

## **HIRING OF VEHICLES ON MONTHLY BASIS**

Udupi Power Corporation Limited (UPCL), a wholly owned subsidiary of Adani Power Limited, invited Expression of Interest from interested agencies which are engaged in the business of providing vehicles like Innova Crysta, Scorpio, SUV, Utility Vehicles etc. on hire basis for its plant near Padubidri, Udupi, Karnataka for the period of Three (03) years.

Further details can be obtained at

**<https://www.adanipower.com/Commercials>**.

EOI along with credentials to be submitted latest by **22.01.2023** at E-mail ID : **[eoilupcl.responses@adani.com](mailto:eoilupcl.responses@adani.com)**

## Scope of Work

**Package : "Providing services for hiring of 13 nos. vehicle (12 nos. passenger and 01 no. utility vehicle) on monthly rental basis for a period of 3 Years (01.04.2023 to 31.03.2026)" for Udupi Power Corporation Limited, 2x600 MW Thermal Power Plant, Yelluru Village, Padubidri, Udupi and Karnataka.**

The detailed Scope as specified below:

1. Contractor shall provide a cost effective, comfortable, safe and secure transport system to Owner's Employees traveling to and from the office.
2. Innova Vehicle shall be diesel operated and shall comply to Bharat Stage VI (BSVI) Emission norms and well equipped with air conditioning system, music system, luxurious interiors, neat and clean seat covers, air suspension, first aid box, air freshener spray, reverse camera & horn and all other accessories that are required to ensure comfort of employees of the Owner.
3. The vehicle must be maintained by the Contractor in good and sound working condition, regularly serviced, daily cleaned & freshened with perfumed air freshener, maintained and equipped with all mandatory safety requirements and fittings. Seats shall be always covered with neat and clean seat covers, the vehicle shall have good quality foot mat and good quality music system required to ensure comfort of the Owner's employees.
4. Contractor must deploy vehicle and services that are energy efficient, less polluting, environment friendly and have ecofriendly waste disposal mechanisms.
5. Contractor shall ensure the vehicles offered should meet the specifications mentioned below.

Sl. No.	Vehicle	Specifications
1	Innova Crysta	Year of Manufacture: 2022 & above Seating Capacity: 6/7-seater Seating Type: Bucket or Sofa seating
2	SUV	Year of Manufacture: 2022 & above Make: Mahindra marazzo or equivalent Seating Capacity: 6/7-seater Seating Type: Bucket or Sofa seating
3	Scorpio	Year of Manufacture: 2022 & above Make: Mahindra Scorpio or equivalent Seating Capacity: 6/7-seater
4	Utility Vehicle	Year of Manufacture: 2022 & above Make: Mahindra Camper/Imperio with back cover Seating Capacity: 1+D Loading Capacity: 1000 KG

6. The vehicles shall be equipped with following specifications/ features:
  - a) Air Conditioning (AC)
  - b) Tubeless tyres
  - c) Neat and clean seat covers
  - d) Music system
  - e) Provision of Mobile charger point for Passengers.
  - f) Seat belt for every seat
  - g) Fire extinguisher
  - h) First Aid Box
  - i) As per Latest Bharat Stage VI (BSVI) Emission norms.
  - j) GPRS tracking system in the vehicle. (Provided by Owner)
  - k) Reverse Horn & Camera
  - l) Vintage of Vehicle- 2022 & above(point number a, d & e are not applicable to Non AC Camper)

