



NEW MANGALORE PORT AUTHORITY

Mechanical Engineering Department,

Panambur, Mangalore – 575 010.

Phone: 0824- 2887706/288753/2887777.



R.L.A.D.

No:2/25/2022-23/EE(M)II/TS(Local casual hiring)

Date:10.08.2022

To,

-To Prospective bidders-

Sir,

Sub: NMPA – “Casual Hiring of vehicles for the use of VIP’s/VVIP’s and Officers/Officials of NMPA”– Competitive Quotation Requested -Reg.

Casual hiring means, the required vehicles are ordered on hourly/kms basis whenever Cars/LMV’s are required for the use VIP’s/VVIP’s/Officers/Officials of New Mangalore Port Authority, Mangaluru for official visits in and around **Mangaluru and outstations**, also for the use of various works of the PRO section of Panambur, NMPA, Mangaluru as and when required.

In view of the above, to finalize an agency for 01 year period for the above contract, **sealed competitive quotations are invited** for “Casual Hiring of vehicles for the use of VIP’s/VVIP’s and Officers/Officials of NMPA” as per **Price Bid** enclosed on Terms and conditions as detailed below.

Note: List & types of vehicles with trip details enclosed as **Price Bid**.

Terms & conditions for casual hiring of vehicles

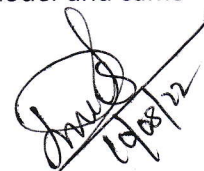
1. The rates quoted shall be inclusive of fuel, lubricants, consumables, repair/maintenance, driver salary, driver batta, accommodation of driver in case of outside trips, etc and inclusive of all taxes, except GST. GST as applicable will be paid extra. **The Contractor shall quote the rates for all items (Price Bid enclosed).** *Rate quoted shall be for one vehicle and required qty of vehicles may increase whenever required for actual requirement and shall be supplied at same rate, terms and conditions.*

[Handwritten Signature]
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2. The vehicles supplied shall be well maintained, good running condition and model of not earlier than January 2018. The vehicle shall have valid registration certificate, *Road Tax Paid certificate, Insurance Covering all risks of Drivers and passengers traveling in the Vehicle, Pollution certificate, fitness certificate, etc.*
3. The vehicle must have valid (Taxi)/Tourist permit with the required seating capacity.
4. Extra charges beyond the prescribed limit of Kms and /or hours will be paid as per the quoted rates. **And any one is payable whichever is higher.**
5. *The period of casual hiring shall be for one year from the date indicated in the work order. The contract **may be extended for a further period of one or two years at the same rates, terms & conditions if required by the Port by mutual consent.***
6. The above said vehicles are required for the use of VIP's/VVIP's and Official use for Office/Official of New Mangalore Port Authority, Panambur as and when required including Sunday and General holidays also at **Mangaluru** and **outstation** for official work of NMPA and when departmental /hired vehicles are under repairs or any other general purpose whenever required. Requirement of the vehicles will be intimated with 2 hrs. Prior notice. If the oral intimation is given over telephone, the same will be confirmed in writing subsequently. The drivers with the vehicle shall report to *PRO, NMPA or Executive Engineer (Mechl.)-Auto-garage, NMPA or concerned Officer* ordered the vehicle according to the vehicle ordered at the beginning of casual hiring for recording Kms, reading of the vehicle and for obtaining further instructions from the concerned.
7. In the event of any breakdown during duty hours of the operating vehicles, an alternate vehicle shall be provided immediately. **Any failure** on the part of the contractors to **provide the alternate vehicle**, the contractor is liable for **penalty as below in Rs per day per vehicle.**

Indica/Bolt/Tiago Punto/Etios Liva/ Swift/Baleno/Polo	Sumo/ Bolero/TUV 300/Tavera	Fiesta/ Verna/ Ciaz/City/ Rapid/ Vento	Innova/ Hexa/ Carnival	Indigo/ Etios/ Dzire/Tigor / X-cent	Corolla / Octavia	Fortuner/ Pajero/ Endeavour
2000	2500	3000	3500	2500	8000	10000

The alternate vehicle provided by the contractor must be of same model and same category of the vehicle else penalty as stated above, shall be levied.

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If the alternate vehicle supplied by the contractor is **not in acceptable condition** no payment shall be made to the contractor for that day against that vehicle and NMPA shall have the discretion to make alternate arrangements at the risk and cost of the contractor. Condition of the vehicle will be checked by Asst. Secretary PRO, Panambur, NMPA or *Executive Engineer (Mechl.)-Auto-garage, NMPA or concerned Officer ordered the vehicle* and his decision about condition of the vehicle is final.


