

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

**NOTICE INVITING BUDGETARY QUOTATIONS**

Name of Work	Budgetary Quotation for “Hiring of 09 nos. sedan cars for HOD’s for a period of 06 years at Mormugao Port Authority”
Date of submission of budgetary quotation	On or before 27.02.2024
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**, so 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 09 nos. sedan cars for HOD's for a period of 06 years at Mormugao Port Authority". The interested bidders are required to offer their budgetary quotations as per format indicated at Annexure-I and details of cars which bidder is going to supply as per Annexure-II.

### **2. SPECIFICATION & REQUIREMENTS**

- (i) 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) .
- (ii) The cars shall be supplied along with experienced drivers and petrol.
- (iii) The cars being supplied shall be brand new and white/silver in colour.
- (iv) The number plate of the cars shall be as per Motor vehicles Act/Rules/ RTO guidelines. i.e with yellow background & black lettering.

### **3. TIMINGS / USAGE**

- (i) The service conditions for all 09 nos. Cars shall be 1500 kms and 250 hrs. per car per month and minimum charges per month shall be paid at the contracted rate. Extra kilometers towards each car exceeding 1500 km in a month and extra hour towards each car exceeding 250 hrs in a month will be paid at the contracted rates.
- (ii) The normal duty engagement for cars to be deployed shall be 10 hrs. per day on all working days and shall be deployed as per the requirement of the controlling/user officer. The cars will generally be deployed during office timings. However, the user official will have the flexibility to use the car, as per his requirements. The cars shall report on duty on non-working Saturdays, Sundays Holidays, and after Office timings or night inspections if required without additional charges other than those mentioned at 3(i) above. The Driver of the car will be given a lunch break of 30 minutes excluding the 10 hrs. duty period as per the convenience of the user official.
- (iii) The unused kilometers upto 200 kms. and unused hours upto 20 hrs. as applicable in any month for any car will be carried forward and adjusted in the subsequent three months against the respective Car at the same rates. All the decisions of the user official in this regard shall be binding upon the contractor.

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

- (i) The Cars shall have all the required permits for plying in the states of Goa, Maharashtra and Karnataka, with valid tourist permits, fitness certificates, Registration Certificate (RC), Road tax paid certificate, comprehensive insurance (covering all risks of Drivers and passengers traveling in the Car 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 Drivers of cars shall have valid driving license and badge suitable for driving the Car. The car shall be registered in the state of Goa.
- (ii) All the above documents shall be available at all the times with the Drivers of Cars and shall be revalidated before the expiry of the due date during the entire tenure of the contract period. Duly certified copies of all valid / revalidated documents shall be submitted to the user departments. In case of failure to submit valid/ revalidated documents from time to time, the user department may withhold the monthly bills until receipt of the same.
- (iii) The supplied cars shall be in good working condition as required under Motor Vehicles Act/Rules and shall comply with the regulations of the Regional Transport Authority.
- (iv) The cars shall be kept clean and tidy inside as well as outside with comfortable seats during the entire duration of the contract.
- (v) The contractor shall not engage the drivers below 18 years of age and it is the responsibility of the contractor to also ensure compliance with the Statutory Authorities' Guidelines and applicable Act/Rule/Law in force in respect of drivers to be posted on each Car.

- (vi) 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, bonus, etc) and all other expenses and inclusive of all taxes, except GST.
- (vii) Contractor shall be responsible to pay all taxes, charges and duties prescribed for operation of the car within the state of Goa.
- (viii) The cars will be used within the state of Goa. However, on occasions it may be used to go to neighbouring states. FASTag (or any other toll payment system in force) 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 department.
- (ix) The car shall be deployed as and when required by the User Official. The drivers with the car shall report to User Official i.e. 1 no. car at MPA Hospital and remaining cars at Admin Office Bldg/MPA, Headland- Sada, Mormugao and the same shall be considered as the starting point for commencement of trips.
- (x) The contractor shall maintain separate log sheets at his own cost for each car, indicating therein mileage covered daily on each trip as per the prescribed schedule. The opening and closing meter readings for each trip are to be recorded in the log sheets of cars and each page should be signed by the driver of the cars with names and countersigned by the user official. The kilometer reading on the cars' dashboard should tally with the log sheets maintained by the contractor.
- (xi) The speedometer and odometer/milometer/kilometer of the hired cars must be maintained at a high standard of accuracy. Any defect noticed by MPA shall have to be rectified forthwith by the Contractor or his authorized representative. Cars with defective speedometer /odometer/ kilometer recorder will not be accepted for duty.
- (xii) The driver/owner should have adequate communication facilities for mutual convenience.
- (xiii) The employees of the contractor will have no link with Mormugao Port Authority and will have no right over privileges enjoyed by employees of the Board.
- (xiv) The employees of the contractor shall behave politely and in a non-provocative manner and maintain cordial relationship with MPA staff. He shall not report under the influence of intoxication during duty hours. In case of any misconduct/ misbehavior by the driver of the Cars with any Port official, damage charges for non-compliance shall be levied.
- (xv) Each driver shall be provided with minimum of 2 sets of white uniform (2 nos. shirts and 2 nos. trousers) every 2 years of appropriate size for daily usage and always report for duty in uniform, complying with guidelines of MPA, Motor vehicles Act/ Rules/ R.T.O. guidelines. The drivers shall be neatly dressed in a presentable manner with proper shave and haircut.
- (xvi) The drivers shall strictly observe the safe speed limits in the town, on the highways and shall not resort to any negligent / reckless driving, whatsoever.
- (xvii) Mormugao Port Authority will not take any responsibility for violation of traffic rules by the driver. The drivers of the cars shall carry with them all requisite documents as per Motor Vehicles Act/Rules/ R.T.O. guidelines at all times while on duty.
- (xviii) Mormugao Port Authority shall not be liable or responsible in any way for any loss or injury to any person or damage to vehicles or property caused by the cars. Any damages/ loss to the cars provided to the Port or any other vehicle or injury to persons and passengers or property/ third party due to any accident or due to any other reasons while performing scheduled trips for the Mormugao Port Authority during the period of contract will be at contractor's risk and cost. MPA shall not be responsible for any loss or damage to the cars, while parked at Port premises or anywhere else during the currency of the contract period. However, Contractor shall be solely responsible for any damages caused to the Port property.
- (xix) 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.