7. Vehicle Details:

Sl. No.	Vehicle Type	Nos. of Vehicles	Remarks
1	AC Innova Crysta – 24 Hrs.	01	Dedicated for Station Head
2	AC Innova Crysta – 12 Hrs.	01	Dedicated for O&M Head
3	AC SUV – 12 Hrs.	01	Udupi Pool (VP Level) & External movement
4	AC Scorpio – 24 Hrs.	03	ECHP – NMPT (Mangalore) – 01 No. Main Plant – 02 Nos.
5	AC Scorpio – 12 Hrs.	02	ECHP – NMPT (Mangalore) – 01 No. Plant internal movement – 1 No.
6	Non-AC Camper – 12 Hrs.	01	Admin Utility Vehicle
7	AC Scorpio – 24 Hrs.	01	Dedicated use of Operation Dept.
8	AC Scorpio – 24 Hrs.	01	Dedicated use of Security Dept.
9	AC Innova Crysta – 24 Hrs.	01	Dedicated use of CSR Dept.
10	AC Innova Crysta – 12 Hrs.	01	Dedicated use of BD Dept. at Bangalore office.
	<b>Total</b>	<b>13</b>	

8. The vehicle deployed by Contractor must be maintained in trouble-free working condition during the Contract Period. If the Vehicle go under breakdown, the Contractor shall provide immediate replacement of equivalent good quality vehicle without any additional cost to the Owner. No private vehicle shall be allowed for making the alternate arrangements. If the Contractor fails to make the alternate arrangement, then the Owner reserves the right to make the alternate arrangement. The additional cost incurred by the Owner towards making such alternate arrangement (at actuals) along with applicable penalties shall be recovered from the Contractor's monthly RA bills.
9. The vehicle shall be deployed on all calendar days of the month including Sundays and holidays during the Contract Period on 12 & 24 hours/day basis as per the schedule prescribed by the Owner's OIC.
10. Deployment of Driver for Vehicles:
  - a. For 12 Hrs. /day working: 01 no. Driver.
  - b. For 24 Hrs. /day working: 02 nos. Drivers on rotation basis.  
Deployment on 24 Hrs. basis with necessary arrangement of separate Driver for each shift in day & night time.
11. Driver shall always remain available with the vehicle during the working hours.
12. Contractor shall supervise delivery of services and co-ordinate with Owner's admin representative on a daily basis for smooth functioning of its transport services, maintaining shift logbook, shift schedule, proper records of vehicles, gate pass formalities and Statutory compliances and for all kind of support.
13. Supervisor shall be available at Owner's site throughout the Contract period. Supervisor shall be always available on mobile phone for the entire duration of operation during the day & night for smooth co-ordination of the Services. Sitting arrangement of Supervisor shall be provided by Owner.
14. Contractor shall ensure on-time arrivals of Owner's employee and shall establish a travel management system to ensure that the fleet is well kept, and its statutory compliance fulfilled while utilizing the fleet to its optimal capacity.
15. Contractor must engage drivers with a proven performance track record and with no criminal record. The drivers must ensure proper behavior and maintain appropriate dress standards. Owner shall have the unquestionable right to request the Contractor to replace any staff whose performance, in its opinion, is found unsatisfactory, especially while performing duties for

Owner.

16. The driver shall not be less than twenty-five (25) years of age with minimum of five (5) years of driving experience with good eyesight.
17. Drivers shall not pick up any unauthorized passenger while performing duties for Owner.
18. Operation and function of vehicle and drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules, and these shall be the responsibility of the Contractor. The vehicle must be Taxi Passing (Commercial vehicle) only.
19. Pick-up and drop points: A route is a path chosen by Owner's Admin representatives to bring Owner's Staff from chosen points in the Udupi & Mangalore city to Owner's plant premises OR drop Owner's Staff from plant premises in the Udupi & Mangalore city to chosen points.
20. The chargeable KMs will be includes from garage to garage up to 10 KMs only (i.e., a distance up to 5 KMs between the garage to fist pick-up point or last drop point, is chargeable).
21. Usage of retreaded tyre is strictly prohibited.
22. The contractor shall replay the tyres after every 30000 KMs of a particular vehicle deployed and if the condition of the tyre not fit for running the vehicle, the contractor shall replace the tyre before competition of 30000 KMs as per the directions of EIC.
23. All expenses incurred towards fuel, oil & lubricants, salaries of drivers, vehicle maintenance, insurance charges, RTO Tax, PUC charges, municipal taxes, license fees, registration charges and other charges are in the scope of the Contractor.
24. The base rate of diesel for monthly hiring charges and extra KM charges shall be Rs.90/liter.
25. The unit rates (for charges for monthly hiring inclusive of fixed KM's and for extra KM's) shall remain firm during the tenure of the Contract period, except for revision in HSD price.
26. Any additional vehicle required during the year shall also be deployed on existing rate & terms and condition.
27. Fuel Price Increase/ Decrease: If diesel rate increases/ decreases w.r.t base rate (i.e., Rs.90/Liter), financial implication shall be as per the below mentioned formula:

