**National Centre for Antarctic & Ocean Research**

**Ministry of Earth Sciences (Govt of India)**

**Headland Sada, Goa – 403 804**

**TENDER DOCUMENT FOR SHIPPING AGENCY SERVICES**

**Tender No. NCAOR/OSG/TD/2017**

**1. Introduction**

Tenders in the prescribed form in sealed covers superscribing the tender name/number/due date and closing time are invited from eligible shipping agents by Director, National Centre for Antarctic and Ocean Research (NCAOR) as per the details given in this document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Description** | **EMD** | **Last date**  **and time of**  **submission** | **Date and time of opening of Bid.** |
| Appointment of Shipping Agent for NCAOR | Rs. 1,00, 000/- | 18.04.2017  Time 1000 hrs. | 18-04-2017  Time 1030 hrs. |

* 1. The tender in the prescribed form is to be submitted in original. Tender document can be downloaded from NCAOR website [www.ncaor.gov.in](http://www.ncaor.gov.in) OR Central Public Procurement Portal <https://eprocure.gov.in/cppp/>
  2. Demand Drafts towards EMD to be drawn on NCAOR, payable at Goa and be submitted as enclosure to the bid.
  3. The offer shall be valid for a minimum period of 90 days from the date of opening of bid.
  4. The offers received in accordance with the instructions detailed in this document shall only be considered. The corrections and remarks shall be either type-written or hand-written in ink and duly authenticated with signature.

**2. Qualifying criteria :**

2.1. The bidder must have functional office in Goa and registered with Govt. /port authority for carrying out the shipping agency services. Copy of proof to be enclosed

2.2. The agent should have experience of five years as on 31.12.2016 as a shipping agent. (Proof of experience to be enclosed).

2.3. The bidder should have experience of handling research vessel of minimum 3 port calls during last seven years as on 31.12.2016. (Port calls related documents such as Port clearance sign-on/sign-off OR loading/offloading permissions etc. having name of research vessel/s handled to be provided as proof).

2.4. The bidder must have average yearly turn-over of minimum Rs.50 lakhs during the last three financial years of 2013-14, 2014-15 and 2015-16 (Copy of three years (2013-14, 2014-15 and 2015-16) audited balance sheet and profit & loss accounts to be enclosed) ).

**3. Instructions to Bidders**

3.1. The bid shall be typed or written in indelible ink and shall be signed by a duly authorized person or persons. All pages of the offer or quotes where entries or amendments have been made shall be initialed by the authorized person or persons.

3.2. The bid shall contain no alterations or additions, except those to comply with instructions issued by NCAOR, or as necessary to correct errors made by the bidders in which case such corrections shall be initialed by the authorized person or persons.

3.3. The bidder should enclose EMD and all other relevant documents along with the bid. All required documents and the details of the bidder should also be provided as per the formats given in Annexure – IA and IB.

The bid should be addressed to:

**DIRECTOR**

**National Centre for Antarctic and Ocean Research (NCAOR)**

**Ministry of Earth Sciences (Government of India)**

**Headland- Sada**

**Vasco-da-Gama**

**Goa-403 804.**

Following MUST BE mentioned on the bid cover:

Bid for **“Appointment of Shipping Agent for NCAOR”**

Bid Reference No. **NCAOR/OSG/TD/2017**

Bid closing Date /Time: 18.4.2017 at 1000 hrs

Name and address of the Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.4. The Tender complete in all respect with cover letter as at Annexure – II should be put in the tender box (Room No. M-102) on or before 18.4.2017 10:00 hrs. (IST) and will be opened on 18.4.2017 at 10:30 hrs (IST). Delay in receipt of tender by post or courier is the sole responsibility of the bidder.

3.5. In the event of the specified date for Bid Opening being declared a holiday by the NCAOR, the Bids will be opened at the same time and location on the next working day.

3.6. Information relating to the examination, clarification, evaluation and comparison of the applications and recommendations for the award of a contract shall not be disclosed to any bidder or any other persons not officially concerned with such process until the award to the successful bid has been announced.

3.7. To assist in the examination and comparison of quotes, the NCAOR may, at its discretion, ask any bidder for clarification of his quotes, including breakdown of unit rates. The request for clarification and the response shall be in writing, but no change in the price or substance of the quotes shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the NCAOR in the evaluation of the quotes.

