



Inland Waterways Authority of India

Ministry of Ports, Shipping & Waterways, GOI

GeM E-tender for Rate Contract for Hiring of AC Vehicles on Monthly and / or Need Basis through GeM (Government marketplace) Portal

GeM TENDER NO.: IWAI/11013/01/2026-Admin dated 28.09.2026

E-Tender in 'Single Stage under Two Bid System' through Government E-market place ("GeM") portal are invited from established, experienced and financially sound service providers for rate contract for hiring of AC vehicles with fuel and driver on monthly and / or need basis for an initial period of Two (02) **years at an Estimated Cost (EC) of Rs.1.95 Crs (excluding GST) with provision of further extension on need basis yearly however not more than 05 years**, subject to contractual performance of the Successful Bidder. Bidders can download the bid document from IWAI Website: www.iwai.gov.in/https://gem.gov.in.

Important Dates to Remember

Downloading of Tender documents:	28.09.2026	--	1600 Hrs
Pre-Bid Meeting:	09.10.2026	--	1100 Hrs
End Date for Downloading of Tender	19.10.2026	--	1800 Hrs
Date & Time of Submission of Bids:	20.10.2026	--	upto 1500 Hrs
Opening of Technical & Commercial Bids:	20.10.2026	--	at 1530 Hrs
Financial Bids Opening:	To be notified at a later date		

**The Secretary,
Inland Waterways Authority of India
Ministry of Ports, Shipping & Waterways, GOI
A-13, Sector – 1, Noida-201301,
District: Gautam Budh Nagar (Uttar Pradesh)
Telephone No.:0120-2474050
E-mail: nsingh@iwai.gov.in**

Cost of Tender Document: Rs.2950.00 (inclusive of GST @18% on Rs.2500.00 and Non-refundable)

Total Pages: 57 (including this page)



Inland Waterways Authority of India
Ministry of Ports, Shipping & Waterways, GOI

**E-TENDER FOR RATE CONTRACT FOR HIRING OF AC VEHICLES ON MONTHLY
AND / OR NEED BASIS FOR IWAI HEAD OFFICE LOCATED AT SECTOR-A-13,
SECTOR-1, NOIDA (U.P.)**

**TENDER & GENERAL AND SPECIAL CONDITIONS FORMING PART OF THE
BIDDING DOCUMENTS**

Secretary, Inland Waterways Authority of India (IWAI) under Ministry of Ports, Shipping & Waterways, GOI invites “E-Tender for rate contract for hiring of various types of AC vehicles with fuel & driver under ‘**Single Stage Two Bid System**’ on GeM Portal from reputed, experienced and financially sound services providers for an initial period of **Two (02) years with provision for extension on a yearly basis however not more than 05 years subject to contractual performance to the satisfaction of IWAI**. Bidders who fulfill the Bid Qualifying Criteria (*as mentioned below*) and other conditions as laid down in the tender may furnish information / data’s as per format attached at **Annexure-A** forming part of the Technical & Commercial Bids for providing various types of vehicles with fuel and drivers under the rate contract to IWAI as per its requirements.

1. The **Scope of Works** is given in Clause 6 in the succeeding para’s of the tender (“**Scope of Work**”) and for details on terminologies, Bidders to refer to the documents on Definitions attached at the last page of bid document.
2. The format for **Financial Bid** is at **Annexure-B** and the Bidder is to quote for various models of cars to be deployed as per requirement of IWAI and the Scope of Work.
3. **BID SUBMISSION:** The Bidder is required to make a Bid in a format as outlined below in order to achieve the objective of maintaining uniform proposal structure from all the Bidders.

The Bid should be prepared by the Bidder and shall be submitted through GeM Portal only in ‘Single Stage Two Bid’ as referred below *viz.* **PART-I & PART-II**.

PART-I

Technical & Commercial Bid (online mode only) giving details in the format as per **Annexure-A** and in the format at **Annexure-A1** for confirming status as quoting / not quoting.

PART-II

Financial Bid, which shall consist of soft copy of schedule of charges *vide* **Annexure-B** duly filled in while taking into account all cost factors and requirements given in the Scope of Work for deployment of vehicles, with driver and fuel and shall be digitally signed and stamped on each page and uploaded.

Note: In the Bid, the Bidder shall not stipulate any conditions and any condition, if stipulated shall be treated as null and void and shall render the Bid liable for rejection only.

4. **TENDER SCHEDULE (FOR BID DOWNLOADING, SUBMISSION, PRE-BID MEETING & LAST DATE & TIME OF SUBMISSION):**

4.1. E-tender on GeM Portal will be available for downloading from **28.09.2026 (1600 Hrs) to 19.10.2026 (up to 1800 Hrs)** and the cost of tender document is of Rs.2950.00 (inclusive of GST@18% on Rs.2500.00 and non-refundable). Payment of the same is to be made by means of NEFT / RTGS from a nationalized / scheduled commercial bank through e-payment (NEFT / RTGS) to IWAI, Noida and the details of e-payment Account of IWAI are as under:

Name of the Bank Account: IWAI Fund
BANK NAME: Union Bank of India,
Branch Address: Sector-15, Naya Bans, Noida –201301
Bank Account No.: 513202050000007
IFSC: UBIN0551325

4.2. In case, the tender has been downloaded from the site www.iwai.gov.in, cost of tender also to be remitted through RTGS / NEFT from a nationalized bank / scheduled commercial Bank to IWAI as per details mentioned above as part of the **Technical & Commercial Bid (PART-I)**, failing which tender will not be accepted while submitting.

4.3. **PRE-BID MEETING:**

However, to make the Bidders understand the Scope of Work and to offer clarifications on **any clause relating to the tender, a pre-bid meeting has also been scheduled on 09.10.2026 at 1100 Hrs** at IWAI Head Office, at A-13, Sector-1 at Library Room on First Floor at Noida (U.P.). Bids received other than the GeM Portal mode shall not be considered and entertained.

4.4. **SUBMISSION & OPENING DATE & TIME:**

The **Technical & Commercial Bids** shall be received through GeM Portal mode only up to **1500 Hrs on 20.10.2026** and shall be opened on the **same day(20.10.2026) at 1530 hrs** in presence of the Bidders or as the case may be.

5. **E-TENDERING INSTRUCTIONS TO BIDDERS:** Submissions of bids through online process is mandatory for this tender. For conducting electronic tendering, IWAI is using the GeM Portal <https://gem.gov.in/>.

5.1. Prospective Bidders are advised to get themselves registered at <https://gem.gov.in/> portal, obtain "Login ID" & Password and go through the instructions available in the home page after logging in to the GeM Portal. The Bidders may take guidance by contacting the support team of GeM Portal.

Note: Bidders shall frequently visit the above said site for clarifications / corrigendum, if any that may be posted and will ensure the same to be included before submission of tender document.

5.2. **Bid Forms (Two Bid Forms)**

5.2.1. All the documents required for eligibility and other documents as mentioned under this tender document are to be scanned and uploaded in the <https://gem.gov.in/> website. The Bids should be submitted only online in <https://gem.gov.in/>.

- 5.2.2. Financial Bid of the technically qualified bidders only will be opened through <https://gem.gov.in/website>.
- 5.2.3. Rates should be quoted online as per the requirements schedule of hire charges and should be submitted through online mode only.

6. SCOPE OF WORK & OTHER PRIME REQUIREMENTS:

6.1. The Successful Bidder shall have to deploy **14 (Fourteen) AC vehicles (01 Innova, 10 Maruti Ciaz and 03 AC Maruti Dzire** or as indented and all in white colour) along with the qualified drivers immediately on award of contract and due care and diligence need to be exercised by the Contractor at all times during the contract period. Further, IWAI may also increase or decrease the no. of vehicles due to operational and functional requirements.

6.2. **DETAILS OF REQUIREMENT:** Bidder's to only offer vehicles which are registered either in their name or their company's name / firm's name and shall only be valid and good for acceptance and requirement of different types of vehicles on monthly or daily and / or need basis are as under:

6.3. MONTHLY DEPLOYMENT AND / OR NEED BASIS:

6.3.1. Category 'A' (AC)

Toyota Innova-Crysta / Innova Hybrid Hicross/Mahindra XUV 700/Tata Harrier or its equivalent - **01 no.**

6.3.2. Category 'B' (AC)

This includes Maruti Ciaz, Honda City, Hyundai Verna or its equivalent - **10 Nos.**

6.3.3. Category 'C' (AC)

This category would have Maruti Dzire, Honda Amaze, Hyundai Aura or its equivalent - **3nos.**

6.3.4. Category 'B1' (AC): For Daily Hiring on Need Basis

Under this category, sometimes vehicles like Toyota Innova-Crysta, Innova Hybrid Hicross, Mahindra XUV 700/Tata Harrier, Maruti Suzuki Ciaz, Honda City, Hyundai Verna, Maruti Dzire, Honda Amaze, Hyundai Aura or its equivalent specifications with drivers / chauffeurs, will be **hired on full day / half day basis for special requirements**. The bidder will be paid charges on full day (100 KM & 10 Hrs) or half day (50 KM & 4 Hrs), as the case may be. For any day if the vehicles runs beyond 100KM & 10 Hrs. or half day (50 KM & 4 Hrs), an extra charge towards KM/Hrs at the quoted rates shall be payable.

6.4. 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 / it would be paid on **monthly fixed amount up to 2500 km**. Beyond above extra payment will be considered on a kilometer basis. The vehicles, with drivers, will remain at the disposal of IWAI for use on any working / non-working day with a provision for at least 1 (one) weekly off. The driver(s) will be required to perform his / her duties for the entire day, which would normally be **up to 10 (ten) hours**. However, if the vehicles are deployed beyond 10 hours, an extra charge on the quoted rates shall be payable. The requirement of vehicles may change from time to time. The bidder should be ready to accommodate the request of IWAI regarding the increase in number of vehicles at short notice.

6.5. Further, the type of vehicles called for shall be as specified by the IWAI / its officers-in-charge / employees / user department / official and other authorized personnel (**"IWAI's and / or its Authorized Personnel"**) and cannot be declared in advance but restricted to the type for which rates are being invited. Generally, the Successful Bidder shall be given a notice of 12-24 hrs for the planned requirements for vehicle but depending on the emergent need of IWAI's and / or its Authorized Personnel, the Successful Bidder may be called on a short notice say less than 2 hrs as well to provide the type of vehicle indented. The Successful Bidder shall have to make available the vehicle at IWAI specified locations such as the corporate office at A-13, Sector-1, Noida, and other locations as per IWAI's and / or its Authorized Personnel's requirements.

6.6. DEPLOYMENT OF TRAINED & EXPERIENCED DRIVERS & PAYMENT OF TIMELY WAGES AND OTHER STATUORTY COMPLIANCES:

The Bidder has to provide the services through the competent, skilled, and trained, courteous and medically fit, adult drivers under the Contract and to the satisfaction of the IWAI's and / or its Authorized Personnel and note that adolescent not to be deployed:

SL NO.	CATEGORY	NO'S.	Minimum Qualification & Nature of Experience
(1)	Drivers	As per requirement	Holder of valid driving license (LMV/HDV) issued by the appropriate transport authority with minimum 3 (Three) years of experience in driving services of respective model of cars / vehicles and should be between in the age group of 20–50 years. The deployed drivers should be well versed with roads of Delhi & NCR.

The Successful Bidder shall be responsible for the good conduct and behavior of their deployed drivers / employees. It would however be appropriate if the driver's whose antecedents have been thoroughly verified, including character from the concerned police station are deployed and copy of the same has been shared before deployment along with the resume with colour latest photograph of the drivers, Aaadhar card and copy of valid driving license (DL) self-attested by the Contractor. In order to maintain quality services and minimize operational problems, the Contractor must rotate the drivers once in 6 (six) months with prior written intimation to IWAI for pro-longed deployments.

In the event of any of the driver deployed on monthly duties proceeds on a leave, he / she shall immediately be replaced with a driver of same caliber, experience and skills besides being medically fit and at no additional cost to IWAI.

The reporting time of drivers are highly crucial and the Contractor shall ensure that the deployed driver must always be punctual and immediately upon reporting for duty, shall record the time and opening KM for the day and similarly at the closing hrs. of the duty with KM. Most importantly, the deployed drivers shall not leave the office without closing the duty of the concerned IWAI's and / or its Authorized Personnel with whom vehicle has been attached. The Successful Bidder shall undertake all correspondence on its firm / company letterhead with the IWAI on any matter concerning the Contract for services.

Contractor shall be liable to make and ensure payment of wages to Drivers deployed for IWAI works on or before 7th of each month. This payment of wages to be as per industry standards while ensuring Minimum Wages as prescribed by the

Appropriate Authority (i.e. wages whichever is higher as prescribed by Government of NCT of Delhi/State Government vis-à-vis by The Chief Labour Commissioner, Ministry of Labour & Employment, New Delhi) besides complying with all other applicable Codes on Wages, Codes on Social Security etc. For any default and non-compliance, Contractor shall be liable including for any penalties and damages, in this regard and IWAI shall have no liability on these accounts.

6.7. RELEVANT PLACE AND TIMINGS FOR COUNTING OF MILEAGE AND TIME PERIOD:

For the start and end of journey, **the time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage.** In other words, to and fro journeys from the vehicle(s) stand to the reporting place and releasing place to vehicle(s) stand will not be counted for computing the mileage or time. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per IWAI's instructions and the log book shall be submitted to concerned officer in IWAI regularly for scrutiny. No mileage will be allowed for lunch / tea of the driver. Driver should carry his / her own lunch.

