

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

NOTICE INVITING BUDGETARY QUOTATIONS

Name of Work	Budgetary Quotation for “Hiring of 01 no. car for a period of 05 years at Mormugao Port Authority”
Date of submission of budgetary quotation	On or before 24.09.2024
Address for communication:	Executive Engineer (P&D), 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 : xeng.mpa@gmail.com
Website	https://www.mptgoa.gov.in/

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 01 no. car for a period of 05 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 car which bidder is going to supply as per Annexure-II.

2. SPECIFICATION & REQUIREMENTS

- (i) The car to be supplied as per Annexure-I shall be of C-Segment category entry level mid-size sedan, petrol version, AC, with engine capacity between 1450 cc to 1500 cc.
- (ii) The car shall be supplied along with experienced drivers and petrol.
- (iii) The car being supplied shall be brand new and white in colour.
- (iv) The number plate of the car 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 01 no. Car shall be 1500 kms and 250 hrs. 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 car to be deployed shall be 10 hrs. per day (i.e. 08.30 hrs to 19.00 hrs) on all working days and shall be deployed as per the requirement of the controlling/user officer. The car will generally be deployed during office timings. However, the user official will have the flexibility to use the car, as per his requirements. The car shall report on duty on Saturdays, Sundays, Holidays, and before/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 monthly bills of the contractor for each vehicle, shall be settled and paid every month separately for each vehicle, based on the monthly amount quoted by the contractor, irrespective of whether there are less/extra Km and Hrs. for the month. The less/extra kms & hours, as the case may be, shall be accumulated over a period of six months. At the end of six months period, these less/extra kms and Hrs. shall be reconciled and difference amount if any, arising out of usage of kilometers in excess of 9000 km, and hrs in excess of 1500 hrs, will be paid to the contractor, after adjusting against the accumulated unused kms and hours for respective vehicle during that 06 months period. On reconciliation as above, any unused kms. and hrs. accumulated during these 06 months will not be carried forward in the next period of 06 months. The same 06 monthly pattern will then continue for the rest of the contract period. All the decisions of the user department official, in this regard shall be binding upon the contractor.

4. OBLIGATIONS OF THE CONTRACTOR

- (i) The Car 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 car 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 Car 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 car 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 car 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 of salaries as per requirement of Statutory Authorities (ESIC, EPF, 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 car 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 drivers with the car shall report to User Official (Dy. Chairperson) 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 car and each page should be signed by the driver of the car with names and countersigned by the user official. The kilometer reading on the car' dashboard should tally with the log sheets maintained by the contractor.
- (xi) The speedometer and odometer/milometer/kilometer of the hired car 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. Car 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) Contractor shall ensure that driver of the car shall be always in white uniform 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.
- (xiv) Mormugao Port Authority will not take any responsibility for violation of traffic rules by the driver. The drivers of the car shall carry with them all requisite documents as per Motor Vehicles Act/Rules/ R.T.O. guidelines at all times while on duty.
- (xv) 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 car. Any damages/ loss to the car 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 car, 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.
- (xvi) The car deployed shall have valid Comprehensive motor insurance, covering all the risks for liability of life of passengers and the driver travelling in the car including third party liability insurance. The car 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.

- (xvii) 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. 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.
- (xviii) 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.
- (xix) MPA shall not be responsible for any labour disputes arising between contractor and the staff deployed on the vehicles.
- (xx) The Contractor shall maintain 100% availability of the car and driver after adjusting scheduled periodical maintenance. During maintenance of the car, alternate car 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.
- (xxi) Failure on the part of the contractor to make such alternate arrangement or in the event if at any time contractor is unable to deploy the vehicle then it 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.
- (xxii) The Contractor shall have to obtain Port entry pass for the Car and driver at his own cost for operating inside the Port area during the contract period as per applicable Scale of Rates.
- (xxiii) The contractor shall replace the Car if not roadworthy. The decision of the User Department in this regard will be final.
- (xxiv) R.T.O. & Statutory formalities related to the car and drivers and all other documentation/compliances towards the car and drivers shall be carried out by the contractor at his/ her own cost and completed in all respects.
- (xxv) The bidder shall have/ shall set up an operational Office at Goa to monitor the day to day activities of the subject contract.
- (xxvi) The Contractor shall park the car 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 car, 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.
- (xxvii) The contractor shall display the name board of the Dy.Chairperson of Mormugao Port Authority at front of the car along with flag pole with white covers at his own cost

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 car.

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 hire charges bill shall be handed over to the respective user departments, to whom the vehicle is deployed for arranging payment.
- (vi) 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). Whenever the minimum wages are revised by the Government as per Minimum Wages Act, during the currency of the contract, the wages paid shall not be less than the revised rates applicable.

The wages paid shall include wages for weekly day of rest. One day in a week will be counted as a mandatory rest day (weekly off).

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.

Wages, OT etc. paid shall be entered in personnel register.

The minimum wages per day applicable as on 01.04.2024 as per Minimum Wages Act, are Rs.651/-(Rs.437/- basic wage + 214 VDA).

Note : The wages are normally revised by the Chief Labour Commissioner (C), Ministry of labour and Employment, New Delhi, once in 6 months linked to the Consumer Price Index. All such costs due to increase in wages by CLC shall be borne by the contractor without any extra cost to MPA.

8. SUB-CONTRACTING:

The Contractor shall not subcontract any part of the Works.

9. DAMAGE CHARGES FOR DELAY IN DELIVERY

In the event of failure by the contractor to deliver the Car/Car 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 Car 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:-

SR. NO.	Description	Damage Charges For Non-Compliance
1	Mis-conduct/ misbehavior by the driver of the car 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 01 no. car for a period of 05 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 CAR

Description	Details of Car to be supplied on hire (Petrol version only)
Brand / Model	
Power (bhp)	
Engine Capacity (cc)	
Length in mm	
Lead time/ waiting period for supply/delivery of Car to MPA.	

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