



INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)
National Waterway Road, NH-47 Bypass,
Behind Nair's Hospital, Kannadikkadu, Maradu (P.O)
Kochi- 682 304, Kerala

NOTICE INVITING QUOTATIONS

No. IWAI / COCH / MM (7) / NIQ /2024-25 /35

Dt.25/7/2024

IWAI invites Sealed quotations (2 cover system) from reputed Travel agencies / Car rental firms for supply of one passenger car White colour Toyota Innova Crysta & one passenger car White colour Maruthi Suzuki Dezire on monthly rent and other cars on daily rent (as and when required) for the official use of IWAI, Kochi for a period of one year w.e.f 1.9.2024 as per the terms and conditions mentioned in the Bill of quantity. Interested parties can be downloaded the relevant details and format of quotations from the website www.iwai.nic.in w.e.f 25.7.2024 Last date for submission of duly filled in quotation at regional office IWAI, Kochi is latest by 03.00pm on 31.7.2024. The technical bids will be opened by the designated committee at 03.30pm on 1.8.2024. The financial bids of technically qualified bidders only will be considered for financial

evaluation

DIRECTOR

HIRING OF VEHICLES FOR INLAND WATERWAYS AUTHORITY OF INDIA
GENERAL TERMS AND CONDITIONS

(To be signed and submitted along with Technical Bid)

1. The bidder should have 3 -years' experience in the field of lending cars on hire to reputed concerns / government establishments/PSUs etc.
2. Bidder has to submit both Technical (Annexure I to III) and Financial Bids (Annexure IV and V).
3. The bidders should have to Quote both part A & B of Financial Bids (Annexure IV and V). Single part of Financial Bid will be summarly rejected.
4. Annexure – I to III (Technical Bids) and IV to V (Financial Bids) in separate sealed covers marking '**Technical** 'or'**Financial**' and both the covers should be enclosed in a single sealedcover super-scribed as "**Quotation for hiring of Vehicle**" and it is to beaddressed to the Director, Inland waterways Authority of India, Kannadikkadu, Maradu P.O, Ernakulam-682 304. Bids will be accepted up to 03.00 P.M on 31.7.2024 Bidders should submit technical bid with prescribed supporting documents.
5. Bids received will be opened at 03.30 P.M. on 1.8.2024.
6. The bidders have to furnish Earnest Money Deposit / performance guarantee of Rs. 5000/- which is refundable, if the bid is not accepted. This will be refunded after finalization of tender. In respect of successful bidder, the Earnest Money Deposit will be adjusted to the performance guarantee for the period of contract and same will be refunded after completion of the contract period for which no interest will be paid.
7. The EMD / Performance guarantee of Rs.5,000/- should be deposited to the following Bank A/c of IWAI by NEFT / transfer. The bidder has the right to be present at the timeof opening of the tender, by a committee constituted for the purpose.

The details of Bank Particulars of IWAI are;

Name of Account Holder : Inland Waterways Authority of India.
Name of Bank & Branch : State Bank of India, Vytilla Branch.
Account No. : 39360627884
IFS Code : SBIN0008694

8. The financial bids of only those bidders who technically qualified will be opened.
9. Where the bid is received without prescribed E.M.D and after the due date (including on account of reasons of postal delay), the same will not be considered.
10. The Agency should have valid GST registration, PAN etc and the copy of the same shall be submitted along with the Technical Bid.

11. The supplier should have minimum 5 numbers passenger cars of any type and proof for the same be submitted along with the technical bid (Annexure II).
12. Director, IWAI reserves the right to cancel/postpone the tender procedure without assigning any reason there for.
13. Conditional offers / incomplete offers / offers without acceptance of the terms & conditions and without signature will not be acceptable.
14. The successful bidder has to enter into a formal contract agreement to be made Rs.200 (Non-Judicial Stamp paper) with the Director, Inland waterways authority of India, Kochi.