8. Tenderer should deposit an EMD amount of ₹ 5,000/- to NMPA Account through RTGS/NEFT mode only. Any other form of mode will not be accepted. The receipt of the same shall be enclosed with the quotation.

NMPA BANK DETAILS FOR REMITTING EMD or Security deposit
Name of Payee: The FA & CAO, NMPA, Panambur, Mangaluru..

1	Name of the Bank:	State Bank of India, Panambur, Mangalore Pin:- 575 010.
2	Bank A/C No.	10205649448
3	IFSC Code:	SBIN0002249
4	MICR Code:	575002011

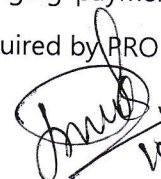
Copy of RTGS/NEFT may please be submitted after payment to Port.

- a) Micro and Small Enterprises (MSE) registered with District Industries Centre (DIC) or Khadi and Village Industries commission or Khadi & Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar memorandum or any other body specified by Ministry of MSME **shall be exempted of EMD** on producing self attested supporting certificates along with quotation/Bid .
- b) In case of **Non submission of EMD or MSME Certificate** along with quotation/bid, the bid shall be treated as Non responsive and **their quotation will be summarily rejected** and will not be considered for further evaluation.
9. The EMD of successful tenders will be retained towards security deposit. The EMD of unsuccessful tenderers will be refunded after finalization of the hiring contract. If the successful contractor had submitted MSME certificate for pre-qualification, shall


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submit ₹5,000/- as Security deposit within 15 days from the date of issue of LOA/Work order failing which, the contract shall be terminated and contractor shall be debarred from participation in future tenders at NMPA duly informing MSME authorities

10. Security deposit will be released without any interest within 30 days of the expiry of the period of contract *duly recovering dues if any*.
11. The competent authority of New Mangalore Port Authority reserves the right to accept the quotation wholly or partially, and split the quotation or to reject any or all offers in part or full without assigning the reason thereof.
12. In the event of continued **unsatisfactory performance** or **non-compliance with any of the provisions** of this contract, NMPA reserves the right to cancel the contract and forfeit the Security Deposit by **giving 30 days notice. On forfeiture of Security Deposit and while imposing any penalty applicable GST will be collected from the contractor.**
13. Further, NMPA reserves the right to terminate/pre-close the contract at its convenience, without assigning reasons to the contractor by giving a notice period of 30 days. The contractor shall not have right of any claim on NMPA on account of such termination.
14. Any damages to the vehicle provided to the Port or any other vehicle or persons due to any accident or due to any other reasons during the period of contract will be at contractor's risk and cost. The Port trust shall not be responsible for the same in any manner.
15. Income tax as applicable will be deducted at source.
16. The trip sheet in the prescribed format shall be maintained and signature of user department/person shall be taken for all official journeys duly indicating the timings and Kms run for each trip. The original trip sheets shall be enclosed to the bill of hire charges.
17. No advance payment of hire charges is allowed. However full payment will be made online on monthly basis within 15 days from the date of receipt of your bill in complete shape. Copy of PAN Card and the Certificate of registration of payment of GST, details for E- payment shall be furnished. The hire charges bill shall be addressed / handed over to Secretary, Panambur, NMPA for arranging payment. The bills of vehicle used for departmental use except vehicles required by PRO


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section are addressed /sent to the concerned officer who used the vehicle for arranging the payment. The format for furnishing Bank information for E-payment is enclosed as detailed below:

Bank Information for E-Payment

1	Name and full address of the Tenderer	
2	Credit Account No. (Should be full 14 digit)	
3	Customer ID	
4	IFSC Code	
5	Account type(SB or CA or OD)	
6	Name of the Bank	
7	Branch (Full address with Telephone No.)	
8	MICR code (should be 9 digit)	
9	Telephone/Mobile /Fax No. of the tenderer	Telephone:
		Mobile:
		Fax:
10	Xerox copy of a cancelled cheque should be enclosed	
11	PAN (Xerox copy of Permanent Account Number shall be enclosed)	

a) The invoice with respect to supplies should contain following information:

Name of the Customer: NEW MANGALORE PORT AUTHORITY.


GSTIN of customer : 29AAALN0057A2ZG.

All other information as specified in GST act and GST tax invoice rules such as SAC code, Supplier address, supplier GSTIN,IRN number, QR code, etc.

Non compliance of above will result in rejection of invoice.

