



অসম আভ্যন্তৰীণ জল পৰিবহন উন্নয়ন সমিতি  
(অসম চৰকাৰৰ পৰিবহন বিভাগৰ অধীনস্থ স্বতন্ত্ৰ সংস্থা)

Assam Inland Water Transport Development Society

(An Autonomous Body under the Transport Department, Government of Assam)

3<sup>rd</sup> floor, Directorate of Inland Water Transport, Ulubari, Guwahati – 7::email: dir.iwtds-as@gov.in::Tel:+91361-2462677

**No: AIWTDS/19(Part-1)/2017/371**

**Dated: 31/10/2022**

### **NOTICE INVITING QUOTATIONS (NIQ) FOR HIRING OF OFFICE VEHICLE**

State Project Director, Assam Inland Water Transport Development Society requests for Quotations for hiring of office vehicles on monthly basis and daily basis at its Project Office at Guwahati. Firms having requisite experience in supply of vehicle on hiring basis for the last three (3) years may submit their response with requisite self-certified documents (Pre-qualification documents, trade license, PAN, GST, etc.) latest by 2 p.m. on 21/11/2022. Bids received after due time and date will be summarily rejected. Detail Notice Inviting Quotation may be downloaded free of cost from Websites [www.iwtdirectorate.assam.gov.in](http://www.iwtdirectorate.assam.gov.in) and [www.aiwtdsociety.in](http://www.aiwtdsociety.in)

Sd/-

(Ankur Jain, IPS)

State Project Director

Assam Inland Water Transport Development Society  
Ulubari, Guwahati-781007, Assam

**Memo No: AIWTDS/19(Part-1)/2017/371-A**

**Dated: 31<sup>st</sup>Oct'2022**

Copy to:

1. The Director, IWT, Assam cum ASPD, AIWTD Society for necessary information.
2. The Director, Information & Public Relation, Assam for publication of this notice in a English News Paper (preferably The Assam Tribune) and one leading Assamese daily News Paper.
3. Finance Specialist, AIWTD Society for information
4. AIWTD Society website and website of DIWT, Assam
5. Office Notice Board.

State Project Director

Assam Inland Water Transport Development Society  
Ulubari, Guwahati-781007, Assam

**REQUEST FOR QUOTATIONS FOR HIRING VEHICLE FOR AIWTD SOCIETY OFFICE**

Assam Inland Water Transport Development Society intends to avail the services of a reputed Travel Agency for providing vehicles mentioned in Table-1 on monthly basis and daily basis for its office located at 3<sup>rd</sup> Floor, Directorate of Inland Water Transport Assam, Ulubari Guwahati-781007 for a period of one year i.e. from the date of award of work order and subject to extension for a further term of 1 year on satisfactory performance by competent authority.

**Table-1**

<b>Sl. No.</b>	<b>Vehicle Type</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>
1	Bolero	Digital meter, Diesel Engine with AC latest model	1	7 days from the date of Hiring Order	O/o The Additional State Project Director, AIWTD Society
2	Scorpio	Digital meter, Diesel Engine with AC latest model	1	Do	Do
3	Swift D'zire	Digital meter, Diesel Engine with AC latest model	1	Do	Do
4	Bolt/Zest/Tigor	Digital meter, Diesel Engine with AC latest model	1	Do	Do
5	Innova Crysta	Digital meter, Diesel Engine with AC latest model	1	Do	Do
6	Innova	Digital meter, Diesel Engine with AC latest model	1	Do	Do
7	Honda City	Digital meter, Diesel Engine with AC latest model	1	Do	Do
8	Hyundai Verna	Digital meter, Diesel Engine with AC latest model	1	Do	Do
9	Toyota Etios	Digital meter, Diesel Engine with AC latest model	1	Do	Do
10	Toyota Fortuner	Digital meter, Diesel Engine with AC latest model	1	Do	Do

The following documents having full details are enclosed:

