



# 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)

क्षेत्रीय कार्यालय : पी-७८, गार्डनरीच रोड, कोलकाता - ७०० ०४३ (प० बं०)

REGIONAL OFFICE : P-78, Garden Reach Road, Kolkata - 700 043 (W.B.)

दूरभाष : 2439 0393 / 5577 / 6055, फैक्स : 2439 5570



**SAGARMALA**  
PORT-LED PROSPERITY

E-mail : iwaical@yahoo.com  
dirkol.iwai@nic.in

No. IWAI/KOL/8/Hotel/Vehicle/2023-24

Date: 10.12.2024

## **NOTICE INVITING QUOTATION**

Sub: NIQ for supply of hire vehicles on need basis under IWAI, Regional Office, Kolkata-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, Regional Office, Kolkata 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. Original quotation 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. Registration certificate as a travel agency from relevant department
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 financial years ie. ending March 2021-22, 2022-23 and 2023-24 with an average annual turnover of Rs. 10,00,000/- attested by Chartered Accountant with UDIN.
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

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Phone : +91-120-2544036, 2543972, 2527667, 2448101, Fax : +91-120-244009, 2544041, 2521764, 2543973

Website : www.iwai.gov.in / www.iwai.nic.in Email : iwainoi@nic.in

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.

#### **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/120Km, as the case may be. For any day, if the vehicles run beyond 12 hours/120Km, 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.

Hiring for less than 250 Km in a day shall be treated as local tour and shall be primarily calculated on hourly basis and secondarily as per additional km covered. Hiring for more than 250 Km in a day shall be treated as long distance travel and shall be primarily calculated on km basis and secondarily on additional hour basis.

#### **D. Period of Contact**

IWAI shall initially award the work for four months and Fifteen Days (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 each year after 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 four months and fifteen days 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 tendered submission for RO Kolkata should have a registered firm/company in India with a branch office in Kolkata.
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 bidder should be a reputed professional and registered organization/firm/Individual with a minimum of 03 years experience in providing taxi services.
9. The agency should be providing good condition of the vehicles to the satisfaction of the department.
10. The agency becoming eligible for contract has to supply (only having commercial registration vehicle) air-conditioned vehicles of various brands as per our requirement. The indicative varieties are mentioned in the quotation format. Such list is indicative only. IWAI may ask for any other type vehicle as and when required.
11. It is desirable that the agency intending to bid should have ownership of a sizable number of good qualities of at least 02 no. commercial registered vehicles of required brand and latest model.
12. 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.
13. Toll tax, parking charges, etc shall be paid on actual basis on submission of receipt/bill.
14. If the service is found unsatisfactorily, IWAI reserve the right to terminate the contract by giving one month prior notice.
15. Vehicle should remain insured during the period of deployment.
16. 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.
17. Drivers should have minimum 5 years of experience in commercial vehicle driving. They should have transport license for commercial vehicle driving.
18. Drivers should be well versed with the roads and the places in between West Bengal.
19. Supply of vehicle should be kept clean and odour free, suitable for office use.

20. Supply vehicle should have all type of Mobile Charging facilities.
21. Fuel Supply facilities for Vehicle shall be borne by the agency during outstation/local duty.
22. The contractor will indemnify for loss/ damage of property or life because of negligence/ poor maintenance of the vehicle/accident.
23. Extra charge per hour beyond 12 hrs will be applicable.
24. The firm should not have incurred loss for more than 2 years.
25. 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.
26. Due to any reason penalty imposed on Driver by concern Authority during duty time and IWAI will no way responsible for it.
27. 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, Regional Office Kolkata/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, RO, Kolkata. 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.

## **J. Security Deposit**

The agency is required to keep an interest free Security Deposit of Rs. 50,000/- (refundable) with IWAI which may be liable for forfeiture partially or fully at the sole discretion of the competent authority of IWAI in case of deficiency in service.

