

Date: 26.02.2026

NOTICE INVITING QUOTATION

Indian Ports Association invites sealed quotations from reputed and experienced agencies/firms for providing a Honda City vehicle on monthly 2000Kms and daily 12 Hrs basis for official use in Mumbai, as per the details mentioned below:

1. Scope of Work

Supply of one Honda City vehicle on monthly 2000 Kms and daily 12 Hrs basis along with driver for official use as per the following details:

- **Type of Vehicle:** Honda City
- **Model:** Not older than 03 years
- **Fuel Type:** Petrol/Diesel
- **Condition:** Good running condition, well maintained, clean interior
- **Driver:** Experienced, holding valid driving license and well-versed with local routes
- **Duty Hours:** 12 hours per day (extendable as per requirement)
- **Monthly Running:** Up to 2000 km (extendable as per requirement)
- **Extra Kilometres:** Rs. 15/- per kilometre
- **Extra Hours:** Rs. 200/- per hour
- **Night Charges:** Rs. 500/- per night

2. Terms & Conditions

1. The vehicle must have valid Registration Certificate (RC), Insurance, Pollution Certificate (PUC), and all statutory permits.
2. The driver must carry a valid driving license and should follow all traffic rules.
3. Fuel, maintenance, salary of driver, insurance, and all other expenses shall be borne by the vendor.
4. In case of breakdown, alternate vehicle of similar category shall be provided immediately.
5. Payment will be made on monthly basis against submission of bill and duty slip certified by the concerned officer within 15 days after submission of bill.
6. No escalation in rates will be allowed during the contract period.
7. The contract shall initially be for a period of 2 years, extendable based on performance and requirement.

8. The authority reserves the right to accept or reject any or all quotations without assigning any reason.
9. DD/Pay order towards EMD of Rs. 5,000/- (Rupees Five Thousand Only) should be submitted in favour of Indian Ports Association along with the quotation.

3. Quotation Submission

Interested agencies may submit their sealed quotation in the prescribed format mentioning:

- Hiring charges for monthly 2000 kms and daily 12 hours (inclusive of all charges except GST, if applicable)
- Complete contact details of the firm

The sealed quotation along with other required documents and DD/Pay order towards EMD of Rs. 5,000/- (Rupees Five Thousand Only) in favour of Indian Ports Association should be kept in one envelope, addressed to Chief Administrative Officer, Indian Ports Association should reach the reception of Indian Ports Association office at 1st floor, South Tower, NBCC Place Lodhi Road, Bhisham Pitamah Marg, New Delhi - 110003 on or before 12.03.2026 till 03:00 PM and will be opened on the same day at 03:30 PM.

4. Documents to be Submitted

1. Copy of PAN Card
2. Copy of GST Registration
3. Copy of Registration Certificate of vehicle
4. Copy of Insurance and PUC
5. Experience certificate (if any)