3.8. Any effort by the bidder to influence the NCAOR’s bid evaluation, bid comparison or contract award decisions, may result in the rejection of his bid.

3.9. A substantially responsive bid is one which conforms to all the terms, conditions and specifications of the tender documents, without deviation or reservation. A deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the Services; (b) which limits in any substantial way, the NCAOR's rights or the contractors obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting responsive bids.

3.10. If a bid is not substantially responsive, it will be rejected by NCAOR and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

3.11. The bidder should quote their charges in a typed & tabular format as per Price Format given in Annexure III.

3.12. Security Deposit**:** The successful bidder shall deposit with NCAOR an amount of Rs. 2.00 Lakh in the form of DD drawn on NCAOR payable at Goa ~~.~~ as security deposit within 10 days of award of work-order. The EMD of the successful bidder shall be adjusted against the security deposit and in that case the balance amount of security deposit to be deposited. The security deposit shall be returned to the bidder without interest on satisfactory completion of contract. 100% of the security deposit will be forfeited in case of unsatisfactory services during the tenure of the contract.

3.13. **Arbitration:** All matters relating to disputes and differences of opinion shall be settled mutually as far as possible. Any disputes arising under this contract shall be settled in India in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings. All questions and disputes relating to the Agency services and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the contract or after the cancellation, termination, completion or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration. An officer not below the rank of Director, preferably drawn from the panel of Arbitrators drawn by the Government, if any, may be appointed to act as arbitrator by an appointing authority. NCAOR shall be the appointing authority.

3.14. The compliance statement at Annexure-IA to be duly signed and required support documents to be enclosed.

**4. General Terms & conditions for appointment as Shipping Agent for NCAOR**

**4.1. Scope of work: General services**

4.1.1. The agent must provide all the services listed in this tender document as and when required by NCAOR.

4.1.2. Agent is responsible for collecting/delivering documents from/to NCAOR pertaining to ship port-call as part of agency fee, pertaining to all the services.

4.1.3. Arrange Port Entry passes as per requirement of NCAOR.

4.1.4. Agent should do custom clearance for import and export of equipments and other items at all major air/sea-ports and cities in India by themselves or through tie-ups. Agent is responsible for collecting/delivering documents from/to NCAOR for clearance within the quoted amount of clearance charges.

4.1.5. Agent should arrange warehousing facilities for either containerized or break bulk cargo at Goa, Mumbai, Chennai and any other place in India.

4.1.6. Agent should arrange cold storage warehousing facilities at Goa, Chennai, Kochi, Mumbai and any other place in India for perishable scientific samples.

4.1.7. Agent should provide logistic assistance (lodging/boarding/transportation etc.) to the expedition members/scientists and other officials as they transit through Mumbai or Delhi and any other place in India in batches.

4.1.8. The agent should make arrangements for road/air/ship insurance (including survey and required formalities) by a nationalized company for container/ cargo/ break bulk being sent from NCAOR, Goa/anywhere in India to any other place within India or any foreign port.

**4.2. Scope of work: Sagar Kanya/Chartered research vessels (of Indian or foreign flag) operations:**

4.2.1 The agent should provide following services as and when required, at all ports (Mormugao, Mumbai, Chennai, Kochi, Karwar, Mangalore, Tuticorin, Paradeep, Port Blair etc.) wherever the vessel makes a port call, either by themselves or through their tie-ups and shall quote for charges as per format given in the Annexure-III.

4.2.2 Arrival and Departure, berthing arrangements for the NCAOR managed research vessels/chartered research vessels (ORV Sagar Kanya, MGS Sagar, Antarctic chartered vessel and any other vessel of Indian or Foreign flag to be used by NCAOR

4.2.3 Bunkering arrangements by obtaining quotes from bunker suppliers and liaison with them for timely bunkering of the owned and chartered research vessels, bunkering survey by providing two surveyors to look after quantity and safety during bunkering. Condition, on-hire and off-hire survey arrangements in case of chartered research vessels.

4.2.4 Embarkation and Disembarkation of men and materials (scientists & their baggage, research samples, equipments etc.) after obtaining all mandatory clearances (Port, Immigration & Customs).

4.2.5 Loading/Off-loading of equipment. The agent shall have to arrange transport, crane facility, port formalities such as Bill of Entry, Shipping Bill and Customs clearances etc.