[Signature]
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- b) The invoice should be uploaded to GST website on monthly basis within the due date as specified by GST act. Input tax credit lost by port due to any error, omission or non filling of return will be recovered from any amount due to the supplier.
18. The contractor shall be responsible to comply with all the requirements of various *labour, commercial law/rules, all statutory requirements necessary for the contract ,any acts/rules applicable to this contract.*
19. **The vehicle shall display the board "ON DUTY NMPA".**
20. Contractor shall be responsible to pay all taxes, charges and duties prescribed for operation of the vehicle within the state of Karnataka.
21. The driver shall wear the uniform neatly and shall maintain cordial relationship with the users of departmental officers/officials.
22. Parking /Toll fee will be paid as per actual subject to production of original receipt. Permit of Interstate travel if required /applicable shall be paid for the trip as per actual, subject to production of original receipt.
23. The quoted rate shall remain firm and fixed during the entire period of contract. NMPA will award the contract to the bidder whose bid has been determined to be responsive to the bidding documents and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be eligible and qualified in accordance with the terms & conditions/clauses of this enquiry.
- The evaluation of quotation received shall be done trip wise in each category. The bidder who has quoted the lowest in each trip shall be considered for award of contract for that particular trip. If more than one bidder is L1 for a particular trip, then the work order shall be issued on all the bidders who have quoted the L1 rates. PRO department shall ensure that in such cases, the trips shall be distributed evenly among the L1 bidders. Further, the second bidder (L2) shall be kept in reserve and may be invited to match the rates submitted by the (L1) bidders and award the contract, in case L1 bidder with draws or is not selected/terminated for any reason.
24. The supply order itself binds as agreement for the subject hiring.


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25. The necessary Free Port entry passes/red passes will be issued by NMPA as arranged (by PRO section) for drivers and vehicle if required as per prevailing rules.
26. The competitive quotation in complete shape and as required above enclosed in a sealed cover superscribed as **Quotation for "Casual Hiring of vehicles for the use of VIP's/VVIP's and Officers/Officials of NMPA"** should reach to this office or dropped in the Tender box of Mechanical Dept. kept in Admn. Building **on or before 19.08.2022 at 15:30hrs.**
27. **The sealed competitive quotation will be opened on 19.08.2022 at 16:00 hrs** in the Chamber of Executive Engineer (Mechanical)II, NMPA in the presence of such tenderer who may wish to be present.

Thanking you,

Yours faithfully,

(GLADSTONE L.V.)

Executive Engineer (Mechl.)II

कार्यपालक अभियंता, यांत्रिक प्रभाग II
Executive Engineer, Mechl.Divn II

Address for Correspondence:

The Executive Engineer (Mechl.)II, Administrative Building, 2nd Floor, Room No.236, New Mangalore Port Authority. Panambur, Mangaluru – 575 010.
Ph:- 0824- 2887706, 2887753,2887777.
Mob:8762523433.

Mangalore Port Authority
पणंबूर, मंगलूर - ५७५०१०
Panambur, Mangalore - 575 010

Annexure I

PRICE BID

For Enquiry No. 2/25/2022-23/EE(M)II/TS(Local causal Hiring) Dated 10.08.2022.

List of Type of Vehicles & rates

Name of Work: "Casual Hiring of vehicles for the use of VIP's/VVIP's and Officers/Officials of NMPA"

Sl. No.	Local Trips	Indica/Bolt/Tiago Punto/Etios Liva/Swift/Baleno/Polo		Sumo/ Bolero/TUV 300/Tavera		Fiesta/Verna/Claz/City/Rapid/Vento	Innova/Hexa/	Indigo/Etios/Dzire/Tigor/X-cent	Corolla/Octavia	Fortuner/Pajero/Endeavour
		A/C	Non A/C	A/C	Non A/C	A/C	A/C	A/C	A/c	A/C
01.	One time drop from air port to Guest house or vice versa									
02.	Rate for 8 hrs & 80 kms									
03.	Rate for 24 hrs & 80kms									
04.	Hourly rate if paid extra beyond prescribed hours									
05.	Rate per km if paid beyond prescribed limit									
06.	Retention charges after 10PM and before 06AM									
Outstation trips(sl. no. 01 to 05 not applicable)										
07.	Rate per km(minimum 250kms run)									
08.	Retention charges after 10PM and before 06AM									

Note: Sl no. 04 to 08 is not applicable for Sl. No.01

(GLADSTONE LV)

Executive Engineer, (Mech), NMPA

Executive Engineer, Mech Divn II

New Mangalore Port Authority

Panambur, Mangalore - 575 010

Panambur, Mangalore - 575 010