6.8. PROVISION OF UNIFORM & MOBILE WITH THE DRIVERS:

The Successful Bidder shall ensure that all the deployed drivers shall wear neat and clean and properly ironed firm / company uniform with peak cap while on duty and would as such provide them with sufficient set of uniform good for all seasons and cost estimation to be billed in pricing for each vehicle. The Successful Bidder shall also issue name badges to all its drivers, which they shall wear while on duty. The Successful Bidders shall also ensure that the deployed drivers always carry their mobile with charger and must be familiar with its usages google map, sharing of location etc. The deployed driver(s) should be well versed with the Delhi and NCR areas to meet the IWAI and / or its Authorized Personnel's requirements.

6.9. SCHEDULE OF DEMANDS AND CURRENT REQUIREMENTS:

- 6.9.1. The vehicle(s) would be deployed as per IWAI requirement which may be daily, monthly or short duration and may call for vehicle(s) on holidays / weekly off days to meet its operational and functional requirements. The Successful Bidders shall have to deploy 14 (Fourteen) vehicles of same type and model registered **on and after 01.07.2025** as per details given hereunder:

Category	Type of Vehicles*	Quantity
A(AC)	Toyota Innova Crysta / Innova Hybrid Hicross/Mahindra XUV 700/Tata Harrier or its equivalent	01
B(AC)	Maruti Ciaz / Honda City / Hyundai Verna or its equivalent of similar specifications	10
C(AC)	Maruti Dzire / Honda Amaze/ Hyundai Aura or its equivalent of similar specifications	03

***Note:** the Successful Bidders to note in particular that any deployment of vehicle(s) for its type and capacity shall be with the direction and concurrence of Secretary, IWAI and his / her authorized representative only and whose decision shall be final and binding on the Contractor and quantity as above is tentative and may vary from time to time with present deployment of 10 (ten) vehicles.

6.9.2. Further, the deployed vehicle(s) should be fitted and provisioned with the followings:

- (a) Best quality seat covers;
- (b) Music system;
- (c) Reading lamp;
- (d) Tissue paper box;
- (e) Car perfume;
- (f) Seat belts (rear);
- (g) Umbrella (for monsoon season);
- (h) Mobile with its charger having google map application with the driver.

6.9.3. The Bidder to note in particular that vehicles to be deployed must have been registered on or after 1st July, 2025 (BS-6 or current BS as applicable) and must not have done more than 40000 km and the deployed vehicles should be in immaculate and perfect running conditions.

6.9.4. Punctuality will have to be ensured and log book shall be maintained by the drivers deployed for this purpose. The deployed driver should not leave the office in the evening without prior permission of the concerned officer with whom the driver is attached.

6.9.5. The bidder should provide in advance the bio-data of all drivers / chauffeurs who would be deployed on duty along with their valid driving license (*issued by transport department*) to the IWAI. Drivers / chauffeurs should be physically fit, dressed in neat and standard uniform provided by the Contractor and must understand, read and write local language Hindi. Driver / chauffeurs must have minimum **3 (Three)** years driving experience in Delhi / NCR and shall be well conversant with Delhi and NCR road routes. No driver should be changed unless the IWAI and / or its Authorized Personnel to whom the driver reports is apprised.

6.9.6. Once the hiring of vehicles commences from a particular Contractor, the vehicles and drivers should not be changed unless so requested for by the IWAI. The vehicle(s) must be available at any time of day as desired by the IWAI.

6.9.7. Replacement vehicle(s) and / or driver(s) / chauffeur(s) shall be provided by the Contractor, in the event of any breakdown, and inability of driver(s) / chauffeur(s) to attend the duty as per requirement of IWAI. In such an eventuality, the Contractor must provide alternate vehicle(s) and / or alternate driver(s) / chauffeur(s) within one (01) hour of such incident.

6.9.8. **NO OVERTIME FOR BREAKDOWN OF VEHICLE:** Any overtime arising due to breakdown of vehicle(s) supplied by the Contractor shall be on his / its account and shall not be charged to IWAI.

6.10. DOCUMENTATION IN CARS / MULTI- UTILITY VEHICLES:

Car / multi-utility vehicles deployed must carry documents such as the registration certificate, comprehensive insurance policy, log book, pollution under control certificate, warranty / guarantee card of vehicle / battery etc., as applicable. More so drivers should have their valid driving license in possession while on job always.

6.11. VIOLATION OF TRAFFIC RULES & REGULATIONS:

Any violations of the provisions and rules framed under The Motor Vehicles Act, 1988 (or as amended from time to time) including on account of violating local / state area traffic rules and regulations and for reasons of not possessing documents as stated in Clause 6.10 above, shall be the Contractor's responsibilities and obligation and not of IWAI in any order or form and no claim in this regard shall be entertained.

6.12. **CANCELLATION CHARGES:** Under the normal circumstances, all bookings are firmed up in advance before communicating it to the Contractor after award of contract and it would only be due to sudden changed conditions / requirement or under any kind of emergent circumstances that the booking shall be placed under "cancellation" and no charges will be paid by IWAI.

6.13. Bidder must have registered office or one of the branch office must be located either in Noida or NCR region of Delhi only, if location of registered office/branch office is out of NCR region or Noida, bids shall be considered non-responsive and shall not be considered for further evaluation process. Documentary proof of having registered office/branch office in Noida/Delhi NCR must be submitted.

7. BID SECURITY / EARNEST MONEY DEPOSIT:

7.1. The Bidders shall furnish a Bid Security / Earnest Money **Deposit ("EMD") for an amount of Rs.3,90,000.00 (Rupees Three Lakhs Ninety Thousand Only)**. Bid Security / EMD shall be paid through e-payment (NEFT/RTGS) to IWAI, Noida and the details of e-payment account of IWAI are as under:

BANK NAME: Union Bank of India;
Branch Address: Sector-15, Naya Bans, Noida –201301;
Bank Account No.: 513202050000007; and
RTGS / NEFT: UBIN0551325.

Bidders also have an option to pay the Bid Security/EMD in the form of Account Payee Demand Draft and Fixed Deposit Receipt or a Bank Guarantee in the GeM Performa of a Commercial Bank. Also Bid Security/EMD amount is refundable (subject to applicable clauses such as on forfeiture etc) and interest free.

7.2. The Bid Security is required to protect the IWAI against the risk of the Bidder's conduct, which would warrant the security's / EMD forfeiture.

7.3. No interest shall be paid by IWAI on the Bid Security / EMD for any period whatsoever. **Any Bid not accompanied by requisite Bid Security / EMD shall be deemed to be invalid and will be rejected by IWAI without any further reference.**

7.4. The Bidders who are registered with the Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry of Department or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from providing the Bid Security. In order to take such exemption, the Bidder should furnish a certified copy of its valid registration details in case the Bidder falls under the aforesaid categories.

7.5. A Bidder's Bid Security / EMD shall be forfeited by IWAI in the following cases:

- 7.5.1. if the Bidder withdraws or modifies its Bid during the period of Bid validity;
- 7.5.2. if the Bidder impairs or derogates from the tender in any respect within the period of validity of the tender;
- 7.5.3. in the case of Successful Bidder, if he / it fails to furnish the required security for the performance of the Contract within the specified time limit;
- 7.5.4. if at any stage, any information / declaration / document / undertaking given by the Bidder is found false;
- 7.5.5. if the Successful Bidder fails to sign the Contract within the specified period.

8. **BIDDERS QUALIFYING CRITERIA (BQC):**

8.1. Bidder to have his / her / its registered or branch office in Delhi or in Noida (U.P.) and the firm / company should have been registered for a minimum of 10 (Ten) years from the date of publication of tender on GeM Portal.

8.2. The intending Bidder should have a minimum of 14 (Fourteen) vehicles in Contractor's name / its firm's / company's name and an undertaking to this effect to be given on a stamp paper of appropriate value along with self-attested and digitally signed copy of Registration Certificate (*Please note and ensure that Registration Certificate only of vehicles which are registered on or after 01.07.2025 are to be attached else bid shall not be evaluated*) and the same should be attested by a notary public. Self-attested / digitally signed copy of relevant paper shall be submitted along with the Technical & Commercial Bid.

8.3. All the supplied vehicles should be registered on or after **1st July, 2025 (BS6 & above, as applicable)** and must have done mileage to a maximum of 40000 KM and it should be registered with the appropriate transport authority and have road fitness certificate and comprehensive insurance for the contract period / time to time before executing the Contract. Also, a certificate from the authorized service provider of the OEM (original equipment manufacturer) company for KM reading as on the date prior to date of submission must need to be attached.

8.4. The Bidder should have experience of having successfully completed Similar Works* (*Similar Works means supply of vehicles on hire basis to any State / Central Govt. / Semi Govt Organization / PSUs or reputed Pvt. / Public Ltd firms / Established Private Airlines & Corporate Units / Multinational Companies) during last 5 (Five) years ending on 31.03.2026 (i.e. from 2021-22 to 2025-26) as follows:

- (a) Three Similar Works each costing not less than Rs.78.00 Lakhs**
- (b) Two Similar Works each costing not less than Rs. 97.50 Lakhs;**
- (c) One Similar Works costing not less than Rs.156.00 Lakhs**

This should be supported with self-attested notarized copies of work order / contract agreement and certificate of satisfactory completions from State / Central Govt. / Semi Govt Organization / PSUs or reputed Pvt. / Public Ltd. firms / Established Private Airlines & Corporate Units / Multinational Companies in the last 5(Five) years beginning 2021-22 onwards to 2025-26.

8.5. The Bidder shall furnish the self-attested / digitally signed photocopy of PAN Card along with the Technical & Commercial Bid.

8.6. The Bidder shall also to submit along with Technical & Commercial Bid, a self-attested / digitally signed photocopy of Goods & Service Tax (GST) registration certificate.

- 8.7. The Bidder shall submit the self-attested / digitally signed photocopy of valid MSE Certificate, if applicable and for providing the taxi services.
- 8.8. The Bidder to have an **Average Annual Turnover (ATT) of Rs.58.50 lakhs** from the business of providing vehicles to various State / Central Govt. / Semi Govt Organization / PSUs or reputed Pvt. / Public Ltd firms / Established Private Airlines & Corporate Units / Multinational Companies in the last 3 (Three) years during the period from 2023-24 to 2025-26 duly supported with a certificate from the Chartered Accountant of the Bidder not older than three months from the date of bid submission mentioning the Average Annual Turnover for each financial year from the business of providing vehicles only.
- 8.9. Remittance of Earnest Money Deposit / Bid Security in the prescribed mode.
- 8.10. The Bidders to submit a minimum of **3 (three) Performance Certificates** from State / Central Govt. / Semi Govt Organization / PSUs or reputed Pvt. / Public Ltd firms / Established Private Airlines & Corporate Units / Multinational Companies in the last 3 (three) years beginning 2023-24 to 2025-26 with ratings as excellent / very good / good / satisfactory / Average. **Further, such of the Bidders who are executing/rendering similar works/services in continuation to financial year 2025-26 to any Govt /Non-Government organizations must also have to submit a "Performance Certificate" along with their Technical & Commercial Bids(Part-I) with rating as Excellent/Very Good/Good/Satisfactory/Below Average"** from the Competent Authorized Official of the organization. An **Undertaking/Declaration** as per performa at **Schedule-I** executed on a Non-Judicial Stamp Paper of requisite value that the Bidder has not been blacklisted, during the last 2 (Two) years, by GST authorities / IWAI and any other Government Department / PSU and by others.
- 8.11. The Bidder's profile and Bid form as per **Annexure-A** not submitted.
- 8.12. The Bidder shall submit the self-attested copy of Declaration w.r.t. Rule 144(xi) to General Financial Rules 2017 **Annexure-C** and declaration about genuineness of documents as per Performa attached as **Annexure-D**.
- 8.13. The Bidder shall submit the self-attested copy of an Undertaking and Declaration duly filled & signed as per Performa at **Annexure-E**.
- 8.14. The Bidder shall submit an "Undertaking" on a Company/Firm Letter Head duly signed by the Authorized Official in regard to Non-Relation Certificate duly filled as per Performa at **Annexure-F**.
- 8.15. The Bidder shall submit a **Solvency Certificate** from scheduled / commercial bank for a **value of Rs. 78.00 lakhs** and should be duly self-attested and digitally signed and uploaded along with Technical & Commercial Bid.
- 8.16. The Bidder shall submit the power of attorney (POA) & authorization for executing the power of attorney in accordance with the requirement of **"Power of Attorney" in original in case person other than the sole proprietor / authorized signatory has signed the tender documents, shall be as per details: (i) The power of attorney should be on a non-judicial stamp paper of appropriate value as applicable in case the same has been executed in between blood relations and should be attested by the notary public; (ii) an on other cases, the power of attorney should be on a non-judicial stamp paper of appropriate value as applicable and should be attested by the notary public and should be registered before the sub registrar. Further, in case of the Bidder being a Limited Company, the Bidder shall submit a certified true copy of the resolution authorizing the person to sign the bid documents.**
- 8.17. The self-attested / digitally signed copy shall be submitted of (a) the registration certificate of the firm and authenticated copy of partnership deed in the office of Registrar of Firm in case of partnership firm or (b) Memorandum and Articles of association duly registered with Registrar of Company or (c) Duly executed Affidavit/ Declaration stating that tenderer is the sole proprietor of the firm or any document issued by the Taxation Authorities stating that tenderer is the sole proprietor of the firm in case of proprietorship firm.

