

Project Management Unit  
(World Bank Assisted Development Project for NW-1)  
INLAND WATERWAYS AUTHORITY OF INDIA  
(Ministry of Shipping, Government of India)  
Head Office : A-13, Sector – 1, Noida - 201301  
**Phone : 0120-2544004, Fax : 0120-2543976 website: www.iwai.nic.in**

Reference No. IWAI/WB/NW-1/4/4(1)/2014

### **Tender for Hiring of Vehicles**

Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of Shipping, Government of India. IWAI has set up a Project Monitoring Unit (PMU) for improving the navigational infrastructure on National Waterway-1 (Jal Marg Vikas) in its Head Quarter at A-13, Sector-1, Noida – 201301 (U.P.)

Sealed quotation are invited from reputed Taxi Operators, meeting the technical qualifications given in para 1 of this notice, for providing vehicles, with Driver/Chauffeur, on regular basis and on daily basis separately, as described below, for meeting official transport needs of PMU, IWAI.

#### **1. Essential Technical Qualifications for the bidders:**

The bidder to be eligible for technical qualification **MUST** satisfy the following conditions/qualifications. In support of this, he should submit documentary proof along with the Technical Bid. **Bidders not fulfilling any of these conditions/requirements will be considered as ‘technically not qualified’ and their bids will not be considered further and their Price Bids will not be opened.**

- (1) The Bidder should be registered as vehicle operator having its head office / sub-office in Delhi/NCR. The firm shall have Corporate Identity Number (CIN).
- (2) The bidder should have a **minimum fleet of 10 vehicles** and atleast equal number of Chauffeurs for deployment with his fleet of vehicles. Bidder is **required to submit copies of Registration Certificate of such vehicles owned by him in own name/firm.**
- (3) He should have a minimum annual turnover of Rs. 20 lakhs (Rupees Twenty Lakhs) (average for last 3 years) in the business of Taxi Operations. **He should submit copies of relevant accounts statements/audited accounts/other documents for last 3 years (financial year 2011-12, 2012-13 and 2013-14) to establish this fact.**
- (4) He should submit **a list of the three major Government clients** to whom bidder is providing/has provided such Taxi Services/ hiring of vehicles on regular basis in the last 3 years. The operator should not have any objection to PMU, IWAI in making such enquiries from his existing/past clients.
- (5) He should not have been ‘blacklisted’ by any of his existing/past clients, especially any Government Department/organizations, in the last 5 years for defective/deficient service or any such reason related to Taxi service/ vehicle hiring provided by him. **He shall submit a declaration to this effect given in the technical bid format.**

## **2. Details of requirement**

### **I. Category “A”**

1. Innova / Mahindra XUV – 1 vehicle
2. Ford Classic / Maruti SX4 – 1 vehicle.

Note :

1. At present only one vehicle in each category is required, however, later number of vehicles may vary depending on requirement. Vehicles will be hired with chauffeur on a monthly basis. The entire maintenance and running cost (not limited to repair and maintenance, fuel cost, insurance, etc.) will be borne by the bidder/ operator and he would be paid on kilometer basis, subject to minimum of 2400 (Two thousand four hundred) kilometers per month. The vehicles, with Chauffeur, will remain at the disposal of PMU, IWAI for use on any working/non-working day with a provision for at least one weekly off. The Chauffeur will be required to perform his duties for the entire day, which would normally be up to 10 (ten) hours. However, if the vehicles are deployed beyond 10 hours, an extra charge at the quoted rates shall be payable.
2. All vehicles should have valid registration number.
3. All vehicles shall have valid insurance as per motor vehicle Act (preferably comprehensive insurance).
4. Preferably vehicles shall be 2014 model or maximum one year old as on 1 September 2014. Air-conditioner shall work properly.
5. Drivers/Chauffeurs shall be physically fit, dressed in neat uniform and must understand, read and write local language Hindi. They should possess valid driving license issued by Transport Department of any state. Chauffeurs must have minimum 5 years driving experience in Delhi/NCR and shall be conversant with Delhi and NCR road routes.
6. Replacement vehicle and/or Chauffeur shall be provided by the bidder/operator, in the event of any breakdown, and inability of driver/ Chauffeurs to attend the duty as per requirement of PMU, IWAI.