- a. General Terms and Conditions
- b. Pre-qualification Performa for hiring of vehicle
- c. Format of Quotation
- d. Declaration Form

Annexure-I  
Annexure-II  
Annexure-A  
Annexure-B

Interested Agencies may submit their offer as per the above specifications in a Sealed envelope super scribing "Hiring of vehicle for AIWTD Society Office" which should contain duly filled in and signed Annexure-II, Annexure-A and sealed and signed copy of Annexure-I as an acceptance of general terms and conditions along with Signed and stamped Annexure B. The sealed envelope must be sent to the Assam Inland Water Development Society at 3<sup>rd</sup> Floor, Directorate of Inland Water Transport, Ulubari Guwahati-781007 so as to reach by 21/11/2022 at 14:00 hours.

It may please be noted that Agencies who do not fulfil the Pre-qualification requirement will not be considered. AIWTDS has right to accept or reject any or all the quotations without assigning any reason whatsoever. AIWTDS may hire any particular vehicle(s) on a particular day or on monthly basis depending on AIWTD society's requirement.

Enclosed: As above:

Yours faithfully

Sd/-  
(Ankur Jain, IPS)  
State Project Director  
Assam Inland Water Transport Development Society  
Ulubari, Guwahati- 781007, Assam.

**General Terms & conditions**

1. AIWTDS intends to avail services of a reputed and experienced agency for providing vehicles on monthly/ daily rental terms (as required from time to time) in Project Management Unit, AIWTD Society for the “ Assam Inland Water Transport Development Project”. The initial period of contract shall be one year subject to extension for further term subject to satisfactory performance.
2. The Agency should be financially sound, reputed and should have valid GST, valid Trade License, Permanent Income Tax Account Number with at least three years of experience in providing similar services to reputed organizations/Institutions..
3. The offer shall be in a sealed envelope super scribing “Hiring of Vehicle for AIWTD Society office”.
4. The agency shall have to provide vehicle with driver having Commercial driving license and relevant insurances. In addition to the list of vehicle mentioned in the RFQ the agency should have at least one additional vehicle in good condition (which are not more than 2 years old).
5. The supplied vehicle should preferably be a new one (White coloured) but not older than 2 years on the date of submission of quotation. The supplied vehicle on "Monthly Hiring Basis" shall be for 24 hours on a day basis and will be at the disposal of AIWTDS.
6. The Agency shall be responsible for paying all expenses related to repair and maintenance Charge, relevant insurance, taxes levied by local authorities. Toll tax, if any, shall be reimbursed on production of receipt.
7. The Driver must be deputed in all days during the Contract Period. The driver must follow the prevailing Health, safety & Environment rules as issued by AIWTDS from time to time.
8. In case of breakdown within Guwahati/ outside Guwahati, vehicles have to be replaced within a reasonably short time, failing which the user will hire an alternate vehicle for which the hire charge of the alternate vehicle will be deducted from the bill. No cost will be borne by the user for any repairing of vehicle that may arise during any journey.
9. In case the vehicle is unavailable due to repair or maintenance or breakdown, replacement vehicle of equal or better model has to be provided promptly.
10. All vehicles must be insured including but not limited to Third party Insurance and must have Fitness Certificate & Pollution Control certificate as per relevant sections of Motor Vehicle Act 1986 as amended from time and IPC.
11. In circumstances, if the hired vehicle is involved in damage of property or life or violation of any relevant sections of Motor Vehicle Act 1986 as amended from time and IPC, hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard. Agency shall hold AIWTDS harmless and indemnify against all claims, costs, expenses, losses of any nature during the currency of the contract.

