

NOTICE INVITING QUOTATIONS FOR EMPANELMENT OF AGENCIES FOR HIRING OF VEHICLES ON NEED BASIS

Sealed Quotations in Two Bid System are invited for empanelment of Agencies for supplying vehicles with drivers on hire and distance (Km)/Time (Hr.) basis in sealed envelope, as per the requirement mentioned below in the schedule for IWAI, S.O. - Badarpur (Assam) and in Tripura (Sonamura /Agartala).

| Sl.No. | Category | Year of Manufacture of vehicle | No. of vehicle(s) required |
|----------|--|--|----------------------------|
| A | Non AC Vehicles | | |
| | Tata Indica | Not more than 3 years old from the date of submission of quotation | As per requirement |
| B | AC Vehicles | | |
| | Swift Dzire Etios (sedan)/Accent/Verna Toyota Innova Toyota Fortuner Mahindra Scorpio Mahindra Bolero Mahindra Xylo Mahindra XUV Tempo Traveller (13 Seater) | Not more than 3 years old from the date of submission of quotation | As per requirement |

- | | | |
|----|--|--------------------------|
| 3. | Date of Issue of Notice Inviting Quotation | : 10.8.2022 at 15:00 hrs |
| 4. | Last date of submission of Notice Inviting Quotation | : 22.8.2022 at 15:00 hrs |
| 5. | Date of Opening of Quotations | : 23.8.2022 at 15:00 hrs |

The prescribed document inviting quotations and the relevant terms and conditions can be downloaded from the official website of IWAI (www.iwai.nic.in) or can be obtained from the **Regional Office, Inland Waterways Authority of India, Pandu Terminal, Pandu, Guwahati 781 012**. A NEFT / RTGS for Rs. 1,180/- (Rupees one thousand one hundred eighty) only as cost of quotation document in favour of “**IWAI FUND PLAN**” payable at Guwahati will be required to be deposited on or before closing date and time of submission of quotation.

The interested car rental agencies / vehicle hiring agencies should submit their quotations in the prescribed formats for Technical Bid (Annexure 'A') and Financial Bid (Annexure 'B') strictly following the Terms and conditions (Annexure 'C') after signing each and every tender paper along with the seal / stamp of the Agency in two separate sealed envelopes, one for Technical Bid and another for Financial Bid, both placed into a third sealed envelope super scribing it as "**Quotation for Empanelment of Agencies for hiring of Vehicles**" and shall be submitted in the office of the **Director, Inland Waterways Authority of India, Pandu Terminal, Pandu, Guwahati - 781 012** before closing date

and time as mentioned above. Quotations received after the closing date & time and without cost of the quotation document Rs. 1,180/- (Rupees one thousand one hundred eighty only) shall not be considered.

The **Technical Bids will be opened on 18.8.2022 at 3.00 PM** in the presence of the Tender Committee in the office of the Director, Inland Waterways Authority of India, Pandu Terminal, Pandu, Guwahati – 781 012. The Financial Bids of only those agencies, qualifying in the Technical conditions will be opened, subsequently.

The Authority reserves the right to empanel the agency for all or some of the vehicles.

The Authority reserve the right to postpone and / or extend the date of receipt / opening of quotations or to withdraw the same, without assigning any reason thereof.

DIRECTOR
IWAI, Guwahati

TECHNICAL BID

(a) Name, Full Address, Telephone No. & E-mail Address of the Service Provider:

(b) Name of the Proprietor / Partner(s) / Director(s):

(c) Mandatory details to be enclosed for qualifying for the bid:

- (i) Copy of Valid GST registration Certificate
- (ii) Copy of Valid PAN / TAN card
- (iii) Copy of Income returns filed during last 3 financial years (i.e. 2018-19, 2019-20 & 2020-21)
- (iv) Copy of documentary evidence of providing vehicles to Govt. Depts. / PSUs
- (v) Bank details including RTGS number along with photo copy of cancelled cheque
- (vi) Details and number of vehicles along with their respective Driver's Licence available with the agency
- (vii) Undertaking stating that the Agency has not been blacklisted from any organisation (Govt. & Private).
- (viii) Cost of Document paid (i.e. Rs. 1180/-)
- (ix) Registration of the Firm with State Govt. / Tourism Dept.

