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No. IWA/GHY/5(9)/2021-2022/1436

26th March 2022

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

Sealed Quotations 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 schedule for our IWA, Sub-office Dibrugarh, located in Assam.

Sl. No.	Category	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 Fortuna Mahindra Scorpio Mahindra Bolero Tempo Traveller (13 Seater)	As per time to time requirement of this office.

- 2) The terms and conditions of hiring of vehicle will be as “Annexure-B”.
- 3) The quotation shall include:-
 - i) The price in the bid may be quoted in both words and figures as per Annexure - A.
 - ii) The price may be quoted excluding GST which will be as applicable charges.
 - iii) The firm has to submit documentary evidence of current copy of the Registration Certificate of the firm, PAN, GSTN certificate.

Contd.to next page.

- iv) IWAI reserves the right to accept or cancel any / all quotations without assigning any reason or any prior notice.

4) The sealed quotation should reach this office latest by **31.3.2022** at **15:00 hrs** and will open on same day at **15.30 hrs**. No quotation will be accepted after the last date and time for submission of quotations.

5)	Date of issue of Notice for Quotation	26.3.2022
	Last Date of submission of Quotation	31.3.2022 up to 3.00 P.M.
	Date of opening of Quotation	31.3.2022 at 3.30 P.M.

The prescribed document is inviting quotations and the relevant terms and conditions can be downloaded from the official website 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.

Encl: as stated above.


26/3/22
DIRECTOR

Copy to: Office Notice Board.

To,

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 depute to not have any police record/criminal case against them. The agency should make adequate enquiries about 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 during 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.


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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, the agency shall provide alternate vehicle immediately. In case of failure no mileage from the point of garage to breakdown place shall 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 be 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. Duty hours for a vehicle will be **12 hours** in a day. Duty beyond that proportionate rate per duty hour shall be paid.
27. The night halt charges during out station duty shall be paid @ Rs.500/- per night stay.
28. Bill shall be submitted at the end of each month for the vehicle hired.
29. No other charges shall be paid except charges mentioned above


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.


26/3/2020
Director


Financial Bid**1. From Dibrugarh (Local Duty)**

Category of Car	Type of Car	Hire Charge Per Day (Duty for 12 hrs)	Additional Rate /Fuel Charges for running the vehicles 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 Fortuna		
	Mahindra Scorpio		
	Mahindra Bolero		
	Tempo Traveller (13 Seater)		


 26/8/20
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2. From Dibrugarh (Outstation Duty)

Category of Car	Type of Car	Hire Charge Per Day (Duty for 12 hrs)	Additional Rate /Fuel Charges for running the vehicles 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 Fortuna		
	Mahindra Scorpio		
	Mahindra Bolero		
	Tempo Traveller (13 Seater)		


26/8/2022
DR