(A. Selvakumar)
Director

TECHNICAL BID

(To be Filled, signed and submitted along with signed copies of other documents as per Annexure I & III)

1. Name and address of registered Agency :
2. Name and address of owner :
3. PAN & GST Number : (Copies to be annexed)
4. Details of previous experience:
(In Govt. Department/Public Sector
Units/Others with due certificates
Issued by concerned Authorities)
5. Details of vehicles in possession as on:
(Day with model, registration number and
Date of registration)
6. Details of EMD / Performance Guarantee Submitted (UTR no):
7. Any other remarks
8. Checklist of documents to be attached (please tick if attached)
 - a. Copy of PAN, GST
 - b. Copy of EMD / PG Submitted.
 - c. Copy of registration Certificates of vehicle
 - d. Copy of Certificates as per item 4 above
 - e. Copy of commercial/taxi Permit
 - f. Copy of Annexure- I to III duly signed (all pages) as acceptance of terms and
Conditions in the event of awarding of contract.

Signature of Authorized Signatory Full. Name:

Name of the Travel Agency: _____

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized signatory with date)

(Name and Full address of the Agency with seal)

SPECIAL TERMS & CONDITIONS

(To be signed and submitted along with Technical Bid)

HIRING OF VEHICLES FOR INLAND WATERWAYS AUTHORITY OF INDIA KOCHI

1. The vehicles on daily hire may be arranged at IWAI, Kochi office within half an hour on request of the Director or his representative.
2. The vehicle on monthly hire shall be arranged at IWAI, Kochi w.e.f 1.9.2024.
3. The quoted rates for each type of vehicles on daily / monthly hire shall be valid for 12 months w.e.f the date of deployment, likely to be extended for further period with the same rates, terms and conditions on mutual agreement.
4. The rates will be inclusive of all charges such as cost of insurance, fuel, salary for drivers, repair / maintenance etc. However, night bata for driver (on out station halt / after 10 PM), toll/parking charges and GST / any other taxes as applicable will be paid extra as per bill/ vouchers.
5. The vehicle should be replaced immediately in case of break down and major repair and maintenance or any other problem during engagement.
6. The payment towards hire charges will be paid on monthly basis within 15 days after submission of bills along with certified trip vouchers / log sheets by IWAI officials.
7. The vehicle **Toyota Innova Crysta** on monthly hire shall be for 30 / 31 days with maximum 2,000 Kms and 300 hrs. per month and the vehicle **Maruthi Suzuki Dezire** on monthly hire shall be for 30 / 31 days with maximum 2500 Kms and 300 hrs. per month. Both the vehicles will be used exclusively for IWAI, Sundays and other holidays of IWAI are entitled to the monthly hired vehicle, however, on emergency and requirement, the vehicle has to be operated on holidays also, for which no extra hour charge will be entertained. The extra hour charge will be considered only after exceeding of 300hrs of engagement in each month.
8. Unutilized mileage below the contracted limit or extra utilized mileage above the contract limit (2000 km for Innova Crysta & 2500 km from Dezire) for each vehicle on monthly hire basis will be carried forward to the forth coming months and will be set off in every six months.
9. The vehicle on monthly rent provided by the contractor as per the offer shall not be older than 3 years as on 01.07.2024 and with good condition. The vehicle should be registered in the name of the tenderer.
10. The vehicles supplied should be duly registered with the Motor Vehicle Department and the Contractor will be solely responsible to fulfill all the conditions regarding the vehicles supplied to the department.