Signature
Name of Authorized Signatory
Seal/Stamp

Date:

Place:

FINANCIAL BID(a) **Name, Address, Telephone No. & E-mail Address of the Service Provider:**(b) **Name of the Proprietor/Partner(s)/Director(s):**(c) **Rate (in Rs.) per category of vehicle to be used as and when required:****1. Badarpur / Karimganj Local duty rates:**

| Category of Vehicle | Type of Vehicle | Hire Charges per day (Duty for 12 hrs.) | Additional Rate for running the vehicle per KM |
|---|--|---|--|
| Non AC vehicle fit for commercial hire | Tata Indica | | |
| Non AC vehicle fit for commercial hire | Tata Indica | | |
| | Tata Indigo | | |
| | Swift Dzire | | |
| | Etios/Accent/Verna/Tigor/(any similar sedan) | | |
| | Toyota Innova | | |
| | Toyota Innova Crysta | | |
| | Toyota Fortuner | | |
| | Mahindra Scorpio | | |
| | Mahindra Bolero | | |
| | Mahindra Xylo / XUV | | |
| | Mahindra Merazzo | | |
| | Tata Hexa | | |
| | Tempo Traveller (13 seater) | | |

2. Agartala / Sonamura Local duty rates:

| Category of Vehicle | Type of Vehicle | Hire Charges per day (Duty for 12 hrs.) | Additional Rate for running the vehicle per KM |
|---|--|--|---|
| Non AC vehicle fit for commercial hire | Tata Indica | | |
| Non AC vehicle fit for commercial hire | Tata Indica | | |
| | Tata Indigo | | |
| | Swift Dzire | | |
| | Etios/Accent/Verna/Tigor/(any similar sedan) | | |
| | Toyota Innova | | |
| | Toyota Innova Crysta | | |
| | Toyota Fortuner | | |
| | Mahindra Scorpio | | |
| | Mahindra Bolero | | |
| | Mahindra Xylo / XUV | | |
| | Mahindra Merazzo | | |
| | Tata Hexa | | |
| | Tempo Traveller (13 seater) | | |

3. Badarpur/Karimganj to Outstation Duty Rates:

| Category of Vehicle | Type of Vehicle | Hire Charges per day (Duty for 12 hrs.) | Additional Rate for running the vehicle per KM |
|---|--|---|--|
| Non AC vehicle fit for commercial hire | Tata Indica | | |
| Non AC vehicle fit for commercial hire | Tata Indica | | |
| | Tata Indigo | | |
| | Swift Dzire | | |
| | Etios/Accent/Verna/Tigor/(any similar sedan) | | |
| | Toyota Innova | | |
| | Toyota Innova Crysta | | |
| | Toyota Fortuner | | |
| | Mahindra Scorpio | | |
| | Mahindra Bolero | | |
| | Mahindra Xylo / XUV | | |
| | Mahindra Merazzo | | |
| | Tata Hexa | | |
| | Tempo Traveller (13 seater) | | |

4. **Agartala/Sonamura to Outstation Duty rates:**

| Category of Vehicle | Type of Vehicle | Hire Charges per day (Duty for 12 hrs.) | Additional Rate for running the vehicle per KM |
|---|--|---|--|
| Non AC vehicle fit for commercial hire | Tata Indica | | |
| Non AC vehicle fit for commercial hire | Tata Indica | | |
| | Tata Indigo | | |
| | Swift Dzire | | |
| | Etios/Accent/Verna/Tigor/(any similar sedan) | | |
| | Toyota Innova | | |
| | Toyota Innova Crysta | | |
| | Toyota Fortuner | | |
| | Mahindra Scorpio | | |
| | Mahindra Bolero | | |
| | Mahindra Xylo / XUV | | |
| | Mahindra Merazzo | | |
| | Tata Hexa | | |
| | Tempo Traveller (13 seater) | | |

The rates quoted should be inclusive of all the taxes except GST which shall be paid separately.

