



National Highways Authority of India
(Ministry of Road Transport & Highways, Govt. of India)

BIDDING DOCUMENT
PROVIDING, RUNNING, & MAINTENANCE OF COMMERCIAL
VEHICLES
ON MONTHLY HIRE BASIS
FOR

NHAI, (PIU- Barmer)

LAST DATE FOR SUBMISSION OF BID:
27.08.2021 (upto 18:00 Hrs.)

National Highways Authority of India
PIU- Barmer

(Address: House No J2/2, Malani Karamchari Colony, Baldev
Nagar, Barmer-344001)

Bid Cost Rs.500/-

Invitation for Bid (IFB)



NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Road Transport and Highways)
Project Implementation Unit Barmer

Notice Inviting Bid / Quotation

No. NHAI/PIU- BMR/Tender/Vehicle/2021 /1

Date: 05.08.2021

1. The National Highways Authority of India (NHAI) through PIU- Barmer hereby invites E-tender for hiring of commercial vehicles on monthly basis from individuals / firms/travel agencies / company (hereinafter referred as the Bidders) (excluding those firms/ travel agencies / company / individuals who have been declared as non-performing by NHAI or the firms those are black listed / debarred for specified period by NHAI) having adequate experience for providing vehicles on monthly basis as per bid Documents.

Name of work	Period of services	Approx. estimated cost (Rs. Lacs)	Bid Security (Rs.)
Providing, running & maintenance of Commercial vehicles on monthly hire basis for NHAI, Project Implementation Unit- Barmer.	2 Years	26.16	20,000/- Per Vehicle

2. The period of Services will be 2 Years which may be extended depending upon the requirement and satisfactory services on mutual agreement.
3. The detailed notice inviting quotation and terms and conditions can be obtained from E-tender Website, from 06.08.2021 to 27.08.2021 on payment of non-refundable document fee of Rs. 500/- (Rupees Five hundred only) in the A/c of National Highways Authority of India PIU Barmer” through NEFT /IMPS which detail is as under :-

Account Name	Project Director, National Highways Authority of India, PIU-Barmer
Account No.	3382214000010
Name of Bank/ Branch	Canara Bank/ Barmer
IFSC code	CNRB0003382

4. The Bid shall be submitted on or before 27.08.2021 by 18:00 Hrs. and will be opened on 31.08.2021 at 15:00 Hrs.

5. **Address for communication and for bid submission:**

Project Director,
National Highways Authority of India,
House No J-2/2, Malani Karamchari Colony,
Baldev Nagar, Barmer- 344001
Email: piubarmer@nhai.org, nhaipiubarmer1@gmail.com
Tel/Fax : 02982-227100
Website: www.nhai.org

5. An EMD of Rs. 40,000/- (20,000/- per vehicle) in A/c of National Highways Authority of India PIU Barmer” through NEFT /IMPS shall be submitted along with the bid documents.

Project Director,
NHAI, PIU-Barmer

SECTION- 1 (NOTICE INVITING TENDER)

No. NHAI/PIU- Barmer/Tender/Vehicle/ 2021/1

Date: 05.08.2021

Name of work: Providing, running & maintenance of Commercial vehicles on monthly hire basis for NHAI, Project Implementation Unit- Barmer

Time Period : Two Years (may be extended for another one year depending on the requirement and satisfactory services on mutual agreement)

Name and address of bidder:

.....

PAN of bidder:.....

Particulars of the Earnest Money/ Bid Security: Rs. 40,000/- (Rupees Forty Thousand only)

**Name, Signature & Seal of
Travel Agency / Vehicle owner**

SECTION - 2 (INFORMATON TO BIDDERS)

1. Introduction:-

On behalf of Chairman, National Highways Authority of India E-tender are invited through E-tender website from prospective service provider for providing, running and maintenance of commercial vehicles on monthly hire basis and having minimum 02 vehicles and holding a valid experience certificate of 1 year before the date of NIT.

