

Tender for Hiring of Vehicles

Assignment: - Providing of Vehicle's at IWAI, Varanasi on monthly basis for the period from December' 2022 to December' 2023 as per Annex-1 enclosed with other terms & conditions mentioned below :-

| Sl No | Particulars | Quantity required | Type | Place of deployment of vehicle | Amount should not be more than |
|-------|---|-------------------|------------------|--------------------------------|--|
| 1 | Sedan type of vehicle (Swift Dzire/ Toyota Etios/ Sunny Nissan or any other similar make) | 01 (One) | Taxi/ Commercial | IWAI Varanasi office | Rs.50,000/- per month (exclusive of extra running, night allowance and GST) (Duty time 9.00 AM to 7.00 PM) |

Inland Waterways Authority of India (IWAI) invites online Tenders / Bids from reputed Taxi Operators, meeting the technical qualifications given in para-1 of this notice, for providing vehicles, with Driver / Chauffeur, on regular basis separately.

All eligible firms must participate in the competitive bidding.

1. Qualifications Requirements for the Taxi Operator:

The participating Taxi Operators to be eligible for technical qualification MUST satisfy the following conditions/qualifications.

- a) The Operator should be registered as vehicle operator having Uttarpradesh and Bihar with valid license.
Bidder is required to submit copies of Registration of firm.
- b) The Operator should have a minimum fleet of 3 vehicles and at least equal number of Chauffeurs for deployment with his fleet of vehicles.
Bidder is required to submit copies of Registration Certificate of such vehicles owned by him in own name / firm.
- c) The Operator should have a Average Annual turnover of Rs.10.00 Lakhs (average for last 3 years) in the business of Taxi Operations.
Bidder is required to submit copies of relevant accounts statements/ audited accounts / other documents for last 3 years (financial year 2018-19, 2019-20, 2020-21) to establish this fact with UDIN.
- d) The Operator should / must be providing Vehicle's to "Government Establishments".
 - i. Bidder is required to submit copies a list of the three major Government clients to whom bidder is providing / has provided such Taxi Services / hiring of vehicles on regular basis in the last 3 years.

- ii. The operator should not have any objection to JMVP -II, IWAI, Varanasi in making enquiries from his existing / past clients.
- e) The Operator, should not have been 'blacklisted' by any of his existing / past clients, especially any Government Department / organizations, in the last 5 years for defective / deficient service or any such reason related to Taxi service / vehicle hiring provided by him. Bidder is required to submit, a declaration to this effect given in this technical bid format.
- l) The Operator, shall submitted their Bids along with Earnest money Deposit. Bids without EMD will not be opened and summarily rejected.
- g) In support of fulfilling the above criteria, the Operator, should submit documentary proof along with the Technical Bid. Bidders not fulfilling any of these conditions / requirements will be considered as "**Technically – Not qualified**" and their Price bids will not be further opened.

2. Earnest Money Deposit (EMD):

The bidder shall furnish a Bid security / Earnest money deposit of Rs. **13000** (Rupees Thirteen Thousand only) in favour of "**IWAI FUND**". The Bid Security may be deposited by Demand Draft or Online Cash Transfer in favour of:

Advising Bank: Canara bank
Bank Account No.: **0352105000002**,
IFSC Code: **CNRB0000352**,
Canara Bank, Main Branch, South Gandhi
Maidan, Patna- 800001

The tenders received without EMD or deviating from this procedure will be summarily rejected. The EMD is returnable to the bidders after award of the contract to the successful bidder. No interest shall be payable on EMD.

3. Important Conditions.

- a) At present only one vehicle is required. However, later any additional vehicle, if required, has to be provided on awarded rates and terms & conditions of the contract. Vehicles will be hired with chauffer on a monthly basis. The entire maintenance and running cost (not limited to repair and maintenance, fuel cost, insurance etc.) will be borne by the bidder / operator and he would be paid as awarded, with Chauffer, will remain at disposal of JMVP -II, IWAI for use on any working / non- working day with a provision for at least one weekly off. The Chauffer will be required to perform his duties for the entire day, which would normally be up to 10 (ten) hours. However, if the vehicle are deployed beyond 10 hours, an extra charge at the quoted rates shall be payable.
- b) The vehicles should have a valid registration number.
- c) The vehicles shall have valid insurance (preferably comprehensive insurance) and valid Pollution under Control (PUC) Certificate as per motor vehicle Act.

- d) Vehicles shall be preferably of 2020 model or should not have run more than 30,000 kms and the Air-conditioners should be working properly.
- e) Drivers/ Chauffeurs shall be physically fit, neatly dressed and must understand, read and write local language Hindi. They should possess valid driving license issued by Transport Department of any state. Chauffeurs must have a minimum 5 years driving experience in Varanasi (U.P) shall be conversant with Varanasi (U.P) road routes.
- f) Replacement vehicle and / or Chauffer shall be provided by the bidder / operator, in event of any breakdown, accident and inability of driver/ Chauffeurs to attend the duty as per requirement of JMVP -II, IWAI, Varanasi.

