

ASSAM INLAND WATERWAYS COMPANY LIMITED

CIN: U61100AS2022SGC023303

Registered Office: DIWT, Ulubari, Guwahati, 781007 Assam

Email: assaminlandwaterways@gmail.com



**Request for Proposal for Leasing of Parking Space at Gateway of Guwahati at Fancy Bazar,
Guwahati under Assam Inland Waterways Company Limited**

Bid Ref. No.: 751141/1

Date of Issue: 01/02/2026

Managing Director,

Assam Inland Waterways Company Limited

2nd Floor, Directorate of Inland Water Transport Assam,

Ulubari, Guwahati-781007

ASSAM INLAND WATERWAYS COMPANY LIMITED

NOTICE INVITING E-TENDER

No.: **751141/1**

Dated: 01/02 /2026

1. The Managing Director, Assam Inland Waterways Company Limited invite sealed Proposal from eligible Bidders for Leasing of Parking Space at Gateway of Guwahati at Panbazar, Guwahati under Assam Inland Waterways Company Limited as per following details:

E- TENDER NO.	751141/1
E-PROCUREMENT PORTAL	https://assamtenders.gov.in .
LOCATION OF PREMISE	Gateway of Guwahati, Fancy Bazar Guwahati (The details attached as Annexure-D).
LAST DATE AND TIME FOR SUBMISSION OF FINANCIAL BID	21/02/2026 upto 14:00 hrs
OPENING OF TECHNICAL BID	21/02/2026 at 16:00 hrs
OPENING OF FINANCIAL BID	The qualified bidders will be informed through e-procurement portal
PLACE OF SUBMISSION OF BIDS AND DOCUMENTS	Managing Director Assam Inland Waterways Company Limited (AIWCL), Ulubari, Guwahati-781007, Assam
AMOUNT OF TENDER FEE	Rs.1,000/- (Rupees One Thousand Only) payable in the form of by Demand Draft in favour of “ Managing Director ” payable at Guwahati
BID VALIDITY	180 days from last date of online submission of Bid.
EMD/BID SECURITY DEPOSIT	Rs.10,000/- (Rupees Ten Thousand Only)

SUBMISSION OF TENDER FEE, BID SECURITY, LETTERS COMPRISING BIDS AND SUPPORTING DOCUMENTS	Scan copy of documents evidencing the payment of tender fee and bid security shall be submitted by uploading through online. The original documents for the payment of tender fee and bid security shall be submitted to the office before closing date. The bidders are required to submit the bids through online and a Technical bid hard copy to the office before due date.
SUBMISSION OF FINANCIAL BID	The Financial Bid shall be submitted in electronic format on the e- procurement portal https://assamtenders.gov.in only. Financial bid will not be accepted in physical form.
LEASE PERIOD AND LOCK IN PERIOD OF PREMISE	11 months and the lock in period shall be 3 months.

2. Bidding will be conducted through Open Bidding method and procedures as specified in “The Assam Public Procurement Act, 2017” and “The Assam Public Procurement Rules, 2020”. These Act and Rules may be viewed and downloaded from the web-link at <https://finance.assam.gov.in/portlets/assam-public-procurement-rules-2020>
3. The Bidding Documents may be freely downloaded by interested eligible Bidders from the website(s) <https://aiwcl.co.in/> and <https://assamtenders.gov.in>.
4. Bidders are required to submit Processing Fee of Rs. 1,000.00 (Rupees One Thousand) in the mode prescribed in the Bidding Documents.
5. The bidders are required to affix in the bid letter a stamp duty of Rs 8.25 (if they are from Assam) or IPO of Rs 10.00 (if they are from outside of Assam).
6. All Bids must be accompanied by a Bid Security of amount as mentioned in the table above in the manner as prescribed in the bid document.
7. Bids must be delivered to the address below on or before 2:00 PM on 21/02/2026. Late Bids will be rejected.
8. The Bids will be publicly opened in the presence of the Bidders’ designated representatives and anyone who chooses to attend, at the address below on or before 4:00 PM on 21/02/2026.
9. Bidders who seek to appeal against any decision, action or omission regarding this particular

procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

First Appellate Authority	Second Appellate Authority
Commissioner & Secretary to the Govt. of Assam, Transport Department	Sri Virendra Mittal, IAS, Commissioner & Secretary to the Govt. of Assam, Finance Department

