



आईएसओ 9001-2015,
आईएसओ 14001-2015 तथा
आईएसपीएस अनुपालक पत्तन

**MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT**

Quotation No. CME/XEN(G)/e-tender/2024/06

TENDER FOR

**"Hiring of 100 nos. or more cars (A/C) for the High level
delegates/participants for event of Maritime States Development Council
(MSDC) from 12th Sept 2024 to 14th Sept 2024 at Benaulim, Salcete, Goa"**

THROUGH MPA WEB SITE

Quotation due date of submission on 27.08.2024 at 15.00 hrs

Website : <https://www.mptgoa.gov.in/>

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Quotations are invited in a sealed two cover system from experienced firms duly superscribed as QUOTATION FOR “**Hiring of 100 nos. or more cars (A/C) for the High level delegates/ participants for event of Maritime States Development Council (MSDC) from 12th Sept 2024 to 14th Sept 2024 at Benaulim, Salcete, Goa**”.

Details about Quotation:

Quotation No.	CME/XEN(G)/e-tender/2024/06
Name of Work	Hiring of 100 nos. or more cars (A/C) for the High level delegates/ participants for event of Maritime States Development Council (MSDC) from 12th Sept 2024 to 14th Sept 2024 at Benaulim, Salcete, Goa
Bid Submission	As indicated at clause no. 1.3.
Bid Validity	30 Days from the due date of submission of the quotation.
Due date of submission	27.08.2024 at 15.00 Hrs.
Date of Opening	27.08.2024 at 15.30 Hrs
Address for communication and submission of bid:	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/

Executive Engineer (P&D),
MORMUGAO PORT AUTHORITY

SECTION – I

1.0. GENERAL TERMS AND CONDITIONS

1.1 An offer shall be considered responsive and valid for evaluation if it meets the Minimum Eligibility Criteria and the Bid is received by Port by due date and time of submission including any extension thereof.

1.1.1 Evaluation will be done based on Grand total of Basic Price plus GST in the Price Schedule (Grand total of all the items in the BOQ including GST) to determine the lowest offer. GST component should be indicated separately as per BOQ. If any new tax is imposed by the State/Central Govt., same shall be reimbursed by producing documentary proof. In case the rates quoted in figures and words are not identical, then the rates entered in words shall be deemed as the price quoted for the item in question.

1.1.2 Bidder shall not submit Bid with alterations/additions, conditional offer / imposes own terms and conditions.

1.2 Minimum Eligibility Criteria (MEC):

The Bidder shall have experience of supplying more than 25 nos. cars for any PSU/Reputed Organization /seminars /Events/Election duty in the last 07 years ending last day of the month previous to the one in which tender is invited.

In support of this, bidder shall submit photo copies of LOA/work order/agreements.

Also TDS certificate clearly showing the tax deduction from client for related work orders shall be submitted duly stamped and signed by the bidder.

1.3 Submission of Quotation:

The **SEALED TWO COVERS** should be super scribed as 'Quotation for "Hiring of 100 nos. or more cars (A/C) for the high level delegates/ participants for event of Maritime States Development Council (MSDC) from 12th Sept 2024 to 14th Sept 2024 at Benaulim, Salcete, Goa" and shall contain the following:-

COVER-I

- a) PAN card copy duly signed and stamped by bidder
- b) Particulars of Bidder as per Annexure-I duly signed and stamped by bidder
- c) Bank details as per Annexure – II duly signed and stamped by bidder
- d) Undertaking as per Annexure – III duly signed and stamped by bidder
- e) Bank Guarantee Format as per Annexure – IV duly signed and stamped by bidder in case bidder desire for advance payment (if required).
- f) Photo copies of LOA/work order/agreements along with TDS certificate.
- g) Entire Quotation document Signed & stamped by bidder on each page

COVER-II

The price cover duly filled, stamped & signed shall be enclosed with super scribed as 'PRICE COVER'.

If the Price Cover is not submitted in a separate sealed envelope, the bid shall be summarily rejected. Prices should not be indicated in Cover-I.

*All the above listed documents from (a) to (g) **COVER-I** and the sealed envelope containing the price cover- **COVER-II** shall be enclosed in **ONE SEALED ENVELOPE and addressed to The Executive Engineer (P&D), Office of The Chief Mechanical Engineer, 2nd floor, Main Administrative Bldg., Headland Sada - Goa and submitted before the due date and time.***

Bidder shall submit only one quotation by due date and time.

