



# 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)



SAGARMALA  
PORT-LED PROSPERITY

Address- 402, 4<sup>th</sup> Floor, S-8/107, Varanasi Trade Centre, Maqbool Alam Road, Khajuri, Varanasi, Pin-221002., Email ID- vnsiwai@iwai.gov.in

No. IWAI/VNS/A&E (49)/2023-24/ 530

20.12.2023

## NOTICE INVITING QUOTATION – 2

**Sub: Empanelment of Travel Agencies for providing Taxi Hire Services on requirement basis to IWAI, Varanasi- reg.**

We intend to empanel reputed travel agencies who will be able to provide vehicles on hire, as and when required by us for which sealed quotations are invited as per terms and conditions stipulated in Annexure-I enclosed to this letter.

You may please submit the particulars of your agency and quote your rates in Annexure-II after going through the methods of calculation mentioned therein, latest by 3.00 P.M on 30.12.2023. Your quotation should be submitted in a sealed cover (offline), superscribed “Quotation for empanelment of providing taxi-hiring services on requirement basis” and addressed to the “Office – in – Charge, Inland Waterways Authority of India, 402, 4<sup>th</sup> Floor, S-8/107, Varanasi Trade Centre, Maqbool Alam Road, Varanasi – 221 002”.

The bidders should submit the “Technical Part” of their quotations by duly filling the details in the prescribed proforma as per Annexure-II and have to be signed on each page including the terms and conditions in Annexure-I. The “Finance Part” i.e., “Bill of Quantities as Annexure - III” should be submitted in a separate cover within and must be kept as sealed.

The quotations received by this office beyond the allotted date & time whatsoever will not be entertained. The received quotation shall be opened on the same day at 15:30 hours. Bidders/authorized representative, if desire may attend. IWAI reserves the right for accepting or rejecting any or all the quotations without assigning any reason. The details are also available at our website :- ‘[www.iwai.nic.in](http://www.iwai.nic.in)’.

  
Officer-in-Charge

Encl: As above.

Annexure - I

Terms and Conditions:

1. The bidder should be a reputed professional and registered organization/firm/ Individual with a minimum of 02 years experience in providing taxi services.
2. 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.
3. 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.
4. IWAI may consider to empanel more than one agency at a time. In such case the each of the agencies shortlisted for empanelment should agree to provide the service at the respective lowest rate quoted by any of them for each type of vehicle.
5. Vehicles to be supplied should be of high standard with necessary tools, documents and the driver deputed should be knowledgeable and courteous in his behavior. He must possess a valid driving license and must keep it along with him during the duty period.
6. The drivers should be familiar of all local and outstation routes especially in UP, Bihar and Jharkhand.
7. Vehicle deputed shall have the required fuel and the lubricants as well as tall taxes for the whole duration of hire. The driver shall not ask the guests for any monetary help or advance of any type.
8. 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.
9. Reporting and departure distances covered by the vehicle before reporting for undertaking the travel and after closing the travel respectively, shall be calculated on actual basis with maximum 15 km, to obviate the possibility of drivers asking for mentioning such distances at their fancy in the duty slip.

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10. During the period of hire, all the parking, toll tax, night halt and other payments to the state Govt./local authorities, if any, shall be made by the agency which could be submitted along with the bills for reimbursements.
11. In case of any break down of vehicle during journey, the agency should be replace / provide alternate vehicle at the place.
12. No increase in the charges/ rates would be entertained during the contract period.
13. The vehicles are expected to report at least 15 minutes before the time given and the driver shall know the route of place to be visited. The driver is expected to wait at the vehicle while the guest is away. In case the driver is not found near the vehicle, IWAI may hire another vehicle without giving any rent for the said journey.
14. If the vehicle is found to be sub-standard then it can be sent back for which no damages would be paid.
15. All the vehicles provided must have comprehensive insurance cover as per the Motor Vehicle act.
16. The car should be kept clean and maintained in running and trouble free conditions. It must be washed and be provided with proper seat covers. The following extra amenities must be provided in the car:-
  - (i) One newspaper (One English /Hindi and one financial newspaper of the date).
  - (ii) Two water bottles of reputed brand such as Bisleri, Kinley, Aquafina, Himalayaetc.
  - (iii) Good quality Face Tissue Papers (in pouch)
  - (iv) One mini hand sanitizerNo extra charges will be paid for these amenities
17. Not with standing anything contained anywhere else IWAI reserves its right to terminate the empanelment without notice and without assigning any reason, if the services provided by the agency are not to the satisfaction of the competent authority of the IWAI.