S/d

Managing Director,

Assam Inland Waterways Company Limited

1. GENERAL INSTRUCTIONS

- (a) The Tender Fee is non- refundable. The EMD/ Bid Security shall be accepted only in the form as specified in bid document.
- (b) Any queries and clarifications sought by bidder may be sent to the office of the undersigned or through mail at assaminlandwaterways@gmail.com latest by 12/02/2026. No queries shall be entertained thereafter.
- (c) The bids shall be valid for 180 days from the last date of submission of bid. In exceptional circumstances, prior to expiry of the Bid validity period, AIWCL may request the bidders to extend such validity period for a specified additional period by issuing the Addendum to this RFP.
- (d) Bids/ Proposals without Tender Fee, Bid Security and which do not fulfill all or any of the conditions or those submitted incomplete, in any respect shall not be considered.
- (e) Bidders should have the requisite licenses from the concerned department/agency like Food Safety, Trade license and others for use of the floors.
- (f) There is flooring, false ceiling, and minimal lighting available in the floor and other requirements shall complete by the lessee at his/its own cost and expenses. The bidders are requested to visit the site before submission of his offer.
- (g) Financial bid shall be submitted by the bidder directly through online as per the details provided on the e-procurement portal <https://assamtenders.gov.in>.The successful bidder will be the highest quoted base price bidder.
- (h) Conditional tenders will not be accepted. The bidders are advised to read carefully the instructions and eligibility criteria contained in the bid/ tender document.
- (i) In case the date of opening of the tender as mentioned above is declared to be a holiday, the bids shall be received and opened on the next working day at the same time.
- (j) Any revision, clarifications, corrigendum addenda, time extensions etc. to this tender will be posted on the website only. Bidders should regularly visit the website

to keep themselves updated.

- (k) The Bid may be cancelled by the authority without assigning any reason. The bidders have no claim on the bid process on cancellation. In case of cancellation the security money shall be returned.

DISCLAIMER

The information contained in this Request for Proposal / Tender / Bid (the “RFP”) or subsequently provided to Bidder(s)/ Applicant/s, whether verbally or electronically or in documentary or any other form, by or behalf of AIWCL or any of their employees or advisors, is provided to Bidder(s)/ Applicant/s on the terms and conditions set out in this RFP and such other terms and conditions subject to which any information is subsequently provided.

This RFP is neither an agreement nor invitation to offer by AIWCL to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their offer pursuant to this RFP (the “Bid” or “Proposal”). This RFP includes statements, which reflect various assumptions and assessments arrived at by AIWCL in relation to the bidding of premises on leasehold basis at the site of Guwahati of Guwahati specified under this RFP. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for AIWCL, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should therefore, conduct its own investigations and analysis and should check and be satisfied on the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain advice from appropriate sources as it may deem fit and take independent decision in respect thereof.

Information provided in this RFP to the Bidders(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. AIWCL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

AIWCL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder/ applicant or Bidder(s)/ Applicant/s, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or

otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in the bidding process.

AIWCL also accepts no liability of any nature, whatsoever, whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. AIWCL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not in any way imply that AIWCL is bound to select or to appoint the Preferred Bidder/ Applicant, as the case may be, for the portion of the floors and AIWCL reserves the right to reject all or any of the Bid or Bids without assigning any reasons whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by AIWCL or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain the liability of the Bidder and AIWCL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by A Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the bid process.

INSTRUCTION TO BIDDER/ APPLICANT/S

1. AIWCL has adopted e-tender process for selection of highest Bidder/ applicant. The Bidder/ Applicant/s are required to submit their bids/ tender through online only. The bid/ proposal to be submitted by the Bidder/ applicant shall be in the form as prescribed in Annexure-A hereto.

2. Introduction:
 - a. AIWCL has constructed the Gateway of Guwahati Terminal at Fancy Bazar, Guwahati, Assam, for passenger transportation through inland waterways. Near the terminal, a well-developed parking space measuring 100 × 100 square meters is available. The details attached as Annexure-C.

 - b. **Price Bid:** The Price Bid shall be submitted as per format Annexure-B.

 - c. **Site:** Fancy Bazar, Panbazar, Guwahati, District Kamrup (Metro), Assam

 - d. **Permissible Use of Premises:**

Parking

 - e. **Lock** – in period : 3 months

 - i. **Lease Period:** Initially for 11 months from the date of execution of Lease Deed and which may be extended by the parties on mutual terms and conditions.

 - j. **Lease Parking Space:** The Lease Rent with applicable Goods and Services Tax (GST) is the consideration excluding outgoings/ charges to be borne by the lessee. Lease Rent excludes separately payable items such as maintenance charges with GST, property tax, GST, municipal taxes, cess, levies, local taxes or any other tax levied by the local authority, and any interest/ penalty which is accrued on the above, any other tax by whichever name called, payable to any Government or Authority or Body as also any additional or increased taxes, charges, or levies imposed by any Government or any local authority in respect of the premise.