- 8.18. The Bidder to submit self-attested and digitally signed details of the ownerships of vehicles with Certificates of Registration and details of the drivers to be deployed for the services under the Contract.
 - 8.19. A copy of EPF and ESI Registration Certificates may also be submitted.
 - 8.20. Information regarding any litigation(s), current or during the last 5 (five) years & up to Bid Submission date i.e from 2021-22 to 2025-26 & till bid submission date, in which the Bidder is involved, the parties concerned, and disputed amount.
 - 8.21. The Bidder shall provide a Declaration / Undertaking stating that Bidder is eligible for participating in the tender issued by IWAI and is not debarred in terms of Rule 151 of the General Financial Rules 2017.
 - 8.22. Bid should be unconditional and declaration tendered on Firm's Letter Head digitally signed and uploaded.
 - 8.23. Bidder to submit an: "Undertaking" on a Non-judicial Stamp Paper of requisite value duly notarized that GST as applicable has been / will be deposited regularly and accepts all responsibilities towards the same and for any other tax in existence or to be introduced in future.
9. **BID REJECTION CRITERIA (BRC):**
The following shall form the basis for rejection of any bid and requirements must be adequately complied-with by the Bidder and non-submission of required documents shall lead to rejection of Bids:
- 9.1. The Bidder not having registered or branch office in Delhi or in Noida and the firm / Company and / or not registered for a minimum period of 10 (Ten) years from the date of publication of tender on GeM Portal.
 - 9.2. The Bidder not having a minimum of **14 (Fourteen) vehicles registered on or after 01.07.2025** in Contractor's name / firm's name / company's name and an undertaking to this effect also not submitted as per requirement in BQC as above.
 - 9.3 Registered vehicles are prior to **1st July,2025 (BS 6 & above, as applicable)** with mileage up to a maximum of 40000 KM and road fitness certificate and insurance etc. not uploaded with the Technical & Commercial bid. Also, a certificate from the authorized service provider of the OEM (Original Equipment Manufacturer) Company for KM reading as on the date prior to date of submission not attached.
 - 9.4 Bidder not having **5 (Five)** years' experience for successfully completion of Similar Works for supply of vehicles on hire basis to any State / Central Govt. / Semi Govt Organization / PSUs or reputed Pvt. / Public Ltd firms / Established Private Airlines & Corporate Units / Multinational Companies) during last 5 (Five) years ending on 31.03.2026 (i.e. from 2021-22 to 2025-26) and for not meeting the following criteria:
 - (a) Three Similar Works each costing not less than Rs.78.00 Lakhs
 - (b) Two Similar Works each costing not less than Rs. 97.50 Lakhs;
 - (c) One Similar Works costing not less than Rs.156.00 Lakhs
 - 9.5. Bidder failed to furnish the self-attested / digitally signed photocopy of PAN Card along with the Technical & Commercial Bid.
 - 9.6 Non submission of self-attested / digitally signed photocopy of the GST Registration Certificate by the Bidder along with Technical & Commercial Bid.
 - 9.7 Bidder failed to submit the self-attested / digitally signed photocopy of valid MSE Certificate for providing the Taxi Services on rentals, if applicable.
 - 9.8 Bidder not having an Average Annual Turnover (ATT) of Rs. 58.50 Lakhs from the business of providing vehicles to any State / Central Govt. / Semi Govt Organization / PSUs or reputed Pvt. / Public Ltd firms / Established Private Airlines & Corporate Units / Multinational Companies in the last 3 (Three) years during the period from 2023-24 to 2025-26 and no certificate from the Chartered Accountant of the Bidder not older than three months from the date of bid submission mentioning the Average Annual Turnover for each financial year is furnished.

- 9.9 Non-remittance of Earnest Money Deposit (EMD)/Bid Security in the prescribed mode.
- 9.10 The Bidder failed to submit the minimum of 3 (Three) Performance Certificates from any State / Central Govt. / Semi Govt Organization / PSUs or reputed Pvt. / Public Ltd firms / Established Private Airlines & Corporate Units / Multinational Companies in the last 3 (three) years beginning 2023-24 to 2025-26. Below Average Performance of a Bidder shall be treated as a “Un-qualified Bid” and bid will not be further evaluated.
- 9.11 The Bidder’s profile and Bid form as per **Annexure-A** not submitted
- 9.12 The Bidder failed to submit on a Non-judicial Stamp Paper duly notarized Declaration w.r.t. Rule 144(xi) to General Financial Rules 2017 in **Annexure-C** and declaration about genuineness of documents as per proforma **and Annexure-D**.
- 9.13 Bidder for not submitting a self-attested copy of Undertaking and Declaration as required as per Performa not submitted vide **Annexure-E**.
- 9.14 Non -Relation Certificate on a Non-judicial Stamp Paper not uploaded in Technical & Commercial Bid documents *vide Annexure-F*.
- 9.15 Bidder unable to submit the **Solvency Certificate** (*or Cash Flow Certificate, in other words*) from Scheduled / Commercial Bank for a value of **Rs. 78.00 Lakhs** in meeting the tender conditions.
- 9.16 Power of Attorney (POA) & authorization for executing the power of attorney in accordance with requirement and / or resolution(s) as mentioned in the BQC vide Clause 8.16, as the case may be, are not submitted.
- 9.17 Non submission of documents pertaining to: (a) the Registration Certificate of the firm and authenticated copy of Partnership Deed in the office of Registrar of Firm in case of Partnership Firm or (b) Memorandum and Articles of Association duly registered with Registrar of Company or (c) Duly executed Affidavit / Declaration stating that tender is the Sole Proprietor of the firm or any document issued by the taxation authorities stating that tenderer is the Sole Proprietor of the firm in case of Proprietorship Firm.
- 9.18 The Bidder not submitted the details of ownerships of vehicles with Certificates of Registration and details of drivers to be deployed for the services under the Contract.
- 9.19 A copy of EPF & ESI Registration Certificates not provided.
- 9.20 Information regarding any litigation, current or during the last 5 (five) years & up to Bid Submission date i.e from 2021-22 to 2025-26 & till bid submission date, in which the Bidder is involved, the parties concerned, and disputed amount is not provided by the Bidder.
- 9.21 Bidder failed to submit a Declaration / Undertaking stating that Bidder is eligible for participating in the tender issued by IWAI and is not debarred in terms of Rule 151 of the General Financial Rules 2017.
- 9.22 Declaration on Company’s Letter Head that bid is Un-conditional and also not digitally signed and uploaded.
- 9.23 Non-submission of an “Undertaking” in regard to GST, as applicable has been / will be deposited regularly and accepts all responsibilities towards the same and for any other tax in existence or to be introduced in future. This Undertaking should be on a Non-judicial Stamp paper of requisite value and duly notarized.

10. **BID EVALUATION:**

The following procedure will be adopted in evaluating the Bids:

- 10.1 **OPENING OF TECHNICAL & COMMERCIAL BID:** The Technical & Commercial Bids in respect of all the Bidders as received up to the specified time and date on GeM Portal will be opened by the IWAI Tender Evaluation Committee. Documents submitted therein shall be checked as submitted and evaluated in accordance with pre-determined and approved selective criteria (Bidders Qualifying Criteria). Non-submission of required document shall lead to the rejections of the Bids. Bids thus rejected will not be evaluated for the financial evaluation. Hence the Bidders must make sure that all information and documents are properly furnished to avoid their disqualification.

10.2 **OPENING OF FINANCIAL BID:** The Financial Bid shall be opened of only those Bidders who qualify in the requisite Bidders Qualifying Criteria. The Financial Bid of qualified bidders shall be opened through GeM Portal and evaluated by the IWAI Tender Evaluation Committee and job awarded to lowest qualified bidder (L1 Basis) whose aggregate rates for all types / segments of vehicles are found lowest. However, in case L-1 Bidders are more than one, the work / services will be assigned on the basis of a Bidder's having higher turnover, larger no. of Govt. (Central / State) / PSUs work orders, earliest registration with NIC or MSME, Registration with Department of Tourism, GOI as a Tour & Travel Operator and no. of ISO certifications.

10.3 The provisions of MSME guidelines for award of contract as applicable shall be extended to qualified bidders.

11 BID VALIDITY: The Bid shall remain valid for acceptance for a period of 120 (one hundred twenty days) from the due date of submission of the Bid. The Bidder shall not be entitled to revoke or cancel their Bid or to vary the Bid except and to the extent required by IWAI in writing. In case of withdrawal of Bid during the Bid validity period, EMD of such Bidder shall be forfeited by IWAI, without any further reference.

12 RATES & PRICES & BASIS OF FINANCIAL BID

12.1 The Bidder should quote the rates after careful analysis of cost involved for the performance of the services considering all parts of the bidding documents. The rates to cover up all cost towards deployment of different types of vehicles including other cost specified with such as the fuel, repair & maintenance, wages & over time of drivers, insurance cost, miscellaneous cost for first aid box, tissue box and other related components.

12.2 Rates quoted by the Bidder shall remain firm, fixed and valid until completion of the contractual performance and will **not** be subject to variation on any account except revision of fuel prices/taxes by the Government.

12.3 The Bidders should quote the rates in the format given at **Annexure-B**. Incomplete Bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or overwriting is permissible.

12.3.1 Offer shall be exclusive of parking charges, TAG, toll charges, state entry tax and shall be paid additionally as per vehicle usage for performance of the assigned duties.

12.3.2 Price quoted shall be inclusive of all taxes excluding GST as applicable. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

The Contractor to submit an “**Undertaking**” on a Non-judicial Stamp Paper of a requisite value and duly notarized that GST as applicable has been / will be deposited regularly and accepts all responsibilities towards the same and for any other tax in existence or to be introduced in future. The Bidder to submit an Undertaking on a Non-judicial Stamp Paper of requisite value and duly notarized.

12.4 RELEVANT PLACE AND TIMINGS FOR COUNTING OF MILEAGE AND TIME PERIOD:

For start and end of journey, **the time and mileage shall be taken into account from the reporting time at the appointed place** (both at the time of reporting and closing). **There will be no dead mileage.** In other words, to and fro journeys from the vehicle stand to the reporting place and releasing place to vehicle stand will not be counted for computing the mileage or time. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per IWAI's instructions and the log book shall be submitted to concerned officer in IWAI regularly for scrutiny. No mileage will be allowed for lunch / tea of the driver. Driver should carry his / her own lunch.

- 13 PRICE REVISION:** No escalation is admissible on any account whatsoever during the first 3 (Three) months of the Contract. After 3 (Three) months of the Contract increase or decrease in hire charges due to variation in fuel rates will be worked out and paid only when variation to base rate is above 10% (Ten Percent). Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

Increase or decrease in Petrol/Diesel during the month =

$$\frac{\text{Actual KMs by the vehicles X (Revised Rate Per Liter-Base Rate Per Liter)}}{\text{Average KM per Liter of Diesel / Petrol Consumption (KMPL)}}$$

Note: The base rate of petrol / diesel is the prevailing rate on the date of commencement of service / Contract. The average KMPL is to be assumed as 12 Kms in case of vehicles in both petrol & diesel driven. If there is decrease in fuel price, formula will indicate negative figure which means the deduction shall be done from the bill).

- 13.1 The review of the change in hire charges due to the change in fuel rates shall be affected at the end of the quarter but first such change shall be from the beginning of the 4th month and so on and the quarter duration shall be regulated accordingly. No quarter shall be less than 3 (Three) months duration. The change in hire charges, if any, shall be applicable from the 1st day of next quarter. Base rate of fuel would be fuel prices as on date of award of contract.
- 13.2 In case of minimum average run per liter of fuel (i.e. average KMPL) as assumed above is not achieved by any vehicle, then the extra cost of fuel consumed by the vehicle based on actual KMPL of fuel will be deducted from the payment due for that vehicle.
- 13.3 The Contractor shall submit supplementary bill for reimbursement towards increase in fuel price on monthly basis without accumulation which would begin after initial three months. This supplementary bill is to be supported with proof of fuel price prevailing on 1st of the month.
- 14 RIGHT TO VARY QUANTITY:** Notwithstanding anything to the contrary contained herein, IWAI reserves the right at all time of award of contract to increase or decrease the quantity up to 25% (Twenty Five Percent) of the required quantity of services, specified in the schedule of requirements without any change in hiring charges of the offered quantity and other terms and conditions. However, in the event of sudden operational and functional requirements, IWAI may call for additional no. of vehicles even beyond 25% on the same terms, conditions and rates during the existing or extended contract period.

- 15 MISREPRESENTATION:** If at any time during the contract period, it comes to the notice of the IWAI that the Contractor has misled IWAI by way of giving incorrect / false information, which has been material in the award of contract to him / her / it, the Contract shall be liable for termination besides other legal action which may be initiated against him / her / it under law's of land in force on other statutes as applicable & also bank guarantee / performance security, as the case may be, will be forfeited.
- 16 INSURANCE:** The Bidder shall, at its own cost would take necessary insurance cover in respect of the staff and other personnel employed or engaged in connection with rendering of the vehicle rental services to IWAI and amount accordingly appropriated in costing as per the provisions of the Code of Social Security, 2020 or other acts / codes as applicable. IWAI will not be liable for any incident or accident due to negligence or in competency or whatsoever nature on the part of the Contractor directly or indirectly to IWAI for any loss or damage to their deployed personnel.
- 17 UN-SOLICITED POST TENDER MODIFICATIONS:** The Bidders are advised to quote as per terms and conditions of the bidding document and not to stipulate deviations / exceptions. Once quoted, the Bidders shall not make any subsequent price changes, whether resulting or arising out of any technical / commercial clarification and details sought on any deviations, exceptions or stipulations mentioned in the Bid unless any amendment to bidding documents is issued by IWAI. Similarly, no revision in quoted price shall be allowed should the deviations stipulated by them are not accepted by IWAI and are required to be withdrawn by them in favour of stipulation of the bidding document. Any unsolicited proposed price change is to render the bid liable for rejection.
- 18 NEGOTIATION AND AWARD OF WORK:** In the opinion of IWAI, if there is suspicion of cartel formation or where the requirements are urgent and delay in re-tendering for the entire requirement due to unreasonableness of the quoted rates would jeopardize essential operations, maintenance and safety, IWAI reserves its right to invite the lowest bidder ("L1") in the format as prescribed in the applicable provisions of the procurement manual issued by Government of India, Ministry of Finance (Department of Expenditure), for price negotiation for bare minimum requirement during the period of the validity of the Bid or any extended period of validity of the Bid and procure the balance requirement through re-tender. L1 on receipt of such invite, provide its declaration to IWAI in the format as requested by IWAI. L1 shall attend such negotiation meetings and if requested by IWAI, L1 shall provide the analysis of rates / break-up of amount quoted by it for any or all items of schedule of charges to demonstrate the reasonability. As a result of negotiation, the Bidder may offer revised rate on his / its earlier quoted rates in the prescribed format, during the time of meeting or such period as may be provided by IWAI. In case the Bidder does not submit the revised Bid, its original Bid shall be considered.
- 19 PERFORMANCE SECURITY DEPOSIT / GUARANTEE:** The Successful Bidder shall furnish a performance guarantee in the form of a bank guarantee or a deposit of an amount equivalent to **Five (05%) percent** of the estimated contract value within a maximum of 14 (Fourteen) calendar days from the date of acceptance of the Bid for due and proper fulfillment of the Contract. EMD of the Successful Bidder shall be discharged after receipt and acceptance of the deposit or bank guarantee in the format as prescribed at **Annexure - G**. EMD of unsuccessful bidders shall be discharged after award of service to the Successful Bidder and signing of Contract thereof within a period of Seven (7) working days.

