



भारत सरकार
GOVT. OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
Ministry of Ports, Shipping & Waterways
भारतीय अन्तर्देशीय जलमार्ग प्रा धकरण
INLAND WATERWAYS AUTHORITY OF INDIA
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File No: IWAI/GHY/3(34)/2023

Date:- 28.09.2023

NOTICE INVITING QUOTATIONS FROM THE REPUTED AGENCIES/FIRMS FOR SUPPLY OF HIRE VEHICLES ON NEED CALL BASIS

Inland Waterways Authority of India (IWAI), R.O. Guwahati is a statutory body under Ministry of Ports, Shipping and Waterways , Government of India.

Quotations are invited from reputed Travel Agencies for providing various types of vehicles, with Drivers on a daily need basis as described below, for meeting the official transport needs of IWAI, R.O. Guwahati and Sub Office Dhubri. Quotation will be received in two closed envelope at Guwahati office (One in technical bid and other in Financial bid) by registered post / speed post / by hand in office hours from 10.00 to 17.00hrs latest by **16.10.2023** and the said quotations will be opened on **17.10.2023** at 11:00hrs at IWAI, Pandu, Guwahati.

1. Essential Technical Qualifications for the quotationer:

The quotationer/Travel Agency/firm is required to submit the following documents to be eligible for qualifying in the technical bid:-

- a) Quotation should be submitted in sealed two packets (Technical & financial) and should be clearly indicated on the body of the envelope.
- b) Quotation original duly completed and signed on every page except to fill up price to be submitted in technical bid.
- c) **Price bid submitted in separate cover without any conditions. Further, conditional price bids/quotations will not be acceptable.**
- d) Registered certificate as a travel agency from the concerned Authority
- e) Experience certificate for similar works completed by the Contractor.
- f) Letter of Authority for signing and negotiation of tender (as the case may be).
- k) GST registration certificate from the concerned Authority.
- l) Permanent Account Number (PAN) issued by Income Tax Department.
- o) IT return for the last 3 years i.e. ending March 2020-21, 2021-22 and 2022 -23
- s) A signed declaration stating that no alteration has been made in any form in the downloaded tender document is to be enclosed with the tender by the bidder for downloaded tenders.

- t) The Travel Agency shall give a declaration that they have not been banned or black-listed by any Govt. or Quasi Govt. Travel Agency or Public Sector Undertaking (PSU).
- u) The tenderer submission for RO Guwahati should have a registered firm/company in India with a branch office in Kamrup Metropolitan Assam and the submission for Dhubri should have a registered firm/company in Dhubri or Kamrup Metropolitan Assam. Details of the organization, its area of function, etc. The Travel Agency should submit a number of vehicles under their firm for deployment on a hire basis.
- v) The Travel Agency should submit **at least two Government, statutory Body / Autonomous body clients** to whom he/they are providing /have provided such hire vehicle on a regular/need basis in the last three years. The satisfactory performance certificate/work completion certificate has to be submitted by the agency.
- w) In support of this, he/they should submit documentary proof of updated GST to the concerned Authority, Partnership deed (if a partnership firm), and quotationer **not fulfilling any of these conditions/requirements will be considered as disqualified”**.
- x) All above documents to be submitted by the agency in technical bid except price bids.
- y) In addition to the above, the Travel Agency is required to submit all other document for qualifying the same as required.

2. Price Bid:

The price bid shall be submitted for following.

- a) Schedule of Prices duly filled in the specified form.
- b) It may please be noted that this part shall not contain any terms & conditions. Any condition given in the price bid) will be a sufficient cause for rejection of bid.
- c) Quotationers are advised to submit quotation strictly based upon technical specification, terms and conditions contained in technical specifications, terms and conditions contained in documents and not to stipulate any deviations. Any change in this may lead to rejection of bid.

d) Details of requirement on need basis

Under this category, hire vehicles like Maruti Swift Dzire / Toyota Innova / Bolero/ Fortuner/ Scorpio/Innova Crysta/Hond City/ Alties/Traveller, etc., shall be available with well-dressed drivers on full day basis i.e. 12 hours, as the case may be. For any day, if the vehicles run beyond 12 hours, an extra charge at the quoted rates shall be payable. A vehicle shall be made available at desired location within short notice. An alternate vehicle should be provided within one hour if breakdown.

e) Period of Contact

IWAI shall initially award the work for two years from the date of issue of a work order/empanelled. However, IWAI reserves the right to extend the contract for further period of another two years with mutual consent on 5% escalation on each year after completion of two years on the approved quoted rates at the agreed rates, terms and conditions of previous agreement after getting willingness from the concern contractor and subject to satisfactorily performance of the works.