1.4 Delivery of Cars:

The contractor shall supply all the 100 vehicle as per the tender specifications to MPA on the dates as indicated in Scope of work.

1.5 Payment Terms:

- (a) 25% of contract value will be released on 1st day of the contract on reporting of vehicles at the venue.**
25% of contract value will be released on 2nd day of the contract on reporting of vehicles at the venue.
Balance 50% of contract value in addition to extra charges if any will be released within 15 days of submission of bills.

However in case the Bidder desires for advance payment instead of payment terms as indicated above, then an advance of 100 % of contract value can be paid to the bidder against submission of Bank Guarantee for an amount equivalent to the contract value.

The contractor shall furnish Bank Guarantee (BG) from any Nationalized/ Scheduled Bank having branch at Goa and encashable at local branch at Goa, in the format enclosed in the bidding document.

The Bank Guarantee shall be kept valid for 60 days from the date of issue of BG. Thereafter, BG shall be released to the Contractor after successful completion of the Contract, deducting any dues payable to the Port.

Forfeiture of BG: The BG will be forfeited, if the contractor fails to fulfill any or all the conditions of this contract, without any interference from it towards all rights of the Board to recover from the contractor any other amounts falling due to the Board through non-observance/compliance by the contract conditions and any of the clause thereof by the contractor.

- (b) The final payment as applicable, along with applicable GST, if any will be released, subject to recoveries, if any within 15 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.
- (c) 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.
- (d) The payment will be made in ECS mode.
- (e) The hire charges bill shall be submitted to the PR Cell/GAD, to whom the vehicle is deployed for arranging payment.

SECTION – II

2.0 SCOPE OF WORK

2.1 GENERAL:

- (i) Mormugao Port Authority (MPA) invites Quotation for **"Hiring of 100 nos. or more cars (A/C) for the high level delegates/participants for event of Maritime States Development Council (MSDC) from 12th Sept 2024 to 14th Sept 2024 at Benaulim, Salcete, Goa"**.
- (ii) Mormugao Port Authority (MPA) is organizing 20th meeting of Maritime States Development Council (MSDC) from 12th Sept 2024 to 14th Sept 2024 at Taj Exotica, Calwaddo, Benaulim, Salcete, Goa".
- (iii) The above event will be attended by the representatives of Central and State Ministries and high level delegates of Central/State government officials (VVIP & VIP).

2.2 SPECIFICATIONS

- (i) MPA requires around 100 or more cars (A/C) for transportation of delegates/ officials as given below.

Sr. No.	Brand/Model of Car	Rank of Officials	No. of Cars required	Period of hiring	
				From	To
1	Toyata Innova Crysta	VVIP	30	12.09.24	14.09.24
2	Toyata Innova	VIP	30	12.09.24	14.09.24
3	Maruti suzuki Dzire or equivalent	Delegates	40	12.09.24	14.09.24

- (ii) The cars must be made available from 12th sept 2024 to 14th Sep 2024. However, Bidder shall be able to supply 5 to 6 cars before or after the scheduled event dates, if required by MPA.
- (iii) The cars shall be supplied along with experienced drivers and fuel.

2.3 TIMINGS / USAGE

- (i) The service conditions shall be 80 kms and 8 hrs. per car per day and minimum charges per day shall be paid at the contracted rate.
- (ii) Extra kilometres & hours exceeding 80 kms and 8 hrs in a day and night waiting charges/driver bata beyond 19.00 hrs towards each car shall be paid at the rates given below.

Sr. No.	Description	Type of Car	Rate in (Rs.)
1	Rate for extra Kms beyond 80 Kms	Toyata Innova Crysta	35/-
		Toyata Innova	30/-
		Maruti Dzire or equivalent	24/-
2	Rate for extra hrs beyond 8 hrs	Toyata Innova Crysta	250/-
		Toyata Innova	200/-
		Maruti Dzire or equivalent	200/-
3	Night waiting charges/ driver bata beyond 19.00 hrs	Maruti Dzire or equivalent, Toyata Innova, Toyata Innova Crysta	300/-

- (iii) The car and the driver shall be attached with the guest till their departure.