2. Scope of work:-

The work includes provision of 02 nos. commercial vehicles (1 No. Innova and 1 No. Scorpio/Bolero or Equivalent) confirming to RTO regulation along with fuel, driver, maintenance etc. for office use and site visit within the State of Rajasthan and if required out of Rajasthan.

3. Information about bid:-

- 3.1 Designation and address of the Authority. : **Project Director,**
National Highways Authority of India
House No J-2/2, Malani Karamchari Colony,
Baldev Nagar, Barmer- 344001
Email:piubarmer@nhai.org,
nhaibarmer@gmail.com
Tel/Fax : 02982-227100
Website: www.nhai.org
- 3.2 Availability of Bid : The bid document will be available at NHAI website www.nhai.org from 06.08.2021 to 27.08.2021, 18:00 hrs.
- 3.3 Cost of Bid Document : Rs. 500/- in the A/c of National Highways Authority of India, PIU Barmer” through NEFT /IMPS
- 3.4 Earnest Money Deposit/Bid security : Rs 40,000/- in the form of DD in favor of National Highways Authority of India, payable at **Barmer**.
- 3.5 Performance Security : The Earnest Money of the successful Bidder shall be converted into Performance Security when the Bidder has signed the Agreement.
- 3.6 Time and date of depositing tender/bid : 06.08.2021 to 27.08.2021, 18:00 hrs.
- 3.7 Time and date of Opening of Tender (Technical Bid) : 31.08.2021 at 15:00 hrs.
- 3.8 Duration of contract : Two Years likely to be extendable for another one year with consent/mutual agreement upon satisfactory services of agency.

4. **Eligibility Criteria:**

- 4.1 The bidder shall own or have leased sufficient Nos. of commercial vehicles registered as taxi. The bidder shall submit documents of ownership, lease agreement, Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 4.2 Bid for vehicle as per tender terms & conditions.

5. **Earnest Money Deposits (EMD)/ Bid security:**

5.1 The intending Bidders shall be deposited an amount specified in 3.4 as part of the Earnest Money/Bid Security and submitted along with the quotation as a Security Deposit. The Earnest Money shall be in the form of Demand Draft in favor of “**National Highways Authority of India**” payable at **Barmer**. Any quotation not accompanied by an acceptable Earnest Money shall be rejected by the NHAI as non-responsive. The Earnest Money of unsuccessful bidders will be returned within one month. The Earnest Money of the Successful Bidder shall be converted in to Performance Security when the Bidder has signed the Agreement.

5.2 **The Bid Security / Earnest Money will be forfeited:**

- i. If the Bidder withdraws the Bid after its submission;
- ii. If the Bidders does not accept the correction of the bid price; or
- iii. In the case of a successful Bidder, if the Bidder fails to produce requisite document, sign the Agreement and supply the vehicles within a week of issue of ‘Letter of Acceptance’.

6. **Bid Validity:**

The Bids shall be valid for 120 (one hundred twenty) days from date of opening as prescribed in 3.7 above.

7. **Bid submission:**

- 7.1 The bidder shall submit their bid in 2 part. Technical Bid in part-1 clearly marked as Technical Bid and Financial Bid in part-2 clearly marked as Financial Bid.
- 7.2 **Technical Bid:** The Technical Bids / quotations shall be submitted in parts, first part containing Bid Security / Earnest Money and Second part containing terms & conditions and undertaking along with Annex-”A”.
- 7.3 **Financial Bid:** The duly signed quoted rates shall be submitted in separate as “FINANCIAL BID” (BOQ).