The performance guarantee provided as aforesaid shall be valid for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the supplier including warranty obligations, as may be applicable. The bank guarantee is however, subject to confirmation obtained by IWAI directly from the concerned banker. The deposit will be refunded without interest on satisfactory completion of the Contract.

20 CONCILIATION / ARBITRATION

- 20.1 If any dispute(s), controversy, or difference(s) of any kind whatsoever arising between the Contractor and IWAI including relating to the Agreement or the breach, termination or invalidity thereof between the parties, a party shall make a request to the other party to amicably settle such differences or controversies or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 15 (fifteen) days from the date of making of such request.
- 20.2 In the event, no amicable resolution or settlement is reached between the parties within 15 (Fifteen) days from the date of the aforesaid request, the aggrieved party may issue notice invoking arbitration proceedings against the other party. Upon receipt of such a notice in writing, the same may be referred to and settled by a sole arbitrator to be appointed upon mutual agreement between both the parties, failing which, a sole arbitrator shall be appointed in accordance with the provisions of Arbitration and Conciliation Act, 1996 as amended from time to time.
- 20.3 Notwithstanding the existence or any dispute or differences and / or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the services under the Contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 20.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and laws of India as amended or enacted from time to time.
- 20.5 The venue of the arbitration shall be IWAI's head office at Noida, Uttar Pradesh. The fee and other charges of arbitrator shall be determined by the arbitrator in terms of the Arbitration and Conciliation Act, 1996. The award of the arbitrator shall be final and binding on the parties.
- 20.6 The arbitrator will give a speaking and the reasoned award. The Contractor will not be entitled to any pendent-lite interest during arbitration proceedings.

21 APPLICABLE LAW & JURISDICTION

- 21.1. All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts in Noida, Uttar Pradesh.
22. No alternative offer shall be considered.
23. In house works / self-certification of works shall not be accepted.

24. LANGUAGE OF BID

- 24.1. The Bid, all correspondence and documents relating to the Bid between Bidder and IWAI shall be written in English or Hindi language only or otherwise both in English and Hindi.

25. AMENDMENT OF BIDDING DOCUMENT

IWAI may, for any reason whether at its own initiative or in response to the clarification requested by the prospective Bidder's *vide* **Annexure-H**, issue amendment in the form of addendum during the bidding period or subsequent to the receiving the Bids. Any addendum thus issued shall become a part of the bidding document and the Bidder shall submit a copy of the addendum duly signed and stamped in taken of its acceptance. In case, addendum is issued during the bidding period, the Bidder shall consider its impact in their Bid. In case addendum is issued subsequent to receipt of the Bids, the Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price / revised price, if any. The Bidder is also required to tender a declaration in the format placed as **Annexure-H1** forming Part-I of tender.

26. TECHNO-COMMERCIAL / UN-PRICED BID WILL CONTAIN THE FOLLOWING DOCUMENTS / INFORMATION (ONLINE MODE ONLY)

- 26.1. The complete set of bidding document duly signed, stamped on each page and uploaded by the Bidder in token of acceptance of the Terms and conditions in totality.
- 26.2. Earnest Money Deposit as per Clause 7 of the tender document.
- 26.3. Power of attorney or authorization from the owner / director of the Bidder in favour of signatory of the Bid and resolutions as mentioned in the BQC.
- 26.4. Information about the Bidder in the manner as required in **Annexure-A**.
- 26.5. Copy of Memorandum & Article of Association in case of limited company and other documents as mentioned in Clause 8.18 above.
- 26.6. Details of types of vehicles proposed to be deployed as per **Annexure-I** and copy of registration certificate of **14 (Fourteen) vehicles registered as on 01.07.2025** thereafter and must be contractor name / firms name.
- 26.7. Undertaking on a Non-judicial Stamp Paper of requisite value duly notarized for deployment of vehicle(s) in neat and well-maintained order with drivers to be in uniform with name badge apart from being courteous and well mannered.
- 26.8. Undertaking on a Non-judicial Stamp Paper of requisite value duly notarized that the deployed vehicle(s) are registered on or after 1st July, 2025 & BS6 & above compliant.
- 26.9. Details of similar experience during last 5 (Five) years (2021-22 to 2025-26) from date of publication of notice inviting tender as per along with submitted of work order/ completion certificate / agreement as mentioned in Clause 8.4 above.
- 26.10. Compliance with Bid requirements as per proposal.
- 26.11. Blank Copy (without price) of Schedule of charges (**Annexure - A1**) for confirming as to quoting / not-quoting.
- 26.12. Any other information required in the bidding documents or considered relevant by the Bidder.
- 26.13. Average Annual Turnover in the last 3 (Three) years (2023-24 to 2025-26) and duly supported with Bidder's Chartered Accountant certificate as mentioned in BQC.
- 26.14. Copy of Certificate of Registration under Shops & Establishment Act, incorporation certificate of a private / public company / agency prior to 10 (Ten) years from the date of publishing of GeM tender for hiring of vehicles by IWAI.
- 26.15. Solvency Certificate from a Bank.
- 26.16. Copy of PAN Card.
- 26.17. Udyam Registration Certificate (MSME).
- 26.18. NSIC Registration Certificate.
- 26.19. Copy of Certificate/document having registered office or branch office in Noida/Delhi NCR region.
- 26.20. Registration Certificate issued by GST Authority.
- 26.21. ISO Certification for QMS and others specialties.
- 26.22. Registration with Directorate of Tourism, Govt of India / State Govt.
- 26.23. Performance Certificate from the clients as mentioned in the BQC.
- 26.24. Details on no. of vehicles proposed to be deployed with driver's profile.

- 26.25. The Bidder may furnish other relevant documents concerning the matter including the documents / information as required under the BQC.
- 26.26. Furnishing of Bank Details and providing a Cancelled Cheque Copy
- 26.27. Copy each of Registration with concerned authorities of PF and ESI.
- 26.28. All other documents as stated in Annexure-A

27. FINANCIAL BID SHALL CONSIST OF:

- 27.1. Copy of schedule of charges for deployment of various model of car's / multi-utility vehicles completed in all respects and shall be signed and stamped on each page.
- 27.2. In this part of Bid, the Bidder shall not stipulate any conditions and any condition, if stipulated shall be treated as null and void and shall render the Bid liable for rejection only.

28. AWARD OF WORK:

- 28.1. The Bidder whose Bid is accepted shall be issued Letter of Award / Acceptance by IWAI prior to expiry of bid validity. Bidder shall confirm acceptance by returning a signed copy of the Letter of Intent / Fax of Intent.
- 28.2. IWAI shall not be obliged to furnish any information / clarification / explanation to the unsuccessful bidders as regards non-acceptance of their bids. Except for refund of EMD to un-successful bidders, IWAI shall only correspond with the Successful Bidder.

29. CONTRACT AGREEMENT: The Successful Bidder shall be required to execute a formal agreement with IWAI within 10 (Ten) days from the date of issue of Letter of Award / Acceptance as per **Annexure-J**. For execution of the Agreement, the Successful Bidder shall provide stamp paper of appropriate value (Rs. 100.00). The cost of non-judicial stamp paper shall be borne by the Contractor. The Contract Document shall consist of the following:

- 29.1. Agreement signed on non-judicial stamp paper by IWAI and Contractor;
- 29.2. Letter of Intent / Fax of Intent;
- 29.3. Detailed Letter of Award /Acceptance along with enclosures;
- 29.4. The bidding document;
- 29.5. Amendment of bidding document, if any;
- 29.6. Compliance letter submitted by the Bidder.

30. PERIOD OF CONTRACT: The contract period will be for an initial period of Two (02) years and rates during the period of contract shall be firm & fixed but with consideration for extension of benefit for revision in fuel prices. However, depending on rendering of quality services rated as "Good", IWAI **may consider extending the Contract on yearly basis however not more than 05 years on the same terms and conditions including rates on mutual consent of both the parties.**

31. PAYMENT TERMS: Monthly bills shall be submitted in triplicate **by 5th of every month to IWAI as** specified in the Contract along with completed duty slips or the duly signed log books by the IWAI's user, the copy of Goods & Service Tax paid challan for the previous month / quarter as the case may be wherever applicable should be produced along with the bills for payment. Subject to the deduction of applicable taxes, the payment of bills shall be released in 30 (Thirty) days provided all documents and compliance are complied with as per tender and / or IWAI.

32. SET OFF: Any sum of money due and payable to the Contractor (*including security deposit refundable*) under the Contract may be appropriated by IWAI and set off the same against any claim of IWAI for payment of a sum of money arising out of the Contract or under any other contract made by Contractor with IWAI.

33. **PENALTIES FOR DEFAULTS:** In the event, the Contractor fails to deliver the required services as per terms of the Contract, the Contractor shall be levied with following monetary / other penalties:

Sl. no	Violations	Penalty Amount Per Month			Remarks
		1 st Instance	2 nd Instance	3 rd Instance	
1	Non deployment of vehicle(s) on any day including refusal as requisitioned by IWAI for whatsoever reasons under the Contract	1000.00	2500.00	5000.00	Rental charges for the day will also not be paid or IWAI may terminate the Contract as decided by IWAI.
2	The penalty for absence during extra hours and for temporary absence during duty hours without valid permission.	250.00	1000.00	3000.00	
3	Non-functioning of AC in the vehicle(s)	Rs. 500.00 deduction per day per vehicle			
4	Failure to provide alternative arrangement within 1 (one) hour of vehicle breakdown	500.00	1000.00	2000.00	Rental charges for the day and no overtime to the driver shall also be paid.
5	Tempering with the meter of vehicle(s)	500.00	1000.00	2000.00	Competent authority of IWAI has the discretion to terminate the Contract along with forfeiture of performance security deposit and even blacklisting of the Contractor.
6	Usage of attached vehicle for other private / commercial purposes	2000.00			For each such contravention.
7	Change of the driver without prior intimation to the Secretary and his Nominated Officer, IWAI	500.00			On each occasion.

8	Delay (more than 30 (Thirty) minutes) in reporting for duty by driver / vehicles	500.00	1000.00	2000.00	Rental charges for the day will also not be paid.
9	Non-compliance of any other terms and conditions	500.00	1000.00	2000.00	For each violation per vehicle.

34. TERMINATION OF CONTRACT

34.1. The Contract shall stand automatically terminated upon the end / completion of the contract period as provided thereto.

34.2. In addition to the aforesaid, the Contract may also be terminated by both the parties by serving written notice of 90 days in case the services are no longer required to be availed / rendered. For avoidance of doubt, it is hereby clarified that termination based on mutual consent will not attract any penalties / liabilities to / for IWAI and the Contractor shall not be liable for any extra payments other than payment of undisputed invoices raised till the time of termination of the Contract.

34.3. IWAI, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts by providing prior written notice to the Contractor:

34.3.1. If the Contractor fails to arrange the supply of any or all the vehicles within the period(s) specified in the Contract or any other extension thereof granted by IWAI; or

34.3.2. If the Contractor gives notice of its intention not to honor its obligations or continue to honor its obligations under the Contract; or

34.3.3. If the Contractor breaches the other terms and conditions of the Contract, which it fails to remedy the breach within the period of 14 (Fourteen) days after receiving the notice requiring the Contractor to do so.

In the event of termination pursuant to the terms as mentioned in Clause 34.3 above, IWAI may, without prejudice to other rights under law or the Contract, hire the vehicles at the risk and cost of the Contractor and / or forfeiture the performance security given by the Successful Bidder.

35. **TERMINATION FOR INSOLVENCY:** IWAI may also, at any time, after giving written notice and without compensation to the Contractor terminate the Contract if the Contractor becomes bankrupt or becomes otherwise insolvent or undergoes liquidation or loses substantially the technical and / or financial capabilities (*upon which the contract was awarded to the Contractor*). Such termination shall be without prejudice to any right or remedy which has accrued or will accrue to IWAI.

36. **NO SUBLETTING OF WORK / SERVICES:** The Contract will be non-transferable and hence the Successful Bidder shall not be entitled to assign, transfer or sub-contract / sublet the service or any part of it to any other person or party. Any such assignment, transfer or sub-contract / subletting shall give IWAI the right to automatically and immediately terminate the Contract.

37. FORCE MAJEURE

37.1. In the event of either party being rendered unable by Force Majeure Events (as *defined below*) to perform any obligation required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure Events shall be suspended for the period during which such cause lasts provided notice of occurrence as mentioned in sub-clause 37.3 below has been provided to the non-affected party.

