

**INLAND WATERWAYS AUTHORITY OF INDIA**  
(Ministry of Ports, Shipping and Waterways, Government of India)  
Project Management Unit – JMVP  
Head Office: A-13, Sector – 1, Noida – 201301

**Phone: 0120 – 2544004, Fax: 0120 – 2543976      web site: www.iwai.nic.in**

Reference No. IWAI/WB/NW-1/ VH-2021

Date:- 13.07.2021

**Tender for Hiring of Vehicles**

**Assignment:- Providing of Vehicle's at IWAI – Jal Marg Vikas Project ( PMU) on hire.**

**Details of requirement**

- 1. Toyota Innova / Crysta – 1 vehicle**
- 2. Ford Aspire / Maruti Suzuki Dzire – 1 vehicle**

Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of ports, shipping and waterways, Government of India. IWAI has set up a Project Management Unit (PMU) for improving the navigational infrastructure on National Waterway-1 (Jal Marg Vikas) in its Head Quarter at A-13, SECTOR-1, Noida – 201301 (UP)

Sealed quotation are invited from reputed Taxi Operators, meeting the technical qualifications given in para 1 of this notice, for providing vehicles, with Driver/Chauffer, on regular basis and on daily basis separately, as described below, for meeting official transport needs of PMU, IWAI.

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 its head office / sub-office in Delhi / NCR.  
Bidder is **required to submit copies of Registration of firm.**
- b) The Operator should have a **minimum fleet of 10 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.13.32 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 2017-18, 2018-19, 2019-20) to establish this fact.**
- 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 PMU, IWAI 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.**

- f) 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. 27,000/- (Rupees Twenty seven Thousand only) in favour of "IWAI Fund- JMVP". The Bid Security may be deposited by Demand Draft or Online Cash Transfer in favour of:

Advising Bank: canara bank  
Bank Account No.: 87781010014534  
IFSC : CNRB0018778  
Beneficiary : IWAI FUND -JMVP  
Branch : Sector – 18, Noida (Morna)

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 in each category 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 PMU, 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) All vehicles should have a valid registration number.
- c) All 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 Delhi / NCR and shall be conversant with Delhi and NCR 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 PMU, IWAI.

### **3.1 For daily hiring on need basis**

- a. Under this category, sometimes vehicles like Innova, Tata Indica, Maruti Suzuki Swift Dezire, Maruti Suzuki Wagon R etc. with drivers / chauffeurs, will be hired on full day / half day basis for special requirements. The bidder / operator will be paid charges on full day or half day, as per engagement. For any day if the vehicles run beyond 10 hours, an extra charge at the quoted rates shall be payable.
- b. Vehicle shall be made available at desired location within short notice.
- c. Vehicles should have valid registration number and Driver / Chauffeurs shall have valid driving license.
- d. All vehicles shall have valid insurance and valid Pollution under Control (PUC) Certificate as per motor vehicle Act.
- e. Drivers / Chauffeurs shall be physically fit, neatly dressed and must understand, read and write local language Hindi and shall be conversant with Delhi and NCR road routes. They should possess valid driving license issued by Transport Department of any state.
- f. Replacement vehicle and / or Chauffeur shall be provided by the bidder / operator, in the event of any breakdown, and inability of driver / Chauffeurs to attend the duty as per requirement of PMU, IWAI.
- g. Payment of parking charges, toll charges, during official use shall be payable on actual on submission of receipts along with the bill.

### **4. Procedure for submitting quotations / bids:**

Quotations 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 fulfil 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 signed should be put in one cover and sealed (Cover-I), and accompanied by the

- a.** EMD of Rs. 27,000/-
- b.** Tender fees of Rs 500/-

This cover should be superscripted as “Technical Bid for Providing Vehicles to PMU, IWAI.”

**Cover – II ... Price Bid** in **Annexure-II** No document to be kept in this cover **except Price bid** and sealed (Cover-II).

This cover should be superscripted as “Price Bid for Providing Vehicles for PMU, IWAI.”

Both the covers “**Cover-I**” and “**Cover-II**” Shall to be put in a separate envelope and shall be superscripted “**Quotation for providing Vehicles to PMU, IWAI.**”

***The Tender Fees of Rs500/- and Earnest Money Deposit of Rs. 27,000/- (Rupees Twenty seven Thousand only) should be in form of Bank Draft in favour of ‘IWAI Fund-JMVP’ payable at Noida / Delhi. and placed in Cover-I***

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

The quotation 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.

**6. Date and time for submission of bids:**

Bids in sealed envelope shall reach **upto 15:00 hours on 23.07.2021** in the office of

Project Director, ( Jal Marg Vikas Project )  
Project Management Unit,  
Inland Waterways Authority of India,  
A-13, Sector-1, Noida-201301

**Quotations received after due date and time shall not be opened / entertained under any circumstances.**

**7. Date and time for opening of Technical Bids:**

The technical bids shall be **Opened on 23.07.2021 at 15:30 hours** the presence of the intending bidders at IWAI, Noida. Bidders or their authorized representatives may participate in this technical bid opening process.

**8. Date and time of opening of Price Bids:**

**The Price bids of the shortlisted bidders / Operators who are declared successful in the technical bid evaluation only will be opened subsequently.**

The date and time of opening the Price bid will be conveyed to the shortlisted bidders through e-mail / speed post.

**9. Period of Contract:**

The period of contract shall be for one year from the date of signing the agreement with the successful bidder. The contract may be extended for further period of two years on

annual basis with mutual consent. The contract may be terminated by either side by giving at least 15 days prior notice.