8. **Bid opening:**

- 8.1 A committee of officers of NHAI shall be constituted for opening of Bid and its evaluation. After scrutiny and evaluation of technical bids NHAI shall short list those who are eligible for opening of financial bid and dates of opening of financial bid shall be intimated later only to those bidders fulfilling the eligibility criteria and whose bids are considered responsive by the committee.
- 8.2 The committee shall open the financial bids. The financial bids shall be corrected for discrepancies by the committee. If there is discrepancy between words and figures the amount in words shall prevail. The arithmetic calculations for multiplication and summation shall be checked by the committee and suitably corrected. Such corrected offer shall be considered as the offer of the bidder.
9. **Award and signing of Contract:**
- NHAI shall issue letter of acceptance to the lowest bidder whose Technical & Financial bid have been found acceptable. The bidder shall then submit performance security within 7 days and execute the Agreement with NHAI on non judicial stamp paper of Rs.500/- (Five Hundred Only).
10. **Right to vary quantities:**
- NHAI reserves the right at the time of award & during the agreement period of contract to increase or decrease the number of vehicles as per required quantity without any change in hiring charges of the offered quantity and other terms and conditions.
11. **Right to reject any or all the bids:**
- NHAI reserves right to reject any or all the bids without assigning any reason and no claim of whatsoever nature will be entertained for such act.

SECTION – 3 (TERMS & CONDITION OF BID)

General Terms & Conditions

1. The vehicle must be in good running condition. The vehicle should not be older than one year or newer model.
2. All necessary taxes for operating the vehicle shall be fully paid and all necessary papers shall be provided in the vehicle as required under prevailing Motor Vehicles Act along with Comprehensive Insurance over of the vehicle.
3. The quoted rates for hire charges per month includes salary of the driver, cost of fuel and all lubricants, routine maintenance, toll tax, if any, also includes cost of spares etc. and any other incidental as may be required. Quoted rates shall be inclusive of all applicable taxes except GST. GST will be reimbursed on submission of proof of payment only with necessary certification from the CA firm as required by NHAI as per policy.
4. The vehicle shall be provided on round the clock i.e. 7X24 basis as required by NHAI. However normal timings shall be 8:00 AM to 8:00 PM, which may include holidays and Sundays.
5. The agency shall make available a driver having valid commercial driving license with experience of more than 5 years of driving on Highways. The driver must have mobile phone and uniform (gray/white). Any cost whatsoever incurred on account of this, is deemed to be included in the quoted rates. The Bidder must ensure that the salary paid by them to the drivers, will be based on minimum wages as per Government norms.
6. The drivers must be punctual to his duty. In case driver not found suitable by the official of NHAI, using vehicle, a suitable replacement will be made available by the agency immediately.
7. The agency will submit police verification of driver within one month after given letter of award of work along with ID and address proof of driver. Failing which a penalty of Rs. 1000/- per month will be levied.
8. The agency shall bear all expenses required for upkeep of the vehicle in smooth running conditions such as fuel, lubrication oil and other consumables, insurance, necessary service and maintenance etc. The agency shall ensure that sufficient fuel is always available for the travel.
9. In the event of vehicle not available due to maintenance or on account of any breakdown, the agency shall provide a substitute vehicle immediately, failing which a penalty of Rs. 2000/- per day or actual vehicle hiring charges from the open market whichever is higher, for each vehicle, shall be recovered from the agency from their bills.
10. The vehicle shall have valid taxi permit for travel in entire Rajasthan as well as adjoining states like Haryana & Delhi Vehicle without taxi permit, shall not be considered.
11. The lowest quoted rates shall be judged for vehicle for evaluation of the bid.
12. The bidder must quote the rates both in words and figures for all category of vehicle. In case there is a difference between the quoted rate in words and figures, rates quoted in words shall prevail. If no rate is quoted for a particular type of vehicle then the bid shall be considered as non-responsive.

13. The agency should quote their rates on monthly basis i.e. per vehicle per month. In case of night halt charges payment at rates given below shall be borne by NHAI.

