

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

NOTICE INVITING BUDGETARY QUOTATIONS

Name of Work	Budgetary Quotation for “Hiring of 03 nos. pickup trucks for a period of 5 years at Mormugao Port Authority”
Date of submission of budgetary quotation	On or before 21.03.2024
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 03 nos. pickup trucks for a period of 5 years at Mormugao Port Authority”. The interested bidders are required to offer their budgetary quotations for 2 different categories of vehicles as per Annexure-I (PART A & PART B) for contract period of 5 years, and details of vehicles which bidder is going to supply as per Annexure-II.

2. SPECIFICATION & REQUIREMENTS

(A) 2 NOS. MINI PICKUP TRUCK (CATEGORY -1)

- (i) The hired mini pick-up truck being supplied shall be brand new.
- (ii) The vehicle to be supplied as per Annexure-I (Part A) shall be diesel variant, non AC and shall have 4+1 seater crew cabin (including driver seat) and a cargo box of low heighted side deck (carriage) with payload capacity ranging from 1140kg to 1200 kg. (Refer fig.1 for overall profile of crew cabin with 4 doors and carriage of vehicle).
- (iii) The carriage of the vehicles shall be provided with a robust frame behind the cabin similar to as indicated in fig.2
- (iv) The vehicle shall have towing hook at the rear for moving any trolley, cart, etc.



Fig.1



Fig.2

(B) 1 NO. PICKUP TRUCK (CATEGORY -2)

- (i) The hired pick-up being supplied shall be brand new.
- (ii) The vehicle to be supplied as per Annexure-I (Part B), shall be diesel variant, 2+1 seater, non AC, having cargo box of drop side deck type with deck height of around 0.5 mtr and payload capacity ranging from 3000 kg to 3400 kg. (Refer fig.3 for overall profile of vehicle carriage).
- (iii) The carriage of the vehicles shall be provided with a robust frame behind the cabin similar to as indicated in fig.4
- (iv) The vehicle shall have towing hook at the rear for moving any trolley, cart, etc.(refer fig.5)



Fig.3



Fig.4



Fig.5

3. TIMINGS / USAGE

- (i) The service conditions for all 03 nos. vehicles shall be **1500 kms and 270 hrs. per vehicle per month** and minimum charges per month shall be paid at the contracted rate. Extra kilometers & hours towards each vehicle exceeding above limits in a month will be paid at the contracted rates.

- (ii) The normal duty engagement for the vehicles to be deployed shall be 10 hrs. per day from Monday to Friday (i.e. from 07:45 to 18:15 including 30 min for lunch) and 5 hrs 30 min. on Saturday (i.e. from 07.45 to 13.15) and shall be deployed as per the requirement of the controlling/user officer. However, the user official will have the flexibility to use the vehicle, as per his requirements. The vehicles shall report on duty on Sundays, Holidays, and after Office timings or during night (in case of emergency) if required, without additional charges other than those mentioned at 3(i) above. The driver of the vehicle 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 kilometres upto 200 kms. and unused hours upto 20 hrs. as applicable in any month for any vehicle will be carried forward and adjusted in the subsequent three months against the respective Vehicle 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 vehicles shall have all the required permits for plying in the states of Goa with all applicable valid permits, fitness certificates, Registration Certificate (RC), Road tax paid certificate, valid applicable motor vehicle insurance (covering all risks of Drivers and other occupants 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 drivers of vehicle shall have valid driving license (and badge if applicable) suitable for driving the vehicle. The vehicle shall be registered in the state of Goa.
- (ii) All the above documents shall be available at all the times with the Drivers of vehicles 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 number plate of the vehicles shall be as per Motor vehicles Act/Rules/ RTO guidelines. i.e with yellow background & black lettering.
- (iv) The vehicles shall be supplied along with experienced drivers and diesel.
- (v) The supplied vehicles shall be always maintained in good working condition as required under Motor Vehicles Act/Rules and shall comply with the regulations of the Regional Transport Authority.
- (vi) Vehicle shall be utilized to transport man and material.
- (vii) The vehicles shall be kept clean and tidy inside as well as outside with comfortable seats during the entire duration of the contract.
- (viii) 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 vehicle.
- (ix) 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.
- (x) Contractor shall be responsible to pay all taxes, charges and duties prescribed for operation of the vehicle within the state of Goa.
- (xi) Normally, the vehicles will be required to be used within the limits of Port and Vasco area. However on occasions it may be required to be travel to other cities in State of Goa and also 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. Parking, Toll, ferry charges and interstate travel charges will be paid by MPA extra at actuals on certification by the user department.
- (xii) The drivers with the vehicle shall be stationed at a designated place and will be under a controlling officer authorized by the Port and the same shall be considered as the starting point

for commencement of trips. The vehicles shall be deployed as and when required by the User Official.

