



नव मंगलूर पत्तन प्राधिकरण NEW MANGALORE PORT AUTHORITY
यांत्रिक विभाग MECHANICAL ENGINEERING DEPARTMENT,
पणंबूर, मंगलूर-५७५०१० Panambur, Mangaluru- 575010.

Phone: 0824- 2887777/2887706/2887753.



No. 2/25/2023-24/EE(M)II/TS(Casual Hiring Truck)

Date:09.11.2023.

To,

-The Prospective Bidders-

Sir,

Sub: NMPA - "Casual Hiring of Truck (whenever required for required hrs) for Departmental Use of New Mangalore Port Authority, Panambur, Mangaluru" - Competitive Quotation Requested - Reg.

Casual hiring means "the required Truck is ordered on hourly/kms basis whenever required for the use of New Mangalore Port Trust, Panambur. The hired Truck shall be used by the Officers for their official works in and around NMPA, Mangalore including conveying materials.

In view of the above, to finalize a agency for 02 year period for the above contract, sealed quotations are invited for "Casual Hiring of Truck (whenever required for req hrs) for Departmental Use of New Mangalore Port Authority, Panambur, Mangaluru" as per Annexure-I enclosed on Terms and conditions as detailed below.

Note: List & Type of vehicle with trip details enclosed as Annexure-I

Terms & conditions for Casual Hiring of Truck:

1. The rates quoted shall be inclusive of all taxes, except GST. GST as applicable will be paid extra subject to production of documentary evidence. **The Contractor shall quote the rates for all items mentioned as per Annexure-I.**
2. The vehicle shall have valid registration certificate, valid goods carrying permit preferably intra State permit, Road Tax Paid Insurance Covering all risks of passengers/materials traveling in the Vehicle and valid pollution certificate.

3. The vehicles should be maintained in good running condition and kept clean and tidy inside as well as outside with comfortable seats. The vehicles shall be fitted with appropriate PESO approved spark arrestor. Sufficient fuel shall be kept before reporting for duty. First aid medicines shall be kept in the vehicle whenever called for casual hiring.
4. In case of any accident caused to any person including the tenderer's or Port's workmen, goods or damage to any property in the course of the execution of the contract, the tenderer will be solely responsible for payment of Compensation, Medical aid, etc. In case, the tenderer fails to pay the compensation within a reasonable time, where the damage occurs within the Port area, the Port may settle the claims and arrange to recover the same from the tenderer. The tenderer shall be solely responsible for any accidents to his/her employees, Port's employees or property, or the public, from any cause whatsoever and he shall indemnify NMPT against any damage to property or injury to person resulting from any such accidents and shall take steps to properly insure against any claims. NMPT shall not be made liable whatsoever in this connection against any proceedings/actions by any Government/Departments of Governments, etc.
5. Extra charges beyond the prescribed limit of Kms and /or hours will be paid as per the quoted rates on daily basis. **And any one is payable whichever is higher.**
6. The rate of petrol/diesel prevailing on the last day of submission of quotation shall be taken as base rate for calculation of hire charges.
7. **The period of casual hiring is for (02)Two years. It may be extended for a further period of one or 02 years on the same rates, terms & conditions if required by the Port by mutual consent.**
8. The Tenderer should deploy drivers having a valid license and experience of driving light or heavy motor vehicles. The drivers shall be provided with uniforms as required under Motor Vehicles Act/Rules. All Drivers should be provided with a Cell Phone with incoming call facility. The driver deployed should also be insured. The contractor should keep the Driving license of the driver, emission test certificate, Insurance documents in respect of Driver / vehicles, certificate of fitness , certificate



of Registration of Motor vehicles, certificate of Tax / Tourist permit under the Karnataka Motor Vehicle Act / Rules or any other necessary certificates issued by the Competent Authority at all times with the Drivers of vehicles. Comprehensive Insurance Policy shall be taken for the vehicle to safeguard the interest of the port against all risks involved in hiring and operation of the vehicle to comply with the Motor vehicles Act 1989. This insurance should cover all the risks for liability of life of passengers and the driver. ***This should also cover all riot risks.***

