



National Highways Authority of India
(MINISTRY OF ROAD TRANSPORT & HIGHWAYS)

GOVERNMENT OF INDIA

**Name of work: Hiring of Commercial Vehicles, 6 numbers on monthly rental basis
for NHAI, PIU Ahmedabad.**

BID DOCUMENT

Office Address

NATIONAL HIGHWAYS AUTHORITY OF INDIA
Ministry of Road, Transport & Highways
PIU-Ahmedabad
3A & 3B, 2nd Floor,
Amul Building, Above Bank of Baroda,
Vejalpur Road, Jivraj Park,
Ahmedabad – 380051
Phone- 079-26821062 / 63
Email: ahd@nhai.org

NOTICE INVITING TENDER

NHAI/PIU-Ahmedabad/Vehicle/2025-26 /

Date: 06.09.2025

National Highways Authority of India (hereinafter called the Employer) invites tender for the following work for PIU Ahmedabad from established, interested, experienced and reputed individual/ firms/ organizations and other agencies having adequate experience of similar work/providing services of Vehicles on monthly hire basis.

Sl No.	Name of Work	Cost of Tender Document (Rs.)	Earnest Money Deposit (Rs.)	Time Period
1	Providing, Running and Maintenance of commercial Vehicles, 6 numbers on monthly rental basis for NHAI, PIU-Ahmedabad (Gujarat)	Rs. 500/- (Non-Refundable)	Rs. 10,000/-	2 years (which may be extended up to 1 years or curtailed from time to time depending on the requirement and satisfactory services).

Note: NHAI may increase or decrease the number of vehicles as stated above as per the actual requirement on the same rate, terms & conditions. The successful bidder would be bound to give the additional vehicle as asked by NHAI within one week on the same rate, terms and condition as finalized in original contract and decision of NHAI in this regard would be final and binding.

1. Cost of Bid Document (Non-Refundable) Rs.500/- (Rupees Five Hundred only) through RTGS/NEFT into bank Account no. 70001010005621 maintained in the name of NATIONAL HIGHWAYS AUTHORITY OF INDIA Ahmedabad with Canara Bank Prahladnagar Branch, Ahmedabad-380051 having IFSC code CNRB0017000, Account Type- Current Account. The Bidder must submit a copy of Receipt (UTR/Reference No. Transaction ID) towards payment of cost of Bid document.
2. The bid should be submitted online in the prescribed format given in the website. The authorized signatory holding power of attorney shall only be the digital signatory. In case authorized signatory holding power of attorney and digital signatory are not the same, the bid shall be considered non-responsive.

3. Schedule of Bidding Process:

The Authority shall endeavor to adhere to the following schedule:

Sl No.	Event Description	Date
1.	Bid Start date	06.09.2025 (16:00 HRS)
2.	Date & Time of pre bid meeting	25.09.2025 (12:00 HRS)
3.	Bid due date	03.10.2025 (13:00 HRS)

4.	Opening of Bid	04.10.2025 (14:00 HRS)
5.	Validity of Bid	90 days from bid due date.
6.	Signing of Agreement	Within 7 days of issuance of LOA.

4. NHAI reserve the right to accept/reject or split any or all the bids without assigning any reason thereof.

5. For any clarification, the following office may be contacted Project Director, Project Implementation Unit-Ahmedabad. National Highways Authority of India (Ministry of Roads Transport and Highways), 3A & 3B, 2nd Floor, Amul Building, Above Bank of Baroda, Vejalpur Road, Jivraj Park, Ahmedabad – 380051 mail: ahd@nhai.org / piuahd@gmail.com

6. Bank Account Details:-

- a) Bank Account Name -NATIONAL HIGHWAYS AUTHORITY OF INDIA
- b) Name of Bank- Canara Bank
- c) Branch- Prahladnagar Branch
- d) Current Account No- 70001010005621
- e) IFSC code- CNRB0017000

Project Director

National Highway Authority of India,
PIU-Ahmedabad
3A & 3B, 2nd Floor,
Amul Building, Above Bank of Baroda,
Vejalpur Road, Jivraj Park,
Ahmedabad – 380051
Phone- 079-26821062 / 63
Email: ahd@nhai.org

SECTION-II
INSTRUCTION TO BIDERS

Name of Work: Providing, Running and Maintenance of Commercial Vehicles, 6 numbers on monthly rental basis for NHAI, PIU-Ahmedabad (Gujarat).

1. Introduction:- The bidders are requested to go through all the bid requirements & detailed terms and conditions as laid down in the bid document and must fully acquaint themselves to all the terms & conditions before submitting their Bids. Acceptance of Bid will be on the basis of the followings.

- (a) Only those agencies pay the cost of the bid documents can submit their offer.
- (b) Incomplete, conditional offer, offer containing vague and indefinite expression such as "*subject to immediate acceptance, conditions apply, subject to condition, authorized to participate etc.*" will be summarily rejected."
- (c) Bids received after due date & time will not be considered.
- (e) No post bid correspondence by the participating firm/agency will be entertained.

2. Scope of work: The work includes provision of commercial vehicles, 6 numbers conforming to RTA/RTO regulation along with fuel, Driver, Maintenance etc. for office use and site visit within the State of Gujarat and if required out of Gujarat.

3. Information about bid :-

3.1	Designation & address of the Authority	:	General Manager (Tech) cum Project Director National Highways Authority of India PIU-Ahmedabad, 3A & 3B, 2nd Floor, Amul Building, Above Bank of Baroda, Vejalpur Road, Jivraj Park, Ahmedabad – 380051 Phone- 079-26821062 / 63 Email: ahd@nhai.org
3.2	Availability of Bid	:	The bid document will be available on online e-portal (https://etenders.gov.in) from 06.09.2025 to 03.10.2025 upto 13:00 hrs.
3.3	Cost of Bid Document	:	Cost of Bid Document (Non-Refundable) Rs.500/- (Rupees Five Hundred only) through RTGS/NEFT into bank Account no. 70001010005621 maintained in the name of NATIONAL HIGHWAYS AUTHORITY OF INDIA Ahmedabad with Canara Bank Prahladnagar Branch, Ahmedabad-380051 having IFSC code CNRB0017000, Account Type- Current Account. The Bidder must submit a copy of Receipt (UTR/Reference No. Transaction ID) towards payment of cost of Bid document.
3.4	Bid Start date & time	:	06.09.2025 16:00 hrs.
3.5	Earnest Money Deposit/Bid security	:	Rs. 10,000/- through RTGS/NEFT into bank Account no. 70001010005621 maintained in the name of NATIONAL HIGHWAYS AUTHORITY OF INDIA Ahmedabad with

			Canara Bank Prahlad Nagar Branch, Ahmedabad-380051 having IFSC code CNRB0017000, Account Type- Current Account. The Bidder must submit a copy of Receipt (UTR/Reference No. Transaction ID) towards payment of Earnest Money Deposit/Bid security.
3.6	Performance Security	:	Rs. 50,000/- in the form of DD in favour of National Highways Authority of India, payable at “Ahmedabad”
3.7	Time and date of pre-bid meeting	:	25.09.2025 12:00 hrs.
3.8	Bid Due date	:	03.10.2025 upto 13:00 hrs
3.9	Time and date of opening of Tender (Technical Bid)	:	04.10.2025 at 14:00 hrs
3.10	Duration of contract	:	2 years which may be extended (upto 1 year) or curtailed with the approval of Competent Authority

4. Eligibility Criteria:

- 4.1. The bidder should have at least 1 year of experience of satisfactory performance from a competent authority of any PSU/Central/State Govt. Department/Undertaking for having executed similar contract.
- 4.2. The bidder shall own and/or have leased vehicle not older than 1 year and not driven more than 30,000 km. He shall submit documents of ownership /lease agreement, RTO permit in respect of this vehicle.
- 4.3. The service provider shall have valid GST registration, EPF and ESI registration as per rule. In case of non-availability /applicability of EPF and ESI registration an undertaking by the firm must be submitted for its compliance once the work is awarded to his/her firm as per rule.

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

- 5.1. The Bidders shall furnish, as part of the quotation Earnest Money/Bid Security of the amount as specified in the document. The Earnest Money shall be deposited through RTGS/NEFT into Bank Account no. 70001010005621 maintained in the name of NATIONAL HIGHWAYS AUTHORITY OF INDIA Ahmedabad with Canara Bank Prahlad Nagar Branch, Ahmedabad-380051 having IFSC code CNRB0017000, Account Type- Current Account. The Bidder must submit a copy of Receipt (UTR/Reference No. Transaction ID) towards payment of Earnest Money Deposit. 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 3 months. The Earnest Money of the Successful Bidder can be converted into 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 bidder 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 vehicle within 7 days of issue of “Letter of Acceptance”.

6. Bid Validity: -

The bids shall be valid for 90 days from bid due date.

7. Performance security: -

The successful bidder will be required to be submit performance security for an amount specified in 3.6 through RTGS/NEFT into **Bank Account no. 70001010005621 maintained in the name of NATIONAL HIGHWAYS AUTHORITY OF INDIA Ahmedabad with Canara Bank Prahlad Nagar Branch, Ahmedabad-380051 having IFSC code CNRB0017000, Account Type- Current**

Account within 7 days issue of letter of acceptance. The successful bidder must submit a copy of Receipt (UTR/Reference No. Transaction ID) towards payment of Performance Security. The performance security shall be refunded after successful completion of contract agreement within 3 months.

8. Bid submission: -

The bidder shall be submitting technical and financial proposal/bid only in the online e-portal (<https://etenders.gov.in>) only in accordance with the bidding document.

9. Bid opening: -

9.1 A committee of officer of NHAI shall be constituted for opening of Bid and its evaluation. The technical bids will be opened by the committee in the presence of bidders or their Authorized representatives who wish to be present at the time of opening of bid on due date. After scrutiny an evaluation of scrutiny 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 fulfilling the eligibility criteria and whose bids are considered responsive by the committee.

9.2 The committee shall open the financial bids in presence of bidders or their authorized representatives who wish to be present at the time of opening of bid on due date. The financial bids shall be corrected for discrepancies by the committee. If there is discrepancy between words and figures the amount in word shall prevail. The arithmetic calculations for multiplication and summation shall be checked by the committee and corrected. Such corrected offer shall be considered as the offer of the bidder.

10. Award and signing of Contract:-

NHAI shall issue letter of acceptance to the bidder whose bid has been found technically, commercially and financially acceptable. The bidder shall then within 7 days submit performance security and executed the Agreement with NHAI on non-judicial stamp paper of Rs. 100.

11. Right to vary quantities:-

NHAI reserves the right at the time of award of contract to increase or decrease the number of vehicles as per requirement without any change in hiring charge of the offered quantity and other terms and condition.

12. 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-III
TERMS & CONDITION OF BID

1. The vehicles should be new or should not be older than one year and driven not more than 30,000 Kms. In case the bidder wants to purchase new brand vehicle for this work he shall give an undertaking in the form given in **Annexure-IV** of section IV (Technical bid). The EMD will be forfeited if the bidder fails to provide vehicle within 7 days of issue of letter of acceptance.
2. The vehicles should be in good running condition and well maintained with all top safety features like minimum 2 Airbags, fog lamps, Parking lights, Indicators, horn, dustbin, towels etc., suited for extensive running on high traffic density Highways. There shall not be any lapse on this crucial safety aspect, for which successful bidder will be solely responsible.
3. All necessary taxes for operating the vehicle 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. Cost of insurance will be fully born by Successful bidder and the rate quoted shall be inclusive of this.
4. The vehicles shall be provided day night (24 hours) as required by NHAI for all days regularly in a month.
5. The agency shall also make available drivers having valid driving license. The driver shall be well trained, physically fit, well behaved, and neatly dressed. If necessary, successful bidder shall also provide additional driver, as and when, called by NHAI. Failing which NHAI shall levy the penalty of Rs. 1000/- per day.
6. The successful bidder shall bear all expenses required for keeping the vehicle in smooth running condition such as fuel, lubrication oil & other consumables, necessary service & maintenance, repair & replacement etc. The rate quoted shall be inclusive of all these provisions.
7. In the event of any vehicle being put off the road for maintenance, break down or on any account, the successful bidder shall provide a substitute vehicle immediately. If the substitute vehicle is not provided, a penalty of Rs. 3000/- per day shall be imposed and deducted from the bills of agency.
8. The vehicles shall be provided with name plate of NHAI, as approved by NHAI, on front and rear side of the vehicle. Once the name board is fixed, it shall be exclusively in the custody of NHAI for all the time & for all the purposes.
9. ***The agency should quote their rate on monthly basis i.e., per vehicle per month among respective categories. For extra running over and above the stipulated km for a month, the bidder shall quote the rate for additional kms which will also be accounted while calculating the overall bid cost considering additional 1000 km for calculation of the additional cost.***
10. ***The running of the vehicles shall be adjusted among respective categories of the vehicles every month, and the payment of extra kms will be considered only if the vehicles among the respective categories cumulatively exceeds the specified kms in the month. In case, the running of the vehicles among the respective categories is less than the specified kms limits, the balance thereof shall not be carried forward for next months and monthly fixed charges will be paid for each vehicle in respective category. Further, there shall be no kms adjustment done among inter-category vehicles.***
11. The vehicles provided should have permit to travel in All India.
12. The agency should ensure that sufficient fuel is always available for travel.
13. The quoted rate for hire charges per month include salary of the driver/ month, cost of all lubricants, routine maintenance, toll tax if any including cost of spares etc. & any other incidentals as may be required. The quoted rate shall be inclusive of all taxes & other taxes if any. No variation /revision in quoted rate for any reason will be entertained. The night charges in case of out station stay will be