- (xiii) The contractor shall maintain separate log sheets at his own cost for each vehicle, 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 vehicles and each page should be signed by the driver of the vehicle with names and countersigned by the user official. The kilometer reading on the vehicle's dashboard should tally with the log sheets maintained by the contractor.
- (xiv) The speedometer and odometer/milometer/kilometer of the hired vehicles 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. Vehicles with defective speedometer /odometer/ kilometer recorder will not be accepted for duty.
- (xv) The driver/owner should have adequate communication facilities for mutual convenience.
- (xvi) 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.
- (xvii) 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 vehicle with any Port official, damage charges for non-compliance shall be levied.
- (xviii) Each driver shall be provided with minimum of 2 sets of uniform (2 nos. shirts and 2 nos. trousers of appropriate size) from the commencement of contract and thereafter every 2 years 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.
- (xix) 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.
- (xx) Mormugao Port Authority will not take any responsibility for violation of traffic rules by the driver. The drivers of the vehicle shall carry with them all requisite documents as per Motor Vehicles Act/Rules/ R.T.O. guidelines at all times while on duty.
- (xxi) 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 vehicles. Any damages/ loss to the vehicles 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 vehicles, 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.
- (xxii) The vehicles deployed shall have valid applicable motor vehicle insurance, covering all the risks for liability of life of occupants and the driver travelling in the vehicles including third party liability insurance. The vehicles 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.
- (xxiii) If any accident occurs, the Contractor shall intimate immediately to the controlling Officer of the User Department, Safety Officer and Police Authorities.
- (xxiv) 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 but not limited to Minimum Wages Act, Employee's State Insurance Act and Employee's Provident Fund Act.

- (xxv) 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.
- (xxvi) 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.
- (xxvii) MPA shall not be responsible for any labour disputes arising between contractor and the staff deployed on the vehicles.
- (xxviii) The Contractor shall maintain 100% availability of all the vehicles and drivers after adjusting scheduled periodical maintenance. During maintenance of the vehicles, alternate vehicle of similar capacity shall be deployed at his/her own cost and risk till the original vehicle 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.
- (xxix) 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.
- (xxx) The Contractor shall have to obtain Port entry pass for the vehicles and drivers at his own cost for operating inside the Port area during the contract period as per applicable Scale of Rates.
- (xxxi) The contractor shall replace the vehicle if not roadworthy. The decision of the User Department in this regard will be final.
- (xxxii) R.T.O. & Statutory formalities related to the vehicles and drivers and all other documentation/ compliances towards the vehicles and drivers shall be carried out by the contractor at his/ her own cost and completed in all respects.
- (xxxiii) In case of outbreak of pandemic/ epidemic, the instructions/guidelines/measures issued by MPA/ State Govt./Central Govt. to be followed strictly.
- (xxxiv) The bidder shall have/ shall set up an operational Office at Goa to monitor the day to day activities of the subject contract.
- (xxxv) The Contractor shall park the vehicles 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 vehicles, 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.
- (xxxvi) **The period of contract** will be for a period of 5 years.

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 diesel 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 vehicles.

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:

- b) 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, during the currency of the contract, the wages paid shall not be less than the revised rates applicable.
- b) 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).
- c) 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.
- d) Wages, OT etc. paid shall be entered in personnel register.
- e) The minimum wages per day applicable as on 01.10.2023 as per Minimum Wages Act, are Rs.628/- (Rs.437/- basic wage + 191 VDA).

Note : 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 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 vehicle/vehicles 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 vehicles to MPA, a

sum of 0.5% per week or part thereof of the contract price of the vehicles delivered late subject to a maximum of 5% of contract price of the vehicles delivered late 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 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 vehicles 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 vehicle 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

Budgetary Quotation for “Hiring of 03 nos. pick-up trucks for a period of 5 years at Mormugao Port Authority.”

CATEGORY-1: MINI PICKUPS TRUCK (2 NOS.)**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 270 hrs. per month per vehicle.	month			

PART-II (Rate per 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 1500 kms. in a month.	Km			
2	Rate per hour exceeding 270 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:**

BUDGETARY QUOTATION

Budgetary Quotation for “Hiring of 03 nos. pick-up trucks for a period of 5 years at Mormugao Port Authority.”

CATEGORY-2: PICKUP TRUCK (1 NO.)**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 270 hrs. per month per vehicle.	month			

PART-II (Rate per 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 1500 kms. in a month.	Km			
2	Rate per hour exceeding 270 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:**

TECHNICAL DETAILS OF VEHICLE

Description	Details of vehicles to be supplied on hire	
	CATEGORY 1 (Mini pick-up truck) Payload : 1140kg to 1200 kg	CATEGORY 2 (Pick- up truck) Payload 3000 kg to 3400 kg
Brand / Model		
Payload capacity		
Gross Weight of Vehicle		
Power (bhp)		
Engine Capacity (cc)		
Length in mm		
Lead time/ waiting period for supply/delivery of vehicles to MPA		

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