9. The **contractor** shall comply with the Central, State and Municipal laws / rules and shall **solely responsible**/ complying with provisions of contract labour (Regulation and Abolition Act.1970) and rules there under and other enactments that may be applicable including **ESI, EPF, Payment of wages Act, the workmen compensation Act** or any other applicable legislations, Municipal laws, or other statutory rules / regulations whatsoever in force and as far as they are applicable.
10. The vehicle shall be deployed as and when required by the Executive Engineer (Mechl.)-Auto garage Sub Divn /Assistant Executive Engineer(Mechl)-Auto Garage Sub Divn/ Assistant Engineer(Mechl-)Auto Garage Sub Divn) of NMPA, Panambur Mangalore for the use of various departmental works of the NMPA, Panambur Mangalore. **Requirement of the vehicle will be intimated with 2 hrs. prior notice.** If the oral intimation is given over telephone, the same will be confirmed in writing sub-sequently. The driver with the vehicle shall report to Executive Engineer (Mechl.)-Auto garage Sub Divn /Assistant Executive Engineer(Mechl)-Auto Garage Sub Divn/ Assistant Engineer(Mechl-)Auto Garage Sub Divn) of NMPT, Panambur for recording Kms. Reading of the vehicle before the start of Casual hiring and for obtaining further instructions from the concerned.
11. 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 of ₹1500/- per vehicle per day**. The



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

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 NMPT shall have the discretion to make alternate arrangements at the risk and cost of the contractor. Condition of the vehicle will be checked by an officer of Executive Engineer(Mechl)-Auto Garage Sub Divn, Assistant Executive Engineer(Mechl-Auto Garage Sub Divn)/ Assistant Engineer(Mechl-Auto Garage Sub Divn) of NMPT, Panambur Mangalore and his decision about condition of the vehicle is final.

12. **BID SECURITY DECLARATION:** The Tenderer is required to submit the Bid security declaration in the format enclosed (Annexure-2). The quotation not accompanied with Bid security declaration shall be summarily rejected.
13. The successful contractor shall 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 NMPT for a period of three (3) years .

NMPT BANK DETAILS FOR REMITTING Security Deposit
Name of Payee: The FA & CAO, NMPT, Panambur, Mangalore.

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.

14. Security deposit will be released without any interest within 30 days of the expiry of the period of contract.
15. 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.

16. The competent authority of New Mangalore Port Authority reserves the right to cancel the order and forfeit security deposit if the performance of the contractor is found unsatisfactory or he does not comply with any of the provisions of supply orders.
17. 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.
18. Recoveries towards Income tax plus applicable surcharge on Income Tax will be made as per Govt. orders in this respect. Necessary certificate will be issued to the contractor. All the applicable statutory recoveries shall be made from the bill.
19. Necessary Port Entry Free Passes to the vehicle and Driver shall be issued by NMPA as per the existing rules. Pass arrangement shall be made by Officer in charge of Auto Garage Sub Divn. Assistant Executive Engineer(Mechl-Auto Garage Sub Divn)/ Assistant Engineer(Mechl-Auto Garage Sub Divn) of NMPT, Panambur Mangalore
20. The Log Book 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 Xerox copy of log book shall be enclosed to the bill of hire charges.
21. 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 bill in complete shape. The tenderer should submit a copy of **PAN card** and the **Certificate of Registration of GST** for payment of GST if applicable and details for e-Payment. The hire charges bill shall be handed over to Assistant Executive Engineer(Mechl-Auto Garage Sub Divn)/ Assistant Engineer (Mechl-Auto Garage Sub Divn) of NMPT, Panambur Mangalore for arranging 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	Account type (SB or CA or OD)	
4	Name of the Bank	
5	Branch (Full address with Telephone No.)	
6	MICR code (should be 9 digit)	
7	Telephone/Mobile /Fax No. of the tenderer	Telephone:
		Mobile:
		Fax:
8	Xerox copy of a cancelled cheque should be enclosed	
9	PAN (Xerox copy of Permanent Account Number shall be enclosed)	

22. The contractor shall be responsible to comply with all the requirements of various labour and commercial law/rules or any acts/rules applicable to this contract.
23. **The vehicle shall display the board "ON DUTY NMPA".**
24. Contractor shall be responsible to pay all taxes, charges and duties prescribed for operation of the vehicle within the state of Karnataka.
25. The driver shall wear the uniform neatly and shall maintain cordial relationship with the users of departmental officers/officials.
26. Parking/Toll fee will be paid as per actual subject to production of original receipt.



