./GC/2022-23), offer vehicles described here below with the following Technical details duly complying the terms and conditions as stipulated in the RFP.

<b>Vehicle Requirement</b>	<b>Date of vehicle Regn.</b>	<b>Total Km Run &amp; Year of Manufacture</b>	<b>Registration Number/Proforma Invoice Details</b>	<b>Self-attested copy of RC / Proforma Invoice attached (Yes/No)</b>
Innova Crysta, Qty:01				
Mahindra Scorpio/ Tata Harrier/ Tata Safari, Qty:01				
Mahindra Bolero, Qty:02				

**Date:**

**Place:**

**Signature**

**Full Name:**

**(Stamp/seal)**

**FORMAT FOR NOTARIZED UNDERTAKING BY BIDDER**

I, Shri. \_\_\_\_\_, Son/Daughter/Wife of Shri \_\_\_\_\_, resident of \_\_\_\_\_ do hereby undertake the following:

1. I am 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 am neither a staff of NHIDCL nor related to any staff of NHIDCL (staff such as deputation/on contractual basis/outsourcing agency).
4. 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, Regional Office Itanagar through my Company/Agency/ Firm.
5. 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.
6. 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.
7. I have understood the scope of work and agree to the terms and conditions laid down in the notice inviting bids.
8. That I will provide Proforma Invoices, Registration Certificate and other required documents of all offered vehicles, as per the conditions given in the RO-Itanagar, NHIDCL, Ref No. NHIDCL/RO-ITA/07/Veh./GC/2022-23/ "Hiring of Vehicles on Monthly Basis for NHIDCL, RO-Itanagar", **within** ten days from the date of the Letter of Award (LOA).

**VERIFICATION**

That all statements made above are true to the best of my knowledge and belief and I put my signature here unto on this day of \_\_\_\_\_ 2022.

(Name of Bidder)  
Name /Stamp of Firm

**AFFIRMATION**

Solemnly affirmed before me by deponent who is identified by \_\_\_\_\_, Advocate, Judicial Court, \_\_\_\_\_

(Notary)

**BID SECURITY/EARNEST MONEY**

The Bidder shall furnish, as part of the quotation Bid Security of Rs.2.02 Lakhs (Rupees Two Lakh Two Thousand Only) in the form of Fixed Deposit Receipt (FDR)/Demand Draft/NEFT/RTGS in favour of ED (P), RO, Itanagar, NHIDCL payable at Itanagar, Arunachal Pradesh. 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 60 days of declaring successful bidder.

The prospective bidders shall make payment toward the Bid Security directly in the Account mentioned below through DD/FDR/NEFT/RTGS and upload a copy of transaction details with the Tender Documents. Also, submit Original Copy with the Physical Tender.

**Bank Details for depositing above said Amount is as under:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of Beneficiary	<b>NHIDCL Establishment</b>
2	Beneficiary Bank Account No.	<b>79401010003153</b>
3	Beneficiary Bank Branch	<b>CNRB0017940</b>
4	Beneficiary Bank Branch Name	<b>CANARA BANK</b>
5	Beneficiary Bank Address	<b>Itanagar Branch, Arunachal Pradesh</b>

The Bid Security of the Successful Bidder shall be converted in to Performance Security upon signing of the Agreement and all other conditions will prevail as per para 6 of Section II of RFP Document.

**THE BID SECURITY/EARNEST MONEY will be forfeited**

- i. if the Bidder withdraws the Bid after its submission during the period of Bid validity;
- ii. if the Bidder does not accept the arithmetic correction of the bid price; or
- iii. in the case of a successful Bidder fails within the specified time limit to
  - a) Sign the Agreement; and/or
  - b) Furnish the required Performance Security.
  - c) Submit all documents of offered vehicles as per terms & conditions in RFP.

I accept all the terms and conditions of NHIDCL.

**Name, Signature and Seal of Bidder**

**(Following Documents to be Attached)**

- (i) Self-attested Copy of Registration Certificate of each vehicle.
- (ii) Copy of PAN/TAN Card.
- (iii) GST Registration Certificate
- (iv) Bank Account Details (Copy of 1<sup>st</sup> page of Passbook containing information or Cancelled Cheque).
- (v) Fixed Deposit Receipt (FDR)/Demand Draft/NEFT/RTGS for Bid Security
- (vi) Power of Attorney if bid is signed other than the Owner of Firm/ Tour & Travel Agency.
- (vii) Signed Copy of RFP (excluding Financial Bid).
- (viii) Proof of Experience as per item 20 of section IV of “Terms of Reference”.
- (ix) Copy of Registration Certificate of firm/Tour & Travel Agency.

**(Section VI)**

**Financial Bid**

(Uploaded in <https://eprocure.gov.in>)