4.2.6 Clearance of equipment/spares received by imports under OGL/Customs Bond and re-exportation of the same as and when needed in connection with the research vessels.

4.2.7 Transport arrangement (including ticket reservations) by rail, road, air etc. for men and materials as and when needed.

4.2.8 Supply of labours/cleaning gang/watch & ward services as and when needed at any of the ports in India.

4.2.9 Arrangement for bonded space for temporary storage of equipment & other items to be removed from the vessel and items to be loaded onto the vessel.

4.2.10 Any other work at port related to ORV Sagar Kanya / Chartered vessels activities (Arrangement of facilities such as Shamiana, Public Address system, Podium, Chairs, refreshments and transport etc for any functions arranged in connection with our vessel’s port-call and for visit of dignitaries).

4.2.11 Emergency purchases whenever directed by NCAOR.

4.2.12 Any other work assigned by NCAOR related to vessel management.

4.2.13 All the above services shall be provided on holidays also.

**4.3. Scope of work: Antarctic and Arctic Expeditions**

**4.3.1. Attending to the Ship calls-** Attending port-call to departmental vessels or any vessel chartered by NCAOR, handling, getting customs and immigration clearances by the agents or tie-ups at Mormugao or any other port which shall include all necessary arrangements from nomination of vessel to respective port authority, arranging of pilot on arrival, arrangement of suitable berth, arrangements for necessary surveys, labour gangs, shore cranes etc. and any other arrangement as and when required.

**4.3.2. Cargo handling & warehousing**: Clearing of air / ship cargo arising out of foreign purchases of Vehicles / Equipment/ machinery/ spares / polar clothing / food / provisions etc procured for the Indian Antarctic/Arctic Programme.

4.3.3. Clearing of air / ship cargo being back loaded from Antarctica/Arctic (Vehicles / Equipment/ machinery/ spares / polar clothing / Ice cores / samples / scrap / garbage/ chemicals / dangerous goods etc.) either containerized or as break bulk arriving at Mormugao/ JNPT / any other Indian port either on our own/ chartered vessel or through shipping lines.

Making adequate/necessary arrangement for disposal of garbage/ scrap / waste back loaded from Antarctic/Arctic expedition.

4.3.4. Forwarding of air / ship cargo being sent to Antarctica/Arctic (Vehicles / Equipment/ machinery/ spares / polar clothing / Ice cores samples / Chemicals / dangerous goods etc.) either containerized or as break bulk from any Indian port either on our own / chartered vessel or through shipping lines.

4.3.5. Liasioning with shipping lines for export of expedition cargo from any Indian port to other destined port in any part of the world.

4.3.6. Making warehousing arrangement for cargo for transit/ transshipment whenever and wherever necessary as the case maybe.

4.3.7. Shifting of cargo (containerized / break bulk) between NCAOR and any port of export / Import in India.

4.3.8. Making arrangements for (Within NCAOR Campus) examinations by customs for the Expedition cargo (containerized / break bulk).

4.3.9. Making necessary arrangement for (NCAOR campus) stuffing of containers, loading and unloading through adequate cranes and for adequate Lorries/ trailers/ trucks facilitating movement.

4.3.10. Passengers in transit: Provide logistic assistance to the Antarctic expedition members / scientists (total strength 80+/-20) as they transit through Mumbai in batches on their way to Antarctica via South Africa/ Australia/ Argentina/ Chile etc. Members traveling to and returning from Antarctica (50 approximately) by ship needs to sign on and sign off the expedition vessel. Members traveling by air need logistic assistance and liasioning with airport authorities for scientific cargo (equipment/samples/ specimen). This also may call for liaisoning with National/ International Airlines for baggage allowance and payment of excess baggage wherever necessary.

4.3.11. Arrangement for boarding /lodging and local transportation for expedition members as and when required at any port city/town in India other than Vasco-da-Gama, Goa.

4.3.12. The agents should arrange a professional agency for transporting ice core and other perishable samples as per the requirements of NCAOR. The identification of such professional agency cost of their services and other terms to be finalized in consultation with NCAOR. The shipping agents may claim service charges of arranging such professional agencies as per the quote at Sr. no. 79 of Annexure III of this document.

