



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

INLAND WATERWAYS AUTHORITY OF INDIA

(MINISTRY OF PORTS, SHIPPING AND WATERWAYS, GOVT. OF INDIA)

Regional Office : Pandu Port Complex, Pandu, Guwahati – 781 012 (ASSAM)

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No. IWAI/GHY/5(9)/2016/

Dated : 29.04.2021

NOTICE INVITING QUOTATIONS FOR EMPANELMENT OF AGENCIES FOR HIRING OF VEHICLES ON NEED BASIS

Sealed Quotations in Two Bid System are invited for empanelment of Agencies for supplying vehicles with drivers on hire and distance (Km)/Time (Hr.) basis in sealed envelope, as per the requirement mentioned below in the schedule for our R.O. Guwahati, sub Office Dibrugarh, Sub Office Dhubri, Sub Office Silchar / Karimganj etc. located in Assam.

Sl. No.	Category	Year of Manufacture of the vehicle	No. of vehicle(s) required
	AC Vehicles		
	Tata Indigo Swift Dzire Dzire Etios (sedan)/Accent/Verna Honda City Toyota Innova (Hexa) Toyota Innova (Crysta) Toyota Fortuner Mahindra Scorpio Mahindra Bolero Tempo Traveller (13 Seater)	Not more than 3 years old from the date of submission of quotation	As per time to time requirement of this office

- | | | |
|----|---------------------------------------|----------------------------|
| 3. | Date of issue of Notice for Quotation | 29.04.2021 |
| 4. | Last Date of submission of Quotation | 12.05.2021 up to 3.00 P.M. |
| 5. | Date of opening of Quotation | 12.05.2021 at 3.30 P.M. |

Contd.p/2

The prescribed document inviting quotations and the relevant terms and conditions can be downloaded from the official website of IWAI (www.iwai.nic.in) or can be obtained from the **Regional Office, Inland Waterways Authority of India, Pandu Port Complex, Pandu, Guwahati – 781 012**. A demand Draft for Rs.1,180/- (Rupees one thousand one hundred eighty) only as cost of quotation document in favour of '**IWAI FUND PLAN**' payable at Guwahati will be required to be deposited on or before closing date and time of submission of quotation.

The interested car rental agencies/vehicle hiring agencies should submit their quotations in the prescribed formats for Technical Bid (Annexure 'A') and Financial Bid (Annexure 'B') strictly following the Terms and conditions (Annexure 'C') after signing each and every tender paper along with the seal/stamp of the Agency in two separate sealed envelopes, one for Technical Bid and another for Financial Bid, both placed into a third sealed envelope super scribing it as **"Quotation for Empanelment of Agencies for hiring of Vehicles"** and shall be submitted in the office of the **Director, Inland Waterways Authority of India, Pandu Port Complex, Pandu, Guwhati – 781 012** before closing date and time as mentioned above. Quotations received after the closing date & time and without cost of the quotation document Rs. 1,180/- (Rupees one thousand one hundred eighty) only shall not be considered.

The Technical Bids will be opened on 12.05.2021 at 3.30 PM in the presence of the Tender Committee in the office of the **Director, Inland Waterways Authority of India, Pandu Port Complex, Pandu, Guwhati – 781 012**. The Financial Bids of only those agencies, qualifying in the Technical conditions will be opened, subsequently.

The Authority reserve the right to empanel the agency for all or some of the vehicles.

The Authority reserve the right to postpone and/or extend the date of receipt/opening of quotations or to withdraw the same, without assigning any reason thereof.

DIRECTOR

TECHNICAL BID

Name, Address, Telephone No. & E-mail Address of the Service Provider :

Name of the Proprietor/Partner(s)/Director(s) :

Mandatory details to be enclosed for qualifying for the bid :

1. Copy of Valid GST registration Certificate
2. Copy of Valid PAN/TAN card
3. Copy of Income returns filed during last 3 years
4. Copy documentary evidence of providing vehicles to Govt. Deptts./PSUs
5. Bank details including RTGS number along with photo copy of cancelled cheque
6. Details and number of vehicles available with the agency

Signature
Name of the Authorized Signatory
Seal/Stamp

Date :

Place :

Annexure B

FINANCIAL BID

Name, Address, Telephone No. & E-mail Address of the Service Provider :

Name of the Proprietor/Partner(s)/Director(s) :

Rate per Category Car to be used as and when required :

1. **From Guwahati (Local Duty) :**

CATEGORY OF CAR	TYPE OF CAR	HIRE CHARGES PER DAY (Duty for 12 hrs)	ADDITIONAL RATE / FUEL CHARGES FOR RUNNING THE VEHICLE PER KM
AC Vehicle fit for commercial hire	Tata Indigo		
	Swift Dzire		
	Dzire		
	Etios (sedan)/Accent/Verna		
	Honda City		
	Toyota Innova (Hexa)		
	Toyota Innova (Crysta)		
	Toyota Fortuner		
	Mahindra Scorpio		
	Mahindra Bolero		
	Tempo Traveler (13 Seater)		

2. **From Guwahati (outstation Duty) :**

CATEGORY OF CAR	TYPE OF CAR	HIRE CHARGES PER DAY (Duty for 12 hrs)	ADDITIONAL RATE / FUEL CHARGES FOR RUNNING THE VEHICLE PER KM
AC Vehicle fit for commercial hire	Tata Indigo		
	Swift Dzire		
	Dzire		
	Etios (sedan)/Accent/Verna		
	Honda City		
	Toyota Innova (Hexa)		
	Toyota Innova (Crysta)		
	Toyota Fortuner		
	Mahindra Scorpio		
	Mahindra Bolero		
	Tempo Traveler (13 Seater)		

