

**National Centre for Polar & Ocean Research
Ministry of Earth Sciences (Govt of India)
Headland Sada, Goa – 403 804**

**TENDER DOCUMENT FOR SELECTION OF AGENCY TO HANDLE PORT
OPERATIONS INCLUDING CUSTOMS CLEARANCES AND FREIGHT FORWARDING
SERVICES**

Tender No. NCPOR/OSG/TD/2020

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 Polar and Ocean Research (NCPOR) as per the details given in this document.

Work Description	EMD	Last date and time of submission	Date and time of opening of Bid.
SELECTION OF AGENCY TO HANDLE PORT OPERATIONS INCLUDING CUSTOMS CLEARANCES, AND FREIGHT FORWARDING SERVICES	Rs. 1,00,000/-	30.07.2020 Time 1700 hrs.	31-07-2020 Time 1030 hrs.

1.1. The tender in the prescribed form is to be submitted in original. Tender document can be downloaded from NCPOR website www.ncpor.res.in OR Central Public Procurement Portal <https://eprocure.gov.in/cppp/>

1.2. Demand Drafts towards EMD to be drawn on NCPOR, payable at Goa and be submitted as enclosure to the bid.

1.3. The offer shall be valid for a minimum period of 90 days from the date of opening of bid.

1.4. 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 Government/port authority for carrying out the shipping agency services (copies of relevant documentary proof to be enclosed).

2.2. The agent should have experience of five years as on 31.03.2020 as a shipping agent i.e. should have handled port operations including custom clearances, freight forwarding, etc. (Documentary proof relating to the experience claimed 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 31.03.2020. (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 2016-17, 2017-18 and 2018-19 (copies of last three years audited balance sheet and/or profit & loss accounts statement 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 NCPOR, 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 Polar and Ocean Research (NCPOR)
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
SELECTION OF AGENCY TO HANDLE PORT OPERATIONS INCLUDING
CUSTOMS CLEARANCES AND FREIGHT FORWARDING SERVICES

Bid Reference No. **NCPOR/OSG/TD/2020**

Bid closing Date /Time: 30.07.2020 at 1700 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-214) on or before 30.07.2020 1700 hrs. (IST) and will be opened on 31.07.2020 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 NCPOR, 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 NCPOR 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 NCPOR in the evaluation of the quotes.

3.8. Any effort by the bidder to influence the NCPOR'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 NCPOR'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 NCPOR 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 NCPOR an amount of Rs. 2.00 Lakh (rupees two lakhs only) in the form of DD drawn on NCPOR 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. Except where otherwise specified in the contract the decision of the Director, NCPOR, Vasco-da-Gama, Goa, shall be final and binding on all parties of the contract upon all questions relating to the meaning of the specifications, nature of works, etc, or as to any other question, claim, right, matter, or thing whatsoever, in any way arising out of, or relating to the contract, etc, or otherwise concerning the works, or the execution, or failure to execute the

same, whether arising, during the progress of the work, or after the completion, or abandonment thereof.

3.14 During currency of contract, if any legal disputes arise, will be subject of jurisdiction of State of Goa only.

3.15. 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 NCPOR

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 NCPOR.

4.1.2. Agent is responsible for collecting/delivering documents from/to NCPOR 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 NCPOR.

4.1.4. Agent should do custom clearance for import and export of equipment 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 NCPOR 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 NCPOR, Goa/anywhere in India to any other place within India or any foreign port.

4.1.19 Even in case of any dispute, the consignment shall be cleared by agency and handed over to NCPOR pending the settlement thereof.

4.1.20 Complete monitoring and supervision of the movement from the date of official intimation from NCPOR and regular feedback on the process of shipment to NCPOR. In case, the pre-alert/advance shipping document is not received before landing of the consignment owing to the fault of the agency, the delay in clearance will be on the part of Agency and the

amount of demurrage will be recovered from the bill. NCPOR will not pay any demurrage charges.

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 NCPOR 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 NCPOR)

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 NCPOR.

4.2.12 Any other work assigned by NCPOR 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 NCPOR, 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. Liaisoning 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 NCPOR and any port of export / Import in India.

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

4.3.9. Making necessary arrangement for (NCPOR 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 70+/-20) as they transit through Mumbai in batches on their way to Antarctica via South Africa/ Australia/ Argentina/ Chile etc.. Members traveling by air need logistic assistance and liaisoning 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 provide services towards hiring of liner service for export of containers. This include all jobs like documentation and a total service fee may be quoted. The expenditures towards slot cost, terminal handling, survey, storage, VGM charge and via change / vessel extension fee shall be reimbursed on actual on production of bills/receipts of port/liner/storage.

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 NCPOR for meeting the expenditure, shall be made by NCPOR 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. Special 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 15 days.

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 NCPOR/Chief Scientist.