12. The engagement and employment of drivers and payment of wages to them as per Provision of various Labor Laws & Regulations is the sole responsibility of the agent and any breach of such laws or regulations shall be deemed to be breached of this contract.
13. The agency shall assign the job of driving of the offered hired vehicles only to qualified, experienced and licensed drivers for ensuring safe driving and assuming full responsibility for the safety of the officers/staff while on the vehicle. State Project Director, AIWTD Society shall have no direct or indirect responsibility arising out of such negligent, rash and impetuous which is an offence under IPC and any resultant loss/ damage caused to any officers/staff have to be compensated by the agent.
14. The agency shall send the vehicle for periodical servicing by providing replacement vehicle to the AIWTD Society at his/her cost. AIWTD Society, Assam will not pay any Fuel Charges for such servicing nor any bill shall be raised for the duration involved for such servicing, unless replacement vehicle is provided. The agent shall have the responsibility for arrangement of food and accommodation of the driver either within Guwahati or outside Guwahati. AIWTD Assam will not bear any cost for providing accommodation and food during the period for which the vehicle is hired.
15. All monthly hired vehicles need to park in the office campus of AIWTD Society. Payment on AIWTD Society's holiday will be deducted from the monthly charge if the vehicle is not park in the campus of AIWTD Society. If the car is not kept in the office campus, then extra kms expended for running to and fro from garage to office will be deducted.
16. The drivers should preferably stay near to the office campus so that they can attend the office within short time. The driver should be polite and vehicle should be neat and clean.
17. Agency must maintain a regular log book for the vehicle placed under AIWTD.
  - i) The driver of the vehicle shall maintain the proper LOG SHEET.
  - ii) The agent should ensure that the KM reading (Odometer) of the vehicle is working properly.
  - iii) The driver of the vehicle must ascertain that the LOG SHEET is duly filled and signed by the officer using the vehicle.
  - iv) In case the KM reading is found to be wrong on checking, penalty shall be imposed by the authority and necessary action will be taken by the authority.

#### 19. **Bid Price**

- a) The financial quote for the rate offered should be mentioned separately for daily/ monthly basis as per the format attached. The financial quote for the rate offered should be inclusive of all taxes but excluding GST.
  - b) The agency may quote for the full quantity or partial quantity.
  - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject on any account.
  - d) The prices shall be quoted in Indian Rupees only.
  - e) The format for bid price is enclosed as Annexure-A.
20. Each agency shall submit only one quotation. Agency shall not contact other agency in matters relating to this Quotation. Agency may offer quote for all vehicles or some vehicles as appeared in the Table 1.

## 21. Validity of Quotation

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission. AIWTDS may hire any particular vehicle(s) as mentioned in Table -1 on a particular day or on monthly basis depending on AIWTD society's requirement. Therefore, validity of Quotation cannot be revoked by agent merely on the ground of not hiring all the vehicles mentioned in the Table-1.

## 22. Prequalification Criteria of the Agent :

- a) Avg. Annual Turnover of the past three financial years should be (in Rs.) as follows:
  - i. INR 15 lacs in case agency quotes for 1 to 2 vehicles.
  - ii. INR 20 lacs in case agency quotes for 3 to 5 vehicles.
  - iii. INR 25 lacs in case agency quotes for 6 to 10 vehicles.A CA certified turnover certificate or Audited Accounts must be provided.
- b) Agent should have executed at least one vehicle hiring contract every year for last three years (2019-20,2020-21, 2021-22) with Govt. organisation, PSUs or Reputed Private Organisation. Contract Details of satisfied clientele with performance certificates/work order along with payment proof must be provided.