11. The vehicle on monthly rent provided to the Department shall preferably be white in color. The drivers should be in decent dress (mundu/pants/shirt) while on duty.
12. The contract will be for 12 months with effect from 01/09/2024 or from the actual date of commencement and is renewable on mutual agreement (if found satisfactory) by the Authority, on the same terms and condition.
13. The contract can be terminated by the contractor or the authority, giving 30 days' notice. The supplier shall maintain log book with a running serially paged register for vehicle on monthly basis for recording all movements of the vehicle. The log book so maintained must be got countersigned every day by the Director or his representative. One copy of the log book shall be enclosed with the submission of bills.
14. In case, any driver is absent or proceeds on leave, immediately substituted for continuous operation of the vehicle.
15. Operation of the vehicle shall be the responsibility of the supplier/driver and any liability arising out due to the accident etc. shall be met out by the supplier.
16. No compensation shall be payable for damage, wear & tear or loss of the vehicle/driver of the supplier during the entire hire period.
17. During the period of contract, no request shall be entertained for any hike in the agreed rates due to any reason.
18. The vehicles supplied by the contractor shall have permit to carry passengers. The contractor should comply with the Road Transport Authority (RTA) and other State Government Rules, regulations, etc. Any breach in these rules shall be at the complete risk of the service provider. IWAI will in no way be responsible for any damages/losses/action incurred to the travel agency arising out of this contract. Further, the Authority may insist from time to time produce the relevant documentary evidences pertaining to the vehicles, driver, etc., failing which the IWAI will withhold the payments or terminate the contract.
19. The vehicles shall have comprehensive insurance and fitness as per RTA Rules.
20. The supplier has to make his own arrangement for accommodation and food for the drivers.
21. The vehicle will be normally hired and de-hired at the office premises of IWAI at Kannadikkadu, Maradu, Kochi and the starting Km / time will be considered from the hiring location only. The Km gauge or meter of the vehicle shall be always functional and accurate.
22. The bills shall be submitted inclusive of all taxes, toll, parking, night batá & other

Declaration: I / we have read the terms and conditions of the NIQ and agree to abide them.

(Authorized signature with date)

(Name and Full address of the Agency)

**FINANCIAL BID
Part A**

ANNEXURE-IV

RATE FOR SUPPLY OF 2 NOS VEHICLES ON MONTHLY RENT FOR A PERIOD OF 12 MONTHS ON NEED BASIS:

Sl. No	Description	Period	Qty	Rates in Rupees		
				Monthly rates	Rate for extra km beyond Fixed Km in a month	Rate for extra hrs beyond 300 hrs in a month
1	Hire charges for one white Toyota Innova (not older than 3 year as on 01.7.2024) on monthly rent with maximum running of 2,000 km's / 300 hrs. per month, rates includes cost of fuel, driver`s salary and all other expenditure for the operation of vehicle for minimum 12 hrs. per day i.e. 8.00 a.m. to 8.00 p.m. excluding GST and other taxes.	<i>1 month i.e. 30 or 31 days</i>	1 No	Rs.....	Rs.....	Rs.....
2	Hire charges for one white Maruthi Swift Dezire (not older than 2 year as on 01.7.2024) on monthly rent with maximum running of 2,500 km's / 300 hrs. per month, rates includes cost of fuel, driver`s salary and all other expenditure for the operation of vehicle for minimum 12 hrs. per day i.e. 8.00 a.m. to 8.00 p.m. excluding GST and other taxes.	<i>1 month i.e. 30 or 31 days</i>	1 No	Rs.....	Rs.....	Rs.....
3	Night Bata for out station halt / driver bata after 10 pm	Per night Rs.....				

I / we have read the terms and conditions of the NIQ and agree to abide them.

(Authorized signature with date)

(Name and Full address of the Agency with seal)

**FINANCIAL BID
Part B**

ANNEXURE-V

**RATE FOR SUPPLY OF VARIOUS TYPES OF A/C OR NON-A/C CARS ON KM / HRLY
RENT ONNEED BASIS FOR A PERIOD OF 12 MONTHS.**

Sl No	Description	Minimum hire charges (Rs)					Rate for Additio nal KMS in Rs.	Rate for Additio nal HRS in Rs.	Rate for night halt for the (Outstati on) / Drivers bata after 10 Pm in Rs.
		Rate for Airport Pick/ drop only	Rate for 2 hrs / 20 KMS in Rs.	Rate for 4 hrs / 40 KMS in Rs.	Rate for 8 hrs / 80 KMS in Rs.	Rate for outstation minimum per day 150 km in Rs.			
1.	Etios / Amaze / Dezire / Verito A/c
2.	Ertiga A/c
3.	Innova Crista A/c

**I / we haveread and understood the terms and conditions of the
NIQ and agree to abide them.**

(Authorized signature with date)

**(Name and Address of the Agency
with seal)**