**5. Payment Clause:**

5.1. Payments will be made against the submission of bill in duplicate with all the supporting documents/vouchers in original within 30 days from the date of the receipt, if found in order. For any unsatisfactory service, deductions upto 100% for the particular bill would be made.

5.2. Bills / Invoices in respect of Port dues/ charges or charges being remitted to any govt. agency, public sector undertaking or Government controlled agencies/departments, any national or international regulatory authority which has fixed rates of services from time to time will be paid as per actual, subject to claim being supported by appropriate documentary evidence.

5.3. Any advance required by the agent, from NCAOR for meeting the expenditure, shall be made by NCAOR against a Bank Guarantee of equal amount. Amount of advance taken should be settled by the agent within one month of advance payment.

5.4. Advance of 90% of the amount towards the wharfage fee (against demand note from port authorities / notified rates with calculation sheet), and customs duty (against Bill of Entry copy) will be made to the agent if single payment exceeds Rs. 25,000/- without Bank Guarantee (BG), however, in this case, the agents should settle the advance within two weeks time.

5.5. All other expenditure like ferry, wharfage & port dues, Customs dues etc. shall be paid as per actual (not higher than the local approved rates by government bodies/ associations / Ports etc.). All claims for payments made by the agent should be accompanied by original vouchers/bills. The agent should ensure that all the payments made are at the approved and reasonable rates. The bills or service documents should be endorsed by the authorized representative of NCAOR/Chief Scientist.

5.6. The agent will claim no sundry expenses.

5.7. Communication charges from the agents’ offices to NCAOR / vessel shall be borne by the agent.

5.8. Penalty clause: In every service, if any lapse is found, 5% of the total billed amount would be deducted as a penalty.

5.9. The successful bidder should provide the required information as at Annexure IV (PMFS FORMAT) for release of payments & continue to that.

Annexure-IA

Compliance Statement:

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Particulars | Documents to be enclosed | Compliance |
| 1. | The bidder must have functional office in GOA and registered with Govt./port authority for carrying out the shipping agency services | Copy of registration certificate for carrying out shipping agency services from Govt./ port authority | Yes/No (If yes, must be attached as appendix-I) |
| 2. | The bidder should have minimum experience of five years as on 31.12.2016 as a shipping agent. | Copy of documents in proof of experience | Yes/No (If yes, must be attached as appendix-II) |
| 3. | The bidder should have experience of handling research vessel of minimum 3 port calls during last seven years as on 31-12-2016 | port call related documents having name of research vessel/s handled to be provided as proof | Yes/No (If yes, must be attached as appendix-III) |
| 4. | The bidder must have average yearly turn-over of minimum 50 lakhs during the three financial years of 2013-14, 2014-15 and 2015-16 | Copy of three years (2013-14, 2014-15 and 2015-16) audited balance sheet and profit & loss accounts | Yes/No (If yes, must be attached as appendix-IV) |

Authorized Signatory

Name: …………………………….

Company seal/ stamp……………..

Date…………..

Place…………….

Annexure-IB

Details of bidder to be provided:

|  |  |  |
| --- | --- | --- |
| 1.a | **Name of bidder/firm:** |  |
| 1.b | Place of registration. |  |
| 1.c | Type of firm: (e.g. Partnership,  Sole Proprietorship etc.) |  |
| 1.d | Number of years of operations |  |
| 1.e | Total Number of employees |  |
| 1.f | Address of registered head office and its branch office(s), if any: |  |
| 1.g | Telephone Number: |  |
| 1.h | Mobile Number: |  |
| 1.i | E-Mail Address: |  |
| 1.j | Fax Number: |  |
| 2.a | **Office address in Goa** |  |
| 2.b | Type of office: (e.g. Project,  Branch office etc.) |  |
| 2.c | Telephone Number: |  |
| 2.d | Mobile Number: |  |
| 2.e | E-Mail Address: |  |
| 2.f | Fax Number: |  |
| **3.** | **Brief description of the Firm/ Company including details of its main lines of business** | Separate annexure in detail may be provided. |
| **4.** | **Details of individual(s) who will serve as the point of contact/communication (and Authorized signatory):** | |
| 4.a | Name: |  |
| 4.b | Designation: |  |
| 4.c | Address: |  |
| 4.d | Telephone Number: |  |
| 4.e | Mobile Number: |  |
| 4.f | E-Mail Address: |  |
| 4.g | Fax Number: |  |
| **5.** | **Details of individual(s) who will serve as the point of contact/communication in Goa Branch Office:** | |
| 5.a | Name: |  |
| 5.b | Designation: |  |
| 5.c | Address: |  |
| 5.d | Telephone Number: |  |
| 5.e | Mobile Number: |  |
| 5.f | E-Mail Address: |  |
| 5.g | Fax Number: |  |
| 5.h | Additional information Applicants may like to submit. |  |

Authorized Signatory

Name: …………………………….