- 37.2. For the purpose of this Contract, the term “**Force Majeure Events**” / “**Force Majeure Event**” shall mean occurrence of extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, epidemic and pandemic directly affecting the performance of the Contract of the affected party.
- 37.3. Upon the occurrence of an Force Majeure Event and upon its cessation, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure Events as also the cessation of the said event by giving notice to the other party within 72 (Seventy-Two) hours of the occurrence and cessation of such event respectively. If deliveries / services as mentioned in this Contract and as required by IWAI are suspended by Force Majeure Events lasting for more than 60 (Sixty) days from the date of its first occurrence, IWAI shall have the option: (a) to enter into bona fide discussions with a view to alleviating Force Majeure Events effects or to agree upon such alternative arrangements as may be fair and reasonable; or (b) of canceling the Contract in whole or part at its own discretion without any liability on its part.
- 37.4. Subject to sub-clause 37.3 above, the time for performance of the relative obligation suspended by Force Majeure Event shall then stand extended by the period for which such cause lasts.

38. INDEMNITY

- 38.1. The Successful Bidder / Contractor shall indemnify, defend and hold IWAI and its officers, employees, agents and other authorized personal harmless from and against any and all liability, damage, loss, cost or expense (*including reasonable attorney's fees of litigation, arbitration and other third-party litigation expenses, as may be applicable*) claims, demands, suits, penalties, judgments or administrative and judicial orders arising out of:
- 38.1.1. non-compliance with any statutory or legal requirements by the Contractor and / or the personnel deployed for the services rendered or to be rendered in terms of the tender documents including the Contract Document;
 - 38.1.2. breach of the terms and conditions of the tender documents including the Contract on the part of the Contractor and / or its personnel deployed in connection with the services;
 - 38.1.3. any misleading, incorrect or false information given by the Contractor in its bid application / proposal to IWAI which has been material in the award of the contract to the Contractor and / or in any respect or any representation and / or warranty under the Contract Document is found to be incorrect, false or untrue;
 - 38.1.4. any negligence, willful misconduct, wrongful act, fraud, act of omission or commission by the Contractor and / or its personnel deployed in connection with the services rendered or to be rendered in terms of the tender document including the Contract Document;
 - 38.1.5. any act or conduct by the Contractor and / or its personnel deployed in connection with the services which indirectly or directly affects the reputation, stature, status, position or integrity of IWAI;
 - 38.1.6. any business loss suffered by IWAI due to non-adherence of timelines by the Contractor or replacement of any personnel on the demand of IWAI, its officers, employees, agents and / or other authorized personnel in terms of the Contract Document;

38.1.7. the Contractor assigns, transfer and / or subcontract in whole or in part any work / services to be done / rendering by the Contractor in terms of the tender documents including the Contract Document; and

38.1.8. all other damages / charges for which IWAI, its officers, employees, agents and / or other authorized personnel may be held liable or pay on account of the negligence of and / or acts of the Contractor or its personnel deployed or any person under its control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

39. **ANNULMENT OF TENDER DOCUMENT:** IWAI reserves the right to accept / reject any Bid and to cancel the bidding process at any time and reject all Bids, at any time prior to placement of order, without thereby incurring any liability. It also reserves the right to delete any service if not found appropriate at any time and charges shall be adjusted accordingly.

40. Any clarification on the documents may be obtained from:

The Assistant Secretary (Admin & Estt), Inland Waterways Authority of India, Ministry of Ports, Shipping & Waterways, GOI Head Office: A-13, Sector – 1, Noida-201301 District Gautam Budh Nagar, UP Telephone No. 0120-2474050 Email: nsingh@iwai.gov.in
--

41. The Bidder's authorized persons must digitally sign on each page of tender besides putting the firm / company's seal and upload in acceptance of all terms and conditions of tender and compliances.

42. Unless otherwise defined in the tender document and the Contract, capitalized terms as used herein shall have the meanings as ascribed to them in **Schedule I** below.

43. The applicable provisions, rules and guidelines of General Financial Rules 2017, Manual for Procurement of Consultancy and Other Services and Manual for Procurement of Goods, as the case may be, in relation to issue and / or award of tender for public procurement of services shall be referred to as and when required.

Place: **Signature of tenderer / Authorized signatory.....**

Date: **Name of the tenderer.....**

Seal of the tender



Inland Waterways Authority of India
Ministry of Ports, Shipping & Waterways, GOI

**E-tender for Rate Contract for Hiring of AC Vehicles with Fuel and Drivers on
Monthly & Need Basis through GeM (Government marketplace) Portal
TENDER NO.: IWAI/11013/01/2026-Admin dated 00.00.2026**

PART-I
Technical & Commercial (Bidders Profile)

1. DETAILS OF CONTRACTING BIDDER

a) Name _____

b) Registered Office Address of the Bidder to be in:
Delhi: _____
NOIDA: _____

c) Type of Bidder: Proprietor/Partnership/Pvt /Public Ltd/PSU/Other (Please specify)

i) Name & Design. _____

ii) Address _____

iii) Tel No. Landline _____ Mobile _____

iv) Email ID _____

v) Website: _____

2. Type of Entity: Proprietorship /Partnership/ Private Ltd./ Public Ltd./
/PSU/Other (Please specify)

(Please tick and enclose copy of Memorandum/ Articles of Association/ Certificate of
Incorporation/Partnership Deed and digitally signed and self-attested)
(Please specify) _____ enclosed.

3. Date of Establishment under Shops & Establishment Act /Incorporation Certificate
of entity if a Ltd. company (Must have been registered / incorporated at least 10
(Ten) years prior to date of publishing of this GeM Bid to be eligible):

(Attach supporting digitally signed and self-attested)

4. PAN No.: _____
(Please enclose digitally signed and self-attested)

5. GST Regn. No.: _____
(Please enclose digitally signed and self-attested)

6: Registered Office: Self Owned or on Lease: _____

Attach copy of ownership certificate/lease agreement/latest electricity or property tax receipt
digitally signed and self-attested)

7. UDYAM Certificate for MSME Registration:
(Please enclose self-attested & digitally signed copy)

8. NSIC Registration Certificate:
(Please enclose self-attested & digitally signed copy)

9. Latest Telephone/Electricity Bill showing address of the registered office & branch office at Noida and Delhi and other locations _____
(Please enclose self-attested & digitally signed copy)

10.(A): Recognition with the Department of Tourism (Government of India/State Govt.)
(Please enclose self-attested & digitally signed copy)

Date of expiry of existing recognition:

(B) Membership of any other Travel & Tour Operators Association/Body: No. _____ and validity up to _____
Please enclose self-attested & digitally signed copy)

11. Organizational Set-up of the Bidder (Pls attach self-attested & digitally signed copy of the organizational chart with mention the name & contact mobile nos.)

12. FINANCIAL CRITERIA:

(A): Average Annual Turnover for the last 3 years:

(Should not be less than **Rs.58.50 Lakhs**)

2023-24	_____
2024-25	_____
2025-26	_____

(Please self-attested & digitally signed copies of ITR / Audited Balance Sheet and P&L A/c/etc.) duly attested by the Bidder's Chartered Accountants for each Financial Year enclosed (Pl. specify). Average Annual Turnover Certificate shall not be older than three months from the date of bid submission.

13: Submission of a Solvency Certificate (or Cash Flow Certificate, in other words) from the Scheduled / Commercial Bank for Rs.78.00 Lakhs (Attach a certificate self-attested & digitally signed):

14. **Experience of Similar Works in the car rental services during the last Five 05**
years (2021-22 to 2025-26), the **Bidder** Should have provided car rental services to
to any State / Central Govt. / Semi Govt Organization / PSUs or reputed Pvt. / Public
Ltd firms / Established Private Airlines & Corporate Units / Multinational Companies)
with work order not less than

- (i) Rs.156.00 Lakhs p.a. in a single order; or
(ii) Rs.97.50 Lakhs p.a. each in two orders; or
(iii) Rs.78.00 Lakhs p.a. each in three orders

The Bidder to must submit copies of documentary evidence besides self-attestation & digitally signed for the car rental service providers e.g. work order issued from the client, corresponding satisfactory job completion certificates from client specifying value / agreement.

Bidder to furnish the details in the following Performa:

Period	Name of the Client with Address	Model, Make and No. of vehicles deployed		Contract Period		Contract Value (in lakhs)	Name of the Concerned Dealing Official with Contact no. and e-mail ID	Copy of Work Order attached (Yes/No)
		Model	Staff	From	To			
2021-22								
2022-23								
2023-24								
2024-25								
2025-26								

15. **Infrastructure Details:** Bidder should have a minimum **14 (Fourteen) vehicles** in Contractor's name / its firm / company's name as per the category of vehicles defined herein below in determining of fleet capacity of the Bidder's and enclose registration certificates copy of each vehicle duly self-attested & digitally signed vide **Annexure-I**:

S No.	List Of Different types of AC CARS/MUV owned by Bidder	Make & Model	NOS.	KM Reading as on 01.09.2026	Registered on	BS6 Status
1	Toyota Innova Crysta/ Innova Hybrid Hicross					
2	Mahindra XUV 700					
3	Tata Harrier					
4	Maruti Ciaz					
5	Honda City					
6	Hyundai Verna					
7	Maruti Dzire					
8	Honda Amaze					
9	Hyundai Aura					
10	Others, if any					
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total Fleet Size						

N.B. : USE SEPARATE SHEET, AS REQUIRED.

16. **Bid Security/Earnest Money Deposit Status:** NEFT/RTGS/Account Payee DD/FDR and BG for Rs.3,90,000.00 transferred to IWAI, Noida on _____ vide reference details are _____ (Documentary proof attached and same to be self-attested & digitally signed)
17. **Details on proposed deployment of vehicles and strength of Drivers** be deployed (Attach copy of their Driving License and copy of each duly self-attested and digitally signed photograph, Aadhaar card, PAN, Police verification as per the format attached herewith as **Annexure-I & I(1)**).
18. **Status on ISO Certifications** with validity of certificate for the specified field: (a): _____ (Attach copy of each certificate duly self-attested & digitally signed copy)
 (b): _____
 (c): _____
 (d): _____
 (e): _____:
19. **Bank Details of the Bidder:**
 Name of the Bank:
 Branch Address:
 Account No & Type:
 IFSC Code:
NB: Attach copy of a cancelled cheque: Pls specify: _____
20. **Financial Bid (Un-priced) at Annexure 'A1'** for Quoting or Not-quoting) attached:
21. **Declaration by Bidder & Bidders queries as per Annexure-H1 & H** taken into consideration before bid submission: _____
22. **Contract Agreement Document** read & understood *vide Annexure-J* self-attested & digitally signed _____:
23. **Compliance to Bid requirements** *vide Annexure-K* complied: _____.
24. **Bid Forwarding Letter** prepared and digitally signed and uploaded *vide Annexure-L* attached _____.
25. **Bid Document's prepared and checked as per check list as per Annexure-M and all pages of the bid documents have been serially numbered and their reference stated** in this Annexure- M. _____
26. **Bidding document compliance letter of Addendum / Amendment, if any has been submitted** along with the Bid digitally signed and stamped on each page _____.
27. **Other Bidders information, if any with documentary support and digitally signed**

 (a): _____
 (b): _____
28. **Un-conditional bid submitted on Firm's letter Head** digitally signed and stamped: _____.
29. **Submission of an "Undertaking" in regard to GST**, as applicable has been / will be deposited regularly and accepts all responsibilities towards the same and for any other tax in existence or to be introduced in future: _____.

30. Registration document with PF and ESI Authorities self-attested and digitally signed and stamped _____ and requisite details are as under:

PF Registration No.: _____

ESIC Registration No: _____

Name & Signature of the Authorized Person of the Firm / Company

Place: _____

Seal

Dae: _____

DETAILS OF SIMILAR EXPERIENCE DURING LAST 5 YEARS ENDING 2025-26

SL. NO.	DESCRIPTION OF WORK	NAME & POSTAL ADDRESS OF CLIENT & NAME OF OFFICER INCHARGE AND CONTRACT NO.	CONTRACT VALUE	STARTING DATE	SCHEDULE COMPLETION DATE	ACTUAL COMPLETION DATE	WHETHER COPY OF CONTRACT /COMPLETION/PERFORMANCE CERTIFICATE SUBMITTED	REMARKS
1	Car Rental Services 2021-22							
2	Car Rental Services 2022-23							
3	Car Rental Services 2023-24							
4	Car Rental Services 2024-25							
5	Car Rental Services 2025-26							

Note: (1): Copy of work / service order(s) and completion certificate(s) for each financial year for Similar Works as eligible should be submitted by the Bidder along with this annexure.

(2): in (a) to (c) above, the work details according to values for pre-qualification to be mentioned.

Signatures of authorized person

Name _____

Designation _____

NB: Use extra sheet for above

Seal _____

Annexure-C

Declaration w.r.t. Rule 144 (xi) of General Financial Rules, 2017 (Certificate to be submitted by the Bidders on a Company Letter Head)

Reference 1: IWAI Tender Enquiry No.: Issued on

Reference 2: Ministry of Finance (Department of Expenditure) Office Memorandums (OMs) No. F.7/10/PPD(1) dated 23rd February, 2023.

I [*name of the authorized signatory*] S/o [], R/o[] aged [], in capacity of the authorized signatory duly authorized *vide* [details of the authorization document] of M/s(Name of the Bidder) having registered office at being a participant bidder in IWAI tender enquiry cited at reference 1 above, do hereby declare that I have read and understood all the clauses regarding restrictions under Rule 144(xi) of the General Financial Rules, 2017 on grounds of Defense of India and National Security issued *vide* Office Memorandum cited at reference 2 above, on procurement from the Bidders from a country or countries which shares a land border with India. It is declared that we fulfill all the requirements in this regard and are eligible to be considered for the tender enquiry under reference 1 above.