1. **Procedure for submitting Tenders/ bids:**

Tenders/bids shall be received in TWO BIDS system -

- a. Cover-I ... Technical Bid and
- b. Cover -II... Price Bid.

- The Price Bids for only those bidders shall be opened, who fulfill the technical qualifications in all respects and are declared qualified in the Technical Bid evaluation.

Cover- I ... Technical Bid consisting of Annexure-I along with all the required documents duly stamped and signed by the bidder and accompanied by the

- a. EMD of Rs. 13,000/-
- b. Tender fees of Rs 1180/- including GST @ 18%

Cover - II ... Price Bid in Annexure-2 in excel format (BoQ_XXXXX) provided shall be used for quoting prices / offer.

The Tender Fees of Rs. 1180/- and Earnest Money Deposit of Rs. 13,000/- (Rupees Thirteen Thousand only) should be in form of RTGS/e-mode in favour of 'IWAI FUND ' payable at IWAI, Patna and placed in Cover- I.

2. **Validity of rates / offers:**

The bid shall remain valid for a minimum period of 90 days from the date of opening the technical bids. Any tender containing a lower validity period will be classified as "Technically disqualified" and not considered for opening of Price Bid.

3. **Some important dates for this tender process are as follows:-**

| | | |
|--------|---|-----------------------------|
| (i) | Date of Publishing | 22.11.2022 |
| (ii) | Document download start date & Time | 22.11.2022 15:00 Hrs. |
| (iii) | Pre-Bid Date & Time | Nil. |
| (iv) | Bid Submission start Date & Time | 22.11.2022 16:30 Hrs. |
| (v) | Bid Closing/Document Download End Date & Time | 01.12.2022 up to 15.00 hrs. |
| (vi) | Technical Bid Opening Date & Time | 02.12.2022 at 15.30 hrs |
| (vii) | Financial Bid Opening date | To be intimated later |
| (viii) | Estimated Cost | Rs. 6,50,000.00 |
| (ix) | EMD | Rs. 13000.00 |

4. **Period of Contract:**

The period of contract for the period from **December' 2022 to December' 2023**. However the contract may extended subsequently on mutual consent and same terms and conditions for a further period of 02 year on review of the performance. The contract may be terminated by either side by giving atleast 15 days prior notice.

5. **Firmness of rates during the Contract period:**

The rates quoted in the Price Bid of the successful bidder shall remain firm and final during the contract for the period from **December' 2022 to December' 2023** from the date of signing of the Agreement and no enhancement shall be allowed on account of any reason.

6. **Payment of parking charges, toll charges**, during official use shall be payable on actual on submission of receipts along with the bill.

7. **Relevant place and timings for counting of mileage and time period:**

For start and end of journey: The mileage and start time period of vehicle start shall ordinarily be counted from the time the vehicles report at IWAI, Varanasi and released back. Additional mileage from garage (limited to 5 kms) and 15 minutes travel time shall be allowed each way.

8. **Final selection and award of the contract :**

The bidder, out of the shortlisted, who quotes the lowest rate of charges, shall be selected for award of the contract.

The successful bidder will have to enter into an Agreement with JMVP-II, IWAI, Varanasi, in manner and form to be made available by JMVP-II.

9. **Performance Security Deposit:**

The EMD submitted by the successful bidder shall be converted in Performance Security Deposit (PSD) after signing of contract. This Performance Guarantee will be returned to the operator on successful completion of the contract.

10. **Goods and Service Tax (GST):**

Taxi operators shall produce the challan of depositing the GST periodically.

11. **Performance Guarantee:**

The successful bidder (Taxi Operator) may submit a Demand Draft/e-mode towards Contract Performance Guarantee for an amount equivalent to 5% of the Contract Value after considering earnest money amount converted in Performance Security.

In case of demand draft same shall be drawn in favour of "**IWAI FUND**". No interest shall be paid on the same.

12. **Payment:**

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 from the monthly bills.

13. **Cancellation of Contract:**

If it is found at any stage of the processing of the bidding / finalization of the contract, during the period of implementation of the contract or even after expiry of the terms or termination of the contract that the concerned Agency has/ had furnished false information/ document(s) or withheld any vital information / document(s) or the services of the personnel have not been provided to the utmost satisfaction of IWAI and as per relevant statutory provisions, the contract will be cancelled and / or the concerned authority shall be requested to take necessary penal action against the Agency as per relevant/ statutory instructions/ orders.

14. Interested parties may download the Tender document online from the site <https://eprocure.gov.in/eprocure/appand> or IWAI's website "www.iwai.nic.in".

15. Submission of online bids will be through <https://eprocure.gov.in/eprocure/app> on or before time 3.00 PM of 1st December' 2022, as per the procedure explained above.

16. 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.

Date: 19.11.2022

Director

Encl.: Annex- 1 & 2.

