



# 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: Sub-Office, 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)/2023-24/615

Date:-17.01.2024

## NOTICE INVITING QUOTATION

**Name of Work :-**Supply & providing of various types of hire vehicles (local and outstation) on need / call basis at Inland Waterways Authority of India, Varanasi office – Reg.

Inland Waterways Authority of India (IWAI), is a statutory body under Ministry of Ports, Shipping & Waterways, Govt. of India with the responsibility of development of National Waterways for shipping & navigation through inland waterways. It's sub-office Varanasi is located at the premises Door No. 402, 4<sup>th</sup> Floor, S2/108, Varanasi Trade Centre, Maqbool Alam Road, Varanasi for looking after the developmental activities within Gazipur to Chunar stretch of National Waterway No.01. This Authority is inviting Sealed Quotations for "Supply & providing of various types of hire vehicles (local and outstation) to Inland Waterways Authority of India, Varanasi office on need basis" for official use from reputed Taxi Operators as per the terms and conditions given below. Your lowest offers may be submitted in the enclosed format as Annexure – 1.

## Terms and Conditions

1. The Bidder should be registered as Commerce Vehicle Operator and required to submit copies of Commercial Registration Certificate.
2. The Operator should have a minimum fleet of vehicles and at least equal numbers of Drivers for employment with his fleet of vehicles. The Bidder should submit the details of vehicles that they have registered under commercial vehicle category in Annexure – 2.
3. Bidder is required to submit copies of relevant documents for last 3 years (financial years 2021 – 22 & 2022 – 23). To establish this fact self certified copy of vehicle registration, PAN, GST, firm registration certificate also be submitted along with the quotation.
4. The Operator, should not be 'blacklisted' by any of his existing/ past clients, especially any Government Department / organisation in the last 5 years for defective/deficient service for any such reason related to Taxi service/ vehicle hiring provided by him. Bidder is required to submit a declaration to this effect that the firm has not been blacklisted/banned/debarred from any organisation and no case is pending with the police or in the court of law against their name, duly notarized.
5. Vehicle shall be made available at desired location within short notice. All vehicles should be in excellent condition with necessary tools, document & First aid box.
6. All vehicles should have valid insurance and Pollution under control (PUC) Certificates as per motor vehicle Act.

.....2.

7. Sometimes more than 3 vehicles shall be provided together for special requirements such as big vehicles (7 seater) like Innova, Innova Crysta etc., and small vehicle (5 seater) as sedan type like Maruti Suzuki Swift Dezire, Honda City/Nissan Sunny etc. with drivers, will be hired on need basis as per the same terms & conditions. If the same will be The Operator will be paid charges on full day/half day as per engagement and submit monthly bill for payment from IWAI.
8. Drivers shall be physically fit, neatly dressed and must understand, read and write local languages Hindi and shall be conversant with all local & outstation route especially UP & Bihar. They should possess valid driving license issued by Transport Department of any state. The operator shall make his own arrangement for accommodation and food for the drivers and shall not engage any person below 18 years of age.
9. Replacement vehicle and / or Driver shall be provided by the bidder / operator, in the event of any breakdown, and inability of driver to attend the duty as per requirement IWAI Varanasi office.
10. Reimbursement of parking charges during official use shall be payable on actual on submission of original receipts attached with the bill.
11. All vehicles should have valid FASTag.
12. Reimbursement of toll charge during official use shall be payable on submission of certified copy of FASTag statement.
13. The period of contract shall be for two year from the date of signing the agreement with the successful bidder. The contract may be extended for further period of one year with mutual consent as per review of performance. The contract may be terminated by either side by giving at least 15 days prior notice.
14. The rates quoted in the Price Bid of the successful bidder shall remain firm and final during the contract period of one year from the date of signing of the agreement and no enhancement shall be allowed on account of any reason.
15. The Taxi operator shall produce the challan of depositing the GST as well as GST RA, B2B periodically.
16. In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the Operator. IWAI shall have no liability whatsoever.
17. An amount of Rs.100/- per Hr. up to maximum of 08 Hrs shall be imposed as LD in case of non-supply/delayed supply of the vehicle.
18. No payment shall be made in case any vehicle does not report for duty on any day(s) after being requisition by this officer, a penalty of Rs. 500/- per day may be levied.

19. Payments to the operator 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 like TDS & TDS on GST from the monthly bills.
20. No advance shall be entertained at any cost. The payment will be made as full within 15 – 20 days after submission of monthly bills.
21. IWAI reserves the right to accept or reject any tenders without assigning any reason and no correspondence shall be entertained in this regard.
22. The rate should be entered for local journeys to a maximum of 200 Km. The additional usage of vehicles beyond 200 Km shall be treated as extra kilometers and the payment on extra charges for additional kilometers will be calculated on actual running kilometer basis.
23. No extra charges will be entertained for night time / early morning duty on local journeys.
24. The vehicle will be normally hired and de-hired at the office premises of IWAI or as and where directed by Office – in – Charge or his representative and the starting Km / time will be considered from the hiring location only. The Km gauge or meter of the vehicle shall be always functional and accurate.
25. The rates should be inclusive of all charges such as cost of insurance, fuel, salary for drivers, repair / maintenance etc. However, night charges for driver (on out station halt only), toll / parking charges and GST / any other taxes as applicable will be paid extra subject to production of actual bill / vouchers.
26. The quotation shall remain valid for a minimum period of 90 days from the date of opening the bids.

Sealed quotation should reach to IWAI, Varanasi office addressed to *Office – In – Charge, IWAI, 402, 4<sup>th</sup> Floor, S2/108, Varanasi Trade Centre, Maqbool Alam Road, Varanasi* up to 15:00 hours on 06.02.2024. The quotation 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.

Encl: As above.

  
Officer-in-Charge / Director

Copy to:

1. IWAI Website.
2. IWAI Varanasi office, Notice Board
3. IWAI Patna office, Notice Board

**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. 04 - 05 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