27. The quoted rate shall remain firm and fixed during the entire period of contract. The supply order issued for L1 bidder itself binds as agreement for subject hiring.
28. The quotation in complete shape and as required above enclosed in a sealed cover superscribed as "Quotation for Casual Hiring of Truck (whenever required for required hrs) for Departmental Use of New Mangalore Port Authority, Panambur, Mangaluru" should reach to this office on or before 20.11.2023 at 15.30hrs.
29. The quotation will be opened on the same day at 16:00 hrs in the chamber of Superintending Engineer (Mechanical) in presence of Finance Department representative and tenderers who may wish to be present.

Thanking you,

Yours faithfully,



(SRINGESWARA N.S.)

Superintending Engineer (Mechl.).



अधीक्षक अभियंता (यांत्रिक)
Superintending Engineer (Mech.)
नव मंगलूर पत्तन प्राधिकरण
New Mangalore Port Authority
पणंबूर, मंगलूर - ५७५०१०
Panambur Mangalore - 575 010 D K

Address for Correspondence:

Superintending Engineer (Mechl.).

Administrative Building, 2nd Floor, Room No.236,

New Mangalore Port Trust.

Panambur, Mangalore - 575 010.

Ph:- 0824-2887712,2887710,2887777.

ANNEXURE-I

“Casual Hiring of Truck (whenever required for required hrs) for Departmental Use of New Mangalore Port Authority, Panambur, Mangaluru” :
Enquiry No. 2/25/2023-24/EE(M)II/TS(Casual Hiring Truck)
Date:09.11.2023.

SI No.	Local Trips	7 TON GVW or higher capacity open Truck with three side open
		Rate in Rupees
01.	Rate up to 2 hours and 20 kms	
02.	Rate up to 4 hrs and 40 kms	
03.	Rate up to 8 hrs and 80 kms	
04.	Rate up to 12 hrs and 100 kms	
05.	Rate up to 24 hrs and 130 kms	
06.	Hourly Rate if paid extra beyond prescribed Hours	
07.	Rate per km if paid beyond prescribed Kms.	

(SRINGESWARA N.S.)

Superintending Engineer (Mechl.).

09/11/2023

अधीक्षक अभियंता (यांत्रिक)
Superintending Engineer (Mech.)
नव मंगलूर पत्तन प्राधिकरण
New Mangalore Port Authority
पणंबूर, मंगलूर - ५७५०१०
Panambur, Mangalore - 575 010 D K

ANNEXURE – 2

Bid Security Declaration Form

Date 09.11.2023, Enquiry No. No. 2/25/2023-24/EE(M)II/TS(Casual Hiring Truck)
To,

The Superintending Engineer (Mechl.),
Mechl. Dept., New Mangalore Port Authority,
Panambur, Mangalore-575010.

Sub : Competitive quotation for “Casual Hiring of Truck (whenever required for req hrs) for Departmental Use of New Mangalore Port Authority, Panambur, Mangaluru”

I/We. The undersigned, declare that:

I/We understand that, according to Enquiry conditions, quotation must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with NMPA for a period of three (3) year from the date of notification if I am /We

- a. are in a breach of any obligation under the bid conditions,
- b. made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements;
- c. If the bid is withdrawn or varied or modified in a manner not acceptable to the Employer during the validity or extended validity period duly agreed by the Bidder
- d. Any effort by the Bidder to influence the Employer on bid evaluation, bid comparison or contract award decision.
- e. Fail to commence the work on the specified date as per LOA/Work order and/or.
- f. Sign the Agreement AND / OR furnish the required Performance security.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of
(insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing) Corporate Seal
(where appropriate).

