

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

**NOTICE INVITING BUDGETARY QUOTATIONS**

Name of Work	Budgetary Quotation for “ <b>Hiring of 01 no. MUV with AC, 7 seater, diesel version having minimum 1493 cc engine capacity at Mormugao Port Authority</b> ”
Date of submission of budgetary quotation	On or before 02.01.2024 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 & III** and Vehicle Details as per **Annexure-IV** 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 01 no. MUV with AC, 7 seater, diesel version having minimum 1493 cc engine capacity at Mormugao Port Authority. "**

The interested bidders are required to offer their budgetary quotations as per format indicated at Annexure-I, II & III and also details of vehicle which bidder is going to supply as per Annexure-IV.

The bidder can offer their budgetary quotations for all options as indicated at Annexure-I, Annexure –II and Annexure-III or any one or two options.

### 2. TECHNICAL/ COMMERCIAL DETAILS

- 2.1 (a) The 1 no. vehicle to be supplied as per Annexure-I shall be MUV with AC, 7 seater, diesel version having minimum 1493 cc engine capacity and shall be for a contract period of **03 years** and shall not be manufactured earlier than 2023.  
(b) The 1 no. vehicle to be supplied as per Annexure-II shall be MUV with AC, 7 seater, diesel version having minimum 1493 cc engine capacity and shall be for a contract period of **05 years** and shall not be manufactured earlier than 2023.  
(b) The 1 no. vehicle to be supplied as per Annexure-III shall be MUV with AC, 7 seater, diesel version having minimum 1493 cc engine capacity and shall be for a contract period for approximately **19 months (tentatively from 01.06.2024 up to 31.12.2025)** and shall not be manufactured earlier than 2020.
- 2.2 The vehicle shall be white in colour and have yellow number plate & black lettering.
- 2.3 The vehicle shall have all the required permits for plying in the states of Goa, Maharashtra and Karnataka, including tourist permit with required sitting capacity issued by the Transport Department along 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, as per regulations as stipulated by Motor Vehicles Act/ Rules, RTO, Govt. of Goa and the Driver of vehicle shall have valid driving license and badge suitable for driving the vehicle. The vehicle shall be registered in Goa.

### **3. TIMING / USAGE**

- 3.1 The service conditions for the vehicle shall be 2000 kms and 250 hours per month and minimum charges per month shall be paid at the contracted rate. Extra kms. and extra hours as applicable exceeding the prescribed limit in a month shall be paid at the contracted rates.
- 3.2 The normal duty timing for engagement of the vehicle to be deployed in general shift duty shall be 10 hrs. per day i.e. from 8:30 hrs to 19:00 hrs on all working days. The vehicle shall report on duty on off 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 upto 200 kms and unused hours upto 20 hrs. as applicable in any month for the vehicle shall be carried forward and adjusted in the subsequent three months, at the same rates. All the decisions of the Controlling officer of the user department (Traffic Department/MPA) in this regard shall be binding upon the contractor.

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

- 4.1 The vehicle shall be supplied along with fuel (diesel) and experienced driver.
- 4.2 The contractor shall not engage the drivers below 18 years of age and ensure compliance with all the Statutory Authorities requirements.
- 4.3 The Driver of the vehicle will be given a Lunch break of 30 minutes during general shift as per convenience of MPA 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 (EPF, ESIC) 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 vehicle within the state of Goa.
- 4.6 The vehicle 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 vehicle shall be deployed as and when required by the Controlling Officer of Traffic Dept./MPA. The drivers with the vehicle shall report to Controlling Officer of Traffic