### **II. Category “B”**

#### **For daily hiring on need basis**

1. Under this category, sometimes vehicles like Innova, Tata Indica, Maruti Suzuki Swift Dezire, Maruti Suzuki Wagon R, etc., with drivers/chauffeurs, will be hired on full day/half day basis for special requirements. The bidder/ operator will be paid charges on full day (10 hours) or half day (5 hours), as the case may be. For any day if the vehicles run beyond 10 hours, an extra charge at the quoted rates shall be payable.
2. Vehicle shall be made available at desired location within short notice.

3. Vehicles should have valid registration number and Driver/ Chauffeurs shall have valid driving license
4. All vehicles shall have valid insurance as per motor vehicle Act.
5. Vehicles should be in good conditions and not more than 3 years old. Air-conditioner shall work properly during hire period.
6. Drivers/Chauffeurs shall be physically fit, neatly dressed and must understand, read and write local language Hindi and shall be conversant with Delhi and NCR road routes.. They should possess valid driving license issued by Transport Department of any state.
7. Replacement vehicle and/or Chauffeur shall be provided by the bidder/operator, in the event of any breakdown, and inability of driver/ Chauffeurs to attend the duty as per requirement of PMU, IWAI.

3. **Procedure for submitting quotations/bids:**

Quotations shall be received in TWO BIDS system - Technical Bid and Price Bid. Tenderers may fill up the Technical Bid in **Annexure-I** and Price Bid in **Annexure-II**. The Price Bids of only those bidders, who fulfill the technical qualifications in all respects and are declared qualified in the Technical Bid evaluation, shall be opened.

**Technical Bid in Annexure-I** (along with all the required documents) duly signed and accompanied by the EMD of Rs. 25,000/- should be put in one cover and sealed (Cover-1). This cover should be superscripted as "Technical Bid for Providing Vehicles to PMU, IWAI".

**Price Bid in Annexure-II** (No document to be kept in this cover except price bid) should be put in another cover and sealed (Cover-2). This cover should be superscripted as "Price Bid for Providing Vehicles for PMU, IWAI".

Both the covers "Cover-1" and "Cover-2" are to be put in a separate envelope and shall be superscripted "**Quotation for providing Vehicles to PMU, IWAI**". The Earnest Money Deposit of Rs.25,000.- (Rupees Twenty five thousand only) should be in the form of Bank Draft in favour of 'IWAI Fund' payable at Noida/Delhi.

4. **Earnest Money Deposit (EMD) :**

All bids shall be submitted alongwith a earnest money deposit of Rs. 25,000/- (Rupees Twenty five thousand only). The tenders received without EMD or deviating from this procedure will be summarily rejected. The EMD is returnable to the bidders after award of the contract to the successful bidder. No interest shall be payable on EMD.

5. **Period of contract.**

The period of contract shall be for one year from the date of signing the agreement with the successful bidder. The contract may be extended for any further period with mutual consent. The contract may be terminated by either side by giving at least 15 days prior notice.

**6. Validity of the rates/ offers.**

The quotation shall remain valid for a minimum period of 90 days from the date of opening the technical bids. Any tender containing a lower validity period will be classified as “Technically disqualified” and not considered for opening of Price Bid.

**7. Firmness of rates during the Contract period.**

The rates quoted in the Price Bid of the successful bidder shall remain firm and final during the contract period of one year from the date of signing of the Agreement and no enhancement shall be allowed on account of any reason.

8. Payment of parking charges, toll charges during official use shall be payable on actual on submission of receipts alongwith the bill.

**9. Relevant place and timings for counting of mileage and time period.**

For start and end of journey: The mileage and start time period of the vehicles shall ordinarily be counted from the time the vehicles report at Headquarters of IWAI at Noida and released back. Additional milage from garage (limited to 5 kms) and 15 minutes travel time shall be allowed each way.

**10. Date and time for submission of bids.**

Bids in sealed envelope shall reach in the office of the “Project Director, PMU, IWAI, A-13, Sector-1, Noida-201301” upto 15.00 hours on 15 September 2014. **Quotations received after this date and time shall not be opened/ entertained under any circumstances.**

**11. Date and time of opening the Technical Bids.**

The technical bids shall be opened on 15 September 2014 at 15.30 hrs in the presence of the intending bidders at IWAI, Noida. Bidders or their authorized representatives may participate in this technical bid opening process.