Further, I undertake that I will also abide by all the requirements of cited Office Memorandums during the entire contract period.

Place: _____

Date: _____

(Signature with Stamp of Company)

(Name of the authorized signatory / Power of Attorney holder)

Declaration about Genuineness of Documents/Certificates

(to be duly filled, signed on a Company Letter Head duly signed by the Authorized Signatory, scanned and submitted with other documents)

I/We..... hereby declare that the information furnished in the Bid in response to the GeM tender no.----- is true and correct. I/We hereby verify and confirm the genuineness and correctness of all documents, including experience certificates attached with the Bid submitted electronically. Further I/We also declare that I/We have submitted all the required documents, without any additions / deletions / modifications, as a token of having read, understood and accepted the terms and conditions of tender document. I/We am also aware that I shall be held responsible in case any document attached is found false / forged / fabricated / tempered / manipulated at any stage and the IWA is fully competent to take any action against me/my firm as deemed fit in accordance with the terms and conditions of the contract and law of the land.

Place:

Signature of tenderer / Authorized signatory

Date:

Name of the tenderer.....

Seal of the tenderer (as may be applicable)

UNDERTAKING AND DECLARATION

(to be duly filled, signed on a Company Letter Head duly signed by the Authorized Signatory, scanned and submitted with other documents)

FOR UNDERSTANDING THE TERMS & CONDITION OF TENDER & SPECIFICATIONS OF WORK

- a) Certified that:
1. I/We..... have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work / provide the services at the rates quoted by us in the tender form.
 2. If I/We fail to enter into the agreement & commence the work on time, the EMD or the security deposit (*as may be applicable*) deposited by us will stand forfeited by Inland Waterways Authority of India ("IWAI").
- b) The tenderer hereby covenants and declares that:
1. All the information, documents, photo copies of the documents / certificates enclosed along with the tender offer are correct.
 2. If anything is found false and/or incorrect and / or reveals any suppression of fact at any time, IWAI reserves the right to debar our tender offer / cancel the Letter of Award / purchase / work order, if issued and forfeit the EMD / security deposit / bill amount pending with IWAI. In addition, IWAI may debar the contractor from participation in its future tenders.

Date:

.....
Signature of Tenderer

Place:

Name of Tenderer _____
along with date & Seal

Declaration on non-participation of near relatives / related parties in the tender called for hiring of vehicles as part of Technical & Commercial Bid (PART-I)

NO NEAR RELATIONSHIP DECLARATION

(On a Company Letter Head duly signed by the Authorized Signatory, scanned and submitted with other documents)

I _____, S/O _____, Resident _____ of _____, duly authorized *vide* [details of the authorization document] dated ____ on behalf of [name of the Bidder] hereby declare and confirm that none of my relative(s) / related parties (*as may be applicable*) as defined in the Companies Act, 2013 is / are employed in Inland Waterways Authority of India ("IWAI"). In case at any stage, it is found that the information given by me is or are false / incorrect, IWAI shall have the absolute right to take any action as deemed fit / without any prior intimation to me / us.

Signed _____
For and on behalf of the [name of the service provider]

Name (CAPITAL) _____

Position _____

Date _____

Place _____

PROFORMA FOR PERFORMANCE GUARANTEE

(To be submitted on a Non-judicial Stamp Paper of requisite value and duly notarized after award of work but digitally signed and stamped and submitted as part of Technical & Commercial Bid in present form as produced herein below)

Ref. No. _____ Bank Guarantee No _____
Dated _____
To _____
Inland Waterways Authority of India

Dear Sirs,

1. In consideration of **Inland Waterways Authority of India** having its head office at Jalmarg Bhawan, A-13, Sector – 1, Noida – 201 301 (U.P.) (hereinafter called the “**Procurer**” / “**IWAI**” which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a Contract No. _____ dated _____ (hereinafter called “**Contract**” which expression shall include all the amendments thereto) with _____ having its registered / head office at _____ (hereinafter referred to as the “**Contractor**” which expression shall, unless repugnant to the context or meaning thereof include all its successors, legal heirs, administrators, executors and assignees, as the case may be) and IWAI having agreed that the Contractor shall furnish to IWAI a performance bank guarantee for INR _____ (in words) for the faithful performance of the Contract.

2. We (name of the bank) _____ registered under the laws of _____ having head / registered office at _____ (hereinafter referred to as “**Bank**”, which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any / all moneys to the extent of INR _____ (in words Indian Rupees/-), without any demur, reservation, contest or protest and / or without any reference to the Contractor. Any such demand made by IWAI on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the Bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and / or any other matter or thing whatsoever. The liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by IWAI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the Bank.

3. The Bank also agrees that IWAI at its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that IWAI may have in relation to the Contractor's liabilities.

4. The Bank further agrees that IWAI shall have the fullest liberty without the consent of the Bank and without affecting in any manner the obligations of the Bank hereunder, to vary any of the terms and conditions of the said Contract or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time exercise of any of the powers vested in IWAI against the said Contractor and to forbear or enforce any of the terms and

conditions relating to the Contract and the Bank shall not be relieved from its liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or omission on the part of IWAI or any indulgence by IWAI to the said Contractor or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the guarantee herein contained shall remain in full force for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the Contractor, including warranty obligations, as the case may be.

6. This guarantee shall not be discharged by any change in our constitution, in the constitution of IWAI or that of the Contractor.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of courts in Noida, Uttar Pradesh.

9. Notwithstanding anything contained hereinabove, our liability under this guarantee is limited to INR (in figures) _____ [Indian Rupees/- (in words) _____] and our guarantee shall remain in force for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the Contractor, including warranty obligations, as the case may be. In case of any extension of the contract, the performance guarantee will be suitably extended as and when required by IWAI.

10 Any claim under this guarantee must be received by us before the expiry of this bank guarantee. If no such claim has been received by us by the expiry of the bank guarantee, the rights of IWAI under this guarantee will cease. However, if such a claim has been received by prior to the expiry of this guarantee, all the rights of IWAI under this guarantee shall be valid and shall not cease until we have satisfied that claim.

IN WITNESS WHEREOF, the Bank through its authorized officer has set its hand and stamp on this..... day of 2026 at

(Signature) (Signature)
Full name and official Full name, designation and
address (in legible letters) address (in legible letters)
with Bank stamp
Attorney as per Power of
Attorney No.....
Dated

WITNESS NO. 1

(Signature)
Full name and official
Address (in legible letters)

WITNESS NO. 2-----

(Signature)
Full name and official
Address (in legible letters)

BIDDERS QUERIES (IF ANY)
(TO BE SENT TO IWAI BEFORE PRE – BID MEETING)

SL. NO.	REFERENCE OF BIDDING DOCUMENT PAGE NO. / CLAUSE NO	SUBJECT	BIDDERS QUERRY	IWAI REPLY

NOTE: BIDDERS QUERY MAY BE SENT on Email ID: secretary@iwai.gov.in up to 10:00 AM OF PRE-BID MEETING DATE **09.10.2026 at 11.00 AM as scheduled or may also be raised during the Pre-Bid Meeting.**

(SIGNATURE OF THE AUTHORISED
OFFICIAL OF FIRM WITH SEAL)

PLACE: _____
DATE _____

DECLARATION BY BIDDER

(on a Non-judicial Stamp Paper of requisite value and duly notarized and uploaded)

I/We _____(Name of Bidder) hereby represent that I/we have gone through and understood the bidding document (which is in two parts in Part-I (Technical and Commercial Sections) and Part-II (Schedule of Charges)) and that my / our bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

I/We am / are uploading a copy of the bidding document as part of our bid duly signed and stamped on each page in token of our acceptance. I/We undertake that Part-I and Part-II of the bidding document shall be deemed to form part of our bid and in the event of award to me/us, the same shall be considered for constitution of contract agreement. Further, I/we will/shall sign and stamp each page of this Part-I and Part-II as a token of acceptance and as a part of the contract in the event of award of contract to us.

I/We confirm that rates quoted by me/us includes price for all works/activities/supply etc. and are with materials as mentioned in the items description in bill of quantities.

Signatures of authorized person

Name_____

Designation_____

Seal

Place _____

Date _____

ANNEXURE-I**LIST OF TYPES & MODEL OF VEHICLES PROPOSED TO BE DEPLOYED FOR CAR RENTAL
VEHICLE SERVICES AS DETAILED IN ANNEXURE-A**

SL. NO.	VECHILES REGISTRATION NO.	NOS.	DATE REGISTRATION (MUST REGISTERED OR 01.07.2025)	OF BE ON AFTER	MODEL & MAKE	MILEAGE AS ON THE DATE OF PUBLISHIN G OF BID ON GEM PORTAL	MODE OF FUEL: PETROL/ DIESEL)	COPY OF RC ATTACHE D	
								Yes	No
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

NOTE: 1. In case of above vehicles are under contract arrangement from other travel firm's bidder shall indicate the source of hiring and enclose the consent letter from the source and have to make available these items before start of the work and failure to do so will make their bid un-comparable and liable for rejection.

Signatures of authorized person

Name _____

Designation _____

Seal

DETAILS OF DRIVING SERVICES PERSONNELS IN THE PAST THREE YEARS

SL. NO.	YEAR	NOS (ONLY IN CONTEXT TO DELHI /NOIDA & OTHER NCR AREAS	AVERAGE AGE GROUP	TYPE OF LICENSE BEING HELD BY THEM LCV /COML/ HDL	AVERAGE EXPERIENCE IN YEARS :0-5 YEARS/5-10 YERS & ABOVE 10 YRS.
1	DRIVING SERVICES PERSONNEL DURING 2023-24				
2	DRIVING SERVICES PERSONNEL DURING 2024-25				
3	DRIVING SERVICES PERSONNEL DURING 2025-26				

Signatures of authorized person**Name**_____

Designation_____

Seal_____

PROFORMA FOR CONTRACT AGREEMENT

(To be submitted by a Successful Bidder only on a Non-judicial Stamp Paper of requisite value and duly notarized)

The successful bidder shall have to execute the following agreement.

AGREEMENT FOR VEHICLE HIRE

This Agreement for vehicle hire ("**Agreement**" / "**Contract**") is made on this ___ day of ___ month of year between _____ (Corporate Identification Number / Limited Liability Partnership Identification Number / PAN Card Number: _____) having its registered / branch office / principal place of business at _____ (hereinafter called the "**contractor**" / "**Contractor**" which expression shall, unless excluded by or repugnant to the context, include its successors, legal heir, executors, administrative representative, affiliates and assignee, as may be applicable) of the one part and the Inland Waterways Authority of India having its head office at Jalmarg Bhawan, A-13, Sector – 1, Noida – 201 301 (U.P.) (hereinafter called the "IWAI" which expression shall unless repugnant to the subject or context include its successors and assigns) of other part.

Whereas the contractor has offered to enter into contract with the IWAI for the providing hired vehicles along with fuel and driver on rate contract to IWAI, Head Office, A-13, Sector-1, Noida (U.P.) on the terms and conditions and rates approved by the IWAI, *vide* tender notice inviting tender _____ approval no. _____ for tender no. _____ of _____ for _____ (*copy of rates annexed to this Agreement as Annexure [●]*) duly accepted by the contractor.

The total approved cost is Rs. (*including all taxes and levies excluding Goods and service tax which will be paid extra as applicable for the services to be executed*) and whereas the contractor has deposited EMD Rs. as part of security deposit, the same has been discharged and has further deposited a sum of Rs. *vide* RTGS / NEFT _____ dated _____ bearing UTR Number _____ to IWAI Fund in Union Bank of India, Noida to cover the security deposit of Rs. as a security for the performance of the Contract / the Contractor has furnish a performance guarantee in the form of bank guarantee which is attached to this Agreement as *Annexure [●]* and whereas the necessary security deposits / performance guarantee have been furnished in accordance with the provision of the tender document and whereas no interest will be claimed on the said security deposit.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as follows.

1. The Contractor shall during the period of this contract that is to say from ___ to _____ or until this contract is determined by such notice as hereinafter mentioned, will provide vehicles registered on or after **1st July, 2025 or later and BS 6 & above** & as applicable) with maximum mileage of 40000 km, on the rates accepted as described in schedule *vide* Appendix-I to this Agreement. IWAI shall reimburse that amount of Goods and service tax, if any, paid by the contractor to the authorities on account of the services rendered by him / them to IWAI and the said reimbursement shall include the parking charges, TAG, Toll charges and state entry tax which shall be paid separately. This reimbursement shall be admissible on production of proof / evidence of deposit / expenses by the contractor to the

reasonable satisfaction of IWAI. In case the Contractor fails to provide the evidence for reimbursable expenses to the reasonable satisfaction of the IWAI, the IWAI shall not be held liable for any penalty for non-payment of the reimbursable expenditure. It is agreed by the Contractor that number of vehicles required is likely to change (Presently qty: 14 Nos: (01 Innova, 10 AC Maruti Ciaz & 03 Maruti AC Dzire) and may be demanded even beyond 25% ceiling by IWAI to meet its operational and functional requirements on the Contractor shall be bound to supply on the same terms and conditions and rates. .

