



# 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)

Address: Sub-Office, J 13/93, HIG Flat (BSNL Telephone Exchange Building), Sanjay Nagar Colony, Varanasi (U.P.), Pin-221002, Email ID- vnsiwai@iwai.gov.in

F.N.-IWAI/VNS/Tech/Hire Vehicle/2024/ 396

Date: 01.10.2024

## NOTICE INVITING QUOTATIONS

**Sub:** NIQ for supply of hire vehicles on need basis under IWAI, Sub-Office, Varanasi - reg.

Inland Waterways Authority of India (IWAI), a statutory body under Ministry of Ports, Shipping and Waterways, Government of India invites quotation from reputed Travel Agencies for providing various types of vehicles, with Drivers on a need basis as described below, for meeting the official transport needs of IWAI, Sub Office Varanasi as per Travels Agencies Biodata enclosed as at **Annexure-A** and as per the quantity and specifications in the BoQ enclosed as at **Annexure-B**.

### Essential Technical Qualifications for the quotationer:

The firm is required to submit the following documents to be eligible for qualifying in the technical bid:-

1. Quotation should be submitted in sealed envelope along with Technical & Financial documents clearly indicated on the body of the envelope.
2. Quotation original duly completed and signed on every page.
3. Price bid submitted in separate cover without any conditions. Further, conditional price bids/quotations will not be acceptable.
4. Registered certificate as a travel agency from the other departments/authority
5. Experience certificate for similar works completed by the Contractor.
6. GST registration certificate from the concerned Authority.
7. Permanent Account Number (PAN) issued by Income Tax Department.
8. IT return for the last 3 years i.e. ending March 2021-22, 2022-23 and 2023 -24 with an average annual turnover of Rs. 3,00,000/- attested by CA.
9. Vehicle should be register by the name of travel agency.
10. The Travel Agency shall give a declaration that they have not been banned or black-listed by any Govt. or Public Sector Undertaking (PSU).
11. The Travel Agency should submit at least one Government, statutory Body / Autonomous body clients to whom he/they are providing /have provided such hire vehicle on a regular/need basis in the last three years. The satisfactory performance certificate/work completion certificate has to be submitted by the agency.
12. In support of this, he/they should submit documentary proof of updated GST to the concerned Authority, Partnership deed (if a partnership firm), and quotationer not fulfilling any of these conditions/requirements will be considered as disqualified.
13. All above documents to be submitted by the agency in technical bid except price bids.
14. In addition to the above, the Travel Agency is required to submit all other document for qualifying the same as required.

REGIONAL OFFICE: IWT TERMINAL, GAIGHAT, GULZARBAGH, PATNA (BIHAR)-800007

HEAD OFFICE: A 13, SECTOR-1, NOIDA – GAUTAM BUDH NAGAR (UTTAR PRADESH) PIN-201301, WEBSITE- WWW.IWAI.NIC.IN

**B. Price Bid:**

The price bid shall be submitted for following.

1. Schedule of Prices duly filled in the specified form.
2. It may please be noted that this part shall not contain any terms & conditions. Any condition given in the price bid will be a sufficient cause for rejection of bid.
3. Quotationer are advised to submit quotation strictly based upon technical specification, terms and conditions contained in technical specifications, terms and conditions contained in documents and not to stipulate any deviations. Any change in this may lead to rejection of bid.

**C. Details of requirement on need basis**

Under this category, hire vehicles shall be available with well- dressed drivers on full day basis i.e. 12 hours, as the case may be. For any day, if the vehicles run beyond 12 hours, an extra charge at the quoted rates shall be payable. A vehicle shall be made available at desired location within short notice. An alternate vehicle should be provided within one hour in case of breakdown.

**D. Period of Contact**

IWAI shall initially award the work for six months (up to 31 March 2025) from the date of issue of a work order/empanelled. However, IWAI reserves the right to extend the contract for further period of another one year with mutual consent on 5% escalation on each year after completion of six months on the approved quoted rates at the agreed rates, terms and conditions of previous agreement after getting willingness from the concern contractor and subject to satisfactorily performance of the works.

The contract may be terminated by either side by giving at least one month prior notice. The rates quoted in the Price Bid of the successful bidder shall remain firm and final during the contract period of six months from the date of issue of the work order and no enhancement shall be allowed as per terms and condition of quotation. Payment of parking charges, and toll charges during official use shall be reimbursed on an actual basis on submission of receipts along with the bill.

**E. Terms & Conditions**

1. The tenderer submission for SO Varanasi should have a registered firm/company in India with a branch office in Varanasi.
2. Drivers should have transport licenses for driving vehicles.
3. Driver should be decently dressed.
4. Driver should be provided with a mobile phone.
5. Driver should be well-behaved and should not have any criminal cases pending against him.