**12. Date and time of opening of Price Bids.**

**The Price bids of the shortlisted bidders/ Operators who are declared successful in the technical bid evaluation only will be opened.** The date and time of opening the Price bid will be conveyed to the shortlisted bidders through e-mail/ speed post.

**13. Final selection and award of the contract.**

**The bidder, out of the shortlisted, who quotes the lowest rate of charges, shall be selected for award of the contract.** The successful bidder will have to enter into an Agreement with PMU, IWAI, in the manner and form to be made available by PMU.

**14. Performance Security Deposit.**

The EMD submitted by the successful bidder shall be converted into Performance Security Deposit (PSD) after signing of contract. This Performance Guarantee will be returned to the operator on successful completion of the contract.

15. **Service Tax :**

Service tax at the prescribed rates for taxi operators shall be payable extra. The operator shall produce the challan of depositing the service tax periodically.

16. **Payment**

Payments to the operator shall be made on monthly basis on submission of a bills with supporting documents, toll and parking receipts, etc. Service tax shall be payable extra on actual as per rules. All statutory taxes shall be deducted at the prescribed rates from the monthly bills.

17. If it is found at any stage of the processing of the bidding/finalization of the contract, during the period of implementation of the contract or even after expiry of the terms or termination of the contract that the concerned Agency has/had furnished false information/document(s) or withheld any vital information/document(s) or the services of the personnel have not been provided to the utmost satisfaction of IWAI and as per relevant statutory provisions, the contract will be cancelled and/or the concerned authority shall be requested to take necessary penal action against the Agency as per relevant/statutory instructions/orders.

18. Interested and eligible Taxi Operators may please send their quotations, as per the procedure explained above, to the Project Director, Project Management Unit, (Jal Marg Vikas), IWAI, A-13, Sector 1, Noida, UP.

19. IWAI reserves the right to accept or reject any or all tenders without assigning any reason and no correspondence shall be entertained in this regard.

(Project Director)

**TECHNICAL BID**

**Subject: Hiring of Vehicles by PMU (Jal Marg Vikas) of IWAI.**

<b>Sl. No</b>	<b>PARTICULARS</b>	<b>Details</b> (Please fill up with relevant answers)
1.	Name of the person / firm submitting the bid (hereinafter referred to as the 'Bidder' or 'Operator')	
2.	Full Postal Address (with PIN Code)	
3.	Telephone Nos. (with STD code)	
4.	Mobile Number	
5.	E-mail Address, if any	
6.	Status of the bidder i.e. (Proprietorship/ Partnership firm / Company / Society / Any other (please specify) [enclose copy of documents]	
7.	Status of person submitting the bid (i.e. Owner / Partner / Authorized Signatory) [enclose authorization in case of authorized signatory]	
8.	Income Tax Permanent Account Number (PAN) [enclose copy of PAN card]	
9.	Corporate Identity Number (CIN) [enclose copy of CIN]	
10.	Service Tax registration No. [enclose copy of service tax registration]	

**12. Details of 10 vehicles owned by bidder for taxi operator's business as on the date of submitting the quotation :**

Sl. No.	Details of Vehicle owned by the bidder			
	Make with variant	Model (Month & Year of manufacture)	Registration Number [Attach certified photocopy of RC]	Name of Owner (as per registration certificate)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

13. Total number of chauffeurs available with the bidder :

14. Details of atleast two location of Garages/ Parking Place(s) of Vehicles owned/possessed by the bidder for parking of proposed vehicles. (At least one garage/Parking place of the bidder should be within 5 km radius from the Headquarters of IWAI, Noida)

S.No.	Address of Garage/Parking place	Distance from HQ, IWAI, Noida (in kms)
1.		
2.		
3.		

15. Annual turnover of the bidder from the Vehicle Operation Business for the following financial years

Sl.No	Financial Year	Annual Turnover (Rs. in Lakhs) (Attach Income Tax Returns and also audited statement of accounts (in case of firms))
1.	2013-14	
2.	2012-13	
3.	2011-12	



16. List of atleast three Major Government Clients during last 3 (three) years

S. No.	Name of Organisation & Address	Name of Contact Person with contact number	Period of Contract
1.			
2.			
3.			
4.			

**DECLARATION**

I certify that the above particulars, information given are true, correct and nothing has been concealed. I also certify that bidder is not blacklisted for any reason what so ever by any Government agency during last 5 (five) years. In case, the information, documents, statements submitted in this bid are found to be false, incorrect, forged, I agree to the condition that my EMD submitted with this bid will be forfeited by PMU, IWAI.