18. All the wages and allied benefits like PF, ESI contributions, gratuity, bonus, accident insurance etc. due to the drivers, if any, are to be paid by the agency and the agency shall remain liable to the authorities concerned for compliance of the respective rules/laws and the agency will also remain liable for any contravention thereof. IWAI, in no way shall remain liable for compliance with any statutory requirement in this regard.
19. The vehicle with chauffeur should be insured and if any accident/damage has been occurred the agency will be fully responsible / liable. IWAI, in no way shall remain liable for compliance with any statutory requirement in this regard.
20. The agency is required to keep an interest free Security Deposit of Rs. 15000/- (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.
21. The agency has to quote its rates only in the prescribed format. No other type of quotation may be considered.
22. 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.
23. All payments will be made through RTGS/NEFT only payable in favor of "IWAI FUND PLAN" of Account No. 4941000100071313, maintained at Punjab National Bank, Orderly Bazar Branch, with IFSC : PUNB0298800.
24. All disputes are subject to Prayagraj jurisdiction only.
25. **Duration of Contract-** The contract will be initially for a period of 02 year. However, the contract may be extended subsequently on mutual consent and on same terms and conditions for a period of 01 year on review of performance.
26. **Terms of Termination-** The agreement can be terminated by not less than two months' notice by the agency and one month's notice by IWAI, under normal circumstances.
27. **Mode of Payment-** All payments will be made on monthly basis through NEFT/RTGS only. The bidding agency must have a bank account and PAN card, the documentary proof of which shall have to be submitted along with the quotation.
28. **Statutory Deductions-** Statutory TDS at the applicable rates shall be affected from all the payments by IWAI to the agency.

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29. IWAI reserves the right to cancel any/all of the quotations without assigning any reason therefore.
30. In case any dispute arising out of this contract/award of work between the IWAI and the agency, the decision of the Engineer – in – Charge will be final and binding on the contractor.
31. **Opening of Quotations**-The quotations will be tentatively opened by the competent authority of IWAI 30 minutes after the latest time prescribed for submission of the NIQ and the bidding agencies are free to remain present at the time of opening of quotations at Inland Waterways Authority of India, 402, 4<sup>th</sup> Floor, S-8/107, Varanasi Trade Centre, Maqbool Alam Road, Varanasi – 221 002
32. The quotation has to be submitted strictly in the prescribed proforma as per Annexure-II and has to be signed on each page including the terms and conditions in Annexure-I.

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19/12/2022  
Estt. (X)/TA  
IWAI, Vns.

  
20/12/2022  
(OIC)



**Annexure-II**

To,

The Office – in – Charge,  
Inland Waterways Authority of India  
Varanasi.

**Sub : Empanelment of Travel Agencies for providing Taxi Hire Services on requirement basis to IWAI, Varanasi.**

Sir,

Please refer to your ..... dated ..... calling for quotation for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in **Annexure-1** of your letter under reference, having visited and examined the sites of the work, having acquired the requisite information relating thereto affecting the tender and having accepted the terms and conditions mentioned therein we hereby offer to execute the works specified in the said letter and quote our rate and furnish other required information in the prescribed proforma as per details below-

1	Name and address of the Agency	
2	Telephone No.s	
3	Nature of Ownership- Proprietary, Partnership, Regd. Company etc.	
4	Details of Proprietor, Partners, or CEO in case of a regd. Company.  Enclose ID proof of the proprietor, copy of partnership deed or Regd. Certificate in case of company.	
5	Income Tax PAN No ( Attach self-attested photocopy)	
6	GST Regd. No (Attach self-attested photocopy)	

<b>7</b>	<b>Details of Bank Account:</b>	
(i)	Account No. (Attach self-attested copy of a cancelled cheque)	
(ii)	Name of the Account holder	
(iii)	Name of the Bank Branch & Place:	
(iv)	A/c type (Please tick on applicable box)	Savings <input type="checkbox"/> / Current <input type="checkbox"/>
(v)	IFS Code	
<b>8</b>	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)	
<b>9</b>	Annual turnover of bidder for FY 2021 – 22 & FY 2022 - 23  (should be minimum of Rs. 10.00 Lakhs each during last two years supported by CA certified statement of accounts with UDIN).	FY 2021 – 22 : .....  FY 2022 – 23 : .....
<b>10</b>	Whether the bidder has submitted self certified copy of vehicle registration copy, IT returns of last two F.Y. (i.e 2021-22 & 2022-23) and firm registration certificate etc. (Please tick on applicable box)	(i) Vehicle registration copy : YES <input type="checkbox"/> / No <input type="checkbox"/> (ii) IT returns of last two F.Y.: YES <input type="checkbox"/> / No <input type="checkbox"/> (iii) Firm registration certificate: YES <input type="checkbox"/> / No <input type="checkbox"/>

Signature of the Bidder : .....

Name of the Bidder: .....

Name & Address of the firm: .....

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.....  
.....

Office Seal



*Handwritten signature*  
9/12/2023  
Estt. (C) NWAI  
ms.

*Handwritten signature*  
20/12/2023  
(OIC)



**BOQ FOR PROVIDING TAXI HIRE SERVICES ON REQUIREMENT BASIS**

Sl. No.	Particulars	pickup/drop Airport/Railway Station	Hiring of vehicle for local area			Hiring of vehicles for outstation		
			4 Hrs/50 Kms	8hrs/100 Kms	12 Hrs / 250 Kms	Basic rate/Km	Night halt charges	Min Km run
1	Dzire							
2	Mahindra Scorpio							
3	Innova							
4	Innova Crysia							
5	Honda City							
6	Fortuner							
7	Extra Hrs-01 hrs/8 Kms							
	GST as applicable (in %)							

Date: .....

Signature of Authorized signatory : .....

Name : .....

(IN BLOCK LETTERS)

Designation : .....

Name of firm : .....

Address : .....

.....

Contact no.: .....

Seal of the firm



11/12/2019  
ESTD 1951  
ms.

2011/12/19  
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COTC