2.4 REQUIREMENTS

- (i) The number of cars required is tentative and may vary as per requirement. Payment shall be made as per actual cars deployed.
- (ii) The firm should ensure that the supplied Cars shall have all the required permits for plying in the states of Goa, 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.
- (iii) On placement of work order, PR Cell/GAD, will be executing, monitoring the contract, maintaining records (log sheets etc), certification and recommendation of bills for payment.
- (iv) The vehicle should report to the place of requirement as per directions of PR cell/GAD.
- (v) Charges will be paid from garage to garage which shall be within 10 kms distance from the meeting venue.
- (vi) The drivers should wear uniform and behave well with pleasing manners and should have fair knowledge of Hindi/English and preferably acquainted with important sites of Goa.
- (vii) During the period of engagement, no request for increase in the tariff will be entertained on any account.
- (viii) This Authority will not be responsible for any penalty/loss damage or accident to the vehicle or to driver.
- (ix) 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.
- (x) The cars shall be kept clean and tidy inside as well as outside with comfortable seats during the entire duration of the contract.
- (xi) The rates quoted shall include the charges towards manning, fuel, lubricants, consumables, repair/maintenance, salary of personnel deployed, and all other expenses.
- (xii) Toll, Parking, permit charges, ferry charges if any will be paid by MPA extra on production of original receipt.
- (xiii) The speedometer and odometer/milometer/kilometer of the hired cars must be maintained at a high standard of accuracy. Cars with defective speedometer /odometer/ kilometer recorder will not be accepted for duty.
- (xiv) The driver should have adequate communication facilities for mutual convenience.
- (xv) 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.
- (xvi) 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.
- (xvii) 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
- (xviii) 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.
- (xix) If any accident occurs, the Contractor shall intimate immediately to the controlling Officer of PR Cell/GAD.
 - (xx) Port being a protected / custom bound area, the persons deployed by the Contractor for this intended service shall not indulge in any illegal, anti-social, anti-national activities.
 - (xxi) The Contractor shall ensure that all safety and security regulations of the Port are adhered to.
 - (xxii) MPA shall not be responsible for any labour disputes arising between contractor and the staff deployed on the vehicles.
 - (xxiii) The Competent Authority of MPA reserves the right to accept the bid wholly or partially, and split the bid or to reject any or all offers in part or full without assigning the reason thereof.
 - (xxiv) 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.
 - (xxv) The contractor shall replace the Car if not roadworthy. The decision of the PR cell/GAD in this regard will be final.
 - (xxvi) The bidders shall have an operational Office at Goa to monitor the day to day activities of the subject contract. Bidder(s) shall submit the name and address of the local office in Goa
 - (xxvii) MPA shall not be liable for any accident, damages or compensation payable to any workman or other person in the employment of the Contractor.

EXECUTIVE ENGINEER (P&D)
MORMUGAO PORT AUTHORITY

ANNEXURE - I**PARTICULARS OF BIDDER:**

All individual firms or each of the partners of an organization submitting the tender must complete the information in this form.

1.	Full name of the Firm:	
2.	Head Office address:	
3.	Contact person name at Head office:	
4.	Telephone number/s:	
5.	Fax number/s:	
6.	E-mail Id	
7.	Branch/ Local Office at Goa address :	
8.	Contact person name at Branch office/ local Office at Goa:	
9.	Telephone number/s:	
10.	Fax number/s:	
11.	E-mail Id	
12.	Place of Registration/ Incorporation:	
13.	Year of Registration/ Incorporation	

Signature & seal of the Bidder

ANNEXURE - II**BANK INFORMATION FOR E-PAYMENT**

1	Name and full address of the Bidder	
2	Credit Account No. (Should be full 14 digit)	
3	Account type (SB or CA or OD)	
4	Name of the Bank	
5	Branch (Full address with Telephone No.)	
6	MICR code (should be 9 digit)	
7	Telephone/Mobile /Fax No. of the Bidder	Telephone:
		Mobile:
		Fax:
8	PAN (Xerox copy of Permanent Account Number shall be enclosed)	

Signature & seal of the Bidder

**UNDERTAKING
(On Bidder's letter head)**

Date: _____

Ref. **CME/XEN(G)/e-tender/2024/06**

To,

The Executive Engineer (P&D),
MPA, Headland Sada Vasco.