The agency has to quote its rates only in the prescribed format. No other type of quotation may be considered.

In case of any dispute arising out of this contract/award of work between the IWAI and the agency, the decision of the IWAI will be final and binding on the agency.

All payments will be made through RTGS/NEFT only payable in favor of " IWAI FUND" of Account No. 31661496517, maintained at State Bank of India, Garden Reach Branch, Kolkata, with IFSC: SBIN0001402

The sealed quotation should reach to Director, Inland Waterways Authority of India, P-78, Garden Reach Road Kolkata West Bengal 700043 or on IWAI website [ic.www.iwai.nic.in](http://ic.www.iwai.nic.in) latest by 17.12.2024 at 11:00 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 11:30 hrs.

  
**Director**

**Encl:** As above

### **Copy to:**

- i. IWAI Website
- ii. Notice Board, IWAI, Kolkata

**Annexure-A****Details of Travel Agency to be submitted on their letter head:**

<b>Sl No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the person/Firm submitting the quotation (herein after referred to as Travel Agency)	
2	Full Postal Address (with Pin Code)	
3	Telephone Number	
4	Mobile Number	
5	Email Address, if any	
6	Status of the Travel Agency i.e. (Proprietorship/Partnership Firm/Company/Society/ Any other (Please specify))[Enclose copy of documents]	
7	Status of person submitting the quotation (i.e. Owner/ partner/ Authorized Signatory) [enclose authorization in case of authorized signatory]	
8	Trade Licence No & date of the Travel Agency/firm	
9	Income Tax Permanent Account Number (PAN)	
10	Details of Bank Account:	
i.	Account No.	
ii.	Name of the Account Holder	
iii.	Name of the Bank Branch & Place	
iv.	A/c type (Please tick on applicable box)	Saving <input type="checkbox"/> Current <input type="checkbox"/>
v.	IFSC Code:	
11	List of vehicle owned by the agency either in the name of the agency, or its proprietor or CEO with brand and model of vehicle, its year of purchase, Reg. No. etc.  (Detailed list of Vehicles can be attached separately)	

12	Annual turnover of bidder for FY 2021-22 FY 2022-23 & 2023-24 (should be minimum of Rs. 10.00 Lakhs each during last three years supported by CA certified statement of accounts with UDIN).	
13	Whether the bidder has submitted self certified copy of vehicle registration copy, IT returns of last three F.Y. (i.e 2021-22, 2022-23 & 2023-24) and firm registration certificate etc. (Please tick on applicable box)	

**Signature of bidder**.....

**Name of bidder**.....

**Name & address of the Firm**.....

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**Official Seal**

## Bill of Quantity for the work of supply of hire vehicle on call/ need basis as per requirement of IWAI.

Sl No.	WORK DESCRIPTION	Hireing charges for 12hrs/120Km perday (in Rs.) for local duty	Hireing charges for 12hrs/250 Km perday (in Rs.) for Outstation duty	Extra charges per hour beyound & (in Rs.)		Running charges		Night Halt Charges (in Rs.)	Charges for Pickup/Dropping at Kolkata Airpoty/ Kolkata Railway Station etc (in Rs.)		
				For local duty 12hrs/120Km	For Outstation duty 12hrs/250Km	For local duty	For Outstation duty		Upto 10km (One side)	Upto 11km to 20km (One side)	Upto 21km to 40km (One side)
1	Swift Dzire /Etios										
1.1	Innova/ Ertiga/ or Similar category										
1.2	Toyota Crysta										
1.3	Honda City (IV Tec) / Nissan Sunny										
1.4	Toyota Corolla Altis										
1.5	Toyota Fortuner										
1.6	BMW 5 Series/ Audi A-6 / Mercedes Benz (E Class)										

Add 5% GST, as applicable will be extra

Signature of Authorizes Signatory.....

Name.....

IN BLOCK LETTER

Designation.....

Name of Firm.....

Address.....

Contact No.....