Company seal/ stamp……………..

Date…………..

Place…………….

Annexure-II

**Submission of bid for Appointment of Shipping Agent**

Dated:

To,

The Director

National Centre for Antarctic and Ocean Research (NCAOR),

Ministry of Earth Sciences (Government of India),

Headland-Sada, Vasco-da-Gama

GOA - 403804, India

Ref: Tender No... NCAOR/OSG/TD/2017

Sub: Submission of bid for Appointment of Shipping Agent

Dear Sir,

With reference to your tender document no. NCAOR/OSG/TD/2017, I/We, having examined the document and understood its contents, hereby submit my/our application for qualification for the aforesaid project.

1. The offer is unconditional.
2. All information provided in the application and in the Annexures is true and correct and all documents accompanying the application are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as a bidder for providing the services as shipping agent for NCAOR.
4. I/We shall make available to NCAOR any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We acknowledge the right of NCAOR to reject our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

I/ We declare that:

1. I/We have examined and have no reservations to the tender document, including any addendum issued by NCAOR.
2. I/We do not have any conflict of interest that affects the qualification process of the tender document; and
3. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or any agreement entered into with any other public sector enterprise or any government, Central or State; and
4. I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practices, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
5. I/We understand that you may cancel the application at any time without assigning any reasons thereof.
6. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
7. I/We undertake that in case due to any change in facts or circumstances during the bidding process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate NCAOR of the same immediately.
8. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by NCAOR in connection with the selection of shipping agent, or in connection with the selection/ bidding Process itself, in respect of the above mentioned service contract and the terms and implementation thereof.
9. I/We hereby confirm that we possess functional communication facilities such as telephones with STD/ISD, Fax, E-mail and Mobile phones for the agent’s staff for efficient and timely services.

In witness thereof, I/We submit this offer under and in accordance with the terms of the tender documents.

Yours faithfully,

Date:

(Authorized Signatory with Seal/Stamp)

Place:

(Name and Seal of applicant/ Lead Partner)

Annexure-III

**Price Evaluation Criteria:**

1. Bidders should quote as per the price bid format given below. Any conditional price bid or change in the format will be rejected.

1. The L1 (Lowest price quote) will be arrived from the total quoted amount (“quote per unit X quantity”) taking into consideration price bid format serial no 1 to 79
2. Bidders must quote for all the items under price bid format serial nos 1 to 79 Any price bid with no price quote for any item will be rejected and will not be considered for price evaluation.

1. \* The estimated quantity of services listed at annexure III are approximate as per NCAOR’s experience and future plans and there is no guarantee for minimum quantity and no limit for maximum quantity that may be availed from the Shipping agents to be appointed through this tender.

**Price Bid Format**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Nature of Services** | **Quantity of services** | | | | | | **Quote per Unit Price under this column (in Rupees)** | **Total Price (in Rupees)** | |
| **Unit** | | | | **Quantity\*** | |
|  |  |  | | | | **(1)** | | **(2)** | **(1) x (2)** | |
| 1. | Agency Fee for port call | No of Port calls | | | | 25 | |  |  | |
| 2. | Shipping bill arrangement (or clearance for loading of equipment onboard ship) | No. of consignments | | | | 26 | |  |  | |
| 3. | Bill of entry arrangement  (or clearance for offloading of equipment from ship) | No. of consignments | | | | 25 | |  |  | |
| 4. | Sign on or sign off - charges for persons | No. of persons | | | | 610 | |  |  | |
| 5. | Truck hire charges (For local use only , min. 10 hrs or 100 kms) | No. of trucks | | | | 9 | |  |  | |
| 6 | Truck hire charges (For local use only , min. 5 hrs or 50 kms) | No. of trucks | | | | 6 | |  |  | |
| 7. | Tempo hire charges  (For local use only min. 10 hrs or 100 kms) | No. of tempos | | | | 12 | |  |  | |
| 8. | Tempo hire charges (min 5hrs or 50 kms.) | No. of tempos | | | | 7 | |  |  | |
| 9. | Small cargo pick up / 207 type vehicle (For local use only , min. 10 hrs or 100 kms) | No. of vehicles | | | | 11 | |  |  | |
| 10. | Small cargo pick up / 207 type vehicle (For local use only , min. 5 hrs or 50 kms) | No. of vehicles | | | | 6 | |  |  | |
| 11. | Taxi hire charges – rate (min. 10 hrs or 100 kms) – SUV- A/C | No. of taxis | | | | 195 | |  |  | |
| 12. | Taxi hire charges – rate (min. 5 hrs or 50 kms) – SUV - A/C | Nos. | | | | 55 | |  |  | |
| 13. | Unskilled Labour charges – (8hr shift) -per head | Nos. | | | | 172 | |  |  | |
| 14. | Skilled Labour charges –(8hr shift) (for carrying out jobs with cranes/fork lifts/trucks/ containers (stuffing and de-stuffing) and safe handling of heavy and delicate equipments etc. -per head | No. of labours | | | | 34 | |  |  | |
| 15. | Clearance of imported or to be exported equipments/spares through Bill of lading including conveyance expenditure (Customs duty/ CWC charges /port bills/ delivery order charges will be paid on actual and tempo/truck/labour charges will be paid as per contract rate ). | Nos. | | | | 14 | |  |  | |
| 16. | Service Charges for Port entry arrangements for Indian nationals per head (excluding the port entry charges billed by the port which will be reimbursed separately). | No. of passes | | | | 365 | |  |  | |
| 17. | Service Charges for extension of Port entry arrangements for Indian nationals per head (excluding the charges billed by the port which will be reimbursed separately). | No. of passes | | | | 225 | |  |  | |
| 18. | Clearance of imported or to be exported equipments / spares through airway bills including conveyance expenditure (Customs duty/CWC charges/delivery order charges will be paid on actual and tempo/truck /labour charges will be paid as per contract rate ).). | No. of airway bills | | | | 24 | |  |  | |
| 19. | Service charges for freight and insurance arrangements as in S.no. 4.1.8 | No. of consignments | | | | 19 | |  |  | |
| 20. | Per truck/trailer handling charges while clearing equipment at port. | No. of trucks/trailers | | | | 176 | |  |  | |
| 21. | Clearance of container/ break bulk - per container/ break bulk. | No. of clearances | | | | 42 | |  |  | |
| 22. | AC Car not less than 1000 cc (min. 10 hrs or 100 kms) | No. of cars | | | | 57 | |  |  | |
| 23. | AC Car not less than 1000 cc (min. 5 hrs or 50 kms) | No. of cars | | | | 45 | |  |  | |
| 24. | --24 seater Mini bus a/c - (min. 10 hrs or 100 kms) | No. of buses | | | | 13 | |  |  | |
| 25 | --24 seater Mini bus a/c - (min. 5 hrs or 50 kms) | No. of buses | | | | 3 | |  |  | |
| 26. | Refrigerated Van hire charges (min. 10 hrs or 100 kms) for local use (5 tons) | No. of vans | | | | 4 | |  |  | |
| 27. | Service charges for per air/rail/road ticket and hotel arrangements | No. of persons | | | | 140 | |  |  | |
| 28. | Crane hire charges mob.demob. , upto 23T | No. of cranes | | | | 1 | |  |  | |
| 29. | Crane hire hourly operational charges, upto 23T | hrs | | | | 10 | |  |  | |
| 30. | Crane hire charges mob. demob., 24T to 30T | No. of cranes | | | | 2 | |  |  | |
| 31. | Crane hire hourly operational charges, 24T to 30T | hrs | | | | 20 | |  |  | |
| 32. | Crane hire charges mob. demob., 31T to 40T | No. of cranes | | | | 1 | |  |  | |
| 33. | Crane hire hourly operational charges, 31T to 40T | hrs | | | | 10 | |  |  | |
| 34. | Crane hire charges mob. demob., 41T to 75T | No. of cranes | | | | 2 | |  |  | |
| 35. | Crane hire hourly operational charges, 41T to 75T | hrs | | | | 20 | |  |  | |
