

NOTICE INVITING QUOTATION

Sealed quotations are invited from interested reputed transport agencies / supplier / authorized agencies for supply of hire vehicle on Monthly basis during the year 2021-22 for the period from February 2022 to April 2022 for supplying of commercial vehicle (Mahindra Scorpio or equivalent i.e. Toyota Innova, Toyota Innova Crysta, Tata Safari (New), Maruti Ertiga etc.) on monthly basis, initially for a period of three months extended on need basis up to one month or more as per the Annex-I enclosed herewith on the following terms and conditions.

TERMS AND CONDITIONS

Eligibility Criteria: The transport agency / firm should meet the following prequalification criteria for supply of vehicles (of different types):

- i) The firm should have supplied vehicles to State / Central Govt. Deptt. PSU/reputed firm in the last 3 Financial years and shall enclose the documentary evidence for the same including latest pollution control certificate.
- ii) The firm shall enclose the copy of PAN and copies of I.T. Return for the last 3 financial years, self-attested copies of Firm/Company/Business registration certificate, GST Registration Certificate, proof of ESI, PF and Balance Sheet / Certified Audit Accounts for the last 3 year i.e, 2018 to 2021.
- iii) The firm / agencies should have registration to hire out the vehicles with the appropriate authorities.
- iv) Latest certificate of solvency (40% of Estimated Amount) from nationalized / scheduled Bank included in the second schedule of the RBI Act for not less than the value indicated in below table.
- v) The firm shall submit an EMD of Rs.5,500/- through DD drawn in favor of "IWAI FUND-KOLKATA" along with the quotation. IWAI shall, however, arrange to release the EMD in respect of unsuccessful bidders within 30 (thirty) days of placement of order to successful bidder. No interest shall be payable on EMD by IWAI.
- vi) The vehicle shall be within 3 years or less and BS- IV OR VI Pollution Norms Complied.
- vii) The quoted price shall be per month and for running 4000 kilometers in case the vehicle is engaged on Sunday the additional no. of hours consumed on Sunday will be paid O.T.A, extra hour. However, the kilometers run on Sunday will be paid only when the total hours run in the

month exceeds 4000 kilometers. For additional kilometers beyond 4000 kilometers, the payment will be made for the actual additional kilometers on the basis of kilometer rate quoted.

- viii) Quoted rates shall be inclusive of all taxes excluding GST, which shall be separately indicated.
- ix) The vehicle shall be deployed for 12 hours/day within the quoted monthly cost. If the total number of hours exceeds 12 hours then additional payment i.e, O.T.A will be paid beyond 12 hours.
- x) The bidder shall maintain logbook in prescribed format of IWAI and the bidder shall enclose copy of logbook for the claim period along with the bills.
- xi) The selected bidder shall submit a security deposit in the form of DD drawn in favor "IWAI FUND, KOLKATA" for amount equal to 5 % of contract value after adjusting the EMD.
- xii) Payment for half an hour only will be paid for pre reporting/post reporting of vehicles to reach office reporting or garage respectively. This is for Garage out and garage in as the reporting place will be in Kolkata jurisdiction.
- xiii) For any clarification you may contact IWAI, Director during the office hours i.e. 10:00 to 17:00 hrs.
- xiv) During the contract period vehicle supplier is liable to any casualty & IWAI shall not be responsible for it.
- xv) IWAI reserves the right to de-hire the vehicle with one month notice without assigning any reason whatsoever.
- xvi) The bidder will have no right to demand any compensation in any respect. In case of any dispute of any kind of respect whatsoever, the decision of the Inland Waterways Authority of India (IWAI) shall be final and binding.
- xvii) If the service of the agency/supplier is found unsatisfactorily, IWAI reserve the right to terminate the contract without giving any prior notice.
- xviii) Vehicle should remain comprehensively insured during period of deployment.
- xix) The monthly payment shall be made online within 15 days after submission of the bills duly certified by the concerned officer after deduction of necessary statutory dues. No part payment shall be made.
- xx) In case of accident, life injury to the driver /all 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.
- xxi) The drivers employed along with the vehicle should satisfy the following conditions: -
 - 1. Drivers should have minimum 5 years of experience in driving. They should have vehicle driving license issued by statutory authority.