3. **Tender/ Registration Fee:**
 - (a) A Bidder/ Applicant/shall deposit non-refundable Tender/ Registration Fee of **Rs.**

1,000/- by Demand Draft in favour of “MD, AIWCL payable at Guwahati.

(b) Tender/ Registration Fee is collected in INR (Indian Rupee) only from the Bidders.

4. Earnest Money Deposit (“EMD” or “Bid Security”)

a. A Bidder/ Applicant/s shall deposit, two EMD’s as under: 10,000.00

The Bidder/ Applicant/s will have to provide the EMD by way of Demand Draft in favour of MD, AIWCL payable at Guwahati.

b. EMD shall be in INR (Indian Rupee) only from the Bidders.

c. The EMD of unsuccessful Bidder/ Applicant/s will be returned by AIWCL, without any interest within 30 days of settlement of the bid process.

d. AIWCL shall be entitled to forfeit and appropriate the EMD against compensation / damages to AIWCL in the event of default/ damages made by the Bidder/ Applicant/s.

5. The effective lease period shall be 1st March 2026 toonly in respect of the parking places as mentioned in the tender notice.
6. The completed tenders are required to be submitted Online through E-Procurement Portal as provisions and systems of the portal.
7. The non-refundable tender fee of Rs.1000/- (Rupees One Thousand) only must be paid online along with tender forms with copy of terms and conditions and the documents mention there (as mentioned in the tender notice). Bidder is also required to deposit an earnest money deposit (EMD) Rs.10,000.00 (Online through the e-procurement portal).
8. Documents required: A photocopy of the Pan Card, Voter ID, Up to date Income Tax clearance certificate, Financial sound certificate, GMC Property Tax Receipt, the Trade licence obtained from the G.M.C. and GST registration certificate in favour of the bidder, should be enclosed with the tender document while submitting, else the tender will be rejected outright and no clarifications/ shortfall documents may be sought during evaluation.
9. If any bids submitted for settlement of the parking places under the Guwahati Municipal Corporation appear to be unreasonably high, reckless and highly disproportionate, if there is probability or apprehension of indulgence of extortion activities to realize such settled value, the Commissioner, GMC shall have every right to reject such offer.
10. The bidders should quote in figure as well as in words the rate and amount tendered by them. All corrections in the tender papers shall be attested by the dated initials of the

bidders.

11. Where the rate quoted by the bidder in figures and in words do not tally, the amount written in words shall be taken as correct. The rate should be quoted for 12 (Twelve) months only.
12. The distances shown in the list of city parking places are approximate. If any City Bus stand falls within the parking slot 15 meters from both sides of city bus stand shall be excluded from parking of vehicles. In case of notified Auto Stand, the net auto stand area has to be excluded from parking of vehicles by the lessee. Bidders are requested to make physical survey of the parking places for their satisfaction before bidding. Submission of bid shall be deemed to be acceptance of site conditions after verification by the bidder.

13. Selection Process:

- a) After scrutiny of the documents submitted by the bidders, the committee constituted for the purpose shall declare the responsive bidders through the e-procurement portal and financial bids of the responsive bidders shall be opened and considered for financial evaluation.
- b) The highest quoting bidder (H1), among the responsive bidder shall be considered the most preferential bidder and considered as the successful bidder for issuance of LoI (Letter of Intent) to him/her.
- c) After getting the LoI the selected bidder has to submit an Agreement & shall deposit 50% of the settled value as advance deposit as per stipulated time mentioned below:

Sl No.	Documents/ Amount	Due Date
1.	Agreement	Within 5 working days
2	50% Security Deposit	Within 2 working days after submission of the agreement

d) After receiving the above mentioned documents the bidder will be given a final order granting the lease of the parking. The balance 50% amount of settled value will have to be deposited by the bidder within.....2026, failing which will lead to termination of the lease order and also the EMD shall be forfeited. All the payments i.e. security deposit and instalment amount should be paid in the form of Demand Draft drawn in favour of "Managing Director, AIWCL".

e) On default, the bidder will be disqualified and his earnest money so deposited in the prescribed form shall be forfeited. In case, the H1 bidder withdraws his/her bid or fails to deposit the agreement/ 50% Security Deposit amount then his/her EMD shall be forfeited. In such a situation, the next highest bidder shall stand qualified for the next offer at the H1 price/rates only. Also, the bidders who withdraw their bid after issuance of LoI shall be restricted from participating in future bidding for the next 3 years.

f) If the lessee/bidder fails to pay any of the installments within the stipulated time as mentioned in the order granting lease of parking, 10% penal interest shall be charged against any such delayed payments. Further, if the lessee fails to pay installment within 1 (One) month, the lease would be terminated forthwith and the parking place will be taken over by AIWCL and earnest money and the advance payment so deposited shall be forfeited declaring the lessee as defaulter. Defaulting lessee shall be liable to be blacklisted and shall be prohibited from participating in any tender process of the Corporation in future.