| 36. | Service charge for bunkering arrangement | No. of bunkerings | | | | 12 | |  |  | |
| 37. | Bunkering survey charges per surveyor | No. of surveys | | | | 12 | |  |  | |
| 38. | Survey charges – On hire survey | No. of surveys | | | | 4 | |  |  | |
| 39. | Survey charges – Off hire survey | No. of surveys | | | | 4 | |  |  | |
| 40. | Survey charges – Condition survey | No. of surveys | | | | 4 | |  |  | |
| **Transport from/to NCAOR:** | | | | | | | | | | |
| KOCHI | | | | | | | | | | |
| 41. | 1. Truck | | Nos. | | 1 | |  | | |  |
| 42. | 2. Trailer 20 ft | | Nos. | | 1 | |  | | |  |
| 43. | 3.Trailer 40 ft | | Nos. | | 1 | |  | | |  |
| 44. | 4. Tempo | | Nos. | | 1 | |  | | |  |
| MUMBAI | | | | | | | | | | |
| 45. | 1. Truck | | Nos. | | 1 | |  | | |  |
| 46. | 2. Trailer 20 ft | | Nos. | | 40 | |  | | |  |
| 47. | 3.Trailer 40 ft | | Nos. | | 1 | |  | | |  |
| 48. | 4. Tempo | | Nos. | | 1 | |  | | |  |
| CHENNAI | | | | | | | | | | |
| 49. | 1. Truck | | Nos. | | 6 | |  | | |  |
| 50. | 2. Trailer 20 ft | | Nos. | | 1 | |  | | |  |
| 51. | 3.Trailer 40 ft | | Nos. | | 1 | |  | | |  |
| 52. | 4. Tempo | | Nos. | | 6 | |  | | |  |
| 53. | Seaman rate per person per day including working gear (safety shoes, boiler) & insurance | | Man days | | 200 | |  | | |  |
| 54. | Transshipment bill arrangement – each | | Nos. | | 2 | |  | | |  |
| 55. | Port entry Charges for permissions per consignment of tools/ equipment.(excluding the port entry charges billed by the port which will be reimbursed separately). | | No. of permissions | | 46 | |  | | |  |
| 56. | Service Charges for Port entry arrangements for foreign nationals per head (excluding the port entry charges billed by the port which will be reimbursed separately). | | No. of passes | 16 | | |  | | |  |
| 57. | Service Charges for extension of Port entry arrangements for foreign nationals per head (excluding the charges billed by the port which will be reimbursed separately). | | No. of passes | 6 | | |  | | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 58. | Crane hire charges/ mob. demob., upto 20T | No. of cranes | 1 | |  | |  | |
| 59. | Crane hire hourly operational charges, upto 20T | hrs | 1 | |  | |  | |
| 60. | Crane hire charges/mob .demob., 21-30T | No. of cranes | 5 | |  | |  | |
| 61. | Crane hire hourly operational charges, 21-30T | Hrs | 50 | |  | |  | |
| 62. | Crane hire charges/mob .demob., 31-40T | No. of cranes | 2 | |  | |  | |
| 63. | Crane hire hourly operational charges, 31-40T | Hrs | 20 | |  | |  | |
| 64. | Crane hire charges/mob .demob., 41-75T | No. of cranes | 7 | |  | |  | |
| 65. | Crane hire hourly operational charges41-75T | Hrs | 80 | |  | |  | |
| 66. | Truck hire charges (For local use only, min. 10 hrs or 100 kms) | No. of trucks | 6 | |  | |  | |
| 67. | Truck hire charges (For local use only , min. 5 hrs or 50 kms) | No. of trucks | 4 | |  | |  | |
| 68. | Tempo hire charges (min. 10 hrs or 100 kms) | No. of tempos | 20 | |  | |  | |
| 69. | Tempo hire charges (min. 5 hrs or 50 kms) | No. of tempos | 24 | |  | |  | |
| 70. | Small cargo pick up / 207 type vehicle (For local use only , min. 10 hrs or 100 kms) | No. of vehicles | 25 | |  | |  | |
| 71. | Charges for making adequate/ necessary arrangement for disposal of garbage/scrap/waste back loaded from Antarctica. | No. of containers | 10 | |  | |  | |
| 72. | Service charges for making warehousing arrangement for cargo/containers at port for transit/transshipment. | No. of consignments | 36 | |  | |  | |
| 73. | Service/handling charges for shifting of cargo (containerized/break bulk) between NCAOR and port. | No. of consignments | 36 | |  | |  | |
| 74. | Service charges for making arrangements for (Within NCAOR Campus) examinations by customs for the Expedition cargo per container. | No. of consignments | 28 | |  | |  | |
| **Service charges for providing logistic assistance to the Antarctic expedition members / scientists as they transit through Mumbai – (75 to 77 )** | | | | | | | | |
| 75. | -per batch of up to 5 members | No. of batches | | 5 | |  | |  |
| 76. | -per batch of 6 - 10 members | No. of batches | | 5 | |  | |  |
| 77. | -per batch of 11 - 20 members | No. of batches | | 3 | |  | |  |
| 78. | Service charges for liaisoning with National/ International Airlines for baggage allowance and payment of excess baggage in batches. | No. of batches | | 12 | |  | |  |
| 79. | Service charges for providing services of professional transporter for ice core or biological/perishable samples from port of entry to NCAOR (refer clause 4.3.12). | No. of consignments | | 10 | |  | |  |
|  | TOTAL (Sl. no 1 to 79) | | | | | | |  |

