



National Highways Logistics Management Limited

**(A 100% OWNED SPV OF NATIONAL HIGHWAYS AUTHORITY OF INDIA)
(MINISTRY OF ROAD TRANSPORT & HIGHWAYS, GOVT.OF INDIA)**

Providing, Running and Maintenance of Two Vehicles (Innova or equivalent) on monthly hiring basis for Zonal Office of NHLML, Northern Region

Tender Reference No.: NHLML/ZO-NR/1/Tender/2023-24/04

Notice Inviting Tender

Jan-2024

National Highways Logistics Management Limited

(A 100% owned SPV of NHAI)

(Under Ministry of Road Transport & Highways)

Zonal Office-Northern Region

**‘Bays No. 35-38’, Sector-4,
Panchkula (Chandigarh)-134112**

Phone:9459760918; 8291800006

e-mail:nhlmlzonr@gmail.com

NOTICE INVITING TENDER

Ref No.: NHLML/ZO-NR/1/Tender/2023-24/04

Dated 18.01.2024

Name of work: Providing, Running and Maintenance of Two Vehicles Innova or equivalent on monthly hiring basis for Zonal Office of NHLML, Northern Region.

Earnest Money: ₹ 20,000/-

Cost of Document: ₹ 500/-

Time Period: 1(One)Year

The National Highways Logistics Management Limited (NHLML), through Zonal Office-Northern Region hereby invites the Tenders from experienced Firms /Tour and Travel Agents/ individuals having adequate experience for **Providing, Running and Maintenance of Two Vehicles (Innova or equivalent) on monthly hiring basis for Zonal Office of NHLML, Northern Region.**

The term & conditions for the above work are available on NHLML Website <http://nhlm.in/>.

Tender documents can be downloaded from NHLML website <http://nhlm.in/> from 15:00 Hrs on **18.01.2024** to **16.02.2024** up to 15:00 Hrs during normal office hours.

The tender shall be submitted in sealed envelope and the tender should reach NHLML office at address of communication not later than 15:00 Hrs on **16.02.2024** along with earnest money amounting **₹ 20,000/-** and cost of Documents amounting **₹ 500/-** [If downloaded from the website] in the form of Demand Draft in favour of National Highways Logistics Management Limited, payable at Panchkula.

The tender shall be submitted as below:

- 1) Envelope one containing EMD in properly sealed cover and super scribed as “EMD for the Tender of Providing, Running and Maintenance of Two Vehicles on monthly hiring basis for Zonal Office of NHLML, Northern Region”.
- 2) Envelope two containing Cost of Documents in properly sealed cover and superscribed as “Cost of Documents for the Tender of Providing, Running and Maintenance of Two Vehicles on monthly hiring basis for Zonal Office of NHLML, Northern Region” [If downloaded from the website]
- 3) Envelope three containing Technical Bid and Terms of Reference (TOR) of Technical

Bid in properly sealed cover and super scribed as “Technical Bid for the Tender of Providing, Running and Maintenance of Two Vehicles on monthly hiring basis for Zonal Office of NHLML, Northern Region”.

- 4) Envelope four containing Financial Bid in properly sealed cover and super scribed as “Financial Bid for the Tender of Providing, Running and Maintenance of Two Vehicles on monthly hiring basis for Zonal Office of NHLML, Northern Region”.
- 5) Envelope five containing envelope 1), 2), 3) & 4) and super scribed as “Tender of Providing, Running and Maintenance of Two Vehicles on monthly hiring basis for Zonal Office of NHLML, Northern Region”.

The tenders will be opened on **16.02.2024** at 15:30 Hrs at NHLML Zonal Office, northern Region.

All pages of the documents of Technical Bid should be numbered and to be submitted in hard bound.

NHLML will not be responsible for any delay in submission of the tender document and reserves the right to accept/reject any tenders without assigning any reasons thereof.

Amendments/corrigendum, if any would be hoisted on NHA website or NHLML website only.

