



NHLML/DOINDORE/OFFICE/ESTB/2024

11-3-2024

NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED

(100% SUBSIDIARY OF NATIONAL HIGHWAYS AUTHORITY OF INDIA, UNDER
MINISTRY OF ROAD TRANSPORT AND HIGHWAYS)

BID DOCUMENT

For

Hiring of Vehicle on monthly basis for DIVISIONAL OFFICE-INDORE,
NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED

National Highways Logistics Management Limited

254a, 2nd Floor, D-21 Corporate
Park, Sector 21-Dwarka, New Delhi,
110077

E-mail: nhlmldivisionalofficeindore@gmail.com, Contact No: 9696721728

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NATIONAL HIGHWAYS LOGISTICS MANAGEMENT LIMITED
(100% subsidiary of National Highways Authority of India,
under Ministry of Road Transport & Highways, Government of
India)

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New Delhi, 110077

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Contact No: 9696721728

QUOTATION NOTICE

Name of Work: Hiring of Vehicle on monthly basis for Divisional Office
Indore-National Highways Logistics Management Limited
at Indore (Madhya Pradesh)

National Highways Logistics Management Limited hereby invites sealed Quotations from established, experienced and reputed individuals, firm/organizations and other agencies having experience in execution of such works.

Sl. No.	Name of Work	Cost of Documents	EMD/BID Security
1	Hiring of 01 nos. of vehicle (Bolero/Scorpio or equivalent) and 01 no.s of vehicle (Innova or equivalent) on monthly basis, for a period of 02 years for National Highways Logistics Management Limited, Divisional Office Regional at Indore (Madhya Pradesh)	Rs. 1,000/-	Rs. 10,000/-

The blank BOQ and terms & conditions for the above may be downloaded from NHAI website (www.nhai.gov.in) or NHLML website (www.nhlm.in) on any working day from 12.03.2024 to 26.04.2024 upto 11:00 Hrs.

The duly filled quotation in sealed envelope can be submitted in this office at Delhi upto 15:00 Hours on 26.04.2024 and quotation will be opened on 29.04.2024 at 15.30 Hours by the evaluation committee constituted for this purpose in the presence of intending bidders.

Address for Communication: 254a, 2nd Floor, D-21 Corporate Park, Sector 21-Dwarka, New Delhi, 110077. **Email:** nhlmldivisionalofficeindore@gmail.com, **Contact No:** 9696721728, **Website :** www.nhlm.in/www.nhai.gov.in

A. Terms and Conditions

1. The vehicles should not be more than 01 years old.
2. The vehicle should be in good running condition and well maintained with all top security features etc. suited for extensive running on Highways and rural roads.
3. All necessary taxes for operating the vehicle should be fully paid and all necessary papers shall be provided in the vehicle as required by prevailing Motor Vehicle Act with comprehensive insurance cover for the vehicle. Cost of insurance shall be fully borne by successful bidder and rate quoted shall be inclusive of this.
4. The vehicle shall be provided day and night (24 hours) as required by NHLML for all days regularly in a month however in case of any night stay at places other than their place of deployment i.e. **Indore/Ujjain**, no night allowance or out station allowance will be paid by NHLML.
5. Agency shall also make available driver having valid driving license with experience. The driver shall be well trained, physically fit, well behaved and neatly dressed. The Driver to be provided on the vehicle shall not have any Police record for any kind of crime/misbehavior. In case of non-availability of driver for any particular reason the bidder shall provide alternative driver.
6. The Agency shall bear all expenses required for running & keeping the vehicle in smooth running condition such as cleanliness, fuel, lubrication oil & other consumable, necessary service & maintenance, repair & driver salary etc.
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 immediately. If the substitute vehicle is not provided a penalty of Rs. 3500/- per day per vehicle shall be deducted from the bills of agency.
8. Continuous absence of vehicle for more than 5 days without prior intimation will lead to termination of the agreement.
9. The agency should quote their rates on monthly basis i.e per vehicle per month.. per km. However, the financial evaluation will be based on the rate quoted for fixed monthly charges only.
10. In case of travel of extra kms, the same shall be adjusted next month(s) and the same shall be closed at the end of the financial year. Extra kms per financial year shall be paid at the end of the financial year at rates as per NHLML policy.
11. The quoted rates shall be inclusive of all taxes (GST etc).