5.6. The agent will not claim any sundry expenses.

5.7. Communication charges from the agents' offices to NCPOR/ 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. The decision of the competent authority in NCPOR shall be final and binding on the contractor in such manner.

5.9 The contract may be terminated by the Director, NCPOR at any time if the work is found to be of substandard or unsatisfactory or there is any violation of the tender terms and conditions and 100% security deposit will stand forfeited.

5.10. The successful bidder should provide the required information as at Annexure IV (PMFS FORMAT) -for release of payments.

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 31.03.2020 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 31-03-2020	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 Rs. 50 lakhs during the three financial years of 2016-17, 2017-18 and 2018-19	Copy of three years 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.....

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:	

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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.....

Submission of bid for Appointment of Shipping Agent

Dated:

To,
The Director
National Centre for Antarctic and Ocean Research (NCPOR),
Ministry of Earth Sciences (Government of India),
Headland-Sada, Vasco-da-Gama
GOA - 403804, India

Ref: Tender No...NCPOR/OSG/TD/2020

Sub:Submission of bid for Appointment of Shipping Agent

Dear Sir,

With reference to your tender document no. NCPOR/OSG/TD/2020, I/We, having examined the document and understood its contents, hereby submit my/our application for qualification for the aforesaid project.

- (i) The offer is unconditional.
- (ii) 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.
- (iii) This statement is made for the express purpose of qualifying as a bidder for providing the services as shipping agent for NCPOR.
- (iv) I/We shall make available to NCPOR any additional information it may find necessary or require to supplement or authenticate the qualification statement.
- (v) I/We acknowledge the right of NCPOR 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:

- (vi) I/We have examined and have no reservations to the tender document, including any addendum issued by NCPOR.
- (vii) I/We do not have any conflict of interest that affects the qualification process of the tender document; and

- (viii) 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
- (ix) 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.
- (x) I/We understand that you may cancel the application at any time without assigning any reasons thereof.
- (xi) 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.
- (xii) 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 NCPOR of the same immediately.
- (xiii) 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 NCPOR 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.
- (xiv) 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)

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.
2. 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 72.
3. Bidders must quote for all the items under price bid format serial nos 1 to 72. Any price bid with no price quote for any item will be rejected and will not be considered for price evaluation.
4. *The estimated quantity of services listed at annexure III are approximate as per NCPOR’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 Agency to be appointed through this tender. Per unit price will be used for actual payments.

Price Bid Format

Sr. No.	Nature of Services	Quantity of services		Quote per Unit Price under this column (in Rupees)	Total Price (in Rupees)	Tax	Grand Total (Rs)
		Unit	Quantity*				
			(1)	(2)	(1) x (2)		1x2+tax
1.	Agency Fee for port call	No of Port calls	22				
2.	Shipping bill arrangement (or clearance for loading of equipment onboard ship)	No. of consignment	29				
3.	Bill of entry arrangement (or clearance for offloading of equipment from ship)	No. of consignment	24				
4.	Sign on or sign off - charges for persons	No. of persons	400				
5.	Truck hire charges (For local use only , min. 10 hrs or 100	No. of trucks	5				

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	kms)						
6	Truck hire charges (For local use only , min. 5 hrs or 50 kms)	No. of trucks	7				
7.	Tempo hire charges (For local use only min. 10 hrs or 100 kms)	No. of tempos	9				
8.	Tempo hire charges (min 5hrs or 50 kms.)	No. of tempos	11				
9.	Small cargo pick up / 207 type vehicle (For local use only , min. 10 hrs or 100 kms)	No. of vehicles	8				
10.	Small cargo pick up / 207 type vehicle (For local use only , min. 5 hrs or 50 kms)	No. of vehicles	5				
11.	Taxi hire charges – rate (min. 10 hrs or 100 kms) – SUV- A/C	No. of taxis	169				
12.	Taxi hire charges – rate (min. 5 hrs or 50 kms) – SUV - A/C	Nos.	45				
13.	Unskilled Labour charges – (8hr shift) -per head	Nos.	94				
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	12				
15.	Clearance of imported or to be exported equipments/spares through Bill of lading including conveyance	Nos.	32				

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	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).						
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	275				
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	175				
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	32				
19.	Service charges for freight and insurance arrangements as in S.no. 4.1.8	No. of consignment	70				
20.	Per truck/trailer	No. of	122				

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	handling charges while clearing equipment at port.	trucks/trailer					
21.	Clearance of container/break bulk - per container/break bulk.	No. of clearances	43				
22.	AC Car not less than 1000 cc (min. 10 hrs or 100 kms)	No. of cars	49				
23.	AC Car not less than 1000 cc (min. 5 hrs or 50 kms)	No. of cars	29				
24.	--24 seater Mini bus a/c - (min. 10 hrs or 100 kms)	No. of buses	11				
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	148				
28.	Crane hire charges mob.demob. , upto 23T	No. of cranes	2				
29.	Crane hire hourly operational charges, upto 23T	Hrs	16				
30.	Crane hire charges mob. demob., 24T to 30T	No. of cranes	1				
31.	Crane hire hourly operational charges, 24T to 30T	Hrs	10				
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	3				
35.	Crane hire hourly operational charges, 41T to 75T	Hrs	30				
36.	Service charge for bunkering	No. of bunkerings	5				