- 14.** On acceptance of any tender, the bidder shall be liable to pay any taxes as per Contract Act and the Corporation will not entertain any such claim whatsoever in this respect. The rate quoted by the bidder should be in the format made available in the e-procurement portal [BoQ].
- 15.** In case of VIP/ VVIP visits to Guwahati and in case of any exigencies, the Managing Director, AIWCL reserves the right to close down any/all of the parking places under AIWCL and no remission/ concession shall be provided for this purpose.
- 16.** In case of any delay for issuance of the final lease order, the adjustment will be made considering the issue date of the lease order as lease starting date. The total payable amount will be calculated starting from the issue date of the lease order up to the end date of the lease and this adjustment will be made during the last installment of the lease.
- 17.** No person, firm, co-operative society or company will be allowed to participate in the tender process who/which was either convicted by any Court of law at any point of time or blacklisted by the Corporation in connection with any contract or held irresponsible in any, matters of the Corporation. The previous conduct or records of any such bidder, if any shall work out the basis for such purpose.
- 18.** Any bidder who withdraws his tender after submission of the tender but before opening of the same for such modifications which are not acceptable to AIWCL, then the Managing Director, AIWCL without prejudice to any other right or remedy, will be at liberty to forfeit earnest money.
- 19.** It would be obligatory on the part of the bidders to sign the tender documents on all relevant pages and for all component parts thereof. Use of whitener pen is strictly prohibited.
- 20.** The settled bidder, to be later named as lessee, shall be entitled to levy parking fee as per the rate prescribed below and all collections are to be made through Android POS based ticketing system.
- 21.** The Settled Bidder must have to install clear signage's showing the below mentioned Rate Schedule and also with a message "Any excess payment claimed by a Parking Representative is Illegal" with complaint number of AIWCL. Non installation/no maintenance of signage's, if reported may lead to immediate termination of the contract with forfeiture of securities and imposition of penalties.

Schedule I

Prescribed Rate:

Sl. No.	Parking Hours	Parking of Scooter/Motor Cycle (2 wheeler)	Parking of Car / Van (3/4 wheeler)	Parking of Truck (only 4 wheelers) etc.
	For first two hours			
	For every subsequent hour (After first two hours)			

22. At the time of parking, a ticket for parking shall be issued to the owner/ driver of the vehicle by the lessee where entry time and exit time of the vehicle should be clearly mentioned.
23. Excess demand of parking fee beyond the prescribed rate is strictly prohibited. Any complaint of charging excess money shall lead to institution of Criminal proceedings under law against the settled bidders and his agents or representatives and will result in cancellation of lease without assigning any reason thereof.
24. The lessee must not sub-let or use the parking place for any business/means other than parking, failing which will result in termination of the lease without assigning any reason thereof.
25. The lessee shall maintain a register wherein registration no. of the vehicle and name of the person driving the vehicle shall be recorded.
26. The lessee shall use Digital Camera (CCTV cameras for flyovers and must check vehicles on entry with under vehicle search mirror and metal detector), and other necessary equipment's required for implementation of this contract and take photographs of the persons driving the vehicle and keep records with him at the time of parking, date wise for at least last 7 (seven) days for verification by authorities, else action will be initiated as per law and tender will be cancelled forthwith.
27. The lessee shall maintain proper lighting of the entire parking space under the flyover in order to prevent any untoward incident.
28. The period of parking shall be confined from 8 A.M. to 10 P.M. only. The lessee shall not operate any parking outside these hours.
29. Parking fees should not be levied on Govt. and AIWCL vehicles while on duty.
30. The Managing Director, AIWCL reserves the right to disqualify any tender/ terminate the lease without assigning any reason thereof.
31. The engagement holder or his employee should keep close liaison with concerned police stations and inform immediately if any suspicious object is noticed.
32. The engagement holder or his employee should be in prescribed dress code with display of identity card while on duty. The identity card shall be issued from AIWCL after police verification. The workmen shall possess good behavior and should be polite while dealing with the owners of the vehicles.