2. The Contractor shall comply with all the terms and conditions of tender documents contained which are part and parcel of this Agreement and form integral part of this Agreement and also the terms and conditions as mentioned in this Agreement.
3. The authorities of IWAI indicated in Appendix-II shall place an order for their requirement on the official Hire order form Appendix-III (hereinafter called "**Hire order**") and will receive acknowledgement from the Contractor for supply of vehicles. The Contractor will supply vehicles (with fuels) together with the drivers to the IWAI on regular basis and / or need basis until such time the contract is valid and the parties in Agreement are satisfied with the performance of the contract.
4. The Contractor agrees with the IWAI and with each authority competent to order that every contract of Hire order should be subject to the terms of the Agreement and in the event of a conflict between these terms and the terms in Hire order, the terms of this Agreement for vehicle hire shall prevail.
5. Contractor will provide vehicles to IWAI registered on or after 1st July,2025 with maximum mileage up to 40000 km and duly registered only in contractor's name or its company / firm name. The taxes, insurance etc. due on such vehicles shall be the liability of the contractor.
6. The Contractor should provide the particular model or make of vehicle as agreed upon in the Contract. The IWAI only reserves the right to substitute it with another similar vehicle. If for any reason whatsoever, the IWAI is not happy with the condition of the vehicle provided, the Contractor's nearest office will be informed immediately, and they should accept any liability to replace it as per requirement. If for any reason, the Contractor is not in a position to provide a substitute vehicle as demanded by the IWAI, then the IWAI will be free to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the Contractor.
7. Contractor will submit bills in accordance with conditions as stipulated in Clause 31 of the tender document (*i.e. Tender & General and Special Conditions Forming Part of the Bidding Documents as mentioned above*) to IWAI on monthly basis for release of payment by IWAI.
8. The driver of the vehicle shall always hold a mobile phone no. provided by the contractor and valid photo identity card issued by the IWAI office or any other local Central / State Govt. office competent to issue such cards and also carry duty slips printed by the contractor (*or log book as per IWAI direction*) as per the format shown in Annexure [●] where the date, time, KMs reading, purpose and places visited are to be filled in and signed by the IWAI's and / or its Authorized Personnel. On the basis of these duty slips, the bills shall be raised to IWAI by the contractor. Counting distance will be from the starting point of the user and closing at the point wherever user completes his / her travel.
9. Contractor shall be liable to make and ensure payment of wages to Drivers deployed for IWAI works on or before 7th of each month. This payment of wages & allowances (including Overtime etc) to be as per industry standards while ensuring Minimum Wages as prescribed by the Appropriate Authority (*i.e. payment of wages whichever is higher as prescribed by*

Government of NCT of Delhi/State Government vis-à-vis by The Chief Labour Commissioner, Ministry of Labour & Employment, New Delhi) besides complying with all other applicable Codes on Wages, Codes on Social Security etc. For any default and non-compliance, Contractor shall be liable including for any penalties and damages, in this regard and IWAI shall have no liability on these accounts.

10. If the Contractor fails to provide the vehicle to IWAI and if the service is not found satisfactory enough, the IWAI shall have the right to terminate the Contract in whole or part as per Clause 34 of the tender document (*i.e. Tender & General and Special Conditions Forming Part of the Bidding Documents as mentioned above*), which shall be without prejudice to any other right or remedy IWAI shall have under this Contract and the applicable.
11. In the event of any mechanical failure / break down of vehicle after it's reporting duty, the contractor shall arrange for replacement by another vehicle. Non-compliance of the aforesaid may attract penalty as per Clause 33 of tender document (*i.e. Tender & General and Special Conditions Forming Part of the Bidding Documents as mentioned above*).
12. The aforesaid penalties will accrue to the Contractor in addition to the deduction on hire charges on pro-rata basis. The penalty amount shall be deducted from the running bills besides any other action which may even lead to termination of contract as per Clause 34 of the tender document (*i.e. Tender & General and Special Conditions Forming Part of the Bidding Documents as mentioned above*).
13. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the contractor. IWAI shall have no liability whatsoever.
14. The Tender Document No. : IWAI / / / Dated: [●] and its schedules, annexure and / or appendix which are annexed to this Agreement as Annexure [●] and Annexure [●] (Colly.) respectively, shall form part and parcel of this Agreement and integral part of this Agreement.
15. That contractor is / shall be liable for any legal dispute / cases / claims that have arisen or may arise during the currency of the Agreement in respect of vehicles provided by contractor. IWAI shall not be liable for any loss, damages, etc. suffered / to be suffered by contractor or third party as the case may be.
16. If for any reason, IWAI is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the Contractor in writing. The Contractor without raising any dispute on such assessment by the IWAI regarding the standard of the vehicle provided or quality of service rendered by them, shall immediately replace it with another vehicle on receipt of such complaint.
17. The Contractor shall also be liable for all fines, penalties like, traffic, parking, toll charges, entry taxes and criminal offences etc. arising and for concerning the use of the vehicle during hired period and the Contractor accordingly indemnifies the IWAI against all such liability.
18. The Contractor shall not act as a broker for other hire companies or any individual and the contract will be valid only if the company signing the contract supplies the vehicles themselves from their own fleet. The Contractor will also ensure that they will not supply the vehicles to IWAI which are either owned by employees of IWAI either directly recruited or on deputation to IWAI or their near relatives) of the tender documents enclosed as schedule "B" to this Agreement. A certificate to this effect is annexed to this Agreement.

19. The contractor will not be tampering the meter reading, vehicle usage timing, overwriting of summary / log sheet and allow misbehavior of driver while on duty. Such incidents shall be viewed seriously, leading to cancellation of contract.
20. Contractor shall not engage any person below 18 years of age as driver.
21. The provisions of Clause 20 of tender document (*i.e. Tender & General and Special Conditions Forming Part of the Bidding Documents as mentioned above*) shall *mutatis mutandis* be applicable to this Agreement as if it is set forth herein.
22. If the Contractor institutes any legal proceedings against the IWAI to enforce any of its rights under this Agreement, it shall be in the legal jurisdiction of IWAI where its head office is mentioned i.e. Noida, Uttar Pradesh and not the place where the Contractor has his / its registered office.
23. The Contractor is / shall be responsible for compliance of all the laws / rules / regulations and Government instructions that are applicable to and aimed to protect the interests of the employees / workers engaged by it and shall ensure payment of all the statutory dues / liabilities as may have arisen during the past 'or' may arise during the course of performance of this contract.
24. The Contractor undertakes to keep fully secret and confidential the information received by its personnel from IWAI and / or its officials during the continuance of this Agreement and also thereafter, and not to divulge it in any way without obtaining express written permission of IWAI, except in the case where any such information is required to be disclosed by it under any provisions of law to a court or any such other judicial / legislative / regulatory authority provided the Contractor gives prior information to IWAI so that IWAI may initiate any preventive steps available under law in this regard. In the event of breach of this provision, without prejudice to the rights available with IWAI under the applicable laws, IWAI shall be entitled to seek an injunction in any court of competent jurisdiction restraining all acts of disclosure and / or unauthorized use of confidential information.
25. Notwithstanding anything contained in the bid document, the Contractor shall have to furnish an unequivocal and unconditional undertaking / declaration to indemnify IWAI in the Performa attached with this Agreement as Schedule 1 below, dully attested by a Magistrate / Executive Magistrate. The Undertaking / Declaration shall be on a Non-judicial Stamp Paper of requisite value and the language of this document may only be in Hindi or English.
26. Any notice, request of statement hereunder shall be in writing and deemed to be sufficiently given or rendered when sent by registered mail or fax to a party's registered office with a copy sent to the attention of:

(Name of Contractor)

Address : _____

Tel. : _____ Fax : _____ E-mail : _____

And

Name of the IWAI Official Nominated

Inland Waterways Authority of India

Address : _____

Tel. : _____ **Fax :** _____ **E-mail :** _____

27. Further, the said notice shall be deemed to have been validity given on (i) business date and time immediately after the date of transmission with confirmed answer back, if sent by facsimile transmission provided such transaction is immediately followed by a Regd. mail or (ii) five days from the date of dispatch, if transmitted by internationally recognized courier or registered air mail.

Appendix-I

[Accepted rates of the vehicle hire shall be attached in the case of a Successful Bidder]

Appendix-II

[Authorities of IWAI who shall place orders to the contractor shall be indicated the Letter of Award to the Successful Bidder]

Appendix-III

[format of the hire order shall be inserted in respect of a Successful Bidder]

Signed _____

Signed _____

For and on behalf of the IWAI

For and on behalf of the Contractor

Name (caps) _____ **Position** _____ **Date** _____

2.

In the presence of Witnesses

In the presence of Witnesses

1.

1.

2.

2

Name (caps) _____

Position _____

Date _____

PERFORMA

UNDERTAKING CUM INDEMNITY

This Undertaking cum Indemnity ("**Undertaking**") is made and executed at [●] on this [●] day of [●] 2024 by:

_____(Registration Number: _____), a company registered under the laws of _____, having its registered office at _____ (hereinafter referred to as the "**Contractor**" which expression shall, unless repugnant to the subject and context hereof, shall mean and include its successors and permitted assigns) of the **FIRST PART**.

OR

_____(Registration Number: _____), a partnership firm owned by the following partners, _____ having its office at _____ (hereinafter referred to as the "**Contractor**", which expression shall unless it be repugnant to the context or meaning thereof include the partners or partner for the time being of the said firm of _____ and the survivors or survivor of them and their respective legal heirs, representatives, executors, administrators, successors and permitted assigns) of the **FIRST PART**.

1. _____;
2. _____; and
3. _____.

OR

_____, a sole proprietorship firm owned by Mr. / Mrs. _____, having its office and principal place of business at _____ (hereinafter referred to as "**Contractor**", which expression shall unless it be repugnant to the context or meaning thereof include its / his / her legal heirs, executors, administrators, successors and permitted assigns) of the **FIRST PART**.

IN FAVOR OF

INLAND WATERWAYS AUTHORITY OF INDIA having its head office at Jalmarg Bhawan, A-13, Sector – 1, Noida – 201 301 (U.P.) (hereinafter called the "**IWAI**" which expression shall unless repugnant to the subject or context include its successors and assigns) of **OTHER PART**.

The Contractor and IWAI shall collectively be referred to as "**Parties**" and individually as "**Party**".

WHEREAS:

- (A) The Contractor and IWAI have / shall be entering into a contract pursuant to which the Contractor shall be providing hired vehicles along with fuel and driver ("**Contract**") to IWAI on the terms and conditions and rates approved by the IWAI, *vide* tender notice inviting tender _ approval no. ____ for tender no. _____ of _____ for _____ duly accepted by the Contractor; and

- (B) One of the terms of such Contract is that the Contractor shall have to furnish an unequivocal and unconditional undertaking / declaration to indemnify IWAI duly attested by a Magistrate / Executive Magistrate.

NOW THEREFORE, for the consideration of the aforesaid, the Contractor hereby unequivocally and unconditionally declares, confirms and undertakes as follows:

1. The Contractor shall indemnify, defend and hold IWAI and its officers, employees, agents and other authorized personnel harmless from and against any and all liability, damage, loss, cost or expense (*including reasonable attorney's fees of litigation, arbitration and other third-party litigation expenses, as may be applicable*) claims, demands, suits, penalties, judgments or administrative and judicial orders arising out of:
 - (a) non-compliance with any statutory or legal requirements by the Contractor and / or the personnel deployed for the services rendered or to be rendered in terms of the Contract and other tender documents;
 - (b) breach of the terms and conditions of the Contract and other tender documents on the part of the Contractor and / or its personnel deployed in connection with the services;
 - (c) any misleading, incorrect or false information given by the Contractor in its bid application / proposal to IWAI which has been material in the award of the contract to the Contractor and / or in any respect or any representation and / or warranty under the Contract and other tender documents is found to be incorrect, false or untrue;
 - (d) any negligence, willful misconduct, wrongful act, fraud, act of omission or commission by the Contractor and / or its personnel deployed in connection with the services rendered or to be rendered in terms of the Contract and other tender documents;
 - (e) any act or conduct by the Contractor and / or its personnel deployed in connection with the services which indirectly or directly affects the reputation, stature, status, position or integrity of IWAI;
 - (f) any business loss suffered by IWAI due to non-adherence of timelines by the Contractor or replacement of any personnel on the demand of IWAI, its officers, employees, agents and / or other authorized personnel in terms of the Contract and other tender documents;
 - (g) the Contractor assigns, transfer and / or subcontract in whole or in part any work / services to be done / rendering by the Contractor in terms of the Contract and other tender documents; and
 - (h) all other damages / charges for which IWAI, its officers, employees, agents and / or other authorized personnel may be held liable or pay on account of the negligence of and / or acts of the Contractor or its personnel deployed or any person under its control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the services or otherwise and against all claims and demand thereof.

AND we make the aforesaid declaration and undertaking solemnly and sincerely believing the same to be true and knowing fully well on the faith thereof.

This Undertaking shall form an integral part of the Contract.

IN WITNESS WHEREOF the Contractor has caused these presents to be executed on the day, month and year first hereinabove written in the manner hereinafter appearing.

SIGNED AND DELIVERED

FOR AND ON BEHALF OF THE CONTRACTOR

NAME:

DESIGNATION:

DATE:

COMPLIANCE TO BID REQUIREMENT

I/We _____ hereby agree to fully comply with, abide by and accept without variation, deviation or reservation, all technical, commercial and other conditions, whatsoever of the bidding documents and addendum to the bidding documents, if any for the subject work issued by the Inland Waterways Authority of India.

I/We hereby further confirm that any terms and conditions if mentioned in our bid (Technical & Commercial/Un-priced as well as Financial Bid) shall not be recognized and shall be treated as null and void.

Signatures of authorized person

Name_____

Designation_____

Seal

To,
The Secretary,
Inland Waterways Authority of India
Ministry of Ports, Shipping & Waterways, GOI
A-13, Sector – 1, Noida-201301,
District: Gautam Budh Nagar (U.P.)