***Quotation of any Agency who does not qualify the above criteria will be summarily rejected.***

## 23. Documents to be provided by agent in the Quotation :

### **i) Mandatory documents in the Quotation :**

- a) General Terms and Conditions (Annexure-I): Sealed and signed as an acceptance of general terms and conditions.
- b) Pre-qualification Proforma for hiring of vehicle (Annexure-II): Properly filled, Sealed and signed.
- c) Format of Quotation (Annexure-A): Properly filled, Sealed and signed.
- d) Declaration Form (Annexure-B) : Properly filled, Sealed and signed.
- e) CA certified turnover certificate or Audited Accounts as an evidence of Avg. Annual Turnover of the past three financial years.
- f) Details of satisfied clientele from Govt. organisation, PSU or Reputed Private Organisation with performance certificates as an evidence of execution of atleast one vehicle hiring contract every year for last three years (2019-20, 2020-21, 2021-22)
- g) Trade Licence of the Firm
- h) PAN of the Firm
- i) GST Registration Documents

***Quotation of any Agency who does not provide any of the above documents, such quote will be summarily rejected.***

### **ii) Non-mandatory documents in the Quotation :**

In case, the agent is offering old vehicle (not more than 2 years old) the following documents should be provided along with the quote :

- a) Registration Documents of the Vehicle(s)
- b) Valid Insurance Documents
- c) Pollution Control Certificate, if applicable.

***Quotation of any Agent who does not provide any of the above documents as mentioned in 23(ii) such quote will not be rejected, however, purchaser will be considered that agent will offer new vehicle against all type of Vehicles. In such cases, agent will not be allowed to offer Old vehicles after award of the contract, if any.***

#### **24. Evaluation of Quotations**

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e which

- a) Fulfill pre-qualification criteria pursuant to Section 22
- b) Provide all the documents as stipulated in the Section 23.

Price of Substantially responsive bidders will be evaluated as per the Formula specify in the Format of Quotation (Annexure-A) to determine the Lowest **Overall Evaluated Quoted Price** for each type of Vehicle. Formula specified in the Format of Quotation (Annexure-A) is with some assumption, and only for compare the Quoted price of the bidders. However, actual payment will be based on actual usage. ( e.g. KM run , Overtime etc.)

#### **25. Award**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest overall evaluated quotation price for each type of vehicle as per Table -1. In case of Tie in the lowest overall evaluated quotation price of bidders, evaluation will be done on the basis of "Maximum Credit Limit Allowed" for "Maximum Credit Period" of those bidders whose lowest overall evaluated quotation price is same and will be considered for award of contract.

25.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract without assigning any reason whatsoever. As per requirement of the Purchaser, it also reserve the right to enter into contract for full quantity or partial quantity for the vehicles as appeared in table 1.

25.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.

26. Payment shall be made on monthly basis within 20 days from receipt of bills in duplicate subject to submission of log sheet containing KM travelled duly filled and signed by the officer using the vehicle.

27. The quotation for hiring of vehicles along with all the required documents should reach this office on or before 21/11/2022 at 14.00HRS.

**Pre-qualification Format for hiring of vehicle**  
(Information required to be furnished by owners)

- 1) Name of the Agency :
- 2) Name of Owner :
- 3) Office Address/Telephone No :  
And email.
- 4) GST Registration No. :
- 5) Status of Agency :  
(Proprietary/Partnership/Limited Co)
- 6) Details of satisfied clientele with performance certificates, if any (at least one work order/completion certificate of one contract for the last three years):
- 7) Please enclose a photocopy of
  - a. PAN No.
  - b. GST Registration No.
  - c. Trade License.
- 8) Avg. Annual Turnover of the past three financial years Year Amount (in Rs.)..... (Attach duly CA certified turnover certificate)
- 9)
  - a) Maximum Credit Limit: Rs.....
  - b) Maximum Credit Period (in Months).....
- 10) Bank Details:
  - a)Bank Name & Address:-----
  - b)Account No & IFSC Code.....

I/we hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.

Signature.....

Name:.....

Seal-----

Firm's Name.....



**FORMAT OF QUOTATION**  
**(In letterhead of supplier with seal)**

To,

Date:.....

The Additional State Project Director,  
Assam Inland Water Transport Development Society  
3<sup>rd</sup> Floor of Office of the Director of Inland Water Transport  
Ulubari, Guwahati-781007

**(A) Monthly rental**

Sl. No.	Vehicle Type with particular as stated in Table1 of RFQ	Rent per Month(Rs.) with driver including all taxes but excluding GST	Fuel Charges (Rs.) per KM	Total Overall Evaluated Quoted Price
		A	B	C
1	Bolero			$a+(b \times 3000^*)$
2	Scorpio			$a+(b \times 3000^*)$
3	Swift D'zire			$a+(b \times 3000^*)$
4	Bolt/Zest/Tigor			$a+(b \times 3000^*)$
5	Innova Crysta			$a+(b \times 3000^*)$
6	Innova			$a+(b \times 3000^*)$
7	Honda City			$a+(b \times 3000^*)$
8	Hyundai Verna			$a+(b \times 3000^*)$
9	Toyota Etios			$a+(b \times 3000^*)$
10	Toyota Fortuner			$a+(b \times 3000^*)$

\* Assuming 3000 KM for evaluation purpose only.

**(B) Daily Local rental**

Sl. No.	Vehicle Type with particular as stated in Table 1 of RFQ	Rent per Day (Rs.) with driver including all taxes but excluding GST	Fuel Charges (Rs.) per KM	Total Overall Evaluated Quoted Price
		A	B	C
1	Bolero			a+(b x 200*)
2	Scorpio			a+(b x 200*)
3	Swift D'zire			a+(b x 200*)
4	Bolt/Zest/Tigor			a+(b x 200*)
5	Innova Crysta			a+(b x 200*)
6	Innova			a+(b x 200*)
7	Honda City			a+(b x 200*)
8	Hyundai Verna			a+(b x 200*)
9	Toyota Etios			a+(b x 200*)
10	Toyota Fortuner			a+(b x 200*)

\* Assuming 200 KM for evaluation purpose only.

**(C) Daily Outstation rental**

Sl. No.	Vehicle Type with particular as stated in Table1 of RFQ	Rent per Day (Rs.) with driver including all taxes but excluding GST	Fuel Charges (Rs.) per KM	Night hold charges for vehicle and driver	Total Overall Evaluated Quoted Price
		A	B	C	D
1	Bolero				$a + (b \times 600^*) + c$
2	Scorpio				$a + (b \times 600^*) + c$
3	Swift D'zire				$a + (b \times 600^*) + c$
4	Bolt/Zest/Tigor				$a + (b \times 600^*) + c$
5	Innova Crysta				$a + (b \times 600^*) + c$
6	Innova				$a + (b \times 600^*) + c$
7	Honda City				$a + (b \times 600^*) + c$
8	Hyundai Verna				$a + (b \times 600^*) + c$
9	Toyota Etios				$a + (b \times 600^*) + c$
10	Toyota Fortuner				$a + (b \times 600^*) + c$

\* Assuming 600 KM for evaluation purpose only.

We agree to provide hiring of the vehicle in accordance with description/ specifications for a total contract price schedule given in Quotation above. We confirm that the above offer is valid for one year. We hereby certify we have taken steps to ensure that no person acting for us or on our behalf will engage in fraudulent or corrupt practices.

Signature of Supplier

Name:.....

Contact No:.....

Full Address for communication

**DECLARATION FORM**

(In letterhead of supplier with seal)

To:  
The Additional State Project Director  
Assam Inland Water Transport Development Society  
Ulubari, Guwahati -07

Sub: Application for renting of vehicles for AIWTD Society office.

Dear Sir,

We are pleased to submit our application for renting of vehicles to AIWTD Society Assam. All documents as required in your instructions are provided and enclosed herewith for your kind perusal.

I/we have carefully perused the General Terms & Conditions of RFQ and unconditionally accept that AIWTD Society, Assam reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract without assigning any reason whatsoever.

I/we shall submit additional documents wherever necessary for AIWTD Society Assam.

I also declare that all documents and information furnished hereby are true to the best of my knowledge.

Thanking you  
Yours Faithfully,

Name & Signature of the authorized person

Date.....

Seal.....