33. Two wheelers with baggage should not be allowed to enter the parking place. Ensuring the same will be the duty of lessee and his agents.
34. The engagement holder is responsible for any theft/burglary of the vehicle once it is parked in a parking lot.
35. The lessee or his agent shall issue the parking receipt as soon as vehicle enters and is parked in the parking lot so that there is effective supervision of the vehicle. The receipt should be 'CANCELLED' by a cross when the vehicle is taken away.
36. The lessee shall adhere to any new instructions issued from time to time by the GMC as to the mode and methodology of parking fee collection and strictly follow the procedures prescribed therein.
37. The violation of any of the terms and conditions shall lead to termination of the lease agreement with the lessee.

Cover 'B':

The Financial Bid (Cover-B) should be submitted in Online mode only by the Bidder as per the guidance of website mentioned above.

N.B: Corrigendum will be issued further for any other specification and any changes or alternation on tender clause if required

**FORM FOR LEASE OF PARKING PLACES UNDER
ASSAM INLAND WATERWAYS COMPANY LIMITED FOR 11 MONTHS**

Name of the bidder with present address (in block letters)

.....
.....
.....

(In case of Firm/Company/ Co-Op Society, give the name and address of the person signing the tender who represents the same)

1. (a) Age on 01.01.2025
(b) Name of the locality
(c) Road
(d) VillageWard No.
(e) Holding No.
(f) Mouza
(g) Police Station
(h) Post Office
(i)Registered office address (in case of company lco-op Society /Firm)
(j) Phone Number
2. Father's Name and address
(a) Locality
(b) Road
(c) Village Ward No.
(d) Holding No.
(e) Mouza
(f) Police Station
(g) Post office
(h) District
(i) Phone Number

3. Correspondence address with proper address, with Exact location

(Tender shall not be accepted, if the exact information not provided):

4. Name of the parking place for which the tender is submitted (in block letters):

5. Bid Offer for the (For 11 Months) (Both in figure and words):

6. Whether the bidder has ever Succeeded in settlement of any Check-gate / Parking places Market under GMC

(a) if so, mention the name and the year of settlement.

(b) Are you a defaulter?

7. Particulars of the amount of earnest money paid:

8. Particulars of the non-refundable tender fee deposited:

9. PAN Card with Number (Copy is to be enclosed with attested):

FORM OF SELF DECLARATION

Shri/
Smti.....Daughter of
Shri.....
Resident.....age of
District.....

..... Assam hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is found false/not true, I will have to face punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Signature of the bidder

DECLARATION

Shri/Smti.....S/O,W/O,
D/O.....age..... Years; permanent
resident.....Path/Road/Village.....
.....Under the Police Station
.....of.....distrcit do hereby solemnly
declare as follows:

1. That, I have gone through the tender form and terms and conditions prepared for the purpose. I have fully understood the meaning willing to atade by all of them without any objection and implication of each of them, and having fully understood all of them, and reservation

2 That I shall not demand at I shall not demand or receive from any owner or driver of any vehicle or owner fee Guwahati Municipal Corporation than rates approved by

3. That if any conclusive evidence could be established by any aggrieved person or by the GMC authority which is contrary to any of the terms conditions and my declaration at Para 2 above, the violation being committed either by my agent or employees, the Commissioner, GMC shall be at liberty to cancel, reject and terminate forthwith, as the case may be, the tender or the lease at any stage during the time of settlement or during the lease period. I shall have no claim for compensation, remission or indemnification from the Corporation.

That I am willing to take the settlement of the parking place at the amount mentioned in my tender, with the purpose of collecting tax or fee at the prescribed rate

5. That, I will not withdraw the tender, offered by me during the time that will be required for information of acceptance being given to me, nor will I withdraw it afterwards, should my tender be accepted. If I withdraw the tender or refuse to accept the lease settlement, than my eamest money and advance payment, so deposited, shall be forfeited by the Commissioner forthwith and also turn as the be liable lable to pay such amount of deficiency caused due to re-tender or settlement with next height tenders Commissioner may consider necessary to make good whole of the loss and damages that may be suffered by the GMC in consequence thereof and I shall pay the same, and if fail to pay, than it will be recovered from me as an arrear of Municipal Tax under the provision of the Chapter XX of the GMC Act, 1971 and Bengal Public Demand Recovery, Act, 1913, as the Commissioner may decide.

6. That I am not a defaulter of any amount of the Guwahati Municipal Corporation within the meaning as the terms and conditions have defined, and if this assertion is proved to be contrary, the Commissioner shall be at liberty to take any action in accordance with the laws of the country, including the termination of the lease.

Signature of Bidder Date:

Annexure-D

