

National Highways Authority of India
(Ministry of Road Transport & Highways)
PIU-Ramban

NOTICE INVITING TENDER
(Online mode)

Name of work: Hiring of Vehicle on monthly basis for PIU Ramban.

Name of work	Qty (in nos)	Cost of Document	Earnest Money	Time Period for hire of Vehicle
Providing vehicle of model 2019 or newer (Scorpio or equivalent) with monthly running limit of 3000 km.	01	Rs. 500/-	Bid Security Declaration as per Annex-A	One Year

PIU-Ramban, NHAI invites online bids from registered local establishment/experienced and reputed firm/agencies having adequate experience in providing vehicles for office use by PIU-Ramban.

Terms and conditions for providing vehicles may be obtained from the websites: www.etenders.gov.in, www.nhai.gov.in, from **09.07.2021 to 16.07.2021**

The bid as per the Terms and conditions by bidders have to be submitted **online only** at www.etenders.gov.in upto **1400 Hrs on 16.07.2021** and bids will be opened on the 17.07.2021 at 1430 hrs (if possible) by the evaluation committee constituted for this purpose. The bids shall be valid for 90 days. Any intending agency can remain present during online opening of bids at below address.

NHA reserves the right to accept or reject any or all the bids without assigning any reason.

Address for communication is as follows.

PIU-Ramban
National Highways Authority of India
Opposite Bali Printing Press Maitra Ramban
Contact no. 7006200588, 9419185413

Building a Nation, Not Just Roads

सड़कें ही नहीं, राष्ट्र का निर्माण भी

Bid Document

REQUEST FOR PROPOSAL FOR HIRING OF VEHICLE

(A) Terms & Conditions

1. Bids are invited from the registered Firms / Travel agencies (**Agency**) who can provide vehicles to Regional Officer-Jammu, National Highways Authority of India (**Employer**) as detailed in NIT on monthly hire basis.
2. **Scanned copy of original documents, duly stamped and signed, defining the constitution of legal status, experience certificate, sealed and signed bid document, written power of attorney of the signatory (if applicable), receipt of fee of tender document and Earnest Money Deposit is to be submitted online along with the Technical BID. Experience certificate of at least 1 year must be uploaded as part of Technical Bid**
3. **The Agency shall quote the rates for hiring of vehicle in Financial Bid online only.** The Agency shall quote their rates separately for each vehicle on monthly basis i.e. per vehicle per month. In case of excess Km. run by the vehicle in a month, **the Agency shall quote the rates of extra Kms on per Km basis.**
4. The **Agency** shall be responsible for compliance of government rules and instructions on the subject while providing such service and the Agency should be financially sound.
5. The vehicles shall be in good condition and shall be of model as provided in NIT. **Vehicle must be fitted with safety features like Airbags.**
6. Bidders must apply online at www.etenders.gov.in and no hard copy / sealed quotation has to be submitted. **Cost of tender Document is also to be paid online & receipt to be uploaded along with other documents as part of Technical bid.** Account details for payment of Cost of tender Document is as follows:

Account Holder Name: NHAI RO Jammu
Account No: 2975201000220
Bank: Canara Bank
Branch: Channi Himmat
IFSC Code: CNRB0002975
7. **Any bid for which Bid Security Declaration and Cost of tender Document is not received will be rejected.**
8. Vehicle registration certificate and other relevant documents shall be furnished by successful bidder to the satisfaction of **Employer**. All necessary taxes and insurances for operating the vehicle shall be fully paid by the **Agency** as per prevailing Motor Vehicles Act with comprehensive insurance cover. All the cases related to accident/damages/compensation shall be responsibility of **Agency**.
9. The **Agency** shall ensure proper cleanliness and hygiene conditions in the vehicles, and upholstery / interior of the vehicles shall be maintained in excellent conditions.

10. The Supply of vehicles is initially for duration of **One year**. Vehicles may be continued beyond One year period on the above conditions if required by **Employer** for further period as decided by **Employer**.
11. The vehicle provided should have valid permit to travel in the UT of **Jammu & Kashmir**.
12. The vehicle shall be deployed at NHAI Office or camp or work site as per requirement and as directed by NHAI Officials. The vehicle shall be a dedicated one for exclusive use of NHAI Officials, as required, for all days regularly in a month. **Employer** will not be responsible for parking/ accommodation / facility of meals for the driver and hence **Agency** should make above arrangements on their own.
13. **The Agency shall ensure that Vehicles shall be fitted with FASTags.** The Agency may quote their rate after working out the all the costs including but not limited to FASTags, tolls etc. and no extra claim will be reimbursed by the Employer.
14. The vehicle shall be provided day and night (24 hours) as required by **Employer** for all days regularly in a month. No extra payment will be made for any night stays, of drivers on duty by NHAI.
15. The **Agency** shall provide Drivers who are experienced, well-behaved, and conversant in English /Hindi (at least one language) and having valid driving license. The driver should be in sound mental and physical condition and perform the duty sincerely and diligently. He should not take alcohol or any other intoxicants or smoke while on the duty hours. The **Agency** shall replace the driver within 24 hours in case of any misconduct noticed by **Employer**.
16. The **Agency** shall be responsible for all the acts and deeds of the drivers of vehicles. The **Employer** will in no way be responsible for violation of traffic rules and / or other losses either by driver of the vehicle or by the **Agency**.
17. **No hard copy of documents is to be submitted. Only those bids which are received online at www.etenders.gov.in will be considered . Any other bid will be summarily rejected.**
18. **The quoted rates shall be inclusive of all taxes. GST, if applicable shall be paid extra)** Rate also include Driver's salary & Other benefits, cost of all Fuel, Lubricants charges, Repairs including cost of spare parts, etc & Routine Maintenance, Insurance, Toll, etc. The hire charges shall be quoted keeping in view of the variation of rates of Petrol/ Diesel during the supply of vehicle to **Employer**.
19. The Agency shall have a **valid GST Registration number**.
20. Bids meeting above criteria will be checked by the **Employer** for any arithmetic errors. Errors will be corrected by the **Employer** as follows :
- (a) Where there is a discrepancy between the rates in figures and in words, the rate in words shall govern; and

- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern.

21. The **Agency** should ensure every day that sufficient fuel is always available for travel.
22. The payment for extra KM runs beyond prescribed ceiling i.e. **3000 KM** will only be made after adjustment of actual monthly running of Vehicle on quarterly basis.
23. The **Agency** should submit its bills in duplicate along with log book within 1st week of every month for payment. The payment will be made within 30 days on monthly basis as per certificate given by the concerned officer after verifying the total mileage of the month on submission of Pre-printed Bill. TDS and GST TDS as per applicable rate shall be deducted from the bill.
- 24. The GST shall be reimbursed on production of proof of payment of the same, if required, as per applicable law.**
25. In case of non-availability of vehicle due to any reason whatsoever or vehicle failure, the **Agency** shall arrange for an alternative vehicle immediately or shall bear the actual expenses incurred by the officer for hiring a taxi or a penalty of 2500 per day for each vehicle, whichever is higher shall be deducted from the bills of **Agency**
26. The Authority reserves the right to cancel the bid at any time without assigning any reason whatsoever.
- 27. "Employer" or "Agency" shall be entitled to terminate the Agreement at any time after giving one month notice, without assigning any reason thereof.**
28. Amendments, corrigendum if any will be hosted on NHAI website only (www.etenders.gov.in).
29. All disputes will be subjected to the Courts in Jammu, (J&K) only.

(B) EARNEST MONEY / BID SECURITY (Bid Security Declaration)

1. The **Agency** shall furnish Bid Security Declaration as part of the bid.
2. Performance security needs to be deposited by way of Demand Draft/Online Transfer favoring "**NHAI**" payable at **Jammu** on issue of work order & commencement of service which shall be refunded after successful completion of the service under this agreement.
3. The bid shall be valid for **90 days**

(C) Action on Bid Security Declaration

1. If the **Agency** withdraws its bid prior to opening of the bid or during the validity period of sealed quotation, whichever is earlier;

2. If the **Agency** is disqualified from participating in the bid.
3. If the **Agency** does not accept the correction of its sealed quotation price, pursuant to **clause A (20)**.
4. In the case of a successful agency, if the **Agency** fails or refuses to sign the work order within the specified time limit laid down in clause 'D' hereunder.

(D) WORK ORDER

Work order shall be placed in favor of successful bidder for commencement of service and **Agency** shall accept the work order and commence the service within 07 days of the date of work order.

(E) PERFORMANCE SECURITY

Performance Security (3% of yearly amount) shall be deposited within 3 days from the date of issue of LOA. In the case of a successful agency, if the **Agency** fails to commence services within **07 days time after acceptance of Work Order**, the Performance Security shall be forfeited. Performance Security will be refunded within 45 days beyond the successful completion of the service.

DECLARATION

I/We agree to accept and execute the above mentioned work at the rates quoted in the Annexure – I to this Bid document with the above mentioned provisions. I/ We have gone through all Conditions mentioned above and accept the same.

Date:

Place:

**Signature of the Firm/Travel Agency Owner /
Authorized Representative of Firm/Travel Agency**

FORM OF BID SECURITY DECLARATION

To

PIU-Ramban,
National Highways Authority of India
315, Sector 1, Channi Himmat,
Jammu – 180015.

Name of Work: Providing vehicle of model 2019 (Scorpio or equivalent) with monthly running limit of 3000 km.

I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder, [Name of the bidder], shall not be withdrawn or modified during the period of validity i.e. not less than 90 days from the bid due date.

I, on behalf of the bidder, [Name of the bidder], also accept the fact that in case the bid is withdrawn or modified during the period of its validity or if we fail to sign the contract in case the work is awarded to us or we fail to submit a performance security before the deadline defined in this bid document, then [Name of the bidder] will be suspended for participation in the tendering process for the work of MoRTH/NHAI/NHIDCL and work under other Centrally Sponsored Schemes, for a period of 1 (One) Year from the bid due date of this work.

For _____ [Name of the bidder].

(Signature, name and designation of the Authorised Signatory)

(Official Seal)

Date:

Place: