



COCHIN PORT AUTHORITY

Office of the
Deputy Conservator
Cochin Port Authority
Dated 29-04-2024

No. MD/Hiring of vehicle /2024

Request For Quotation(RFO)

Sub: Quotation for Hiring of Diesel Pickup vehicle for PMW division, Marine Dept. - Reg.

Cochin Port Authority invites competitive quotations in sealed cover from reputed firms for hiring of “one number Diesel Pickup vehicle (Mahindra Bolero Camper or equivalent)” meeting the following requirements :-

Sl. No.	Requirement	
1	Cabin capacity	Driver + 4
2	Payload capacity	Not less than 1 Ton
3	Registration	Commercially registered on or after 01.01.2019
4	Manning	Vehicle shall be supplied without driver (Vehicle will be operated by the departmental driver posted by Cochin Port)
5	Diesel for operation	Will be provided by Cochin Port on Port account
6	Period of Contract	Two months (may be extendable for further period at the discretion of COPA)
7	Estimated daily hire charge including GST	Rs.1667/- per day

Scope of Work and Terms & conditions of hire is enumerated below. The bidder shall quote the “**per day rate for the vehicle including GST**” as per the Price Schedule format attached.

Quotation should be sent in sealed cover to the under signed, so as to reach on or before **11.00 Hrs on 06-05-2024**. The quotations will be opened at **11.30 Hrs** on the same day.

Sd/-
S E (M) TT
Cochin Port Authority
W/Island, Kochi- 682009

PRICE SCHEDULE

Name and address of tenderer :

Mobile Number & email id of tenderer :

Sl. No.	Description	Per day (12 hrs) Hire charges of the vehicle including GST. (8AM to 8 PM) in Rupees.
1	Hiring of 1 No. Diesel Pickup vehicle (Mahindra Bolero Camper or equivalent) with a cabin capacity of Driver + 4 and with a payload capacity of not less than 1 Ton, commercially registered on or after 01.01.2019 (with all statutory certificates) without driver and fuel.	
	(Per day rate of Rupees.....(in words)	

Details of commercially registered MAHINDRA BOLERO CAMPER OR EQUIVALENT vehicle (newly registered on or after 01-01-2019) offered are as under:-

Description of Vehicle (Make & Model)	Reg.No.	Year of Manufacture (Attach copy of RC Book)	Run Kms.	Nature of ownership Own/lease	Average Mileage of the vehicle in kilometers per 1 litre diesel

(Attach copy of undertaking of the owner of the vehicle in case the offered vehicle is owned by third parties as per the format attached)

Scope of Work and Terms & conditions

1. A lump sum daily hire charge shall be quoted for the above hiring including GST.
2. The bidder shall furnish copy of RC Book of the offered vehicle along with the quotation. Quotation submitted without copy of RC Book of the offered vehicle will be rejected.
3. The bidder can offer their own vehicle or vehicle owned by third parties. If the bidder is offering third party's vehicle, an undertaking of the owner of the vehicle as per the format attached is to be submitted in a stamp paper worth Rs.100/- along with the quotation

4. The quotation No. & date may be super scribed on the envelope.
5. The quotation should be sent by post or directly to "Superintending Engineer(M), Office of the Deputy Conservator, Cochin Port Authority, Cochin -682 009" in sealed cover as per the above price schedule, so as to reach on or before **11.00 Hrs on 06-05-2024**
6. The vehicle shall be supplied **within Five days** from the date of receipt CoPA's work order.
7. The vehicle will be used for 12 hours per day from 8 AM to & 8 PM on all days in a week including Sundays and holydays.
8. As and when required, in emergency cases, the hired vehicle may be used by CoPA beyond 8 PM also. No additional charges will be paid for these extra hour usage.
9. Period of contract is Two months from the date of employers work order. Period of contract is further extendable at the same rate and terms and conditions if required by CoPA.
10. Usage of vehicle per month (30 days) will be limited to a maximum of 1500 kms.
11. **Cost of repair & maintenance, tyre, consumables and rectification of damages if any, will be under the scope of the contractor and at their cost and risk.**
12. **Only Diesel for operation of the vehicle and Driver during the contract period shall be provided by COPA on Port account.**
13. A log book will be maintained by CoPA during the tenure of contract. Kilometers in the speedometer gauge will be recorded in the log book at the time of commencement of contract which shall be signed by the Contractor and COPA representative.
14. On receipt of the work order, the contractor shall hand over the vehicle in good running condition and tyres to CoPA within 5 days along with all valid statutory certificates viz RC Book, Fitness, comprehensive insurance, road tax, emission free certificate etc. , and CoPA will take over the vehicle from the contractor. The kilometer reading and fuel gauge reading of the vehicle at the time of handing over/taking over will be recorded in the log book which shall be signed by both the parties on each occasion.
15. On completion of each 30 days, the contractor can check the kilometers run in the last 30 days in the vehicle before submitting the GST invoice.
16. At the time of initial delivery of the vehicle by the Contractor to commence the contract, the diesel tank shall be kept full. At the time of redelivery of the vehicle by COPA after completion of the contract, the diesel tank shall be kept full so that no price adjustments are required on account of quantity of diesel remaining in the vehicle at the time of delivery/re-delivery.
17. Any problem to the vehicle found during the operation of the vehicle will be intimated to the Contractor. Contractor shall arrange to rectify the problem on immediate basis at his cost and risk. In scenarios where the contractor is required to take over the vehicle for carrying out any repairs or maintenance or for any other purpose, the same will be permitted by the Engineer in charge of Cochin Port on prior request. In such situations of handing over and taking over, the kilometer reading and fuel gauge reading of the vehicle shall be recorded in the log book and signed by both the parties in each occasion. Contractor may take over the vehicle and proceed further at his cost and risk. The quantity of diesel consumed during the retention period of the vehicle with the contractor will be calculated based on the mileage and actual kilometers run during the retention

period. The cost diesel consumed during the above retention period will be recovered from the Contractor's bills.

18. It will be the responsibility of the contractor to arrange necessary statutory approvals from time to time, for running of the vehicles and no liabilities should be pending towards any Government Authorities and Cochin Port Authority shall not be made responsible to pay such liabilities, during the tenure of the Contract.
19. The Contract is liable to be terminated forthwith in case of any illegal act or breach of terms & conditions on the part of the contractor, unsatisfactory service including continuous breakdown happens repeatedly and the Contractor fails to repair the defect etc.
20. Deduction on account of unavailability of vehicle: - If the vehicle is not available for more than 6 hours usage of COPA in a day, no hire charges will be paid for that day. If the vehicle is available for at least 6 hrs. or more in a day but less than 12 hrs., then the hire charges will be paid for the actual available hours on pro-rata basis for that day.
21. Payment will be made on completion every 30 days. The Contractor shall **submit GST invoice** as per the per day rate accepted by COPA along with the copy of log book certified by the Engineer in charge. The payment will be made only for the actual number of days the vehicle was available for COPA's use.
22. CoPA will deploy only authorised drivers having valid driving license to drive the vehicle.
23. The Assistant Engineer (M) PMW, CoPA will be the Engineer in charge of this contract.
24. IT and GST TDS if applicable will be deducted as per the prevailing rates in force at the time of payment of bills from each invoice.
25. Third party insurance coverage for any accident of the vehicle inside and outside Cochin Port will be solely to the contractor's responsibility and the Cochin Port Authority shall in no way be liable to pay any compensation to any person/property.
26. Cochin Port Authority reserves the right to reject/cancel/postpone any one or all Bids at any stage of the Bid, which will be binding on all Bidders.
27. Legal jurisdiction of this contract shall be Kochi City only.

Signature of Tenderer

UNDERTAKING OF THE OWNER OF THE VEHICLE IN CASE THE OFFERED VEHICLE IS

OWNED BY THIRD PARTIES

(to be typed in Rs.100/- Stamp Paper)

This Agreement is made on thisday of, year 2024 between

First Part:(Name and address of the owner of the vehicle)

Second Part:..... (Name and address of the bidder)

Whereas the party of the Second Part intends to take on lease/hire one number MAHINDRA BOLERO CAMPER OR EQUIVALENT vehicle from the party of the First Part, for a period of two months, in connection with the RFQ No. MD/Hiring of vehicle /2024 dated 29-04-2024 issued by Cochin Port Authority for "Hiring of one number Diesel Pickup vehicle for PMW division, Marine Dept. "

And whereas the party of the First Part is the Owner of one number MAHINDRA BOLERO CAMPER OR EQUIVALENT vehicle as per the details given below and desires to lease out/ hire out the Vehicle to the party of the Second Part on the terms and conditions written there under:-

1. That the party of the First Part shall lease out/hire out the vehicle detailed below:

Make and model of the Vehicle	Year of manufacture and Registration	Registration Number of the vehicle.

2. The vehicle mentioned above shall be leased out/hired out by the party of the First Part to the party of the Second Part for a period of two months of the contract, in case the contract is awarded by Cochin Port Authority to the party of the Second Part.
3. That the party of the First Part agrees and undertakes that he will not cancel this agreement within the period as mentioned above.

In witness whereof the parties hereto sign this agreement on the day, month and year written above.

PARTY OF THE FIRST PART: (Signature)
(Name)

PARTY OF THE SECOND PART : (Signature)
(Name)

Signed in the presence of :