S.No.	Vehicle Category	Rate for night halt charges
1	Innova	Rs.200/- per night
2	Scorpio/ Bolero or equivalent	Rs.200/- per night

14. If the vehicle runs more/less than the specified kms, during a month, as mentioned in BOQ, will be adjusted in future months. The payment of extra kms will only be considered yearly from date of signing of agreement. If the average running during the period of agreement exceeds the specified kms.
15. The GST will be reimbursed on submission of proof of payment only with necessary certification from the CA firm as required by NHAI as per policy.
16. NHAI reserves all the rights to curtail, modify, halt / cancel, reject any or all offers at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.
17. NHAI is not bound to engage any vehicle for which tender have been invited. It solely discretion of NHAI to engage any type of vehicle or more than one type of vehicle in any number from the successful bidder.
18. The successful bidder will have to enter into an agreement with NHAI, on a non-judicial stamp paper of rupees 500/- (five hundred). Cost of the stamp shall be borne by the agency.
19. The agency shall provide the vehicle within five days from the date of Letter of Acceptance / Letter of Award of Work.
20. The contract for supply of vehicle is initially for a period of two years only, which may be considered for extension for further period beyond one year based on performance of services of agency and mutual agreement between both parties.
21. The quoted rate for hire charges of vehicle shall be fixed for a period of two years from the date of acceptance. **No revision in quoted rates on account of any increase in fuel or spares cost will be entertained during the agreement period.** The bidder shall also not be paid / reimburse in addition to quoted rates on any account whatsoever.
22. The agreement can be terminated by either party i.e. by Agency or NHAI, with prior notice of 30 (thirty) days.
23. The agency shall submit their bills in duplicate along with logbook within 1st week of next month for payment. Taxes / TDS and any other applicable taxes imposed by Government, if any etc. shall be deducted from the eligible amount of bill as per existing Government Rules.
24. Any claims related to accidents / damages / compensation etc. shall be the responsibility of the agency.
25. Bids submitted after due date / time shall not be entertained.
26. The amendments / clarifications in the Bid Documents, if any, shall be hoisted on NHAI website www.nhai.org only.
27. **NHAI will not have obligation:**

(i) No liability whatsoever for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. in this regard and the Service Provider shall indemnify NHAI 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 NHAI have to be suitably compensated by Service Provider.

(iii) Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.

(iv) Service Provider shall be the employer for his workers and NHAI will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers.

28. Tender Cost

(a) The bidder shall submit non-refundable Rs.500/- (Rs. Five hundred only) in the A/c of “National Highways Authority of India, PIU Barmer” through NEFT /IMPS.

(b) Any tender without tender cost shall be considered non-responsive and will be rejected summarily.

29. Earnest Money / Bid Security

(a) The bidders shall furnish as part of tender Earnest Money / Bid Security for the amount of Rs 40,000/- (Rs. Forty Thousand only), in the form of Demand Draft, issued in favor of “**National Highways Authority of India**” payable at Barmer, along with the quotation.

(b) Any bid / quotation not accompanied by Earnest Money shall be summarily rejected and shall be considered “Non-responsive”.

(c) The Earnest Money of unsuccessful bidder shall be returned within 30 days after signing of agreement with successful bidder.

(d) The Earnest Money of the successful bidder shall be converted into Performance Security when the bidder has signed the agreement.

(e) The validity of bids / quotations shall be for 120 days from the last date of submission.

30. The Bid Security / Earnest Money will be forfeited:-

- If the bidder withdraw the bid after its submission; or
- If the bidder does not accept the correction of the bid price due to arithmetical corrections; or
- In the case of successful bidders, if the bidder fail to sign the Agreement.

31. Performance Security:-

- Successful bidder will have to submit at the time of signing of Agreement Rs. 20,000/- (Rupees Twenty Thousand only) per vehicle in the name of the National Highways Authority of India PIU Barmer payable at Barmer in the form of Demand Draft towards Performance Security.

- The Performance Security will be refundable after successful completion of the Agreement.
 - The amount of Performance Security will be returned after successful completion of services and compliance of all condition of the Agreement.
32. The last date for submission of tender on NHAI website on dated 27.08.2021 and will be opened at 15:00 hrs on the 31.08.2021.
33. In case of any dispute, decision of NHAI PIU Barmer shall be final and binding. Court in the jurisdiction of NHAI PIU Barmer shall entertain and try all action, suits and proceedings arising out of this Agreement.
34. Bids / quotations shall be submitted in 2 parts, first part containing Bid Security / Earnest Money and Second part containing duly signed quoted rates, terms & conditions and undertaking along with Annexure-"A, B & C".