- (xx) If any accident occurs, the Contractor shall intimate immediately to the controlling Officer of the User Department, Safety Officer and Police Authorities.
- (xxi) Port shall not be liable for altercation / accident during the contract period.
- (xxii) The contractor shall abide/comply by the laws/enactments or any other laws/acts which may be applicable/enforced from time to time in respect of the workmen employed by them under the contract including Minimum Wages Act, Employee's State Insurance Act and Employee's Provident Fund Act 1952 and schemes made under said Act and Bonus Act, 1965. The contractor shall produce the remittance proof of monthly subscription of ESI/EPF in respect of the staff deployed by them along with the monthly bills.
- (xxiii) The contractor shall be responsible to comply with all the requirements of various labour, Industrial and commercial law/rules, all statutory requirements necessary for the contract, any acts/rules applicable to this contract.
- (xxiv) MPA shall not be responsible for any labour disputes arising between contractor and the staff deployed on the vehicles.
- (xxv) The Contractor shall maintain 100% availability of all the cars and drivers after adjusting scheduled periodical maintenance. During maintenance of the cars, alternate cars of similar capacity shall be deployed at his/her own cost and risk till the original car resumes to service. In case of breakdown of the vehicle, an alternate arrangement shall be made by the contractor by deploying a substitute vehicle in acceptable condition as the original supplied at the given time and place.
- (xxvi) Failure on the part of the contractor to make such alternate arrangement would entitle the controlling officer of the user department to get the scheduled trips performed at the risk and cost of the contractor. Besides, in addition damage charges for non-compliance will be recovered from the bills of the contractor as indicated in the damage charges for non-compliance clause. Condition of the alternate vehicle shall be checked by the Controlling officer of and his decision on condition of the vehicle will be final.
- (xxvii) The Contractor shall have to obtain Port entry pass for the Cars and drivers at his own cost for operating inside the Port area during the contract period as per applicable Scale of Rates.
- (xxviii) The contractor shall replace the Car if not roadworthy. The decision of the User Department in this regard will be final.
- (xxix) R.T.O. & Statutory formalities related to the cars and drivers and all other documentation/compliances towards the cars and drivers shall be carried out by the contractor at his/ her own cost and completed in all respects.
- (xxx) In case of outbreak of pandemic/ epidemic, the instructions/guidelines/measures issued by MPA/ State Govt./Central Govt. to be followed strictly.
- (xxxi) The bidder shall have/ shall set up an operational Office at Goa to monitor the day to day activities of the subject contract.
- (xxxii) The Contractor shall park the cars at his own risk and cost at the MPA premises, during the currency of the contract. MPA shall not be responsible for any loss or damage to the cars, while parked at Port premises or anywhere else during the currency of the contract period. However, Contractor shall be solely responsible for any damages caused to the Port property.

#### 5. FUEL PRICE VARIATION:

In the event of an increase or decrease in fuel price, the monthly escalation amount to be paid and de-escalation amount to be deducted will be governed by the following formula.

Escalation = (Variation in Rs in price of fuel per litre x Total actual Kms. run in the month) / Average Kms. per litre.

De-escalation = (Variation in Rs in price of fuel per litre x Total actual Kms. run in the month) / Average Kms. per litre.

The contracted rates will be based on the price of petrol in Vasco-da-Gama, Goa, as on date of issue of Letter of Acceptance (LOA). The escalation/de-escalation clause is applicable for only the actual kilometers run by the cars.