Financial Implication = Actual running KMs during the month (km) X Average change in diesel rate for the subject month w.r.t base rate (Rs. /Ltr.) / Mileage of Vehicle (km/ltr.)

Mileage of vehicles shall be considered as follows:

- a. AC Innova Crysta- 10 KM/Ltr.
- b. AC SUV Scorpio/Marazzo - 11 KM/Ltr.
- c. Non-AC Utility (Mahindra Camper or equivalent) - 13 KM/ Ltr.

If diesel price increases w.r.t base price (i.e., Rs.90/Liter), the Contractor shall invoice for the resultant financial implication under separate head in their monthly RA bills. If diesel price decreases w.r.t base price, the Owner shall deduct the resultant financial implication from monthly RA bills of the Contractor.

28. Contractor shall raise separate invoice along with supporting documentary evidence for reimbursement of additional expenses due to increase in HSD prices which shall be reimbursed under separate head after due certification by the Owner's OIC.
29. GPRS tracking system in the vehicle:
  - a. All vehicles should have GPRS tracking system and GPRS will be provided by Owner.
  - b. Monthly total running Kilometers considered for billing based on the GPRS tracking system.
  - c. Speed Limit will be cross checked with the GPRS tracking system for the violation of speed limit and penalty shall be applicable for violation of speed limit.
30. Contractor shall submit the monthly billing as mentioned below:
  - a. Monthly Hiring charges for vehicle- Monthly Charges inclusive of hiring of vehicle along with charges for fixed KM's with Driver and all expenses like lubricants, Mobil oil, maintenance charges, RTO passenger tax, other municipal taxes, license fees, registration charges, Salary of driver etc. including diesel cost.
  - b. Extra KM Charges: Extra KM Charges for particular category of vehicle shall be paid beyond cumulative fixed KM /month.
    - i. Extra KM charges shall be paid for extra distance covered over & above cumulative 10,000 KM for 02 nos. of AC Scorpio, 12 hr. basis (2 vehicles x 5000 km).