Address for Communication:

National Highways Logistics Management Limited,
Zonal Office-Northern Region,
NHLML Zonal Office, Chandigarh
‘Bays No. 35-38’, Sector-4,
Panchkula (Chandigarh)–134112
Phone:9459760918;8291800006
e-mail:nhlmlzonr@gmail.com

TECHNICAL BID

Name of work: Providing, Running and Maintenance of Two Vehicles (Innova or equivalent) on monthly hiring basis for Zonal Office of NHLML, Northern Region.

The details in respect of the company/firm/individual are as given under:

| Sl. No. | Description | Details to be filled by the company/firm /individual | |
|---------|--|--|-----------|
| | | Vehicle-1 | Vehicle-2 |
| 1 | Name of the Company/firm/ individual | | |
| 2 | Address of the Company/ firm/ individual | | |
| 3 | Year of Registration/Incorporation/Date of Birth | | |
| 4 | Type of Vehicle | | |
| 5 | Date of 1 st purchase. | | |
| 6 | Affidavit as per annexure II enclosed | Yes/No | Yes/No |
| 7 | Running in Km. till date | | |
| 8 | Copy of RC attached | Yes/No | Yes/No |
| 9 | Road Tax paid documents enclosed | Yes/No | Yes/No |
| 10 | Commercial Registration of the vehicle(copy enclosed) | Yes/No | Yes/No |
| 11 | Copy of insurance attached | Yes/No | Yes/No |
| 12 | Pollution Under Control (PUC) certificate attached | Yes/No | Yes/No |
| 13 | Copy of Agreement in case any vehicle not Owned by bidder attached | Yes/No | Yes/No |
| 14 | PAN | | |
| 15 | Service Tax Registration No. | | |
| 16 | Whether EMD enclosed | Yes/No | Yes/No |
| 17 | Whether Cost of Documents enclosed (incase Downloaded from the website) | | |
| 18 | Names of the Govt. Dept./Ministries along with their address and details of contact person to whom vehicles were provided during last one year if any. (with details of various vehicles/make) | | |
| 19 | Name, Designation and Address of the person to whom all references shall be made Regarding this tender | | |
| 20 | PAN and Service Tax details attached | Yes/No | Yes/No |
| 21 | Telephone with STD Code | | |
| 22 | Mobile/Telephone No. | | |

(Copies of documents in support of the details provided in Annexure-I to be neatly attached.)

Yours faithfully

(Signature of Authorized Person)

Name:-.....

Designation:-.....

Seal:-.....

Date:

Place:

Business Address:

Annexure-II

(The bidder shall give following affidavit on ₹100/-stamp paper.)

Name of work: Providing, Running and Maintenance of Two Vehicles (Innova or equivalent) on monthly hiring basis for Zonal Office of NHLML, Northern Region.

In case the work is awarded to me, I shall provide the following new vehicles as per the terms & conditions mentioned in the tender document within 15 days of date of receipt of LOA.

| Sl. No. | Name of Item | Vehicle Type | Nos. of vehicle | Vehicle Brand | Vehicle Model |
|----------------|---|---------------------|------------------------|----------------------|----------------------|
| 1 | Providing, Running & Maintenance of One Vehicle (Innova or equivalent) on monthly hiring basis for NHLML, Zonal Office Northern Region up to 3500 Km per month (As per Terms and Condition of quotation form) | | 1 Vehicle | | |
| 2 | Providing, Running & Maintenance of One Vehicle (Innova or equivalent) on monthly hiring basis for NHLML, Zonal Office Northern Region up to 3500 Km per month (As per Terms and Condition of quotation form) | | 1 Vehicle | | |

As undertaken above, in case I fail to provide the vehicle within 15 days, the earnest money deposited by me for subject tender shall be forfeited and I shall have/make no claim over it.

Yours faithfully

(Signature of Authorized person)

Name:.....

Designation-.....

Seal:.....