12. The agency should ensure that sufficient fuel is always available for travel.
13. The quoted rate for hire charges per month shall include salary of the driver per month, cost of all lubricants, fuel routine maintenance, toll tax if any including cost of spares etc & any other incidents as may be required.
14. Vehicle can be withdrawn from use by giving 30 (Thirty) days advance notice by either party i.e. Agency or NHLML.
15. The agency should submit the bills in along with logbook within 07 working days of succeeding month.
16. The agency should supply the vehicle within 10 days from the date of Letter of Award issued by NHAI.
17. The supply of vehicle for office use is initially for duration of 02 years from the date of issue of Letter of Acceptance. Vehicle may be continued beyond two year period on the same terms and conditions if required by NHLML for further period as decided by NHLML.
18. The successful bidder will be required to execute the agreement on hundred rupees stamp paper within 10 days of issue of letter of award.
19. Amendments, corrigendum, if any, will be hoisted on NHLML/NHAI website only.
20. NHLML reserves full rights to curtail, modify, halt/cancel, reject tender at any stage without assigning any reason and no claim of whatsoever nature will be entertained on this account.
21. Bidders who apply n downloaded documents should submit a Demand Draft of Rs. 1000/- in favor of “National Highways Logistics Management Limited ”, payable at New Delhi along with Demand Draft against bid security of Rs. 10000/- in favor of “National Highways Logistics Management Limited ”, payable at New Delhi In a separate envelope along with the documents, else their Tender/Quotation will not be considered. The bid security should be valid for minimum 180 days beyond the bid submission date.
22. The bidder shall submit the proposal consisting of Technical & Financial Bid separately in 02 different Envelopes clearly mentioning “Technical Bid” & “Financial Bid” on the envelope.
23. The bid shall be valid for 180 days beyond the bid due/submission date.
24. The vehicle shall be commercially registered and should have all India Travel Permit.
25. In case of any accident of the vehicle or misbehavior by the driver or any other offense, NHLML shall not be liable.
26. The number of vehicles can be increased or decreased by NHLML. Upon request

for additional vehicle by NHLML, the agency shall provide the same within 7 working days at the same rates, terms and conditions.

B. Performance Security

27. The selected bidder has to furnish performance security for an amount of Rs. 20000/- in form of demand draft in favor of “National Highways Logistics Management Limited ”, payable at New Delhi, within 10 (ten) days from issuance of Letter of Award.
28. The performance Security shall be refunded within 45 days, after the successful completion of the contract after recovery of any.
29. The bidder quoting the lowest total monthly lease amount shall be awarded the tender.

BILL OF QUANTITIES

Name of Work: - Hiring of Vehicle on monthly basis for Divisional Office Indore, Madhya Pradesh.

Time Period: Two Year

Sl. No.	Name of item	Unit	Quantity Per Month	Rate be quoted by bidder inclusive of all	
				In Figures	In Words
(1)	(2)	(3)	(4)	(5)	(6)
(i)	Providing running & maintaining vehicle, with all the top safety features, not older than 01 years (Bolero/Scorpio or equivalent) as per terms and condition for travelling up to 2500 kms. In a month (for initial period of 02 years).	Per Month	1		
(ii)	Providing running & maintaining vehicle, with all the top safety features, not older than 01 years (Innova or equivalent) as per terms and condition for travelling up to 2500 kms. In a month (for initial period of 02 years).	Per Month	1		
Total					

Note: - The rate shall be quoted clearly in Figures as well as in words.

Name, Signature & Seal of Bidder

Undertaking

I undertake that, if I get selected for the above bid, then I will submit the performance security/security deposit within 10 days of issuance of LoA

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Name, Signature & Seal of Bidder