



NEW MANGALORE PORT TRUST
Mechanical Engineering Department,
Panambur, Mangalore – 575 010.

Phone: 0824- 2887713/288710/2887777.

R.L.A.D.

No. 2/25/2025-26/EE (M) II/TS

Date 13.02.2025

To,

-The Prospective Bidders-

Sir,

Sub: NMPA – “Casual hiring of vehicles (Cars/LMV’s) at TPC,
Bengaluru on Annual contract basis” – Competitive Quotation
Requested – Reg.

Casual hiring means “the required vehicles are ordered on hourly/kms basis whenever Cars/Lmv’s(Taxies) are required for the use VIP’s/ VVIP’s / Officers/Officials of New Mangalore Port Authority, Mangalore visits to Trade Promotion Centre(TPC), Domulur, Bengaluru. And also for the use of various works of the TPC, Bengaluru whenever 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 (Cars/LMV’s) at TPC, Bangalore on Annual contract basis”. As per Annexure-I enclosed on Terms and conditions as detailed below.

Note: List & types of vehicles with trip details enclosed as Annexure-I

Terms & conditions for casual hiring of vehicles :

1. The rates quoted shall be inclusive of fuel, lubricants, consumables, repair/maintenance, driver salary, all expenses and inclusive of all taxes, except GST. GST as applicable will be paid extra. **The contractor shall quote rates for all trips. (Annexure-I enclosed)**
2. The vehicles supplied as and when required shall be in good running condition and model of not earlier than January 2022. 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) 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 on the same rates, terms & conditions if required by the Port by mutual consent.**
6. The vehicle shall be deployed as and when required by the Liaison Officer of TPC, Bengaluru for the use of various works of the TPC, Bengaluru. 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 sub-sequently. The drivers with the vehicle shall report to Liaison Officer of Trade Promotion Center, (TPC), Bangalore on 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 of Rs.1500/- per vehicle per day**. The alternate vehicle provided by the contractor must be of same model and same category of the vehicle or higher at same quoted rate 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 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 an officer of TPC and his decision about condition of the vehicle is final.

8. **Tenderer should deposit an EMD amount of Rs.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

Name of Payee: The FA & CAO, NMPA, Panambur, Mangalore.

1	Name of the Bank:	State Bank of India, Panambur, Mangalore - 575 010.
2	Bank A/C No.	00000010205649448
3	IFSC Code	SBIN0002249
4	MICR Code	575002011

- 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 submit Rs.5,000/- (Rupees Five thousand only) 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 for a period of 02 years.
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 forfeit 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 authority 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

service tax, details for E- payment shall be furnished. **The hire charges bill shall be handed over to Liaison officer, TPC, Bangalore to whom the vehicle is deployed 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/Email of the tenderer	Telephone:
		Mobile:
		Email:
8	Xerox copy of a cancelled cheque should be enclosed	
9	PAN (Xerox copy of Permanent Account Number shall be enclosed)	


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. **Liaison Officer, TPC 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.
25. The quotation in complete shape and as required above enclosed in a sealed cover superscribed as **"Quotation for casual hiring of vehicles (Cars/LMV's) at TPC, Bangalore on Annual contract basis"** should reach to this office **on or before 28.02.2025 at 15:30hrs.**
26. **The quotation will be opened on same day at 16:00 hrs** in the Chamber of **Executive Engineer (Mech.) II, NMPA** in the presence of such tenderer who may wish to be present.

Thanking you,

Yours faithfully,


12/2/25
(Chandrshekar)

Executive Engineer (Mechl.)II

12/2/25


Address for Correspondence:

The Executive Engineer (Mechl.)II,
Administrative Building, 2nd Floor, Room No.234,
New Mangalore Port Authority.
Panambur, Mangalore – 575 010.
Ph:- 0824-2887713, 2887710, 2887777.

Address of TPC for hiring of vehicles:

Trade Promotion Centre,
No.2, Intermediate ring road,
Flat No. 322&623, D block, 6th floor,
Natasa Golfview Apartments, Domlur, Bengaluru-71.
Liaison Officer: Mr. Prabhu, Mob No.9513199276.

05.	Up to 12 hrs & 80 kms									
06.	Hourly rate if paid extra beyond prescribed hours									
07.	Rate per km if paid beyond prescribed limit									
Outstation trips (Applicable for sl.no.01 to 05 only)										
01.	Rate per Km (minimum 200Kms run)									
02.	Retention-on charges from 10PM to 6AM									


12/2/25

Chandrashekar

कार्यपालक अभियंता, यॉत्रिक प्रभार II
Executive Engineer, Mechl.Divn. II

नव मंगलूर पत्तन प्राधिकरण
New Mangalore Port Authority

पणंबूर, मंगलूर - ५७५०१०
Panambur, Mangalore - 575 010

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