3. From Dibrugarh / Jorhat/Silchar / Karimganj / Dhubri (Local Duty) :

CATEGORY OF CAR	TYPE OF CAR	HIRE CHARGES PER DAY (Duty for 12 hrs)	ADDITIONAL RATE / FUEL CHARGES FOR RUNNING THE VEHICLE PER KM
AC Vehicle fit for commercial hire	Tata Indigo		
	Swift Dzire		
	Dzire		
	Etios (sedan)/Accent/Verna		
	Honda City		
	Toyota Innova (Hexa)		
	Toyota Innova (Crysta)		
	Toyota Fortuner		
	Mahindra Scorpio		
	Mahindra Bolero		
	Tempo Traveler (13 Seater)		

4. **From Dibrugarh/Jorhat/Silchar/Karimganj/Dhubri (outstation Duty) :**

CATEGORY OF CAR	TYPE OF CAR	HIRE CHARGES PER DAY (Duty for 12 hrs)	ADDITIONAL RATE / FUEL CHARGES FOR RUNNING THE VEHICLE PER KM
AC Vehicle fit for commercial hire	Tata Indigo		
	Swift Dzire		
	Dzire		
	Etios (sedan)/Accent/Verna		
	Honda City		
	Toyota Innova (Hexa)		
	Toyota Innova (Crysta)		
	Toyota Fortuner		
	Mahindra Scorpio		
	Mahindra Bolero		
	Tempo Traveler (13 Seater)		

The rate quoted should be inclusive of all taxes except GST which shall be paid separately.

Signature
Name of the Authorized Signatory
Seal/Stamp

Date :

Place :

TERMS & CONDITIONS

1. The tenderer should be a registered firm/company.
2. The tenderer should have the PAN and should attach a photocopy of the same.
3. The tenderer should give an undertaking that he/she or his/her firm has not been blacklisted by the Organization/Government Department as on date of submission of the bid.
4. The Agency shall have to provide name & mobile number of the drivers, during their deployment. The agency shall ensure that the driver deputed to not have any police record/criminal case against them. The agency should make adequate enquiries and out the character and antecedents of the deputed driver.
5. The vehicle should be registered in the state of Assam and fit for hiring out to other agencies as passenger car.
6. All vehicle should be in excellent running condition and well maintained both from outside and inside and should preferably be white in colour. IWAI is not responsible for failure in running and road condition.
7. Desired vehicle(s) must be provided as and when requisitioned by this office.
8. Vehicle shall be made available on all days including Saturday, Sunday & Holidays as per actual requirement.
9. The vehicle should be equipped with sufficient quantity fuel during the period of hiring by this office.
10. The vehicle should be properly and comprehensively insured and should carry necessary documents from the Regional Authority or any other concerned authority including pollution certificates. The loss or damage or legal expenses on this account shall be borne by the tenderer.
11. No payment shall be made in case any vehicle does not report for duty on any day(s) after being requisitioned by this office. In addition, a penalty of Rs.500/- per day may be levied if any vehicle/agency fails to meet the above terms and conditions on any day.
12. The Agency should have two/three years experiences for providing vehicles to Govt. Deptts./PSUs.
13. The driver should be well conversant with roads of Assam and also of the neighbouring states.
14. All drivers should have a presentable appearance and should attend duty in uniform, should observe etiquette while on duty.
15. The driver employed should carry a mobile set and should have valid driving license. Mobile charges will not be borne by this office.
16. Parking charges, Toll Charges will be reimbursed on actual basis. No other charges like repair/maintenance for the car or for overtime, fooding and lodging for the transport driver shall be admissible and have to be borne by the supplier.
17. There is no guarantee towards hiring of any specific vehicle or for any specific tenure. The tenderer shall have to provide as many vehicles as may be required by this Regional Office and for as much time as required on case to case basis.
18. The calculation of mileage shall be from the **reporting point to the relieving point and will not be calculated on garage to garage basis.**
19. There should be at least two sets of white seat covers, towels and napkins in each vehicle.

20. There should be an air freshener in each vehicle.
21. The contract will be initially for a period of one year, which may be extended for further period on satisfactory services rendered.
22. All expenses relating to salary and allowances of the driver, overtime payment, maintenance of vehicle, charges of fuel oil or any other expenditure related to the vehicle and the driver will be borne by the service provider.
23. In case of any breakdown of vehicle at the earliest. In such case, mileage from garage to the point of breakdown would not be paid.
24. all the taxes will be deemed to be included in the quoted rates except GST, which shall be shown by the selected agency in the bills/invoices separately, and will paid in accordance with the prevailing rates.\
25. All cars supplied should have necessary valid permit issued by the RTO of Guwahati, Assam for its operation as hire passenger car.
26. The validity of the price bid shall be 90 days from date of opening of tender.
27. Duty hours for a vehicle will be **12 hours** in a day out station duty beyond that proportionate rate per duty hour shall be paid.
28. The night halt charges during out station duty shall be paid @ Rs.500/- pr night stay.
29. Bill has to be submit on end of the month of journey performed.
30. No other charges shall be paid except charges mentioned in Duty Rates as terms and conditions Sl.No.27 & 28.

PAYMENT TERMS :

1. Amount payable for hiring of any car shall be on daily hire charge basis and running charges shall be paid on per kilometer basis from the reporting point to the relieving point in Guwahati.
2. Bills shall have to be submitted on monthly basis along with original log sheets duly certified by the officer using the car and requisition slip by concerned officer.
3. Payment shall be released within 30 days of submission of the bill subject to verification and certification of user.
4. Due payment will be released to the agency through RTGS only after deduction of statutory taxes and charges as applicable.


DIRECTOR