OUR REF. NO. _____ DATE _____

GeM Tender NO.._____
NAME OF WORK: E-tender for Rate Contract for Hiring of Vehicles
For IWAI Head Office at NOIDA (UP)

Dear Sir,

Please find enclosed herewith our offer in line with the requirement of IWAI bidding document.
I/We confirm that:

1. Offer is in complete compliance with Technical as well as Commercial requirements of bidding document and there is no Technical or Commercial deviation in the offer.
2. We understand that any Technical or Commercial deviation in the offer shall render out offer liable for rejection.
3. We have enclosed following with the offer:
 - (A) : **TECHNICAL & COMMERCIAL /UN-PRICE OFFER (online mode only):**
 - (I) Earnest Money
 - (II) Compliance Format
 - (III) Check List
 - (B) : **FINANCIAL BID (online mode only):**
 - (I) Filled Schedule of Charges for Price.
4. That **validity of the offer shall be up to 120 (one hundred twenty days) from the date of submission of the Bid.**
5. **We also confirm of quoting for all heads of cost in compliance to Annexure-A1 and mentioning of as "Quoting" for a responsive bid, failing which our bid may not be evaluated for declaring as "Qualified" and IWAI is authorized not to entertain any request from the concerned participating Bidder.**
6. It is also confirmed that each bid document page and supporting's have been signed by the authorized official of the firm and company seal affixed and uploaded while submitting

Signatures of authorized person

Name _____

Designation _____

Seal

Encl : As above.

ANNEXURE -M**CHECK LIST FOR SUBMISSION OF BID**

Bidder is requested to fill this check list and ensure that all details/documents have been furnished as called for in the bidding document along with digitally signed and stamped checklist with each copy of the **UN-PRICED BID(PART-1)** before uploading on the GeM Portal as part of Technical & Commercial Bid:

HEADS OF CHECK LIST ITEMS	PLS. TICK & ENSURE COMPLIANCE & CONFIRM STATUS AS: YES/NO	REFERRAL PAGE SL. NO. OF THE SUBMITTED DOCUMENTS
Information about Bidder(Bidders Profile) as per Annexure-A Submitted:	YES/NO	
Memorandum and Article of Association in Case of Ltd. Company & Partnership Deed/Agreement vide Item No.2 of Annexure-A Submitted:	YES/NO	
Copy of Certificate of Incorporation or Registration under Shops & Establishment Act in conformity to comply with the requirement of Bidder in business of providing vehicle services for the last 5 year or more, I.e. prior to date of publication of this GeM Bid vide Item No.3 of Annexure-A Submitted:	YES/NO	
Copy of PAN Card of the Bidding Firm/Contractor vide Item No.4 of Annexure-A Submitted:	YES/NO	
GST Registration Certificate vide Item No.5 of Annexure-A	YES/NO	
Copy of Ownership or Rent Agreement/Electricity Bill/ Property Tax for Head Office attached vide Item No.6 of Annexure-A Submitted:	YES/NO	
UDYAM Registration Certificate issued by Ministry of MSME, GOI vide Item No. 7 of Annexure-A Submitted:	YES/NO	
NSIC Registration Certificate issued by the NSIC, GOI vide Item No. 8 of Annexure-A Submitted:	YES/NO	
Latest Electricity Bill/Landline/Mobile Bill copy for Branch Office as per Item No. 9 of Annexure-A Submitted:	YES/NO	
Recognition Certificate issued by the Department of Tourism at Centre/State Level or Membership Certificate as a Tour & Travel Operation of any Association as per Item No. 10 of Annexure-A. Submitted:	YES/NO	

Organization chart with mention of Name, Designation with Mobile Nos. as per Item No. 11 of Annexure-A. Submitted:	YES/NO	
Contractor/Bidder Firm CA Certificate in respect of Average Annual Turnover for last three Financial Years (2023-24 to 2025-26) <u>not older than 3 months from the date of bid submission</u> and copies of ITR & Audited Balance Sheet for each year as above also attached as per Item No. 12 of Annexure-A. Submitted:	YES/NO	
SOLVENCY CERTIFICATE (or Cash Flow Certificate) not older than six months for amount of Rs.78.00 Lakhs from the date of publication of Tender as per Item No. 13 of Annexure-A. CERTIFICATE NO. _____-DATE _____ FROM _____ THE BANK: _____ Address: _____ For Rs. _____ Submitted:	YES/NO	
Copies of Orders for Similar Work Experience during the last five years from 2021-22 to 2025-26 and copies of Work Orders digitally signed & attached other than furnishing the details on the tabulated form as per Item No. 14 of Annexure-A. Submitted:	YES/NO	
Details of Bidder having a minimum of 14 vehicles and sharing of details of Cars/Multi-Utility Vehicles available with the Bidders and copies of Registration Certificate only for Vehicles registered on or after 01.07.2025 attached with mention of mileage of 40000 KM as on bid uploading date as per Item No. 15 of Annexure-A. Submitted:	YES/NO	
Bid Security/ Earnest Money Deposit remitted as per Tender documents requirement given in as per Item No. 16 of Annexure-A. Submitted:	YES/NO	
List of Proposed Vehicles to be deployed and Driving services personnel strength as per Item No. 17 of Annexure-A (Pls refer to Annexure-I & II) Submitted: _____ ;	YES/NO	
Status with regard to ISO Certifications and valid certificates attached as self-attested & digitally signed as per Item No. 18 of Annexure-A. Submitted:	YES/NO	
Bank Details of the Bidder furnished along with a Cancelled Cheque as per Item No. 19 of Annexure-A. Submitted:	YES/NO	

Financial Bid (Un-priced) at Annexure 'A1' for Quoting or Not- quoting) as per Item No. 20 of Annexure-A. Submitted:	YES/NO	
Declaration by Bidder as per Item No.21 of Annexure-A. AS PER ANNEXURE –H & H1 Submitted:	YES/NO	
Contract Agreement Document read and understood for compliance and self-attested & digitally signed vide Annexure-J as per Item No.22 of Annexure-A : Submitted:	YES/NO	
Compliance to Bid Requirements vide Annexure-K as per Item No.23 of Annexure-A. Submitted:	YES/NO	
Bid Forwarding Letter vide Annexure-L as per Item No.24 of Annexure-A. Submitted:	YES/NO	
All pages of the Bid Documents submissions have been serially numbered and their reference stated in this Annexure- M as per Item No.25 of Annexure-A. Complied:	YES/NO	
Bidding Document compliance letter of Addendum/Amendment, if any has been submitted along with the bid have been digitally signed and stamped on each page as per Item No.26 of Annexure-A. Complied:	YES/NO	
Other Bidders Information, if any with documentary support and digitally signed as per item no. 27 of Annexure-A Submitted:	YES/NO	
Declaration relating to the Un-conditional bids on a Firm Letter Head digitally signed and uploaded vide item no. 28 of Annexure-A	YES/NO	
Submission of an “Undertaking” on a Non-judicial Stamp Paper (Requisite Value) duly notarized in regard to GST , as applicable has been / will be deposited regularly and accepts all responsibilities towards the same and for any other tax in existence or to be introduced in future vide Item No.29 of the Annexure-A.	YES/NO	

I/We confirm having read and understood the Bid Requirements and the Scope of Work and accordingly complied the documents and after having cross checked them and stating as self-attested and digitally signed before uploading including the Financial Bid(Part-II) as required.

Signatures of authorized person

Name_____

Designation_____

Seal



Inland Waterways Authority of India

Ministry of Ports, Shipping & Waterways, GOI

**Financial Bid (UNPRICED) FOR CONFIRMING ON WHETHER QUOTING /NOT-
QUOTING: PART OF TECHNICAL & COMMERCIAL BID & TO BE UPLOADED AS
PART-I OF BID QUALIFICATION CRITERIA**

**RATE CONTRACT FOR HIRING OF AC CARS/MULTI-UTILITY VEHICLES ON RATE
CONTRACT ON MONTHLY & NEED BASIS**

NAME OF THE AGENCY				
S N	HEADS	Category A AC TOYOTA INNOVA CRYSTA / INNOVA HYBRID HICROSS/MAHINDRA XUV 700/TATA HARRIER OR ITS EQUIVALENTS	Category B AC MARUTI CIAZ/HONDA CITY/HYUNDAI VERNA OR ITS EQUIVALENT	Category C AC MARUTI DZIRE/ HYUNDAI AURA/ HONDA AMAZE OR ITS EQUIVALENT
A)	LOCAL DELHI & (NCR) On NEED Basis			
1	Full Day (100 Km & 10 Hrs)	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
2	Half Day (50 Kms & 4 Hrs)	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
3	Extra Hrs Charges	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
4	Extra Km Charges	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
5	Night Retention charges (1100 PM to 0500 AM)	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
LOCAL DELHI & NCR On Monthly Basis				
B)	Monthly Rate for 2500(250 Hrs per month)	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting

1	Extra Kms Charges beyond 2500 km	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
2	Extra Hours Charges over 250 Hrs	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
3	Night Retention charges (1100 PM to 0500 AM)	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
		Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
C)	Out Station (200 Km per day)- Plan Area	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
1	Rate per Km	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
2	Out Station Night Retention Charges	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
D)	Out Station (200 Km per day)- Hill Area	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
1	Rate per Km	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting
2	Out Station Night Retention Charges	Quoting/Not Quoting	Quoting/Not Quoting	Quoting/Not Quoting

Note 1 :-

(i) Rates shall be quoted for fixed monthly and for full day / half day charges as also for extra KM and hrs. for various type of vehicles as grouped including all taxes & duties excluding GST & Toll Tax (GST and toll tax wherever applicable shall be paid by IWAI). Pls. be note that rates to include all costs towards running & maintenance of vehicle (*fuel, facilities of First Aid Box tissue box etc.*) comprehensive insurance of drivers & passengers, Drivers Wages and towards all other statutory compliances as per latest codes on Labour Laws and other heads).

(ii) I/We shall abide by all terms and conditions of tender document.

(iii) During the movement of vehicle, wherever Toll Tax/Inter State Road Tax is paid by the Contractor shall be reimbursed by IWAI on producing the original proof of payment (Receipt) Toll Tax/Inter State Tax along with monthly service bill.

(iv) Bidder to read the Bid Terms & Conditions before quoting their rates.

Date :	
Place:	

Signature of Bidder/authorized person

Name _____
Designation _____

Seal _____



Inland Waterways Authority of India
Ministry of Ports, Shipping & Waterways, GOI

GeM No.IWAI/11013/01/2023-Admin dated 00.00.2026

Financial Bid (PART-II)

For

**HIRING OF AC CARS/MULTI-UTILITY VEHICLES ON RATE CONTRACT
FOR DEMAND ON MONTHLY/NEED BASIS**



Inland Waterways Authority of India
Ministry of Ports, Shipping & Waterways, GOI

Financial Bid (PART-II)

RATE CONTRACT FOR HIRING OF AC CARS/MULTI-UTILITY VEHICLES ON RATE CONTRACT BASIS

NAME OF THE AGENCY				
S N	HEADS	Category A AC TOYOTA INNOVA CRYSTA / INNOVA HYBRID HICROSS/MAHINDRA XUV 700/TATA HARRIER OR ITS EQUIVALENTS	Category B AC MARUTI CIAZ/HONDA CITY/HYUNDAI VERNA OR ITS EQUIVALENT	Category C AC MARUTI DZIRE/ HYUNDAI AURA/ HONDA AMAZE OR ITS EQUIVALENT
(A)	LOCAL DELHI & (NCR) on Daily/Need Basis			
1	Full Day (100 Km & 10 Hrs)			
2	Half Day (50 Kms & 4 Hrs)			
3	Extra Hrs Charges			
4	Extra Km Charges			
5	Night Retention charges (1100 PM to 0500 AM)			
(B)	Monthly Lump sum Rate for 2500 & 250 Hrs per month			
1	Extra Kms beyond 2500 km charges			

2	Extra Hours Charges above 250 Hrs			
3	Night Retention charges (1100 PM to 0500 AM)			
(C)	Out Station (200 Km per day)- Plain Area			
1	Rate per Km			
2	Out Station Night Retention Charges			
(D)	Out Station (200 Km per day)- Hill Area			
1	Rate per Km			
2	Out Station Night Retention Charges			

Note :-

(i) Rates shall be quoted for fixed Monthly and for Full Day /Half Day charges as also for extra KM and hrs for various type of vehicles as grouped including all taxes & duties excluding GST & Toll Tax (GST and Toll Tax wherever applicable shall be paid by IWAI). Pls be note that rates to include all costs towards running & maintenance of vehicle (fuel, facilities of First Aid Box tissue box etc.) comprehensive insurance of drivers & passengers, Drivers Wages and towards all other statutory compliances as per latest Codes on Labour Laws and other heads).

(ii) I/We shall abide by all terms and conditions of tender document.

(iii) During the movement of vehicle, wherever Toll Tax/Inter State Road Tax is paid by the Contractor shall be reimbursed by IWAI on producing the original proof of payment (Receipt) Toll Tax/Inter State Tax along with monthly service bill.

(iv) Bidder to read the Bid Terms & Conditions before quoting their rates.

Date:	
Place:	

Signature of Bidder/authorized person

Name _____

Designation _____

Seal

SCHEDULE -I

DEFINITIONS

1. **"Bidder" / "Bidders"** (including the term 'tenderer' in certain contexts) means any individual or firm or company, proprietor or partnership firm or such other persons, participating in the tender no. _____ issued by IWAI.
2. **"Bid"** (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in the Bid document issued by IWAI.
3. **"Bid Security"** (including the term Earnest Money Deposit, in certain contexts) means a security from a bidder securing obligations resulting from a prospective contract award with the intention to avoid the withdrawal or modification of an offer within the validity of the bid, after the deadline for submission of such documents; failure to sign the contract or failure to provide the required security for the performance of the contract after an offer has been accepted; or failure to comply with any other condition precedent to signing the contract specified in the solicitation documents.
4. **"Successful Bidder(s)" / "Successful Bidder" / "Successful Bidders"** shall mean a Bidder / Bidders who has / have been awarded the award of contract by IWAI and shall be entering into the Contract with IWAI.

End of Tender Document