- ii. Extra KM charges shall be paid for extra distance covered over & above cumulative 15,000 KM for 03 nos. of AC Scorpio, 24 hr. basis (3 vehicles x 5000 km).
  - iii. For other vehicles, extra KM charges shall be paid for extra distance covered over & above fixed KM/vehicle/month for that vehicle.
  - iv. Extra KM not applicable for Non-AC Camper (Utility Vehicle).
- c. In case, monthly fixed km (say monthly hiring charges including 2000/3000/5000 km cost) for the particular vehicle is not utilized in a month, Owner shall deduct amount towards the unutilized km as per mileage of the vehicle & base rate of diesel. Contractor shall submit the credit note towards the same.
- Example: For Scorpio, 12 hrs. per day, fixed km of 4000 per month,  
 Actual running in a month is 3500 km  
 Deduction shall be 500 km x Rs. 90 base rate / mileage 11 km/hr.  
 i.e. deduction of Rs. 4090/-
31. Toll Tax/charges & parking charges (wherever applicable) shall be reimbursed at actual against submission of documentary proof.
  32. The Contractor shall comply with all the provision of Motor Vehicle Act/ Motor Vehicles Rules 1988 with latest amendments. The Contractor shall be responsible for meeting all statutory obligations with regards to registration of vehicles, road permit, route permit, comprehensive insurance, road tax, fitness certification of the vehicle etc. The Contractor shall also obtain permission for running the vehicle on hire/ contract basis from RTO. The vehicle shall always carry valid original documents i.e., driver's license, tourist permit, insurance papers, PUC, fitness certificate etc. The copies of all the papers shall be submitted by the Contractor to the Owner before commencement of the Contract.
  33. The Contractor shall ensure that their drivers must always possess valid LCV license issued by RTO and should be fully familiar with the road, driving conditions and applicable highway codes.
  34. The vehicle shall be driven as per the speed limit of Traffic Rules/Owner's Safety Dept. and as specified/ notified by the RTO authorities from time to time. Parking of vehicle should be done as per the traffic rules Owner or its officials travelling by the vehicle provided by the Contractor will not at all responsible, if driver is penalized for such offence/s or caught for any antisocial or illegal acts of the driving.
  35. The Contractor shall ensure that their staff deployed under the Contract are always in proper uniform (comprising of pant, shirt, shoes & name badge) as directed by the Owner's OIC and have good and courteous manners and drive the vehicles safely and shall have fair knowledge of Hindi & Kannada language.
  36. In the event of misbehavior of drivers (unsafe/ rash driving, unnecessary arguments, misconduct etc.), the Owner reserves the rights to expel the driver under intimation to the Contractor.
  37. The Contractor shall be personally liable for the conduct, acts and safe driving by its staff. In all circumstances, the Contractor shall be liable to pay all damages, claims & costs arising on account of conduct or faulty driving by their drivers. The Contractor shall make good any loss / damage caused to the movable / immovable property of the Owner.
  38. The center of operations of the all the vehicles shall be at "Udupi Power Corporation Ltd.", 2 x 600 MW Thermal Power Plant. Vehicle will be based at Plant, Udupi and Mangalore starting and end point will be Plant, Udupi and Mangalore.
  39. All statutory permissions regarding vehicles & staff deployed under the Contract and their operation shall be obtained by the Contractor. The Contractor shall be liable for all the liabilities arising out of their noncompliance of various statutory obligations as applicable.
  40. All vehicle deployed by the Contractor shall have the display on the left side of windshield the word "ON DUTY- UPCL"
  41. The vehicle deployed by the Contractor shall be pollution free & display a valid 'Pollution under Control' certificate issued by Karnataka Motor Vehicle Department.
  42. The staff deployed by the Contractor shall not be employees of the Owner and shall not have any claim whatsoever on the Owner and shall not act detrimental to the interest of the Owner.
  43. The Contractor shall be responsible for meeting all statutory obligations of their driver or their staff with regard to payment of salary/ wages, PF, ESIC/ workmen compensation etc. as provided under various applicable labour laws.
  44. The Contractor shall arrange for accommodation and local conveyance of their staff at their own cost. No accommodation shall be provided in the Owner's premises for the drivers &

cleaners, if any deployed by the Contractor.

