



INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

A-13, SECTOR-1, NOIDA – 201 301 (U.P)

NOTICE INVITING TENDER

TENDER NO. : IWAI/Admn/06/2015

Online bids are invited by the Secretary IWAI from the eligible contractors as per details given below :-

1	Name of work	TENDER FOR HIRING OF COMMERCIAL VEHICLES ON MONTHLY BASIS AT IWAI, HEAD OFFICE , NOIDA
2	Downloading of tenders	30.12.2016
3	Last date of submission of tender	11.01.2017 at 3.30 PM
4	Earnest Money Deposit:	Rs. 1,00,000/-
5	Tender opening date & time	12.01.2017 at 4.00 PM
6	Cost of tender document:	500/-

- (i) The tender document can be downloaded from the IWAI web site “ www.iwai.nic.in ” and CPP Portal Website <http://eprocure.gov.in/epublish/app>.
- (ii) The cost of tender documents / EMD as mentioned above should be submitted in the form of RTGS in favour of “IWAI FUND ” payable at New Delhi/ Noida of any Nationalized/ Schedule bank. Copy of RTGS concerned by bank to be deposited to the authority prior to Bid Opening date & time .
- (iii) A signed declaration stating that no alteration has been made in any form in the downloaded tender document is to be enclosed with the tender by the bidder.
- (iv) Tenderer/Contractor are advised to follow the instructions provided in the Instructions to the Contractors/Tender for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <http://eprocure.gov.in/eprocure/app>.

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Government of India)

Head Office : A-13, Sector – 1, Noida - 201301

Phone : 0120-2544036, Fax : 0120-2521724 website: www.iwai.nic.in

Reference No. IWAI/Admn/05/2010

Tender for Hiring of Vehicles

Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of Shipping, Government of India.

Online bids are invited from reputed Taxi Operators, meeting the technical qualifications given in para 1 of this notice, for providing vehicles, with Driver/Chauffer, on monthly basis and on daily basis separately, as described below, for meeting official transport needs of 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 Chauffers 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 along with** satisfactory performance certificate.
- (3) Bidder should submit **a list of the three major Government, statutory body/Autonomous body clients** to whom he is providing/has provided such Taxi Services/ hiring of vehicles on regular basis in the last 3 years. The satisfactory performance certificate has to be submitted.
- (4) 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. Maruti Dezire/Ford Classic/Etios/SX-4/Honda City/Honda Mobilio/Maruti Eartiga or vehicle of similar specification – 8 vehicle

Note* :

1. At present vehicles in each category are required as mentioned above, however, later number of vehicles may vary depending on requirement. Vehicles will be hired with chauffer 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 a monthly fixed amount up to 2400 km. Beyond that, extra payment will be considered on a kilometer basis. The vehicles, with Chauffer, will remain at the disposal of IWAI for use on any working/non-working day with a provision for at least one weekly off. The Chauffer 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 on the quoted rates shall be payable. The requirement of vehicles may change from time to time. The bidder should be ready to accommodate the request of IWAI regarding increase in number of vehicle at short notice.
2. All vehicles should have valid registration number.
3. All vehicles shall have valid insurance as per motor vehicle Act (preferably comprehensive insurance).
4. Vehicles shall be not later than 2015 model and should be in good running condition.
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. 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 IWAI.

II. Category “B

For daily hiring on need basis

1. Under this category, sometimes vehicles like Innova, Tata Indigo, Maruti SX 4/Swift Dezire 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 80 km)

or half day (5 hours 40 km), 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.

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

Bids shall be submitted 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. 1,00,000/- paid through RTGS, (copy of same), and uploaded on the CPP Portal website.

An EMD of an amount of Rs. 1,00,000 and Tender Cost of Rs. 500/- shall be deposited to IWAI FUND through RTGS / NEFT as per details given below:

Price Bid in Annexure-II – Price Bid format is provide as BoQ_XXXX.xls along with the tender. Bidders are advised to download this BoQ_XXXX.xls as it is and quote this offer/rates in the permitted column and upload the same in the price Bid.

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

All bids shall be submitted alongwith an earnest money deposit of Rs.1,00,000/- (Rupees One Lakh 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. For successful bidder EMD will be taken as Security Deposit.

An EMD of an amount of Rs. 1,00,000 and Tender Cost of Rs. 500/- shall be deposited to IWAI FUND through RTGS / NEFT as per details given below:

- i) Name of bank account : IWAI FUND
- ii) Bank name and Address: Union Bank of India, Sector-15, Naya Bans, Noida 201301
- iii) Bank account Number : 513202050000007
- iv) IFSC : UBIN0551325

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 reimbursed on actual basis 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/ at the residence of officers attached at the place of reporting instructed by the IWAI and released back. Additional mileage from garage (limited to 5 kms) and 15 minutes travel time shall be allowed each way.

10. Date and time for submission of bids.

On line bids can be submitted on the Portal upto 3.30 PM on 11.01.2017.

11. Date and time of opening the Technical Bids.

The technical bids shall be opened on 12.01.2017 at 4.00 PM 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.

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 IWAI, in the manner and form to be made available by IWAI.