**Note:**

1. For conveyance/transport usage for more than 10 hrs/100 km, per extra km or per extra hr charges whichever will be higher shall be paid on pro-rata basis.
2. For labour charges, extra hours of utility beyond 8 hours shift would be paid on pro-rata basis. Minutes would be rounded to nearest half-an-hour in all cases.

Authorized Signatory

Name: …………………………….

Company seal/ stamp……………..

Date…………..

Place…………….

**ANNEXURE IV**

**PFMS FORMAT**

|  |  |  |
| --- | --- | --- |
| 1 | The PFMS Unique Code of the Vendor/Service Provider if already registered in PFMS System with any Govt. Department to be provided |  |
| 1A | **If not registered, following details of Vendor/Service Provider to be provided:** | |
| 2 | **Particulars of Vendor/Service Provider requirement.** | **Vendor/Service Provider of invoiced information to be provided.** |
| a | Name in full: |  |
| b | Postal Address in full: |  |
| c | City: |  |
| d | Country: |  |
| e | State: |  |
| f | District: |  |
| g | Pin Code: |  |
| h | Mobile No.: |  |
| i | Phone No.: |  |
| j | Email: |  |
| k | Whether has the valid small scale industry registration? :  (If yes provide valid registration No. and date): |  |
| l | If individual, provide AADHAR Number: |  |

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| --- | --- | --- |
| m | PAN of the Invoiced company:  Provided PAN should be of the name of invoiced Vendor/Service Provider only. Third party PAN viz PAN of Proprietor/Partner etc. is not acceptable. If the provided PAN is not matching with the invoiced name (wherever TDS as per Income Tax Act, 1961 to be deducted) then it will be treated as the invoiced company does not have the PAN under Section 206AA of Indian Income Tax Act, 1961 and the higher applicable TDS (as applicable) as per Income Tax Act 1961 will be deducted i.e. 20% or more. No further communication whatsoever will be entertained in this regard. |  |
| n | Service Tax No.: |  |
| o | TIN Number: |  |
| p | TAN Number: |  |
| 3 | **Bank Information of the Invoiced Vendor/Service Provider:** | |
| a | Valid Bank Account Number : |  |
| b | Bank Account Type: | Savings/Current Account. |
| c | Name of the Invoiced Beneficiary Bank Account:  Should be in the name of invoiced Vendor/Service Provider and the third party account viz in the name of Proprietor/Partner etc. are not acceptable. |  |
| d | Bank name in full: |  |
| e | Bank Branch: |  |
| f | Bank full address with pin code: |  |

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|  |  |  |
| --- | --- | --- |
| g | Bank Branch Contact Number:  With STD/ISD Code |  |
| h | IFSC Code of given Bank Branch: |  |
| i | Bank Branch Code Number: |  |
| 3A | **In case of Foreign payments:** |  |
| a | SWIFT CODE: |  |
| b | IBAN Number: |  |
| c | Routing Number: |  |
| d | BIC: |  |
| e | ABA Number: |  |
| f | Corresponding Bank Name: |  |
| g | Corresponding Bank SWIFT CODE: |  |