

**MORMUGAO PORT AUTHORITY**  
**ENGINEERING MECHANICAL DEPARTMENT**

**NOTICE INVITING BUDGETARY QUOTATIONS**

Name of Work	Budgetary Quotation for " <b>Hiring of 08 nos. sedan cars for HOD's for a period of 04 years at Mormugao Port Authority</b> "
Date of submission of budgetary quotation	On or before 20.12.2023 at 12.00 hrs
Address for communication:	<b>Executive Engineer (P&amp;D),</b> Office of Chief Mechanical Engineer, Engineering Mechanical Dept., Mormugao Port Authority, A.O. Bldg, Headland Sada, Mormugao, Goa – 403804.
Contact Details	Phone :0832-2594227/17/12 Email : <a href="mailto:xeng.mpa@gmail.com">xeng.mpa@gmail.com</a>
Website	<a href="https://www.mptgoa.gov.in/">https://www.mptgoa.gov.in/</a>

Bidders are requested to submit their Budgetary Quotations as per enclosed format at **ANNEXURE – I & II**, and Car Details as per **Annexure-III** to enable us to arrive an estimated cost for tendering.

Budgetary Quotation should be addressed to the "Executive Engineer (P&D)", Mormugao Port Authority, 2nd floor, AO building, Headland- Sada, Mormugao, 403804.

Executive Engineer (P&D),  
**MORMUGAO PORT AUTHORITY**

## SCOPE OF WORK

### 1. GENERAL:

Mormugao Port Authority (MPA) intends to invite Budgetary Quotations for **"Hiring of 08 nos. sedan cars for HOD's for a period of 04 years at Mormugao Port Authority"**. The interested bidders are required to offer their budgetary quotations as per format indicated at Annexure-I & II, and details of vehicles which bidder is going to supply as per Annexure-III.

The bidder can offer their budgetary quotations for both Annexure-I & Annexure –II or any one.

### 2. Technical/ Commercial Details

- 2.1 **(a)** The cars to be supplied as per **Annexure-I** shall be of petrol version, 4+1 seater, sedan type under 4 meters length (3990 mm to 3999 mm) with AC and 1.2 L engine (engine capacity between 1190 cc to 1199 cc) . The cars shall be supplied along with experienced drivers and petrol.
- 2.2 **(b)** The cars to be supplied as per **Annexure-II** shall be Electric Vehicle (EV), 4+1 seater, sedan type under 4 meters length (3990 mm to 3999 mm) with AC and shall be capable of operating around 250 kms. on a single full charge. The cars shall be supplied along with experienced drivers and charging units.
- 2.3 The 8 nos. cars being supplied shall be brand new cars and white in colour.
- 2.4 The number plate of the Cars shall be as per Motor vehicles Act/ Rules/ R.T.O. guidelines.
- 2.5 The vehicles shall have all the required permits for plying in the states of Goa, Maharashtra and Karnataka, with valid fitness certificates, Registration Certificate (RC), Road tax paid certificate, comprehensive insurance (covering all risks of Drivers and passengers traveling in the vehicle and third party liability), Pollution Under Control (PUC) certificate, etc, whichever applicable as per regulations as stipulated by Motor Vehicles Act/ Rules, RTO, Govt. of Goa and the Drivers of vehicle shall have valid driving license and badge suitable for driving the vehicle. The vehicle shall be registered in Goa.

### 3. TIMINGS / USAGE

- 3.1 The service conditions for the Cars shall be 1500 kms. and 250 hrs per month per car and minimum charges per month shall be paid at the contracted rate. Extra kms. and extra hrs as applicable exceeding the prescribed limit in a month shall be paid at the contracted rates.
- 3.2 The Cars shall be operated for 10 hrs. per day i.e. from 8:30 hrs. to 19:00 hrs. on all working days. Car shall report on duty on Saturdays, Sundays and Holidays if required

and shall be called for either half day (5 hrs.) or full day (10 hrs.) without additional charges.

- 3.3 The unused kilometers up to 200 kms. and unused hours up to 20 hrs. as applicable in any month for the car shall be carried forward and adjusted in the subsequent three months, against the car at the same rates. All the decisions of the Controlling officer/User official in this regard shall be binding upon the contractor.