Name of work: Providing, Running and Maintenance of Two Vehicles (Innova or equivalent) on monthly hiring basis for Zonal Office of NHLML, Northern Region.

TERMS OF REFERENCE (TOR) OF TECHNICAL BID

Terms and Conditions

1. The vehicle to be provided shall be new or good in condition (vehicle manufactured after 01.01.2023 or not run more than 25000 Km. till last date of submission of Bid 16.02.2024) and mechanically fit for smooth and safe transportation. In case the bidder proposed to provide new vehicle, the relevant documents shall be submitted before for execution of agreement.
2. The bidder shall submit information as given in Technical Bid Annexure-I along with self-attested copies of documents supporting the information. In case the vehicle is not owned by bidder, a notarized contract agreement may be attached between the vehicle owner & bidder. If the bidder fails to provide vehicles as per Annexure-I & II, his bid shall be liable for rejection.
3. The vehicle should be in good running condition and well maintained preferably with top safety features like airbags, ABS, bumpers, fog lamps, parking lights, indicators, horn etc., suited for extensive running on high traffic density highways and Kachha roads. The successful bidder shall bear full responsibility for the safety of vehicle, its occupants and any third party and NHLMLs officials/representatives will be indemnified by the successful bidder on this account. Vehicle should be of top variant of its class/category.
4. 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 Vehicles Act with comprehensive insurance cover for the vehicle, its occupants and any other 3rd party. Cost of insurance will be fully borne by Successful bidder and the rate quoted shall be inclusive of this.
5. The vehicle shall be provided day and night (24 hours) as required by NHLML for all days regularly in a month.
6. The vehicle shall also be used for outstation travel to other States/UTs. No extra payment shall be made to driver/owner on account of outstation travel. Agency shall also make available driver with adequate salary & DA (for outstation travel) having valid driving license with experience of running on Highways. The driver shall be well trained, physically & medically fit, well behaved, and suitably dressed in a defined dress code(summer & winter)approved by NHLML.
7. NHLML shall not be responsible for violation of traffic rules and/or infringement of any other law for the time being in force.
8. The successful bidder shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil & other consumables, necessary periodic service, repair& maintenance, driver & replacements etc. The rates quoted shall be inclusive of all these provisions.
9. The number of Vehicles to be engaged by NHLML may be increased or decreased on the discretion of NHLML. No compensation and rate revision shall be applicable due to increase or decrease in the deployment of vehicles.

10. The Bidder must quote the Rates both in words and figures for all category of vehicles. In case there is a difference between the quoted Rate in words and figures, the Rate Quoted in words shall prevail.
- 11. Penalties:**
- (A) In the event of any vehicle being rendered unfit for plying/service on account of maintenance, breakdown or for any other reason, the successful bidder shall provide a substitute vehicle immediately. If the substitute vehicle is not provided, a penalty of ₹ 3,500/- per day shall be affected from the bills of agency.
- (B) The vehicle provided by successful bidder shall be kept clean externally and internally and in top working condition at all times failing which a penalty of ₹ 500/- per day shall be affected from the bill of agency.
12. The vehicle shall be provided with name plate of NHLML if required, as approved by NHLML, on front and rear side of the vehicle. Vehicle shall be exclusively in the custody of NHLML for all the time & for all purposes.
13. The agency should quote their rates on monthly basis i.e. rupees per month. However, the amount quoted for 3500 Km for both the vehicles shall only be considered for evaluation of Financial Bid.
14. The vehicle provided should have permit to travel in All India (Especially in the State of J&K, Punjab, Haryana, Himachal Pradesh, Uttarakhand, Uttar Pradesh, Chandigarh, Delhi NCR, Ladakh and Rajasthan).
15. The agency should ensure that sufficient fuel is always available for travel.
16. The agency shall ensure that the odometer of the vehicle supplied, is properly sealed so that no tempering is done to inflate kilometer distance travel.
17. No advance payment shall be made under any circumstances.
18. The quoted rates for hire charges per month include salary & other charges of driver, cost of all lubricants, maintenance, repair including cost of spares, toll tax if any etc.& any other incidentals as may be required. The quoted rates shall be inclusive of all taxes & other charges applicable in the UT Chandigarh including entry tax. For running of vehicle in other states the applicable taxes of such states shall be paid by the firm itself.
19. No payment in addition to the quoted rates on any account whatsoever will be made /reimbursed unless it is specifically mentioned under these terms and conditions.
20. The GST will be reimbursed on submission of proof of payment only with necessary certification from CA Firm as required as per NHAI policy.
21. Either party may terminate the contract without showing any cause with one-month prior notice. However, the services can be terminated by the NHLML, Zonal Office-Northern Region anytime without prior notice. No claim of firm/ Party shall be entertained in such event.
22. The agency should submit their bills in duplicate along with log book within 1st week of every