6. In case of vehicle breakdown, a substituted vehicle shall be provided by the contractor immediately. In case the vehicle does not report within a reasonable time or does not report at all, the department would have the right to hire a vehicle from a local market and the expenditure thereon will be deducted from the subsequent monthly bills/running bills of the contractor.
7. The contractor is to provide vehicles having commercial registration only.
8. The agency should be provide good condition of the vehicles to the satisfaction of the department.
9. The liability on account of fuel, driver, and all expenses relating to maintenance, insurance, pollution clearances, etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and the department will not bear any liability apart from hiring charges and toll/entry/parking charges.
10. Toll tax, parking charges, etc shall be paid on actual basis on submission of receipt/bill.
11. If the service is found unsatisfactorily, IWAI reserve the right to terminate the contract by giving one month prior notice.
12. Vehicle should remain insured during the period of deployment.
13. In case of accident, life injury to the driver /others, the full responsibility/ other liabilities shall be borne by the agency. IWAI shall not be responsible for any accident/damage and claim etc whatsoever.
14. Drivers should have minimum 5 years of experience in commercial vehicle driving. They should have transport license for commercial vehicle driving.
15. Drivers should be well versed with the roads and the places in between Varanasi, Ghazipur and Patna
16. Supply vehicle should be kept clean and odour free, suitable for office use.
17. Supply vehicle should have all type of Mobile Charging facilities.
18. Fuel Supply facilities for Vehicle shall be borne by the agency during outstation/local duty.
19. The contractor will indemnify for loss / damage of property or life because of negligence/ poor maintenance of the vehicle/accident.
20. Extra charge per hour beyond 12 hrs will be applicable.
21. The firm should not have incurred loss for more than 2 years.
22. 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.
23. Due to any reason penalty imposed on Driver by concern Authority during duty time and IWAI will no way responsible for it.
24. Even after award of contract and subsequent execution of agreement any information/facts/documents submitted by you if found misleading, incorrect, false etc. IWAI reserve the right to terminate the contract without giving any prior notice.





**F. Relevant place and timings for counting of mileage and time period.**

For start and end of the journey: The mileage and start time period of the vehicles shall ordinarily be counted from the time the vehicles report at IWAI, Sub Office Varanasi/at the residence of officers attached at the place of reporting instructed by IWAI and released back. Additional mileage of 5km from garage to office/official residence and vice-versa and 30minutes travel time shall be allowed on each case.

**G. Final selection and award of the work.**

The quotationer/travel Agency, who quotes the lowest rate of charges, shall be selected for award of the work and IWAI will issue a work order to the lowest quoted successful quotationer/travel Agency.

**H. Goods & Service Tax (GST) :**

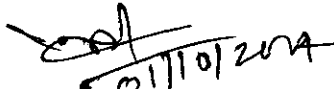
GST at the prescribed rates for Travel Agency shall be payable extra by IWAI, SO, Varanasi. The Travel Agency shall produce the challan of depositing the GST periodically as applicable and when required.

**I. Payment**

Payments to the Travel Agency shall be made on monthly basis on submission of bills with supporting documents, toll and parking receipts, etc. GST shall be payable extra on actual as per rules. All statutory taxes shall be deducted at the prescribed rates from the monthly bills.

The monthly payment shall be made within 30 days after the submission of the certified bills after deduction of necessary statutory dues. No part payment shall be made.

The sealed quotation should reach to Office in Charge, **Inland Waterways Authority of India, J 13/93, Bharat Sanchar Nigam Limited Telephone Exchange Bhavan, Sanjay Nagar Colony, Varanasi 221002** or on IWAI website i.e. [www.iwai.nic.in](http://www.iwai.nic.in) latest by 15.10.2024 at 15:00 hrs any delay in receipt of quotation what so ever will not be entertained. The received quotation will be opened on the same day at 15:30 hrs.

  
01/10/2024

Office – in - Charge

Encl: As above.

**Copy to:-**

1. IWAI Website
2. Notice boards of Sub-office, IWAI, Varanasi

**Annexure-A**

**Subject: Biodata of Travel Agency to be submitted on his/their letter head:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
<b>1.</b>	Name of the person / firm submitting the quotation (hereinafter referred to as the 'Travel Agency')	
<b>2.</b>	Full Postal Address (with PIN Code)	
<b>3.</b>	Telephone Nos.	
<b>4.</b>	Mobile Number	
<b>5.</b>	E-mail Address, if any	
<b>6.</b>	Status of the Travel Agency i.e.(Proprietorship/ Partnership firm/ Company / Society / Any other (please specify) [enclose copy of documents]	
<b>7.</b>	Status of person submitting the quotation (I.e. Owner/ partner/ Authorized Signatory) [enclose authorization in case of authorized signatory]	
<b>8.</b>	Trade Licence No & date of the Travel Agency/firm	
<b>9.</b>	Income Tax Permanent Account Number (PAN)	
<b>10.</b>	Aadhar No.	
<b>11.</b>	GST Registration No.	

**Signature.....**

**Name of Signatory.....**

**Name of Bidder.....**

**Address.....**



## BILL OF QUANTITY

Name of work: Supply of Hire Vehicle on a need basis for IWAI, Sub Office Varanasi.

Sl. No	Description of vehicle	Unit	Hire charges for 12 hours per day (in Rs.) for Local Duty	Hire charges for 12 hours per day (in Rs.) for Outstation Duty	Extra charges per hour beyond 12 hrs (in Rs.)		Running Charges		Night Halt Charges (In Rs.)	Charges for Pickup/Dropping at Varanasi Airport/ Varanasi all railway station, etc (in Rs.)		
					For Local Duty	For Outstation duty	For Local Duty	For Outstation duty		Upto 10 km (one side)	11 km to 20 km (one side)	21 km to 40 km (one side)
1	2	3	4	5	6		7		8	9		
1	Toyota Fortuner	Each										
2	Innova Crysta	Each										
3	Innova Old Model	Each										
4	Honda City	Each										
5	Maruti Swift Desire or Equivalent	Each										

Signature of Authorized Signatory:.....

Name: .....

IN BLOCK LETTERS

Designation: .....

Name of Firm: .....

Address: .....

Contact no.: .....

Date:



Stamp of the firm

A/L

[Handwritten signature]