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**National Highways & Infrastructure Development Corporation Limited**

**(An organisation of Ministry of Road Transport & Highways; Govt. of India)**

**Branch Office- 1st Floor, 5th Mile, M P Golai, Tadong, Opp. Mount Zion School**

**KIDZEE, Gangtok, Sikkim – 737102, Tel.No - 03592-231063/231014, E-mail: nhidclskm@gmail.com**

**NOTICE INVITING TENDER**

**RFP For Hiring of Commercial Vehicles on Monthly Basis For NHIDCL Branch Office, Gangtok, Sikkim.**

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 13.00 hrs. on 22.06.2016. For further details please visit NHIDCL website www.nhidcl.com

**General Manager (P)**

**No. NHIDCL/BO-SKM/Estt.-1/2016-17** **Date: 06.06.2016**

**TENDER NOTICE**

Name of work: RFP for Hiring of Vehicle on Monthly Basis for NHIDCL Branch Office Gangtok, Sikkim.

|  |  |  |
| --- | --- | --- |
| Bid Security | : | Rs. 10,000/- |
| Cost of Bid Documents | : | Rs. 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 downloaded from the website [**www.nhidcl.com**](http://www.nhidcl.com)of NHIDCL (Cost of Bid Documents of Rs. 500/- in the form of Demand Draft in favour of General Manager (P), National Highways & Infrastructure Development Corporation Limited payable at Gangtok, Sikkim) upto 22.06.2016.

3. The duly filled quotation in sealed envelope shall be submitted in the office of the undersigned up to 13:00 Hrs. on 22.06.2016 and quotation will be opened on 22.06.2016 at 15.00 Hrs. by Evaluation Committee constituted for this purpose in the presence of intending bidders.

General Manager (Projects)

Branch Office- 1st Floor, 5th Mile, M P Golai,

Tadong, Opp. Mount Zion School KIDZEE,

Gangtok, Sikkim – 737102,

Tel.No - 03592-231063/231014,

E-mail: nhidclskm@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 Vehicle on Monthly Basis for Branch Office at Gangtok, Sikkim. | | | | | | | | | | | |
|  | |  | |  |  |  |  |  |  | | |  | | |  |
| **Sr.** | | **Name of Item** | |  |  | **Unit** |  | **Qty.** | **Rate/Vehicle Month** | | | **Amount quoted by Bidder** | | | |
| **No.** | |  | |  |  |  |  |  |  | | | **In Figure** | | | **In Words** |
| 1 | | **Providing,** | | **running** | **&** |  |  |  |  | | |  | | |  |
|  | | **maintenance** | | **of Vehicle** | **on** |  |  | 12 |  | | |  | | |  |
|  | | **montly basis** | |  |  | Vehicle Month |  |  |  | | |  | | |  |
|  | | Toyota Innova, Mahindra XUV 500 or equivalent | | | |  |  |  |  | | |  | | |  |
|  | | category (Travel up to 2500 | | | |  |  |  |  | | |  | | |  |
|  | | Km. per month) as per terms | | | |  |  |  |  | | |  | | |  |
|  | | and conditions | |  |  |  |  |  |  | | |  | | |  |
| 2 | | **Providing,** | | **running** | **&** |  |  |  |  | | |  | | |  |
|  | | **maintenance** | | **of Vehicle** | **on** |  |  | 12 |  | | |  | | |  |
|  | | **montly basis** | |  |  | Vehicle Month |  |  |  | | |  | | |  |
|  | | Bolero or equivalent category | | | |  |  |  |  | | |  | | |  |
|  | | (Travel up to 2500 Km. per | | | |  |  |  |  | | |  | | |  |
|  | | month) as per terms and | | | |  |  |  |  | | |  | | |  |
|  | | conditions | |  |  |  |  |  |  | | |  | | |  |
|  | | **Total (1+2)** | |  |  |  |  |  |  | | |  | | |  |
|  | | \* As applicable i.e. whether item 1 or 2 or both or more. | | | | | | | | | | | | | |
| **Note:**  1. | | The Total Amount quoted in words shall be the sole guiding factor for financial evaluation of | | | | | | | | | | | | | |
|  | | Bidders | | | | | | | | | | | | | |
| 2. | | Annexure ‘A’ for terms & condition shall be the part of bid and hence shall be duly signed by | | | | | | | | | | | | | |
|  | | the Bidder | | | | | | | | | | | | | |

3. Vehicle shall be operating with the Permit for the State of Sikkim & West Bengal.

4. For travel less/more than 2500 Kms for a vehicle in a month, the remaining/extra Kms shall be adjustable in the next month. It may be paid on pro-rata basis (subject to approval/acceptance by officer-in-charge of the vehicle) as worked out in relation to the monthly amount quoted for particular vehicle category.

Name, Signature & Seal of Bidder

**BID SECURITY**

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 Gangtok, Sikkim. 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 03 months of opening of Bids. 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 30 days from date of opening.

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

The Performance Security shall be refunded one month after the successful completion of the contract.

I accept the terms and conditions attached at Annexure - I.

Name, Signature & Seal of Bidder

**Annexure – I**

**TERMS AND CONDITIONS**

1. The vehicles should be new or less than one year old and driven not more than 25,000 kms.

2. The vehicles should be in good running condition.

3. 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 cover for the vehicle.

4. The vehicle shall be available day and night (24 hours) as required by NHIDCL for all days regularly in a month.

5. The drivers should be having valid driving license.

6. The Agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oils& other consumables, necessary service & maintenance, repairs & replacement etc. and salary of the driver per month.

7. 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 (same or equivalent 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.

8. The Agency should quote their rates on monthly basis. For travel less/more than 2500 Kms. for a vehicle in a month the remaining/extra Kms. shall be adjustable in the next month. It may be paid on pro-rata basis (subject to approval/acceptance by officer-in-charge of the vehicle) as worked out in relation to the monthly amount quoted for particular vehicle category.

9. The vehicles provided should have permit travel in the entire State of Sikkim & West Bengal.

10. The Agency should ensure that sufficient fuel is always available for travel.

11. The quoted rates shall be inclusive of taxes & other taxes, if any;

12. Vehicle 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 1st week of every month for payment.

14. The quoted rates for hire charges of vehicles with fuel and lubricants etc. 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 Agency should be able to supply the required vehicles within 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 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. Nothing extra shall be payable to the agency/driver for vehicle travelling or halting away from the Gangtok.

18 The enclosed declaration shall be submitted by the bidder duly signed.

**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 shall 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, Branch office **GANGTOK, SIKKIM** 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: Name:

Place: Seal: