



Name of work: Providing, Running and Maintenance of 02 no of vehicles (Indigo or equivalent-Yellow Board) i.e. on monthly hiring basis for NHAI, Project Implementation Unit – Tirupati, Andhra Pradesh

BID DOCUMENT (STANDARD)

National Highways Authority of India
Project Implementation Unit – Tirupati

Project Implementation Unit- Tirupati, D.No.1-5-564/C, Balaji Colony,
Opp: Lakshminaryana Kalayanamandapam,, Tirupati-517502
Tirupati Dist., A.P.

NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Road Transport & Highways)
PIU – Tirupati

NHAI/Estt/PIU/Tirupati/2025-26 /

Dated:06.09.2025

(3rd Call)

Name of work: **Providing, Running and Maintenance of 02 no of vehicles (Indigo or equivalent-Yellow Board) on monthly hiring basis for NHAI, Project Implementation Unit – Tirupati, Andhra Pradesh**

NOTICE INVITING TENDER:

Earnest Money: Rs. 10,000/-
Cost of Document: Rs. 1,000/-
Time Period: One Year

The National Highways Authority of India (NHAI), through Project Director, PIU – Tirupati hereby invites Tenders from experienced firms/ Tour and Travel Agents/individuals having adequate experience for **Providing, Running and Maintenance of 02 no of vehicles (Indigo or equivalent-Yellow Board) on monthly hiring basis for NHAI, Project Implementation Unit – Tirupati, Andhra Pradesh.**

The terms & conditions for the above work are available on NHAI website i.e. www.nhai.org

Tender forms can be purchased from PIU – Tirupati from 08.09.2025 to 22.09.2025 up to 14:00 Hrs during normal office hours.

The tender shall be submitted in sealed envelope and the tender should reach NHAI office at address of communication not later than 14:00 Hrs on 22.09.2025 along with earnest money deposit of Rs.10,000/- and cost of Documents of Rs.1,000/- [If downloaded from the website] in the form of Demand Draft in favour of National Highways Authority of India, payable at Tirupati. The tender shall be submitted as below:

- (i) Envelope one containing EMD in properly sealed cover and superscribed as “EMD for tender of vehicle for PIU –Tirupati”.
- (ii) Envelope two containing Cost of Documents in properly sealed cover and superscribed as “Cost of Documents for tender of vehicle for PIU – Tirupati” [If downloaded from the website]
- (iii) Envelope three containing Technical Bid and Terms of Reference (TOR) of Technical Bid in properly sealed cover and super scribed as “ Technical bid for tender of vehicle for PIU – Tirupati”.
- (iv) Envelope four containing Financial Bid only.
- (v) Envelope five containing envelope (i), (ii), (iii) & (iv) and superscribed as Tender for vehicle for PIU –Tirupati.

The tenders will be opened on **22.09.2025** at 16:00 Hrs. at Tirupati.

All pages of the documents of Technical Bid should be numbered and to be submitted in Physical form.

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

Amendments/corrigendum, if any would be hosted on NHAI website only

Address for Communication: The Project Director, Project Implementation Unit- Tirupati, D.No.1-564/C, Balaji Colony, Opp: Lakshminaryana Kalayanamandapam,, Tirupati-517502Tirupati Dist.,
A.P.Email: nhaitirupati@gmail.com

TECHNICAL BID

Name of work : Providing, Running and Maintenance of 02 no of vehicles (as specified in Annexure-II) on monthly hiring basis for NHAI, Project Implementation Unit – Tirupati, Andhra Pradesh

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

S.No.	Description	Details to be filled by the company / firm / individual
		Vehicle 1/2
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 1st purchase.	
6	Affidavit as per annexure II enclosed	Yes / No
7	Running in Km. till date	
8	Copy of RC attached	Yes / No
9	Road Tax paid documents enclosed	Yes / No
10	Commercial Registration of the vehicle (copy enclosed)	Yes / No
11	Copy of insurance attached	Yes / No
12	Pollution Under Control (PUC) certificate attached	Yes / No
13	Copy of Agreement in case any vehicle not owned by bidder attached	Yes / No
14	PAN	
15	GST Registration No.	
16	Whether EMD enclosed	Yes / No
17	Whether Cost of Documents enclosed (in case 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 GST details attached	Yes / No
21	Telephone with STD Code	
22	Mobile / Telephone No.	

(Copies of documents in support of details provided in Annexure-I are 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 Rs. 100/- stamp paper.)

Name of work : Providing, Running and Maintenance of 02 no of vehicles on monthly hiring basis for NHAI, Project Implementation Unit – Tirupati, Andhra Pradesh.

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 two (2) nos. Indigo or equivalent-Yellow Board vehicle travel up to 3000 km per month (As per terms and conditions of quotation form).				
2.	The unutilized kms within the monthly ceiling of 3000km per month shall be adjusted in the next or subsequent months wherever the monthly ceiling of 3000 km per month exceeds the limit of that month.				

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:

To,
The Project Director,
Project Implementation Unit-
D.No.1-5-564/C, Balaji Colony,
Opp: Lakshminaryana Kalayanamandapam,
Tirupati-517502
Tirupati Dist., A.P.

Name of work: Providing, Running and Maintenance of 2 no of vehicles (as specified in Annexure-II) on monthly hiring basis for NHAI, Project Implementation Unit – Tirupati, Andhra Pradesh

TERMS OF REFERENCE (TOR) OF TECHNICAL BID

Terms and Conditions

1. The vehicle to be provided shall be good in condition (make/ model as specified in Annexure-II) and shall not be older than two years as on the date of bid submission and mechanically fit for smooth and safe transportation. In case the bidder proposed to provide vehicles, the relevant documents shall be submitted before execution of agreement.
2. The bidder shall submit the bid in sealed envelopes as under:
 1. Envelope one containing EMD in properly sealed cover and super scribed as “EMD for tender of vehicles for PIU – Tirupati”.
 2. Envelope two containing Cost of Documents in properly sealed cover and super scribed as “Cost of Documents for tender of vehicles for PIU – Tirupati” [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 tender of vehicles for PIU – Tirupati”.
 4. Envelope four containing Financial Bid only.
 5. Envelope five containing envelope (i), (ii), (iii) & (iv) and super scribed as Tender for vehicles for PIU – Tirupati.

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 vehicles are not owned by bidder, a notarized contract agreement may be attached between the vehicles owner & bidder. If the bidder fails to provide vehicles as per annexure-I&II, his bid shall be liable for rejection.

3. The vehicles should be in good running condition and well maintained suited for extensive running on high traffic density highways and Kachha roads. The successful bidder shall bear full responsibility for the safety of vehicles, its occupants and any third party and NHAI's officials/representatives will be indemnified by the successful bidder on this account. Vehicles should be of make/model as specified in Annexure-II. Vehicle/s shall be covered under comprehensive Insurance and all applicable taxes shall be paid for the vehicle at the time of reporting.

4. All necessary taxes for operating the vehicles 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 vehicles, 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 vehicles shall be provided day and night (24 hours) as required by NHAI for all days regularly in a month.

6. 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 NHAI.

7. 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.

8. The unutilized km within the monthly ceiling of 3000km per month shall be adjusted in the next or subsequent months wherever the monthly ceiling of 3000 km per month exceeds the limit of that month.

9. Penalties:

(A) In the event of any vehicles being rendered unfit for plying/service on account of maintenance, break down or for any other reason, the successful bidder shall provide a substitute vehicles immediately. If the substitute vehicles are not provided, a penalty of Rs. 2500/- per day shall be affected from the bills of agency.

(B) The vehicles provided by successful bidder shall be kept clean externally and internally and in top working condition at all times failing which a penalty of Rs. 500/- per day shall be affected from the bill of agency.

10. The vehicles shall be provided with name plate of NHAI, if required, as approved by NHAI, on front and rear side of the vehicle. Vehicle shall be exclusively in the custody of NHAI for all the time & for all purposes.

11. The agency should quote their rates on monthly basis i.e. rupees per month. In case of extra running over and above the stipulated Km for a month, the same shall be paid for extra as quoted. However, the amount quoted for 3000 Km (make/model as specified in Annexure-II or top variant of its class/category) for the vehicles shall only be considered for evaluation of Financial Bid.

12. The vehicles provided should have permit to travel in All India (Specially State of Andhra Pradesh, Karnataka and Tamil Nadu)

13. The agency should ensure that sufficient fuel is always available for travel.

14. The agency shall ensure that the odometer of the vehicles supplied, is properly sealed so that no tampering is done to inflate kilometre distance travel.

15. No advance payment shall be made under any circumstances.

16. 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 State of Andhra Pradesh including entry tax. For running of vehicle in other states the applicable taxes of such states shall be paid by the firm and such amount shall be reimbursed to him on production of such vouchers during the payment of monthly bill.

17. 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.

18. The GST will be reimbursed on submission of proof of payment only with necessary certification from CA Firm as required by the NHAI PIU-Tirupati as per NHAI policy.

19. Either party may terminate the contract without showing any cause with one month prior notice. However, the services can be terminated by the Project Director, NHAI, PIU- Tirupati at any time without prior notice. No claim of firm/ Party shall be entertained in such event.

20. The agency should submit their bills in duplicate along with logbook within 1st week of every month for payment. It is the responsibility of bidder to maintain the log book for vehicles and get it certified from the concerned official using the vehicle/s, failing which, payment may not be made.

21. 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.

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

23. The successful bidder shall be responsible for keeping vehicles in good condition. The vehicles shall be used for travel up to 3000 km per month (As per terms and conditions of quotation forms). The successful bidder can select higher models/makes/variants of other companies, if any, than to the make/model as specified in Annexure-II and the lower quotes will be liable for rejection.

24. The supply of vehicles is initially for duration of one year only from the date of issue of Letter of Acceptance. In case NHAI 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 vehicles. If required, NHAI may continue the vehicles beyond one year period on the above conditions as decided by both parties.

25. The successful bidder shall submit all required documents of vehicles, drivers, 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.

26. NHAI 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.

27. Tender forms can be purchased from the PIU- Tirupati from 27.06.2024 to 10.07.2024 up to 14:00 Hrs during normal office hours.

28. Tender Cost

- The bidder shall submit **Not Refundable** Rs.1,000/- (Rupees One thousand only) in the form of demand draft (issued by scheduled & nationalized bank of RBI) in the name of "**National Highways Authority of India**" payable **at Tirupati**. 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.

29. Earnest Money/Bid Security

The Bidders shall furnish, as part of the quotation Earnest Money/Bid Security of the amount of Rs. 10,000/- as specified in the document.

The Earnest Money shall be in the form of Demand Draft in favour of "**National Highways Authority of India**", payable **at Tirupati**. Any Bid 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 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.

30. 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'.

31. The last date for submission of sealed tenders at PIU at Tirupati up to 14:00 hours on dated 22.09.2025 and will be opened at 16.00 hours on 22.09.2025 at Tirupati (If possible). The Bidders may present during the bid opening, if they choose so.

32. In case of any dispute, decision of the Project Director shall be final and binding. Any further dispute shall come under the purview of High Court of Andhra Pradesh.

33. Bid shall be submitted at PIU- Tirupati in sealed envelopes including bid documents consisting duly signed quoted rates, terms and conditions; and undertaking. All the pages of Technical Bid 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 14:00 hours on the 22.09.2025 at following address.

Address: **Project Director**
National Highways Authority of India,
Project Implementation Unit-
D.No.1-5-564/C, Balaji Colony,
Opp: Lakshminaryana Kalayanamandapam,
Tirupati-517502
Tirupati Dist., A.P.

Signature of the bidder

Name

Designation

Date

Seal

Undertaking

Name of work: Providing, Running and Maintenance of 02 no of vehicles (as specified in Annexure-II) on monthly hiring basis for NHAI, Project Implementation Unit – Tirupati, Andhra Pradesh

I Sh./Smt./M/s having address submit this quotation/ bid for providing, running and maintenance of one commercial vehicles for PIU-Tirupati. I undertake to accept and abide myself on behalf of the agency by the Terms and Conditions from 01 to 33 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 Authority of India.

Place:

Date:

Signature and Seal

Name

Designation

BID DOCUMENTS

FINANCIAL BID

Name of work: Providing, Running and Maintenance of 02 no of vehicles (as specified in Annexure-II) on monthly hiring basis for NHAI, Project Implementation Unit – Tirupati, Andhra Pradesh

Time Period: One year.

Bill of Quantity (BOQ) Annexure (III)

Hiring of Vehicles for NHAI, PIU – Tirupati, A.P.						
Sl. No.	Name of Item	Unit	Quantity	Rate to be quoted by bidder inclusive of all taxes & other charges	Amount (in Figure)	Amount (in word)
1a	Providing, running & maintenance of two (2) nos. Indigo or equivalent vehicle travel up to 3000 km per month (As per terms and conditions of quotation form).	Per Month	2			

Note: Rate to be quoted by bidder inclusive of all taxes & other charges except GST

Signature

Name

Designation.....

Address.....

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Contact No.....