45. The Contractor shall provide a logbook in which their drivers shall correctly enter travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, total kilometers covered for the journey etc. The logbook with all the entries shall be submitted to the Owner's OIC on periodic basis/ on demand for verification & certification. Certified copy of the logbook shall be submitted by the Contractor along with month RA bills at the end of every month. In case, the signatures mentioned above are not obtained, such journey shall not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the employees/passenger, applicable penalty shall be deducted from the Contractor's monthly RA bills.
46. Uniform: Contractor shall provide 2 pairs of uniform which includes pant & shirt as approved by Owner. Contractor must ensure that deployed employees are wearing uniform properly & regularly during the duty hours. (I.e. proper uniform in good condition properly pressed & well-dressed condition).
47. Automobile Insurance: The Contractor shall effect and maintain at all times during the currency of the Contract, a comprehensive automobile insurance policy including Third Party Liability, for all vehicles plying in connection with the execution of Contract. Such automobile insurance policy shall be in compliance of the provisions of The Motor Vehicles Act, 1988. In no case shall the Owner be liable for any accident or third-party property damage/ personal injury caused by any vehicle owned by Contractor and/ or Sub-contractor. Further, in no case shall the Owner be liable for non-compliance, of any statutory provisions of The Motor Vehicles Act, committed by the Contractor and Sub-contractor. The Contractor shall also prescribe for add-ons in the Automobile Insurance policy for personal accident to be paid to drivers, legal liability to driver, employees of Contractor travelling etc. The value for insurance should be the IDV of the respective vehicle, as defined in the Motor Vehicle Tariff.
48. Contractor shall submit Earnest Money Deposit (EMD) of Rs. 2 Lakh as a bid security in form of DD (Demand Draft) which will be valid for 3 months from effective date of Contract or thru RTGS. EMD shall submitted prior to e-auction.

### Bill of Quantity (BOQ)

Sr. No.	Description	UoM	Total Qty.
1	Monthly rental charges for Hiring of 1 no. of AC Innova Crysta on 24 hrs. basis inclusive of 4000 Kms per month. (01 vehicle x 12 monhts x 3 years = 36 months)	Month	36
	Extra KM Charges, Over & above fixed km in a month	KM	18,000
2	Monthly rental charges for Hiring of 1 no. of AC Innova Crysta on 24 hrs. basis inclusive of 5500 Kms per month. (01 vehicle x 12 monhts x 3 years = 36 months)	Month	36
	Extra KM Charges Over & above fixed km in a month	KM	54,000
3	Monthly rental charges for Hiring of 1 no. of AC Innova Crysta on 12 hrs. basis inclusive of 4000 Kms per month. (01 vehicle x 12 monhts x 3 years = 36 months)	Month	36
	Extra KM Charges Over & above fixed km in a month	KM	18,000
4	Monthly rental charges for Hiring of 1 no. of AC Innova Crysta on 12 hrs. basis inclusive of 5000 Kms per month. (For Bangalore office) (01 vehicle x 12 monhts x 3 years = 36 months)	Month	36
	Extra KM Charges Over & above fixed km in a month	KM	54,000
5	Monthly rental charges for Hiring of 1 no. of AC SUV (Innova or any equivalent vehicle) on 12 hrs. basis inclusive of 5000 Kms per month. (01 vehicle x 12 monhts x 3 years = 36 months)	Month	36
	Extra KM Charges Over & above fixed km in a month	KM	18,000
6	Monthly rental charges for Hiring of 3 nos. of AC Scorpio on 24 hrs. basis inclusive of 5000 Kms per vehicle per month. (03 vehicle x 12 monhts x 3 years = 108 months)	Month	108
	Extra KM Charges Over & above fixed km in a month	KM	54,000
7	Monthly rental charges for Hiring of 2 nos. of AC Scorpio on 12 hrs. basis inclusive of 5000 Kms per vehicle per month. (02 vehicle x 12 monhts x 3 years = 72 months)	Month	72
	Extra KM Charges Over & above fixed km in a month	KM	36,000
8	Monthly rental charges for Hiring of 2 nos. of AC Scorpio on 24 hrs. basis inclusive of 4000 Kms per vehicle per month. (02 vehicle x 12 monhts x 3 years = 72 months)	Month	72
	Extra KM Charges Over & above fixed km in a month	KM	33,000
9	Monthly rental charges for Hiring of 1 no. of Non-AC Camper on 12 hrs. basis inclusive of 2000 Kms per month. (01 vehicle x 12 monhts x 3 years = 36 months)	Month	36
	Extra KM Charges Over & above fixed km in a month	KM	7,200

**Remraks :** Parking & toll charges, diesel rate escalation and extra hour charges shall be paid seperately.