2. Driver should be decently dressed. Preferably wear light coloured shirt with dark trousers and black/brown shoes.
 3. Driver should be provided with a mobile phone.
 4. Driver should be decent and well behaved and should not have any criminal cases pending against him.
 5. Car should be kept clean and odour free, suitable for office use.
 6. 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 responsibility of the contractor and the department will not bear any liability apart from hiring charges and toll/entry charges / parking charges.
 7. The contractor will indemnify for loss / damage of property or life because of negligence/ poor maintenance of the vehicle/accident, etc shall be paid on actual basis on submission of receipt/bill.
 8. The Transport Operators / Agencies / firms should be registered as vehicle operator having its head office / sub- office in Kolkata & its Suburbs
- xxii) The sealed quotation should reach to IWAI, Kolkata office latest by 29.01.2022 at 15:00 Hrs. The sealed bids will be opened on same day i.e.29.01.2022 at 15:30 hrs.

DECLARATION

(on Operators Letter Head)

We M/scertify that the above particulars, information given are true, correct and nothing has been concealed.

We, also certify & Declare that, we have not been blacklisted for any reason what so ever by any Government agency during last 3 (three) years.

In case, any of the information, documents, statements submitted in this bid are found to be false, incorrect, forged. We, agree to the condition that our EMD or Performance Guarantee or security submitted with this bid/contract will be forfeited by IWAI, R.O, Kolkata, and shall be debarred from participating in subsequent tenders.

Signature:

Name of Signatory:

Name of Bidder:

Address:

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Mobile # of signatory:

Checklist for documents to be submitted along with quotation

1	EMD of Rs. 5,500/- with the Quotation	Yes / No
2	Certified copy of registration of company as vehicle operator having its head office / sub-office in Kolkata & Suburbs.	Yes / No
3.	Copies of Registration Certificates (R.C.) of vehicles to establish ownership and confirm make, model of the vehicle	Yes / No
4	Latest certificate of solvency (40% of Estimated Amount) from nationalized / scheduled Bank included in the second schedule of the RBI Act for not less than the value indicated in below table.	Yes / No
5	Copies of Income Tax Returns for last 3 years ending 31 March 2020	Yes / No
6	Copies of Audited statements of accounts / other documents (in case of firms) ending 31 March 2020	Yes / No
7	List of three major clients and copies of work orders to whom the bidder is providing / have provided vehicles in last 3 years	Yes / No
8	Copy of partnership deed (if a partnership firm) Or Copy of MOA, Bye-laws, Registration Certificate etc. (if a company) Or Any such document depending upon the constitution of the bidders (e.g. Society etc.)	Yes / No
9	Copy of Power of Attorney to the person signing the offer as authorized signatory	Yes / No
10	Has the bidder been blacklisted by any of his existing / past organization, in the last 5 years for defective / deficient service or any such reason related to vehicle service provided by him (if yes, give details)	Yes / No
11	Does the bidder fulfill all other essential conditions / requirements mentioned in the Quotation document	Yes / No
12	Certified copy of PAN	Yes / No
13	Certified copy of Registration of firm	Yes / No
14	Certified copy of GST number	Yes / No
15	Price bid Annex-II is given in separate sealed envelope and technical bid and all other documents in separate envelope	Yes / No

16. Any other additional details / information which the bidder has submitted in support of his offer.

- (i)
- (ii)
- (iii)

ANNEX-II**BIILL OF QUANTITIES**

Sl.No.	Description	UNIT	QTY	RATE	AMOUNT
1	Supply of Hire of vehicle on monthly basis upto 4000 km per month for 12 hours duty per day.	Per month	3		
2	Extra KM beyond 4000km	Per Km	1		
3	Over time allowance beyond 12 hours duty.	Per hrs	1		
4	GST as applicable will be reimbursed on submission of proof of its remittance.				

(Signature of Tenderer)

SEAL:

Date :

Name & Designation :

Name of Firm