Signature
Name of Authorized Signatory
Seal/Stamp

Date:
Place:

TERMS & CONDITIONS

1. The Tenderer should be a registered firm / Company.
2. The Tenderer should have a valid PAN and should attach a copy of the same.
3. The Tenderer should submit an undertaking that he/she or his/her firm has not been blacklisted by any Govt. Department / Organization as on date of submission of the Bid.
4. The Agency shall provide the name and contact details of the drivers during their deployment. The Agency shall also ensure that the drivers do not have any police record / criminal case against them.
5. The vehicles should be registered in the state of Assam (for Badarpur/Karimganj) or Tripura (for Agartala/ Sonamura) and fit for hiring out to other agencies as passengers cars.
6. All vehicles should be fit and well maintained both from inside and outside and should preferably be white in colour. IWAI will not be responsible for failure in running and road condition.
7. The desired vehicle(s) must be provided as and when requested by the Authority.
8. The vehicle(s) should be made available on all days including Saturday, Sundays and holidays as per actual requirement.
9. The vehicle should be equipped with sufficient quantity of fuel during the duty period.
10. The vehicles should be properly and comprehensively insured and should carry all the necessary documents from the Regional Authorities or any other concerned authority including pollution certificates. The loss or damages or legal expenses, if any, on this account shall be borne by the Agency only.
11. No payment shall be made in case the vehicle does not report for duty on any day(s) after being requisitioned by this Office. In addition a penalty of Rs. 500/- per day shall be levied if any vehicle / agency fails to meet the above conditions on any day.
12. The agency should have at least two / three years of experience of providing vehicles to Govt. Departments / PSUs.
13. The drivers should be well conversant with the roads of Assam and also of the neighbouring states.
14. All the drivers should have well presentable appearance and should attend duty in uniform.
15. The drivers deployed should carry a mobile set and should have a valid driving license. Mobile charges will not be borne by this Office.
16. Parking and Toll charges shall be reimbursed on actual basis. Any other charges like repair / maintenance of vehicle, overtime, fooding and lodging of the driver will have to be borne by the Tenderer / Agency.
17. There is no guarantee towards hiring of any specific vehicle or for any specific period. The Tenderer shall provide as many vehicles as required by this Office and for any specific period as the case may be.
18. The calculation of mileage shall be from reporting point to relieving point and will not be calculated on garage to garage basis.
19. There should be at least two sets of white seat cover, towels and napkins, Sanitizer in each vehicle.
20. There should be air fresheners in each vehicle.
21. The contract will initially be for one year period which may be extended for further one year period on satisfactory services rendered.
22. All expenses relating to salary and allowances of the driver, overtime payment, maintenance of vehicle, charges of fuel oil or any other expenditure related to the vehicle and the driver will be borne by the service provider only.

23. In case of any breakdown of vehicle, mileage from garage to the point of breakdown would not be paid.
24. All the taxes will be deemed to be included in the quoted rates except GST, which shall be shown by the selected agency in the bills / invoices separately, and will be paid in accordance with the prevailing rates.
25. All cars supplied should have necessary valid permit issued by the RTO of Assam for its operation as hire passenger car.
26. The validity of the price bid shall be 90 days from date of opening of Quotation.
27. Duty hours for a vehicle will be 12 hours in a day out station duty beyond that proportionate rate per duty hour shall be paid.
28. The night halt charges during out station duty shall be paid @Rs.500/- per night stay.
29. Bill has to be submitted on end of the month of journey performed.
30. No other charges shall be paid except charges mentioned in Duty Rates and as terms and conditions Sl.No.27 & 28.

Payment Terms

1. Amount payable for hiring of any car shall be on daily hire charge basis and running charges shall be paid on per kilometre basis from the reporting point to the relieving point.
2. GST Bills shall have to be submitted on monthly basis along with original log sheets duly certified by the officer using the car and requisition slip by concerned officer.
3. Payment shall be released within 30 days of submission of the bill subject to verification and certification of user.
4. Due payment will be released to the agency through RTGS only after deduction of statutory taxes and charges as applicable.

**DIRECTOR
IWAI, Guwahati**