Rs. 500/- per night additional.

14. Vehicle can be withdrawn from usage within one month of advance notice by either party i.e., successful bidder or NHAI. NHAI may increase or decrease the number of vehicles as per the actual requirement on the same rate, terms & conditions.
 15. The agency should submit their bills in duplicate along with logbook within 1st week of every month of payment. It is the responsibility of bidder to maintain the logbook for every vehicle and get it certified from the concerned official using the vehicle on daily basis, failing which the payment may not be made.
 16. The successful bidder should be able to supply the required vehicles within 7 days from the date of issue of "Letter of Acceptance" by NHAI.
 17. The supply of vehicles is initially for a duration of two years only from the date of issue of Letter of Acceptance. Vehicles may be continued beyond two years period on the above conditions if required by NHAI for further period as decided by NHAI.
 18. The successful bidder shall submit all the required documents of vehicles, drivers, insurance, service tax etc. Execute the agreement within a week of issue of "Letter of Acceptance" on One Hundred Rupee Non-Judicial Stamp Paper.
 19. The amendments / clarifications in the Bid Documents, if any, shall be hoisted on NHAI website www.nhai.org & E-tender portal.
 20. NHAI reserves full rights to curtail, modify, halt/cancel, reject any or offer/s, at any stage without assigning any reasons and no claims of whatsoever nature will be entertained on this account.
 21. NHAI will not have obligation: -
 - (i) No liability whatsoever for payment of wages/salaries other benefits and allowances to his personal 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 Order 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 negligent, rash and impetuous driving which is an offence under section 29 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.
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SECTION IV
(TECHNICAL BID)

The technical bid shall consider following documents

1. Bid documents signed by bidder on each page.
2. Cost of bid document
3. Bid security.
4. Information of Bidder in Annexure -I.
5. Eligibility criteria in Annexure -II.
6. Details of vehicle to be provided as per tender condition in Annexure- III.
7. Undertaking for providing new brand vehicle in Annexure -IV.
8. Additional Performance guarantee in case of providing brand new vehicle.

Annexure-I

TECHNICAL BID

INFORMATION OF BIDDER

Sl No.	Particulars	Details
1	Name, Address & Phone No. of the Company/firm/ individual	
2	Name, Address & Phone No. of the Proprietor	
3	EPF Reg. No. And Employers Code No/undertaking in this regard	
4	ESI Reg. No. And Employers Code No/undertaking in this regard	
5	PAN No.	
6	GST Registration No.	
7	Authorize representative for bid opening	
8	Details of Payment of Cost of Tender Paper Copy of Receipt (UTR/Reference No. Transaction ID) towards payment of cost of Bid document.	
9	Details of EMD Copy of Receipt (UTR/Reference No. Transaction ID) towards payment of EMD	
10	Details of additional Performance guarantee for providing brand new vehicle.	

