

No. IWAI / COCH / MM (7) / NIQ /2022-23 / 06

Dt.17.08.2022

NOTICE INVITING QUOTATIONS

Inland Waterways Authority of India invites Sealed quotations (2 cover system) from reputed Travel agencies / Car rental firms for supply of one passenger car White colour (Maruti Suzuki Ertiga) 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 01.09.2022 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 18.08.2022 Last date for submission of duly filled in quotation at regional office IWAI, Kochi is latest by 03.00pm on 26.08.2022. The technical bids will be opened by the designated committee at 03.30 pm on 26.08.2022. The financial bids of technically qualified bidders only will be considered for financial evaluation.

**S/d
DIRECTOR**

ANNEXURE- I

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 summarily 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 sealed cover super-scribed as "**Quotation for hiring of Vehicle**" and it is to be addressed 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 26.08.2022 Bidders should submit technical bid with prescribed supporting documents.
- 5) Bids received will be opened at 03.30 P.M. on 26.08.2022
- 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.
- 7) 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.
- 8) The Demand Draft/Banker's cheque for EMD should in favor of "Inland Waterways Authority of India payable at Kochi". The bidder has the right to be present at the time of opening of the tender, by a committee constituted for the purpose.
- 9) The financial bids of only those bidders who technically qualified will be opened.
- 10) 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.
- 11) The Agency should have valid GST registration, PAN etc and the copy of the Same shall be submitted along with the Technical Bid.
- 12) 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)
- 13) Director, IWAI reserves the right to cancel / postpone the tender procedure without assigning any reason there for.
- 14) Conditional offers / incomplete offers / offers without acceptance of the terms & conditions and without signature will not be acceptable.

- 15) 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.

S/d
(MATHEW GEORGE)
DIRECTOR

TECHNICAL BID

ANNEXURE- II

(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 said Authorities
5. Details of vehicles in possession as on:
Day with model, registration number and
Date of registration
6. Details of DD for Rs. 5,000(EMD / P.G):
8. Any other remarks
9. Checklist of documents to be attached (please tick if attached)
 - a. Copy of PAN, GST
 - b. DD for Rs. 5,000/-
 - 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: _____

Place:

Date:

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

ANNEXURE-III

(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 within 15 days from the date of issue of supply order.
- 3) The quoted rates for each type of vehicle 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), toll / parking charges and GST / any other taxes as applicable will be paid extra as per bill / vouchers.
- 5) If the vehicle is not available due to some break down, the contractor shall make alternate arrangements to provide vehicle and driver at his own cost. An amount of Rs.2500/- per day shall be reduced from the contract amount, if the vehicle is not so made available on any working day or if the vehicle is not available at the office premises when required by the officer concerned.
- 6) The payment towards hire charges will be paid on monthly basis within 10 days after submission of bills along with certified trip vouchers / log sheets by IWAI officials.
- 7) The vehicle on monthly hire shall be for 30 / 31 days with maximum 2,500 Kms and 300 hrs. per month and 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 charges for the kilometers run above 2,500 kilometers / 300 hrs in a month, will be carried forward to the forth coming months and will be set off in every six months.
- 8) Unutilized mileage below the contracted limit of 2,500 kms, per month in respect of monthly vehicle will be carried forward to the forth coming months and will be set off in every six months.
- 9) The vehicle on monthly rent (Maruti Suzuki Ertiga) provided by the contractor as per the offer shall not be older than 1 years as on 01.09.2022 and with good condition. However, the supplier can supply old vehicle not older than 4 years and the same should be replaced with new vehicle within 2 months from the date of issue of Work order. 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 colour. The drivers should be in decent dress (mundu /pants/shirt) while on duty.
- 12) The contract will be for 12 months with effect from 01/09/2022 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.
- 14) 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.
- 15) In case, any driver is absent or proceeds on leave, immediately substituted for continuous operation of the vehicle.
- 16) 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.
- 17) No compensation shall be payable for damage, wear & tear or loss of the vehicle / driver of the supplier during the entire hire period.
- 18) During the period of contract, no request shall be entertained for any hike in the agreed rates due to any reason.
- 19) 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.
- 20) The vehicles shall have comprehensive insurance and fitness as per RTA Rules.
- 21) The vehicles provided should be invariably fixed with the Name Plates of the Department as ON DUTY WITH INLAND WATERWAYS AUTHORITY OF INDIA in the front as well as rear side which is in conformity with Road Transport Authority rules and it should be strictly kept covered while the vehicles are being used by

officers/officials other than to whom the vehicles are allotted or when the vehicle is not being used by the Department.

22) The supplier has to make his own arrangement for accommodation and food for the drivers.

23.) 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.

24) 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
with seal)**

**FINANCIAL BID
Part A**

ANNEXURE-IV

**RATE FOR SUPPLY OF CAR 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 2,500 Km in a month	Rate for extra hrs beyond 300 hrs in a month
1.	Hire charges for one white colour Maruti Suzuki Ertiga (not older than 1 year as on 01.09.2022) on monthly rent with maximum running of 2,500 km's / 300 hrs. per month, rates include 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>	<i>1 No</i>	Rs.-----	Rs.-----	Rs.-----
2.	Night Bata for out station halt	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 ON
NEED BASIS FOR A PERIOD OF 12 MONTHS.**

Sl. No	Description	Rate for minimum 8 hrs / 80 KM's in Rs	Rate for Additional KM's in Rs	Rate for Additional 100 KM's (Col.no 4 x 100) in Rs	Rate for Additional hrs in Rs	Rate for night halt (outstation) (Rs)
Col.1	Col.2	Col.3	Col.4	Col.5	Col.6	Col.7
1.	Ritz / Figo / Indica or swift Non-A/c (Economy cars)				190.00	250.00
2.	Etios / Amaze / Dezire / Verito A/c				190.00	250.00
3.	Innova Crista A/c				275.00	250.00
4.	Total Amount in Rs. (Sl.no 1 to Sl.no 3)		X			
5.	Total for sum of Col no 3 + sum of col no 5					

- 1) The L1 bidder for part B Financial bid will be selected by the lowest amount arrived by total sum of rates quoted for column no 3 and total sum of the rate for additional 100 km's extra i.e (Col no 3 + Col no 5).
- 2) The rates in Col no.3 & Col.no 4 (Sl no.1 to Sl no.3) are to be quoted by the bidder compulsorily. Those who are not quoting all the rates in Col no 3 & col no 4 will be disqualified in the financial bid.
- 3) The rate for minimum hire charges for vehicles in category of Sl.no1 & Sl.no2 will be calculated as follows
 - a) Rate for 2hrs/ 20 km's will be (0.50 x Col 3) ie. 50% of rate for 8 hrs / 80km's.
 - b) Rate for 4 hrs/40 km's will be (0.60 x col 3) ie. 60% of rate for 8 hrs / 80km's.
- 4) The minimum charges for Sl. No 3-category vehicle will be the rate for 8 hrs/ 80 kms.

I / we have read 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)