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. **Penalty Clauses**

Penalty will be levied, for the violation of terms and conditions of the contract in the following manner:-

Sl. No.	Violations	Penal amount per month per car			Remarks
		1 st Instance	2 nd Instance	3 rd Instance	
1.	Non functioning of AC in the taxi	Rs.500/- deducted per day per car			
2.	Failure to provide alternative arrangement within one hour of vehicle breakdown.	500/-	1000/-	2000/-	Rental charges for the day will also not be paid
3.	Tampering with meters of vehicles.	500/-	1000/-	2000/-	Competent authority has the discretion to terminate the contract alongwith forfeiture of performance security blacklisting of firm.
4.	Usage of attached vehicles for other private/commercial purposes.	2000/-			For each such contravention

5.	Changes of driver without prior intimation to the Admn officer (FDDI) & the officers with whom the vehicles are attached.	500/-			On each occasion.
6.	Delay (more than 30 minutes) in reporting for duty by driver/vehicles.	500/-	1000/-	2000/-	Rental charges for the day will also not be paid
7.	Non-compliance of any other terms & conditions	500/-	1000/-	2000/-	For each violation per vehicle.

18. TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Firm must fulfill the following technical specifications in order to be eligible for clearing the technical evaluation of the bid described in detail in **Section D & E**.

- (i) The office of the service providers should be located in Delhi or NCR. The proof of address is to be scanned and uploaded with Bid documents.
- (ii) In case partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement of the GPA. The attested copy of the certificate of registration of firm should also be furnished alongwith the tender. The said documents are to be scanned and uploaded with Bid documents.
- (iii) The service providers must have a minimum of five years experience in supplying taxies to Government Ministries/Departments/Public Sector companies, Nationalized Banks. Proof of at least one contract relating to supplying of taxi services to Ministries/Departments of Central Government/State Government, PSUs, Nationalized Banks in last two years alongwith attested copies of the supply

order should be furnished. The said documents are to be scanned and uploaded with Bid documents.

- (iv) The service providers should have had a minimum annual turnover (billing amount) of Rs 60,00,000/- (Rupees sixty lakhs) each year during last three financial years i.e. 2013-14, 2014-2015 and 2015-2016. A copy of turn over statement duly certified by the Chartered Accountant is to be furnished with the tender documents and copy of Income Tax Return for the last three financial years, i.e 2013-14, 2014-2015 and 2015-2016 should also be submitted. The said documents are to be scanned and uploaded with Bid documents.
- (v) The service providers should have their own Bank Account. The certified copy of the account maintained for the last three years issued by the Bank shall be scanned and uploaded with Bid documents.
- (vi) Self attested copy of the PAN card of the bidding firms shall be scanned and uploaded with the Bid document.
- (vii) The service providers agency (not individual) should be registered with Service Tax Departments. Certified copy of the registration shall be scanned and uploaded with the Bid documents.
- (viii) Self certificates that the firm has not been blacklisted by any Central Government Ministries/Departments/PSUs/Banks etc. should be scanned and uploaded with Bid documents.
- (ix) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.

PROFORMA FOR TECHNICAL BID

SI No.	Particulars	
1.	Name of the person/firm submitting the bid (hereinafter referred to as the bidder or operator)	
2.	Status of the bidder (Individual/ Partnership Firm/Company/Any other (Specify)	
3.	Full address of Registered Office	
4.	Full address of operating/Branch office in Delhi/NCR with Telephone/F ax/e-mail address	
5.	Banker of Agency with full address (attach bankers certificate of account maintenance for the last two years)	
6.	Registration No. of the Agency/ Firm	
7.	PAN No.	
8.	Service Tax Registration No.	
9.	Service Tax paid during financial years 2013-14 & 2014-15	
10.	Annual turnover and IT returns of the Agency/Firm for financial years,2013-14, 2014-15.	
11.	Number of vehicles registered in the name of the bidder. Proof of ownership (RC to be enclosed).	
12.	Details of major contracts handled in last two years in the prescribed format at Annexure -I	
13.	Certificate of satisfactory performance from the organization to whom the service was provided.	
14.	Certificate - not blacklisted etc.	

Date :

Signature of authorized person

Place :

Name :-

Seal

19. 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.

20. 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.

DECLARATION

I, _____ son/daughter/wife of Shri _____
Proprietor/Director/authorized signatory of the Agency/firm mentioned above, is competent to sign this declaration and execute the tender documents;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD and Performance Guarantee.

Date:
Place

Signature of authorized
person

Name :

TECHNICAL BID

Subject: Hiring of Vehicles by IWAI.

Sl. No	PARTICULARS	Details (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]	

Details of 10 vehicles owned by bidder for taxi operator’s business as on the date of submitting the bid :

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.				

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 IWAI.

Signature :

Name of Signatory :.....

Name of Bidder :

Address:

.....

.....

.....

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	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
5	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
6	Copy of Power of Attorney to the person signing the offer as authorized signatory	Yes / No
7.	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
8	EMD of Rs.1,00,000/- with the Technical Bid	Yes / No
9	Does the bidder fulfill all other essential conditions/requirements mentioned in the Tender document	Yes / No
10	Certified copy of PAN	Yes / No
11	Certified copy of Corporate Identity number	Yes / No
12	Certified copy of Service Tax Registration number	Yes / No
13	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 IWAI.**

S. No	Vehicle Description	No of Vehicle	Rate per month for 2400 km not less than Rs. 40,000/- [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		5					

* 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:

.....

PRICE BID for CATEGORY – B**Subject: Hiring of Vehicles by IWAI.**

S. No	Vehicle Description	No of Vehicle	Hire charges for 5 Hours 40 Kms per day (in Rupees per day)	Hire charges for 10 Hours 80 Kms per day (in Rupees per day)	Extra charges per hour beyond 5 hrs/ 10 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	Innova	1						
2	SX 4/Ford Classic	1						
3	Maruti Swift Dezire/	1						
4.	Tata Indigo	1						
5.	Etios	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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