- Dept./MPA, A.O. Building, Headland-Sada, Mormugao-Goa and the same shall be considered as the starting point for commencement of trips.
- 4.8 The vehicle deployed shall have valid Comprehensive motor insurance for the vehicle, covering all the risks for liability of life of passengers and the driver travelling in the tourist vehicle including third party liability insurance. The vehicle 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 vehicle along with drivers after adjusting scheduled periodical maintenance. During maintenance and/or breakdown of the vehicle, alternate vehicle of similar capacity shall be deployed at the given time and place at contractor's cost and risk.
  - 4.10 The Contractor shall have to obtain Port entry pass for the tourist vehicle and Staff at his own cost for operating inside the Port area during the contract period as per applicable Scale of rates.
  - 4.11 The 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 will be paid to Contractor.
  - 4.13 R.T.O. formalities related to the vehicle shall be carried out by the contractor at his/ her own cost and completed in all respects.
  - 4.14 The contractor shall maintain the vehicle in good working condition as required under Motor Vehicle Act and shall comply with the regulations of the Regional Transport Authority and any other concerned Statutory Authorities.

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

**ANNEXURE – I**

**Budgetary Quotation for "Hiring of 01 no. MUV with AC, 7 seater, diesel version having minimum 1493 cc engine capacity for a contract of 03 years at Mormugao Port Authority"**

**(Vehicle not manufactured earlier than 2023)**

**1. PART-I (Monthly Charges)**

<b>Sr. No.</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Unit Rate/Month (in Rs.)</b>		<b>GST%</b>
			<b>In Figure</b>	<b>In Words</b>	
1	Minimum Charges payable upto 2000 kms. and 250 hrs. per month.	month			

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

<b>Sr. No.</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Unit Rate (in Rs.)</b>		<b>GST %</b>
			<b>In Figure</b>	<b>In Words</b>	
1	Rate per km. exceeding 2000 kms. in a month.	Km			
2	Rate per hour exceeding 250 hrs. in a month.	hr			
3	Average mileage of the vehicle.	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 for "Hiring of 01 no. MUV with AC, 7 seater, diesel version having minimum 1493 cc engine capacity for a contract of 05 years at Mormugao Port Authority"**

**(Vehicle not manufactured earlier than 2023)**

**2. PART-I (Monthly Charges)**

Sr. No.	Description of Work	Unit	Unit Rate/Month (in Rs.)		GST%
			In Figure	In Words	
1	Minimum Charges payable upto 2000 kms. and 250 hrs. per month.	month			

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

Sr. No.	Description of Work	Unit	Unit Rate (in Rs.)		GST %
			In Figure	In Words	
1	Rate per km. exceeding 2000 kms. in a month.	Km			
2	Rate per hour exceeding 250 hrs. in a month.	hr			
3	Average mileage of the vehicle.	Km/litre			

**Note:**

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

**BIDDER'S SIGN WITH SEAL**

**Place:**

**Date:**

**ANNEXURE – III**

**Budgetary Quotation for "Hiring of 01 no. MUV with AC, 7 seater, diesel version having minimum 1493 cc engine capacity for a contract of 19 months at Mormugao Port Authority"**

**(Vehicle not manufactured earlier than 2020)**

**3. PART-I (Monthly Charges)**

Sr. No.	Description of Work	Unit	Unit Rate/Month (in Rs.)		GST%
			In Figure	In Words	
1	Minimum Charges payable upto 2000 kms. and 250 hrs. per month.	month			

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

Sr. No.	Description of Work	Unit	Unit Rate (in Rs.)		GST %
			In Figure	In Words	
1	Rate per km. exceeding 2000 kms. in a month.	Km			
2	Rate per hour exceeding 250 hrs. in a month.	hr			
3	Average mileage of the vehicle.	Km/litre			

**Note:**

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

**BIDDER'S SIGN WITH SEAL**

**Place:**

**Date:**

**TECHNICAL DETAILS OF VEHICLE**

<b>Description</b>	<b>Details of Vehicle as per Annexure- I</b>	<b>Details of Vehicle as per Annexure- II</b>	<b>Details of Vehicle as per Annexure- III</b>
Brand / Model			
Power (bhp)			
Engine Capacity (cc)			
Date of Manufacture (Month/Year)			
Kilometer run as on date of submission of quotation (kms)			
Lead time/ waiting period for supply/delivery of the vehicle to MPA.			

**BIDDER'S SIGN WITH SEAL**

**Place:**

**Date:**