Project Director,
National Highways Authority of India
House No J-2/2, Malani Karamchari Colony,
Baldev Nagar, Barmer- 344001
Email: piubarmer@nhai.org, nhaipiubarmer1@gmail.com
Tel/Fax : 02982-227100, Website: www.nhai.org

Date : _____

(Signature of Bidder)

**TECHNICAL BID
INFORMATION OF BIDDER**

Annexure-“A”

S.No	Particulars	Details
1	Name of the Firm	:
2	Detail Address with Phone No.	:
3	Name, Address & Phone of the Proprietor (Copy of registration enclosed)	:
4	PAN No. (Copy enclosed)	:
5	GST Registration No. (Copy enclosed)	:
6	Details of Payment of Cost of Tender Paper	(i) Tran.No. _____ & Date: _____ (ii) Bank Name: _____ (iii) Amount: Rs. _____
7	Details of EMD (if enclosed)	(i) Tran. No. _____ & Date: _____ (ii) Bank Name: _____ (iii) Amount: Rs. _____
8	Details of additional performance guarantee for providing brand new vehicles. (If applicable)	Not Applicable
9	Names of the Government Department / Organization along with the address and details of contact person to whom vehicles were provided during last one year (with details of various vehicle / make)	

Yours faithfully

(Signature of Authorized person)

Name :
Designation.....
Seal.....

Date :

Place :

Business Address :

**TECHNICAL BID
INFORMATION OF BIDDER**

Annexure-“B”

Documents satisfying eligibility criteria

1. Original / Certified copies of experience certificate duly signed by issuing authority.
2. Proof of commercial vehicle owned by agency.

S.No.	Vehicle Registration No.	Certified copy of document of ownership Attached (Yes/No)	Certified copy of RTO Permit for commercial operation of Taxi Attached (Yes/No)	Remarks

(Sign & Seal of the Bidder)

TECHNICAL BID

Details of vehicles to be provided as per Tender Conditions

Annexure-“C”

S. No.	Vehicle Type	Registration No.	Date of 1 st time purchase	Running in Km. on the date of Bid Submission	Copy of RC attached (Yes/No)	Copy of RTO Permit attached (Yes/No)	Copy of insurance attached (Yes/No)	Copy of agreement in case any vehicle not owned by bidders attached. (Yes/No)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Innova or equivalent							
2	Scorpio/Bolero or equivalent							

Financial Bid (BOQ)

Name of Works : Providing, running & maintenance of Commercial vehicles on monthly hire basis for NHAI, Project Implementation Unit Barmer).

Time: Two Year

S. No.	Name of Item	Unit	Qty. per month	Rate be quoted by the bidder		
				In figures	In words	Brand, make & model of vehicles
1	Providing, running & maintenance of commercial vehicle (SUVs category make Innova) as per terms & conditions travel upto 3500 km per month	Fixed charge – monthly for initial 3500 kms	1			
		Extra km charge – per km beyond 3500 km run (Max 1000 km for calculation purpose only for comparative statement)				
2	Providing, running & maintenance of commercial vehicle (Scorpio /Bolero or equivalent) as per terms & conditions travel upto 3000 km per month	Fixed charge – monthly for initial 3000 kms	1			
		Extra km charge – per km beyond 3000 km run (Max 1000 km for calculation purpose only for comparative statement)				

**Name, Signature & Seal of
Travel Agency / Vehicle owner**

Undertaking

I, M/s..... having office address Submit this quotation / bid for providing vehicle for **NHAI PIU Barmer**. I undertake to accept and abide myself on behalf of the agency by the terms & conditions. 1 to 34 above, of the bid as mentioned in this bid document.

Further, I also certify that my / our no relative is working under any unit of National Highways Authority of India.

(Name.....)

**Name, Signature & Seal of
Travel Agency /Vehicle owner**

Place :

Date :