The contract may be terminated by either side by giving at least one month prior notice. The rates quoted in the Price Bid of the successful bidder shall remain firm and final during the contract period of two years from the date of issue of the work order and no enhancement shall be allowed as per terms and condition of quotation. Payment of parking charges, and toll charges during official use shall be reimbursed on an actual basis on submission of receipts along with the bill.

6. Terms & Conditions

- a) The tenderer submission for RO Guwahati should have a registered firm/company in India with a branch office in Kamrup Metropolitan Assam and the submission for Dhubri should have a registered firm/company in Dhubri or Kamrup Metropolitan Assam. Details of the organization, its area of function, etc.
- b) Drivers should have transport licenses for driving vehicles.
- c) Driver should be decently dressed. Preferably wear a light-colored shirt with dark trousers and black/brown shoes.
- d) Driver should be provided with a mobile phone.
- e) Driver should be decent and well-behaved and should not have any criminal cases pending against him.
- f) In case of vehicle breakdown, a substituted vehicle shall be provided by the contractor immediately. In case the vehicle does not report within a reasonable time or does not report at all, the department would have the right to hire a vehicle from a local market and the expenditure thereon will be deducted from the subsequent monthly bills/running bills of the contractor or from the security deposit.
- g) The contractor is to provide vehicles having commercial registration only.
- h) The agency should be provided good condition of the vehicles to the satisfaction of the department.
- i) 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 the responsibility of the contractor and the department will not bear any liability apart from hiring charges and toll/entry/parking charges.
- j) Toll tax, parking charges, etc shall be paid on actual basis on submission of receipt/bill.
- k) If the service is found unsatisfactorily, IWAI reserve the right to terminate the contract by giving one month prior notice.

- l) Vehicle should remain insured during the period of deployment.
- m) In case of accident, life injury to the driver /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.
- n) Drivers should have minimum 5 years of experience in commercial vehicle driving. They should have transport license for commercial vehicle driving.
- o) Drivers should be well versed with the roads and the places in between Pandu-Dhubri and Pandu- Neamati/Bogibeel/Dibrugarh/Sadiya/Oriumghat/Pasighat etc.
- p) Supply vehicle should be kept clean and odour free, suitable for office use.
- q) Supply vehicle should have all type of Mobile Charging facilities.
- r) Fuel Supply vehicled facilities for fuelling of Vehicle should have with Driver during outstation/local duty.
- s) The contractor will indemnify for loss / damage of property or life because of negligence/ poor maintenance of the vehicle/accident.
- t) Extra charge per hour beyond 12 hrs will be applicable.
- u) Similar work shall mean: Supply of vehicle on hire on call need basis/ monthly basis.
- v) The firm should not have incurred loss for more than 2 years during preceding three years ending 31st March, 2023.
- w) The tender shall remain valid for a period not less than 90 days after the date of opening of financial bid.
- x) Tenderer must read “ Information & Instruction for Tenders” and be satisfied himself in respect to scope and the situation of works or any issue as related to the work as considered necessary before the submission of the tenders.
- y) 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.
- z) Due to any reason penalty imposed on Driver by concern Authority during duty time and IWAI will no way responsible for it.
- aa) Even after award of contract and subsequent execution of agreement any information/facts/documents submitted by you if found misleading, incorrect, false etc. IWAI reserve the right to terminate the contract without giving any prior notice.
- bb) In case of vehicle break down, the agency will provide substitute similar vehicle to IWAI immediately.
- cc) IWAI will award the work to the L1 quotationer further IWAI will also empanelled to L2 quotationer to supply the vehicle at the L1 quoted rate after negotiation with the L2 quotationer and no objection can be raised by the L1 bidder in this regard as sometimes department needs more vehicles during seminar, meeting, functions, etc.

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

For start and end of the journey: The mileage and start time period of the vehicles shall ordinarily be counted from the time the vehicles report at IWAI, Guwahati /Sub Office Dhubri / at the residence of officers attached at the place of reporting instructed by IWAI and released back. Additional mileage of 5km from garage to office/official residence and vice-versa and 30 minutes travel time shall be allowed on each case.

If the vehicle will go for outstation duty and returned within 12 hours then no outstation charges will be payable. If the vehicle will stay at night, then a night halt charge will be applicable only. During the night halt the accommodation charges will bear by the travel agency. If vehicle will stay at night, then over time will payable beyond 12 hrs duty till end of the duty of the Driver of that day only and no overtime allowance will be payable during sleeping/rest by Driver at night.

8. Final selection and award of the work.

The quotationer/travel Agency, who quotes the lowest rate of charges, shall be selected for award of the work and IWAI will issue a work order to the lowest quoted successful quotationer/travel Agency.

9. Goods & Service Tax (GST) :

GST at the prescribed rates for Travel Agency shall be payable extra by IWAI, R.O., Guwahati. The Travel Agency shall produce the challan of depositing the GST periodically as applicable and when required.

10. Payment

Payments to the Travel Agency 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.

The monthly payment shall be made within 30 days after the submission of the certified bills after deduction of necessary statutory dues. No part payment shall be made.

Subject: Biodata of Travel Agency to be submitted on his/their letter head:

Sl. No	Particulars	Details
1.	Name of the person / firm submitting the quotation (hereinafter referred to as the 'Travel Agency')	
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 Travel Agency i.e. (Proprietorship/ Partnership firm / Company / Society / Any other (please specify) [enclose copy of documents]	
7.	Status of person submitting the quotation (i.e. Owner / Partner / Authorized Signatory) [enclose authorization in case of authorized signatory]	
8.	Trade Licence No & date of the Travel Agency/firm	
9.	Income Tax Permanent Account Number (PAN)	
10.	GST Registration No.	

Signature.....

Name of Signatory.....

Name of Bidder.....

Address.....

BILL OF QUANTITY

Subject: Supply of Hire Vehicle on a need basis to IWAI, Guwahati.

Sl. No	Description of Vehicle	Unit	Hire charges for 12 hours per day (in Rs.) for Local Duty	Hire charges for 12 hours per day (in Rs.) for Outstation Duty	Extra charges per hour beyond 12 hrs (in Rs.)		Running charges		Night halt Charges (in Rs.)	Charges for dropping/ pickup at Guwahati Airport/ Guwahati Railway station, etc (in Rs.)		
					For Local Duty	For Outstation Duty	For Local Duty	For Outstation Duty		Upto 10 km (One side)	10 km to 20km (One side)	21 km to 40km (One side)
1	2	3	4	5	6		7		8	9		
1	Toyota Fortuner	Each										
2	Innova Crysta	Each										
3	Toyota Corolla Altis	Each										
4	Honda City	Each										
5	Maruti swift Dzire or equivalent	Each										
6	Mahindra Scorpio	Each										
7	Mahindra TUV 300	Each										
8	Traveller 13 seater	Each										
9	Traveller 26 seater	Each										

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

* Rate to be quoted excluding GST it should be paid separately over hire charges.

Signature.....

Name of Signatory.....

Name of Bidder.....

Address.....

BILL OF QUANTITY

Subject: Supply of Hire Vehicle on a need basis to IWAI, Sub Office Dhubri.

Sl. No	Description of Vehicle	Unit	Hire charges for 12 hours per day (in Rs.) for Local Duty	Hire charges for 12 hours per day (in Rs.) for Outstation Duty	Extra charges per hour beyond 12 hrs (in Rs.)		Running charges		Night halt Charges (in Rs.)	Charges for dropping/ pickup at Dhubri Airport/ Dhubri Railway station, etc (in Rs.)		
					For Local Duty	For Outstation Duty	For Local Duty	For Outstation Duty		Upto 10 km (One side)	10 km to 20km (One side)	21 km to 40km (One side)
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Signature.....

Name of Signatory.....

Name of Bidder.....

Address.....