To be placed in Cover-I

ANNEX- 'I'

TECHNICAL BID

Subject: Hiring of Vehicles by (Jal Marg Vikas- II) of IWAI, Varanasi.

| S No. | Particulars | Details (Please fill up with relevant answers) |
|--------------|---|---|
| 1. | Name of the person/ firm submitting the bid (hereinafter referred to as the 'Bidder' or 'Operator') | |
| 2. | Full Postal Address (with PIN Code) | |
| 3. | Telephone Nos. (with STD code) | |
| 4. | Mobile Number | |
| 5. | E-mail Address, if any | |
| 6. | Status of the bidder i.e. (Proprietorship/ Partnership firm / Company / Society / Any other (please specify) [enclose copy of documents] | |
| 7. | Status of person submitting the bid i.e. (Owner/ Partner/ Authorized Signatory) [enclose authorization in case of authorized signatory] | |
| 8. | Income Tax Permanent Account Number (PAN) [enclose copy of PAN card] | |
| 9. | Registration of Firm [enclose copy of Registration Certificate] | |
| 10. | GST No. [enclose copy of GST registration] | |

13. **Details of at least two location of Garages / Parking Place (s) of Vehicles owned / possessed by the bidder for parking of proposed vehicles. (At least one garage/parking place of the bidder should be within 5 km radius from the Headquarters of IWAI, Varanasi).**

| S No. | Address of Garage/ Parking place | Distance from IWAI, Varanasi (in kms) |
|-------|----------------------------------|--|
| 1. | | |
| 2. | | |
| 3. | | |

14. **Annual turnover of the bidder from the Vehicle Operation Business for the following financial years**

| S No. | Financial Year | Annual Turnover (Rs. In Lakhs) (Attach Income Tax Returns and also audited statement of accounts (in case of firms)) |
|-------|----------------|--|
| 1. | 2018 - 19 | |
| 2. | 2019 - 20 | |
| 3. | 2020 - 21 | |

15. **List of at least three Major Government Clients during last 3 (three) years**

| S No. | Name of Organization & Address | Name of Contract Person with contact number | Period of Contract |
|-------|--------------------------------|---|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Signature:

Name of Signatory:

Name of Bidder:

Address:

Mobile # of signatory:

DECLARATION

(On Operators Letter Head or On Rs 100/- Stamp Paper duly
Notarized)

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 5 (five) 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 submitted with this bid/contract will be forfeited by **PMU**, IWA and shall be Debarred from participating in subsequent tenders.

Signature:

Name of Signatory:

Name of Bidder:

Address:

Mobile # of signatory:

Checklist for documents to be submitted along with Technical Bid :-

| A. | EMD of Rs. 13,000/- with the Technical Bid | Yes/ No |
|-----------|---|----------------|
| 1 | Certified copy of registration of company as vehicle operator having its sub-office in U.P. | Yes / No |
| 2 | List of minimum 5 vehicles owned by the bidder in his own name or the firm's name | Yes / No |
| 3 | Copies of Registration Certificates (R.C.) of 5 vehicles to establish ownership and confirm make, model of the vehicle | Yes / No |
| 4 | Copies of Income Tax Returns for last 3 years ending 31 March 2021 | Yes / No |
| 5 | Copies of Audited statements of accounts / other documents (in case of firms) ending 31 March 2021 | Yes / No |
| 6 | List of three major Government clients and copies of work orders to whom the bidder is providing/ have provided vehicles in last 3 years | Yes / No |
| 7 | Copy of partnership deed (if a partnership firm) Or Copy of MOA, Bylaws, Registration Certificate etc. (if a company) Or Any such document depending upon the constitution of the bidders (e.g. Society etc.) | Yes / No |
| 8 | Copy of Power of Attorney to the person signing the offer as authorized signatory | Yes / No |
| 9 | 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 |
| 10 | Does the bidder fulfil all other essential conditions / requirements mentioned in the Tender document | Yes / No |
| 11 | Certified copy of PAN | Yes / No |
| 12 | Certified copy of Registration of firm | Yes / No |
| 13 | Certified copy of GST number | Yes / No |
| 14 | Price bid Annex-II (A) and Annex-2 (8) are given | Yes / No |

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

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

To be placed in Cover-II

ANNEX- 2

BOQ for the work of “Providing of Vehicle’s at IWAI, Varanasi on monthly basis for the period from December’ 2022 to December’ 2023”.

| Sl. No | Description | Period | Qty | Rates in Rupees | |
|--------|--|----------------------------|------|------------------------|---|
| | | | | Monthly rates (Rs.) | Rate per Km beyond 3,000 Km over & above (Rs.) |
| 1. | Hire charges for one no of car on monthly rent with maximum running of 3000 Km rates includes cost of fuel, driver’s salary and all other expenditure for the operation of vehicle for minimum 12 hrs per day excluding GST. (Including Chauffeur, repair, maintenance fuel, insurance etc.) | 1 month i.e. 30 or 31 days | 1 No | Rs. | Rs. |
| 2. | Night allowance (after 9 pm to 5 am), if required | Per night Rs. | | | |
| 3 | Extra charge for Sunday | Rs. 0.00 | | | |

Authorized signature:Date:

(Name and Address of the Agency)
With seal