#### **4. OBLIGATIONS OF THE CONTRACTOR**

- 4.1 In case of Electric Vehicle, Charging unit/ facility, power point, plugs, socket, cables, etc for charging the deployed Electric vehicle shall be provided/installed by the Contractor at his cost. Location for installing the facility shall be provided by MPA. Unit cabling power point plug & socket required also shall be provided by Contractor. Electricity for charging shall be provided by MPA free of cost. Cars shall be capable of fast charging (charging time 01 to 03 hrs for full charge) and contractor shall provide minimum of 2 nos. fast charging units. The contract has to ensure full charge of all cars before beginning of first trip every day.
- 4.2 The contractor shall not engage the drivers below 18 years of age.
- 4.3 The Drivers of the cars will be given a Lunch/dinner break of 30 minutes as per convenience of Controlling/User officer.
- 4.4 The rates quoted shall include the charges towards manning, fuel, lubricants, consumables, repair/maintenance, salary of personnel deployed, uniform, insurance, payment to Statutory Authorities (ESIC, EPF, etc) and all other expenses and inclusive of all taxes, except GST.
- 4.5 Contractor shall be responsible to pay all taxes, charges and duties prescribed for operation of the cars within the state of Goa.
- 4.6 The cars will be used within the state of Goa. However, on occasions it may be used to go to neighbouring states. FASTag recharge shall be carried out by the contractor and sufficient balance should be maintained by him at all times for the purpose. Payment of tax towards Interstate travel (Maharashtra & Karnataka) shall be paid by the contractor in advance. Parking, Toll, ferry charges and interstate travel charges will be paid by MPA extra at actuals on certification by the user/controlling officer.
- 4.7 The car shall be deployed as and when required by the User Official. The drivers with the cars shall report to User Official i.e. 1 no. car at MPA Hospital and remaining cars at A.O. Bldg/MPA and the same shall be considered as the starting point for commencement of trips.
- 4.8 The cars deployed shall have valid Comprehensive motor insurance, covering all the risks for liability of life of passengers and the driver travelling in the cars including third party liability insurance. The cars supplied under the Contract shall be insured fully against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance. The Contractor shall insure with the General

Insurance Corporation of India or any other insurance company approved by IRDA or its branches in appropriate Indian currency, if any, subject to the conditions that the premium will be payable to the corporation in Rupees. This insurance should also cover all riot risks.

- 4.9 Contractor shall maintain 100% availability of all the cars along with drivers after adjusting scheduled periodical maintenance. During maintenance and/or breakdown of any car, alternate car of similar capacity shall be deployed by contractor at his/her own cost and risk.
- 4.10 The Contractor shall have to obtain Port entry pass for the Cars and drivers at his/her own cost for operating inside the Port area during the contract period as per applicable Scale of rates.
- 4.11 Each driver shall be provided with minimum of 3 sets of uniform (shirts and trousers) of appropriate size for daily usage and always report for duty in clean and tidy uniform, complying with guidelines of Motor vehicles Act/ Rules/ R.T.O. guidelines, with proper shave and haircut.
- 4.12 Fuel price variation if any in case of petrol cars will be paid to Contractor.
- 4.13 R.T.O. formalities related to the cars and drivers shall be carried out by the contractor at his/ her own cost and completed in all respects.

Executive Engineer (P&D),  
**MORMUGAO PORT AUTHORITY**

**BUDGETARY QUOTATION**  
**PRICE SCHEDULE (BILL OF QUANTITIES)**

Budgetary Quotation for "Hiring of 08 nos. sedan cars for HOD's for a period of 04 years at Mormugao Port Authority."

**PETROL CAR**

**PART-I (Monthly Charges)**

Sr. No.	Description of Work	Unit	Unit Rate per Month (in Rs.)		GST%
			In Figure	In Words	
1	Minimum Charges payable upto 1500 kms. and 250 hrs. per month per car.	month			

**PART-II (Additional Kilometers, Hours and Average Mileage of Car)**

Sr. No.	Description of Work	Unit	Unit Rate (in Rs.)		GST %
			In Figure	In Words	
1	Rate per km. exceeding 1500 kms. in a month.	Km			
2	Rate per hour exceeding 250 hrs. in a month.	hr			
3	Average mileage of the car.	Km/litre			

**Note:**

- (i) The rates quoted above shall be exclusive of GST. The bidder shall indicate the applicable GST rate.
- (ii) The budgetary quotation shall be valid for a period of 120 days.

**BIDDER'S SIGN WITH SEAL**

**Place:**

**Date:**

**ANNEXURE – II**

**BUDGETARY QUOTATION**  
**PRICE SCHEDULE (BILL OF QUANTITIES)**

Budgetary Quotation for "Hiring of 08 nos. sedan cars for HOD's for a period of 04 years at Mormugao Port Authority."

**ELECTRIC CAR**

**PART-I (Monthly Charges)**

Sr. No.	Description of Work	Unit	Unit Rate per Month (in Rs.)		GST%
			In Figure	In Words	
1	Minimum Charges payable upto 1500 kms. and 250 hrs. per month per car.	month			

**PART-II (Additional Kilometers, Hours and Average Mileage of Car)**

Sr. No.	Description of Work	Unit	Unit Rate (in Rs.)		GST %
			In Figure	In Words	
1	Rate per km. exceeding 1500 kms. in a month.	Km.			
2	Rate per hour beyond 250 hrs. in a month.	Hr.			
3	Average mileage/range in terms of kms. covered by the car per full charge	Km/full charge			

**Note:**

- (i) The rates quoted above shall be exclusive of GST. The bidder shall indicate the applicable GST rate.
- (ii) The budgetary quotation shall be valid for a period of 120 days.

**BIDDER'S SIGN WITH SEAL**

**Place:**

**Date:**

**TECHNICAL DETAILS OF CARS**

<b>Description</b>	<b>Details of Cars to be supplied on hire</b>	
	<b>As per Annexure-I (Petrol car)</b>	<b>As per Annexure-II (Electric Car)</b>
Brand / Model		
Power (bhp)		
Engine Capacity (cc)		—
Battery Capacity (kWh)	—	
Length in mm		
Lead time/ waiting period for supply/delivery of Cars to MPA.		

**BIDDER'S SIGN WITH SEAL****Place:****Date:**