(Note: Copies of documents in support of details provided in Annexure-I are to be enclosed.

Name, Signature & Seal of Bidder

Date:

Place:

Annexure - II

(TECHNICAL BID)

Documents satisfying eligibility criteria

1. Original / Certified copies of certificate from Competent Authority.
2. Proof of vehicle owned and or leased by agency.

Sr. No.	Vehicle Registration	Certified copy of document of ownership & lease	Remarks
1			
2			
3			
4			
5			
6			

Name, Signature & Seal of Bidder

Annexure - III

(TECHNICAL BID)

DETAILS OF VEHICLE TO BE PROVIDED AS PER TENDER CONDITIONS

Sl. No.	Vehicle type/No.	Registration No.	Date of 1st time purchase	Running in Km. Till date	Copy of RC work attached	Copy of Tourist permit attached	Copy of insurance attached	Copy of Agreement in case any vehicle not owned by bidder attached
1	2	3	4	5	6	7	8	9
	Innova Crysta or equivalent (1 No.)							
1					Yes/No	Yes/No	Yes/No	Yes/No
	Scorpio or equivalent (2 Nos.)							
1					Yes/No	Yes/No	Yes/No	Yes/No
	Ertiga/Dzire or equivalent (3 Nos.)							
1					Yes/No	Yes/No	Yes/No	Yes/No
2					Yes/No	Yes/No	Yes/No	Yes/No

Note:- In case the agency intends to provide brand new vehicle information in Annexure-IV shall be provided.

Name, Signature & Seal of Bidder

Annexure - IV

(TECHNICAL BID)

Format of undertaking for providing brand new vehicle

I/We hereby undertake to provide new brand vehicle as per the table given below within 15 days of receipt of letter of acceptance.

Sl. No.	Name of Item	Vehicle Type	Nos of vehicle	Name of Company	Model
1	Providing, running & maintenance of vehicle on Hire Basis, Innova or equivalent.				
2	Providing, running & maintenance of vehicle on Hire Basis, Scorpio or equivalent.				
3	Providing, running & maintenance of vehicle on Hire Basis, Scorpio or equivalent.				
4	Providing, running & maintenance of vehicle on Hire Basis, Ertiga/Dzire or equivalent.				
5	Providing, running & maintenance of vehicle on Hire Basis, Ertiga/Dzire or equivalent.				
6	Providing, running & maintenance of vehicle on Hire Basis, Ertiga/Dzire or equivalent.				

Name, Signature & Seal of Bidder

Annexure – V

UNDERTAKING

I, M/s..... having
office address submit this quotation / bid for providing
vehicle for NHAI, PIU - Ahmedabad, I undertake to accept and abide myself on behalf of the
agency by all the terms & conditions 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, Signature & Seal of
Travel Agency / Vehicle owner

Place:.....

Date:

Details of BOQ

Name of Bidder/Agency:				
S. No.	Name of Item	Remark	Unit	Qty.
1	Providing, running & maintenance of Vehicle (Toyota Innova Crysta or equivalent) as per terms and condition for travel up to 4000 km per month	Fixed charge - monthly for initial 4000 km per vehicle	Per Month	1
		Extra km charge – per km Per Vehicle beyond 4000 km run (For deciding L1 bidder, 1000 km of extra mileage will only be considered for preparation of comparative statement)	Per Km.	
2	Providing, running & maintenance of Vehicle (Scorpio or equivalent) as per terms and condition for travel up to 3500 km per month	Fixed charge - monthly for initial 3500 km per vehicle	Per Month	2
		Extra km charge – per km Per Vehicle beyond 3500 km run (For deciding L1 bidder, 1000 km of extra mileage will only be considered for preparation of comparative statement)	Per Km.	
3	Providing, running & maintenance of Vehicle (Ertiga/Dzire or equivalent) as per terms and condition for travel up to 3000 km per month	Fixed charge - monthly for initial 3000 km per vehicle	Per Month	3
		Extra km charge – per km Per Vehicle beyond 3000 km run (For deciding L1 bidder, 1000 km of extra mileage will only be considered for preparation of comparative statement)	Per Km.	