Month for payment. It is the responsibility of bidder to maintain the logbook for vehicle and get it certified from the concerned official using the vehicle, failing which, payment may not be made.

23. The quoted rates for the vehicles shall include fuel and lubricants, repairs and maintenance, Driver salary and other labour charges, depreciation etc. and should be valid for a period of one year from the date of acceptance. No variation/revision in quoted rates for any reason will be entertained.

24. The successful bidder should be able to supply the required vehicles within 15 days or as directed by NHLML from the date of issue of 'Letter of Acceptance' by NHLML.

25. The supply of vehicles is initially for duration of one year only from the date of issue of Letter of Acceptance. In case NHLML, Zonal Office-Northern Region desires to delay the deployment of vehicle beyond 15 days of letter of acceptance, the duration of one year shall be counted from the date of providing the vehicle. The agreement may be extended beyond one year on mutual consent of both parties depending upon performance of travel agency and on recommendation of the concerned official up to maximum of three years.

26. The successful bidder shall submit all required documents of vehicle, driver, insurance, Road Tax, GST etc. to execute the agreement within a week of issue of 'Letter of Acceptance' on a hundred rupee non judicial stamp paper, failing which 2nd lowest bidder may be considered for award of tender at the lowest rate quoted in the bidding.

27. NHLML reserves full rights to curtail, modify, halt/cancel, reject any or all offer/s, at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.

28. Tender documents shall be downloaded from NHLML website <http://nhlm.in/> from 15:00 Hrs on **18.01.2024** to **16.02.2024** up to 15:00 Hrs during normal office hours.

29. **Tender Cost**

- The bidder shall submit **Non-Refundable fees of ₹ 500/-** (Rupees Five Hundred only) in the form of demand draft (issued by scheduled & nationalized bank of RBI) in the name of "**National Highways Logistics Management Limited**" payable at **Panchkula**. In case the forms are downloaded from the website, the tender fee, as above, shall be submitted separately at the time of submission of bid.

- Any tender received without payment of tender fee shall be considered non-responsive and will be rejected summarily.

30. **Earnest Money/Bid Security**

The Bidders shall furnish, as part of the quotation Earnest Money/Bid Security of the amount of **₹ 20,000/-** as specified in the document.

The Earnest Money shall be in the form of Demand Draft in favour of "**National Highways Logistics Management Limited**", payable at **Panchkula**. Any Bid not accompanied by an acceptable Earnest Money shall be rejected by the NHLML as non-responsive. The Earnest Money of unsuccessful bidders will be returned within 02 (two) months. The Earnest Money of the successful Bidder shall be valid for **90 days** from the last date of submission of the Bid.