#### 6. PAYMENT TERMS:

- (i) The monthly payment along with applicable GST, if any, will be released, subject to recoveries, if any within 30 days from the date of receipt of undisputed bills in duplicate and with all other supporting documents such as log sheets indicating the trips performed from place to place and duly signed by the officials using the vehicles to whom allotted. GST number shall be invariably indicated on all the invoices.
- (ii) All payments to workmen by the contractor shall be made through banks only, and evidence of the same along with EPF/ESI challans should be submitted along with bill.
- (iii) No claim of interest will be entertained by the MPA with respect to delay on effecting the payment by MPA as per aforesaid payment terms.
- (iv) The payment will be made in ECS mode. A copy of the PAN card, GST Registration, EPF & ESI registration and IT Returns acknowledgement for previous two years shall be furnished. Also, Wage register, Muster roll, Bank statement, EPF/ESI challans as a proof of payment made to the workers shall be furnished.
- (v) The bank statements and the ESI/EPF challans shall be of the same month for which the bill is being claimed. Further, the amount credited in the bank statement of the driver should be the same as stated in the wage register for the driver.
- (vi) The hire charges bill shall be handed over to the respective user departments, to whom the vehicle is deployed for arranging payment.
- (vii) In case Government imposes any additional levies or taxes on this service during the contract period, the same will be reimbursed only on production of documentary evidence.

#### 7. PAYMENT OF WAGES:

Payment of wages to the persons engaged by the contractor shall not be less than the minimum wages applicable to the worker employed for Area 'B' in loading and unloading in (iii) Docks and Ports; & (iv) Passengers and Goods and Cargo carried out at Airports, both International and Domestic as per CLC(C). Payment of wages to the persons engaged by the contractor shall not be paid less than the minimum wages. Whenever revision of minimum wages, revised by the Government as per Minimum Wages Act, 1948 during the currency of the contract, the wages paid shall not be less than the revised rates applicable.

The wages shall be paid on or before 7th day of every month through the Bank only. Documentary evidence like bank statement of the contractor shall be furnished along with the bills.

**Note :** The present minimum wage is Rs.628/-(Rs.437/- basic wage + 191 VDA).

The wages are normally revised by the Chief Labour Commissioner (Central), Ministry of labour and Employment, New Delhi, once in 6 months linked to the Consumer Price Index.

The prevailing rates of employees contribution and immediate employers contribution towards ESI and EPF are as follows:

#### Employees Contribution

ESI 0.75% of the Wages

EPF 12% of the Wages

#### Immediate Employers Contribution

3.25% of the Wages

12.00% of the Wages (In addition, admin & EDLI charges have to be paid extra by contractor)

**Note:** The contribution towards EPF & ESI by contractor shall be on the entire minimum wages.

**8. SUB-CONTRACTING:**

The Contractor shall have minimum 01 no. of car on his ownership and balance 08 nos. cars can be Subletted.

**9. DAMAGE CHARGES FOR DELAY IN DELIVERY**

In the event of failure by the contractor to deliver the Car/Cars within the time stipulated in the contract or by the expiry of any period of extension granted by the Board's terms thereof, the contractor shall pay the Board as Damage Charges for delay in delivery of the Cars to MPA, a sum of 0.5% per week or part thereof of the total contract price subject to a maximum of 5% of the total contract price and the Board shall have the power to deduct this amount from the payment of the amounts due to the contractor or from his deposit. The GST @18% on amount will be deducted at the time of making payment to Vendors/Contractors

**10. DAMAGE CHARGES FOR NON-COMPLIANCE:**

If there is any disruption (or) non-performance of service due to any reason or whatsoever, the following damage charges for non-compliance will be levied:-

<b>SR. NO.</b>	<b>Description</b>	<b>Damage Charges For Non-Compliance</b>
1	Mis-conduct/ misbehavior by the driver of the cars with any Port official.	Rs.1,000/- in addition to the fine, the contractor shall replace such driver.
2	Failure on the part of the contractor to make alternate arrangement of car in acceptable condition in case of breakdown/ servicing/ non-reporting of the vehicle/ driver or for any other reason at the given time and place.	Rs.5,000/- per occasion and non-payment of proportionate hire charges for the lost time period rounded up to the next hour.
3	In case, if, the contractor fails to make alternate arrangement in respect of sr.no. 2 above, and an alternate vehicle has to be hired by MPA in lieu thereof.	Charges at actuals on account of hiring alternate vehicle by MPA will be recovered from the monthly bill of the contractor, in addition to damage charges indicated at sr. no. 2 above.
4	In case, if, the driver reports for duty without uniform	Rs.100/- per occasion

In the event of imposing any damage charges applicable GST will be collected from the contractor.

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

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

Budgetary Quotation for “Hiring of 09 nos. sedan cars for HOD’s for a period of 06 years at Mormugao Port Authority.”

**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:**

**TECHNICAL DETAILS OF PETROL CARS**

<b>Description</b>	<b>Details of Cars to be supplied on hire</b>
Brand / Model	
Power (bhp)	
Engine Capacity (cc)	
Length in mm	
Lead time/ waiting period for supply/delivery of Cars to MPA.	

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