**10. 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 period of one year from the date of signing of the Agreement and no enhancement shall be allowed on account of any reason.

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

**12. 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 Headquarters of IWAI at Noida and released back. Additional mileage from garage (limited to 5 kms) and 15 minutes travel time shall be allowed each way.

**13. 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 PMU, IWAI, in manner and form to be made available by PMU.

**14. 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.

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

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

**16. Performance Guarantee:**

The successful bidder (Taxi Operator) may submit a Bank Guarantee / Demand Draft 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 Bank Guarantee, same shall be valid for entire period of contract plus 45 days & shall be returned after final payment & closure of contract. Any dues on the contract will be recovered from Performance Guarantee.

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

**17. 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.

18. **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.

19. Interested and eligible Taxi Operators may send their quotations in person or by Registered Post to the Project Director, ( Jal Marg Vikas Project ), at following address and should reach on or **before time 3.00 PM of 23<sup>rd</sup> July 2021**, as per the procedure explained above. Bids received after the due date & time shall not be entertained,

***Project Director, ( Jal Marg Vikas Project )  
Project Management Unit,  
Inland Waterways Authority of India,  
A-13, Sector-1, Noida-201301***

20. Tender Document can be Down Loaded from IWAI Website at <http://www.iwai.nic.in/> or collected in person from

*Project Director, ( Jal Marg Vikas Project )  
Project Management Unit,  
Inland Waterways Authority of India,  
A-13, Sector-1, Noida-201301*

21. 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: 13.7.2021**

***Project Director, ( Jal Marg Vikas Project )***

**To be placed in Cover -I****ANNEX – 'I'****TECHNICAL BID****Subject: Hiring of Vehicles by PMU (Jal Marg Vikas) of IWAI**

<b>S No.</b>	<b>Particulars</b>	<b>Details (Please fill up with relevant answers)</b>
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]	

**12. Details of 10 vehicles owned by bidder for taxi operator's business as on date of submitting the quotation:**

S No.	Details of Vehicle owned by the bidder			
	Make with variant	Model (Model & Year of manufacture)	Registration Number [Attach certified photograph of RC]	Name of Owner (as per registration certificate)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**13. Total number of Drivers / chauffeurs available with the bidder:**

no	Name	Driving Exp.	License details

**14. 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, Noida)**



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

**15. 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.	2017 – 18	
2.	2018 – 19	
3.	2019 – 20	

**16. 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/s .....certify 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, IWAI 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 Technical Bid**

<b>A.</b>	<b>EMD of Rs. 27,000/- with the Technical Bid</b>	<b>Yes / No</b>
1	Certified copy of registration of company as vehicle operator having its head office / sub-office in Delhi / NCR	Yes / No
2	List of minimum 10 vehicles owned by the bidder in his own name or the firm's name	Yes / No
3	Copies of Registration Certificates (R.C.) of 10 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 2020	Yes / No
5	Copies of Audited statements of accounts / other documents (in case of firms) ending 31 March 2020	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(B) are given in separate sealed envelope and not with technical bid	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 – II (A)

**PRICE BID for CATEGORY – A**(PRICE BID TO BE GIVEN IN  
SEPARATE SEALED ENVELOPE)**Subject: Hiring of Vehicles by PMU (Jal Marg Vikas) of IWAI**

<b>S No.</b>	<b>Vehicle Description</b>	<b>No. of Vehicle</b>	<b>Rate per month for 2400 Km. and 10 hours.</b> [including chauffeur, repair, maintenance, fuel, insurance etc.] (in Rupees per month)	<b>Extra charges per kilometre beyond 2400 km</b> (in Rupees per km)	<b>Extra charges per hour beyond 10 hour per day</b> (in Rupees per km)	<b>Extra charges for Sunday &amp; Holidays</b> (in Rupees)	<b>Night Charges [between 11:00 pm to 5:00 am]</b> (in Rupees)
1	Toyota Innova / Mahindra XUV	1					
2	Ford Aspire / Maruti Suzuki Dzire	1					

\* All rates shall be given in numerical and in words. In case of discrepancy, rates written in words will be considered.

Signature: .....

Name of Signatory: .....

Name of Bidder: .....

Address: .....

.....

**To be placed in Cover - II**

Annex – II (B)

**PRICE BID for CATEGORY – B**(PRICE BID TO BE GIVEN IN  
SEPARATE SEALED ENVELOPE)**Subject: Hiring of Vehicles by PMU (Jal Marg Vikas) of IWAI**

<b>S No.</b>	<b>Vehicle Description</b>	<b>No. of Vehicle</b>	<b>Hire charges for 4 hours 40 km per day</b> [including chauffeur, repair, maintenance, fuel, insurance etc] (in Rupees per day)	<b>Hire charges for 8 hours 80 km per day</b>  (in Rupees per day)	<b>Extra charges per hour beyond 4 hour / 8 hour</b>  (in Rupees per hour)	<b>Extra charges per km beyond 40 km / 80 km</b>  (in Rupees per km)	<b>Night Charges [between 11:00 pm to 5:00 am]</b>  (in Rupees)	<b>Charges for outstation duty</b>  (in Rupees)
1	Toyota Innova / crysta	1						
2	Ford Aspire / Maruti Suzuki Dzire	1						

\* All rates shall be given in numerical and in words. In case of discrepancy, rates written in words will be considered.

Signature: .....

Name of Signatory: .....

Name of Bidder: .....

Address: .....

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