Signature : .....

Name of Signatory : .....

Name of Bidder : .....

Address: .....

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.....

.....

Mobile # of signatory: .....

**Checklist for documents to be submitted alongwith Technical Bid**

1	Certified copy of registration of company as vehicle operator having its head office / sub-office in Delhi/NCR.	Yes / No
2	List of minimum 10 vehicles owned by the bidder in his own name or the firm's name	Yes / No
3	Copies of Registration Certificates (R.C.) of 10 vehicles to establish ownership and confirm make, model of the vehicle	Yes / No
4	Copies of Income Tax Returns for last 3 years ending 31 March 2014	Yes / No
5	Copies of Audited statements of accounts/other documents (in case of firms) ending 31 March 2014	Yes / No
6	List of three major Government clients and copies of work orders to whom the bidder is providing/have provided vehicles in last 3 years	Yes / No
7	Copy of partnership deed (if a partnership firm) Or Copy of MoA, Bylaws, Registration Certificate, etc. (if a company) Or Any such document depending upon the constitution of the bidders (e.g. Society etc.)	Yes / No
8	Copy of Power of Attorney to the person signing the offer as authorized signatory	Yes / No
9.	Has the bidder been blacklisted by any of his existing /past organization, in the last 5 years for defective/deficient service or any such reason related to vehicle service provided by him (if yes, give details)	Yes / No
10	EMD of Rs.50,000/- with the Technical Bid	Yes / No
11	Does the bidder fulfill all other essential conditions/requirements mentioned in the Tender document	Yes / No
12	Certified copy of PAN	Yes / No
13	Certified copy of Corporate Identity number	Yes / No
14	Certified copy of Service Tax Registration number	Yes / No
15	Price bid Annex-II (A) and Annex-2(B) are given in separate sealed envelope and not with technical bid	Yes / No

14. Any other additional details / information which the bidder has submitted in support of his offer.

- (i) .....
- (ii) .....
- (iii) .....

**PRICE BID for CATEGORY - A****Subject: Hiring of Vehicles by PMU (Jal Marg Vikas) of IWAI.**(PRICE BID TO BE GIVEN IN  
SEPARATE SEALED ENVELOPE)

S. No	Vehicle Description	No of Vehicle	Rate per month for 2400 km [including chauffeur, repair, maintenance, fuel, insurance, etc] (in Rupees per month)	Extra charges per Kilometer beyond 2400 kms (in Rupees per km)	Extra charges per hour beyond 10 hrs per day (in Rupees per hour)	Extra charges for Sunday & Holidays (in Rupees)	Night Charges [between 11.00 pm to 5.00 am] (in Rupees)
1	Toyota Innova / Mahindra XUV	1					
2	Ford Classic / Maruti SX4	1					

\* All rates shall be given in numerical and in words. In case of discrepancy, rates written in words will be considered.

Signature : .....

Name of Signatory : .....

Name of Bidder : .....

Address: .....

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**PRICE BID for CATEGORY – B****Subject: Hiring of Vehicles by PMU (Jal Marg Vikas) of IWAI.**(PRICE BID TO BE GIVEN IN  
SEPARATE SEALED ENVELOPE)

S. No	Vehicle Description	No of Vehicle	Hire charges for 4 Hours 40 Kms per day (in Rupees per day)	Hire charges for 8 Hours 80 Kms per day (in Rupees per day)	Extra charges per hour beyond 4 hrs/ 8 hrs (in Rupees per hr.)	Extra charges per km beyond 40 km/80 km (in Rupees per km)	Night Charges [between 11.00 pm to 5.00 am] (in Rupees)	Charges for outstation duty (in Rupees)
1	Toyota Innova	1						
2	Tata Indica/ Maruti Swift Dezire/ Maruti Wagon R	1						

\* All rates shall be given in numerical and in words. In case of discrepancy, rates written in words will be considered.

Signature : .....

Name of Signatory : .....

Name of Bidder : .....

Address: .....

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