Sub. : "Hiring of 100 nos. or more cars (A/C) for the High level delegates/participants for event of Maritime States Development Council (MSDC) from 12th Sept 2024 to 14th Sept 2024 at Benaulim, Salcete, Goa"

I/We, the undersigned, declare that I will supply all the 100 nos. cars as per specification of Quotation document to MPA.

I/We accept that I/We may be disqualified from bidding for any contract with MPA for a period not exceeding three (3) years from the date of notification if I am /We

- a. are in a breach of any obligation under the bid conditions,
- b. made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements;
- c. If the bid is withdrawn or varied or modified in a manner not acceptable to the Employer during the validity or extended validity period duly agreed by the Bidder
- d. Any effort by the Bidder to influence the Employer on bid evaluation, bid comparison or contract award decision.
- e. Fail to commence the work on the specified date as per LOA/Work order AND/OR sign the Agreement AND/OR furnish the required Security Deposit.

I/We understand this undertaking shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the undertaking)

Name: _____ (insert complete name of person signing the undertaking) Duly authorized to sign the undertaking for an on behalf of _____(insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

FORM OF BANK GUARANTEE

(Bank guarantee bond to be issued by nationalized banks only)

In consideration of the Board of Members, Mormugao Port Authority (hereinafter called "Board") having offered to accept the terms and conditions of the proposed agreement between and (hereinafter called "the said Contractor(s)" for the work of '.....' (hereinafter called "the said agreement") having agreed to production of the irrevocable Bank Guarantee for Rs. (Rupees only) as a security/guarantee from the Contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We (indicate the name of the Bank) (hereinafter referred to as the "Bank") hereby undertake to pay to the Board an amount not exceeding Rs..... (Rupees..... only) on demand by the Board.
2. We(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Board stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs..... (Rupees only).
3. We, the said Bank, further undertake to pay to the Board any amount so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder, and the Contractor(s) shall have no claim against us for making such payment.
4. We..... (indicate the name of the Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement, and it shall continue to be enforceable till all the dues of the Board under or by virtue of the said Agreement have been fully paid, and its claims satisfied or discharged, or till the Engineer-in-charge, on behalf of the Board, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s), and accordingly discharge this guarantee.
5. We..... (indicate the name of the Bank) further agree with the Board that the Board shall have

the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Board or any indulgence by the Board to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to Sureties would, but for this provision, have effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We..... (indicate the name of the Bank) lastly undertake not to revoke this Guarantee except with the previous consent of the Board in writing.
8. **The Board is authorized to enforce claim against guarantee at the local branch of the Bank in Goa, in case such eventuality of encashment arises.**
9. This Guarantee shall be valid upto unless extended on demand by the Board. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs..... (Rupees only) and unless a claim in writing is lodged with us **within 2 (two) months** from the date of expiry or extended date of expiry of this Guarantee, all our liabilities under this Guarantee shall stand discharged.

Dated the day of For

(indicate the name of the Bank)

Sign and Seal of the Bidder/ Bidders Authorised representative

PRICE BID

ITEM RATE BOQ

Name of Work: Hiring of 100 nos. or more cars (A/C) for the High level delegates/participants for event of Maritime States Development Council (MSDC) from 12th Sept 2024 to 14th Sept 2024 at Benaulim, Salcete, Goa

Service Condition: Upto 80 kms. and 8 hrs. per day per car.

Sr. No.	Type of Car	Unit	Qty of cars	No. of days	Rate per car per day (Rs.) (excl of GST)		Amount (Rs.)	Applicable GST (%)	Total (incl. of GST)
					In Fig	In Words			
A	B	C	D	E	F	G	H=DxExF	I	J
1	Toyata Innova Crysta	Nos.	30	3					
2	Toyata Innova	Nos.	30	3					
3	Maruti Suzuki Dzire or equivalent	Nos.	40	3					
4	Grand Total								

Note:

- 1) The bidder shall indicate the applicable GST rate. The GST element indicated above, if any, will be considered for comparison.
- 2) Bidder has to quote for all the categories, the partial quote will not be considered.
- 3) If any new tax imposed by the State/Central Govt., same shall be reimbursed by producing documentary proof.
- 4) The Evaluation will be done on grand total including GST for deciding about the L1 bidder.
- 5) In case of discrepancy in the rates quoted in figures and words, the rates quoted in words shall prevail.

Sign and Seal of the Bidder/ Bidders Authorised representative