31. **The Bid Security/Earnest Money will be forfeited.**

- A. Any tender without Earnest Money/ Bid security shall be considered non-responsive.
- B. If the Bidder withdraws the Bid after its submission;

- C. If any Bidder does not accept any arithmetical correction of the bid price;
 - D. In case a successful Bidder, fails to produce requisite documents to sign the Agreement and supply the vehicles within stipulated time after issue of 'Letter of Acceptance'.
32. The last date for submission of sealed Tender documents at the "Address of Communication" is **16.02.2024** up to 15:00 Hrs and the same will be opened on **16.02.2024** at 15:30 Hrs. The Bidders may present during the bid opening, if they choose so.
33. In case of any dispute, decision of the NHLML, Zonal Office-Northern Region shall be final and binding. Any further dispute shall come under the preview of High Court of Chandigarh.
34. Bid shall be submitted at NHLML Zonal Office Northern Region in sealed envelopes including biddocuments consisting duly signed quoted rates, terms and conditions; and undertaking. All the pages of Technical Bill and Terms of Reference (TOR) of Technical Bid are to be numbered and to be submitted in hard bound. Failure to submit all the requisite documents in prescribed format may result in rejection of Bid. The bids shall be accepted up to 15:00 hours on 16.02.2024 at following address.

National Highways Logistics Management Limited,
 Zonal Office-Northern Region,
 'Bays No. 35-38', Sector-4, Panchkula (Chandigarh) –
 134112 **Tele:9459760918**
Address: Phone:8291800006
Email:nhlmlzonr@gmail.com

Signature of the bidder

Name.....
 Designation.....
 Date.....
 Seal.....

Undertaking

Name of work: Providing, Running and Maintenance of Two Vehicles (Vehicle Innova or equivalent) on monthly hiring basis for Zonal Office of NHLML, Northern Region.

I Sh./Smt./M/s.....having address.....
..... submit this quotation/ bid **Providing, Running and Maintenance of Two Vehicles (Vehicle Innova or equivalent) on monthly hiring basis for Zonal Office of NHLML, Northern Region.** I undertake to accept and abide myself on behalf of the agency by the Terms and Conditions from 01 to 34 above of the bid as mentioned in this bid document.

Further I also certify that none of my/our relative is working under any unit of National Highways Logistics Management Limited.

Place:

Date:

Signature and Seal

Name.....

Designation.....

BID DOCUMENTS

FINANCIAL BID

Name of work: Providing, Running and Maintenance of Two Vehicles (Vehicle Innova or equivalent) on monthly hiring basis for Zonal Office of NHLML, Northern Region.

Time Period : One year.

Bill of Quantity (BOQ) Annexure(III)

| Sl. No. | Name of Item | Unit | Km/per month for each vehicle | No. of Vehicles | Rate per vehicle be quoted by the bidder inclusive of all expenses & other charges excluding GST | | Total Amount (₹) |
|-----------------------------------|---|-----------|-------------------------------|-----------------|--|-------------------|------------------|
| | | | | | Amount (in Figures) | Amount (in words) | |
| 1. | Providing, Running & Maintenance of One Vehicle (Innova or equivalent) on monthly hiring basis for NHLML, Zonal Office Northern Region upto 3500Km per month (As per Terms and Condition of quotation form) | Per Month | 3500km | 1 | | | |
| | Rate for extra running per km | Per km | 500km | 1 | | | |
| 2. | Providing, Running & Maintenance of One Vehicle (Innova or equivalent) on monthly hiring basis for NHLML, Zonal Office Northern Region upto 3500Km per month (As per Terms and Condition of quotation form) | Per Month | 3500km | 1 | | | |
| | Rate for extra running per km | Per km | 500km | 1 | | | |
| Total Estimated Cost (in Figures) | | | | | | | |
| Total Estimated Cost (in Words) | | | | | | | |

Note:

- (i) GST as applicable shall be reimbursed to the agency on submission of proof of payment & certification from CA firm.
- (ii) Rate for each vehicle shall be quoted as per terms & condition of Bid Document.
- (iii) Bidder shall provide the vehicle not below the equivalent category however bidder may provide above category vehicle as mentioned above.
- (iv) Rates for extra running of vehicle per km beyond the monthly limits to be paid as per quoted rate up-to 500km and the same rate shall also be applicable beyond 500 km.

Signature

Name.....

Designation.....

Address.....

.....

ContactNo.....