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	arrangement						
37.	Bunkering survey charges per surveyor	No. of surveys	5				
38.	Survey charges – On hire survey	No. of surveys	2				
39.	Survey charges – Off hire survey	No. of surveys	3				
40.	Survey charges – Condition survey	No. of surveys	3				
	Transport from/to NCPOR:						
41.	KOCHI						
	1. Truck	Nos.	6				
	2. Trailer 20 ft	Nos.	0				
	3. Trailer 40 ft	Nos.	0				
	4. Tempo	Nos.	4				
	5. transporting ice core, biological, scientific and perishable samples at minus 20°C of size equivalent to 20 feet reefer container	Nos.	2				
	6. transporting ice core, biological, scientific and perishable samples at plus 4°C of size equivalent to 20 feet reefer container	Nos	2				
42	MUMBAI						
	1. Truck	Nos.	2				
	2. Trailer 20 ft	Nos.	42				
	3. Trailer 40 ft	Nos.	0				
	4. Tempo	Nos.	1				
	5. transporting ice core, biological, scientific and perishable samples at minus 20°C of size equivalent to 20 feet reefer container	Nos	2				
	6. transporting ice core, biological, scientific and perishable samples	Nos	2				

	at plus 4°C of size equivalent to 20 feet reefer container						
43	CHENNAI						
	1. Truck	Nos.	7				
	2. Trailer 20 ft	Nos.	2				
	3.Trailer 40 ft	Nos.	1				
	4. Tempo	Nos.	5				
	5. transporting ice core, biological, scientific and perishable samples at minus 20°C of size equivalent to 20 feet reefer container	Nos	2				
	6. transporting icecore, biological, scientific and perishable samples at plus 4°C of size equivalent to 20 feet reefer container	Nos	2				
44.	Seaman rate per person per day including working gear (safety shoes, boiler) & insurance	Man days	100				
45.	Transshipment bill arrangement – each	Nos.	1				
46.	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	58				
47.	Service Charges for Port entry arrangements for foreign nationals per head (excluding the port entry charges billed by the port	No. of passes	13				

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	which will be reimbursed separately).						
48.	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	19				

49.	Crane hire charges /mob.demob.,upto10T	No. of cranes	2				
50.	Crane hire hourly operational charges, upto10T	hrs	3				
51.	Crane hire charges/mob.demob. 21-30T	No. of cranes	4				
52.	Crane hire hourly operational charges, 21-30T	Hrs	40				
53.	Crane hire charges/mob.demob., 31-40T	No. of cranes	0				
54.	Crane hire hourly operational charges, 31-40T	Hrs	0				
55.	Crane hire charges/mob.demob., 41-75T	No. of cranes	4				
56.	Crane hire hourly operational charges 41-75T	Hrs	50				
57.	Truck hire charges (For local use only, min. 10 hrs or 100 kms)	No. of trucks	6				
58.	Truck hire charges (For local use only , min. 5 hrs or 50 kms)	No. of trucks	4				
59.	Tempo hire charges (min. 10 hrs or 100 kms)	No. of tempos	12				
60.	Tempo hire charges (min. 5 hrs or 50 kms)	No. of tempos	14				
61.	Small cargo pick up / 207 type vehicle (For local use only , min. 10 hrs or 100 kms)	No. of vehicles	17				

62.	Charges for making adequate/ necessary arrangement for disposal of garbage/scrap/waste back loaded from Antarctica.	No. of containers	10				
63.	Service charges for making warehousing arrangement for cargo/containers at port for transit/transshipment.	No. of consignments	35				
64.	Service/handling charges for shifting of cargo (containerized/break bulk) between NCPOR and port.	No. of consignments	37				
65.	Service charges for making arrangements for (Within NCPOR Campus) examinations by customs for the Expedition cargo per container.	No. of consignments	31				
Service charges for providing logistic assistance to the Antarctic expedition members / scientists as they transit through Mumbai – (66 to 72)							
66.	-per batch of up to 5 members	No. of batches	4				
67.	-per batch of 6 - 10 members	No. of batches	5				
68.	-per batch of 11 - 20 members	No. of batches	3				
69.	Service charges for liaising with National/ International Airlines for baggage allowance and payment of excess baggage; per batch.	No. of batches	10				
70.	Hiring of Liner Service for Export of Containers as per clause 4.3.12	No. of containers	35				
71.	Charge for Survey & certification (CSC) of containers.	Per container	15				

72.	Agra to NCPOR & back Transport of Hydrogen gas cylinders (one way)	Per truck charge (one way)	1				
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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:	

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:	

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:	