

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

**NOTICE INVITING BUDGETARY QUOTATIONS**

Name of Work	Budgetary Quotation for “Hiring of 01 no. pick-up truck for the use of fire section at Mormugao Port Authority for a period of 06 years.”
Date of submission of budgetary quotation	On or before 29.02.2024
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 and Annexure-II**, 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

Mormugao Port Authority (MPA) intends to invite Budgetary Quotations for “Hiring of 01 no. pick-up truck for the use of fire section at Mormugao Port Authority for a period of 06 years.”

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

### **Technical/ Commercial Details**

1. The hired pick-up truck for the use of fire section shall be brand new.
2. The model (body type) of the vehicle shall be “Pick up truck”, diesel variant and shall have 5 seater crew cabin including driver seat with A/C, and a back end made up of cargo bed that is enclosed by three low walls and towing hook at back. The cargo bed shall be covered with canvas roof.
3. The number plate of the vehicle shall be as per Motor vehicles Act/Rules/ RTO guidelines. i.e with yellow background & black lettering.
4. The engine capacity shall be 2000 cc or more, and minimum length of the Pick-up truck shall be 5215 mm.
5. The pick-up truck shall be of Red colour with “FIRE” written on both sides and having audio and visible siren mounted on top as per Fire department rules.
6. The vehicle will be deployed at the Fire Section of Mormugao Port Authority (MPA) on round the clock duty.
7. The vehicle shall be supplied along with diesel and drivers with experience of driving similar vehicles.
8. The service conditions for the Pick-up truck shall be 1500 kms per month and operated on round the clock duty (24x7). Minimum charges per month shall be paid at the contracted rate.
9. Extra kms. as applicable exceeding the prescribed limit of 1500 km in a month shall be paid at the contracted rates.
10. The unused kilometers upto 200 kms as applicable in any month 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 (Fire Officer/MPA) in this regard shall be binding upon the contractor.
11. The Pick-up truck shall remain stationed at Fire station of MPA and report on all days irrespective of Saturdays, Sundays and Holidays without any additional charges.
12. The contractor should ensure that the number of drivers to be posted on the Pick-up truck shall comply with the Motor Vehicles Act/ Rules, R.T.O. guidelines, Fire Department guidelines required for 24x7 operations and Labour Act.
13. The Drivers of the pick-up truck will be given a Lunch/dinner break of 30 minutes as per convenience of Fire officer/MPA.
14. The vehicle 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 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 suitable for driving the vehicle. The vehicle shall be registered in the state of Goa.
15. All the above documents shall be available at all the times with the Drivers of vehicle 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 (Fire Officer/Marine Department/MPA).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.
16. The vehicle supplied shall be in good working condition as required under Motor Vehicles Act/Rules and shall comply with the regulations of the Regional Transport Authority and the Fire department.

17. The supplied vehicle shall be in good working condition as required under Motor Vehicles Act/Rules and shall comply with the regulations of the Regional Transport Authority.
18. The vehicle shall be kept clean and tidy inside as well as outside with comfortable seats during the entire duration of the contract.
19. 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 the vehicle.
20. 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 the requirement of Statutory Authorities (ESIC, EPF, etc) and all other expenses and inclusive of all taxes, except GST.
21. The vehicle will be used within the state of Goa. However, if required 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.
22. The Pick-up truck will be used as and when required by the Fire Officer/MPA for the use of various works of the Fire Section/MPA. The drivers with the vehicle shall report to Fire Officer/MPA, and the same shall be considered as the starting point for commencement of trips.
23. The contractor shall maintain logsheets at his own cost indicating therein distance 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 logsheets and each page should be signed by the driver with names and countersigned by the user official. The milometer reading should tally with the logbook maintained by the contractor.
24. The speedometer and odometer/milometer/kilometer of the Pick-up truck 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. Vehicle with defective speedometer /odometer/ kilometer recorder will not be accepted for duty.
25. The driver/owner should have adequate communication facilities for mutual convenience.
26. 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.
27. 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.
28. Each driver shall be provided with minimum of 2 sets of uniform (2 nos. white shirts and 2 nos. blue 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.
29. 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.
30. Mormugao Port Authority will not take any responsibility for violation of traffic rules by the drivers. The drivers of the Pick-up truck shall carry with them all requisite documents as per Motor Vehicles Act/Rules/ R.T.O. guidelines at all times while on duty.
31. Mormugao Port Authority shall not be liable or responsible in any way for any loss or injury to any person or damage to vehicle or property caused by the vehicle. Any damages/ loss to the vehicle 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 vehicle, 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.

32. The vehicle deployed shall have valid Comprehensive motor insurance, covering all the risks for liability of life of passengers and the driver travelling in the 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.
33. If any accident occurs, the Contractor shall intimate immediately to the controlling Officer of the User Department (Fire Officer/MPA), Safety Officer and Police Authorities.
34. Port shall not be liable for altercation / accident during the contract period.
35. 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.
36. The Contractor shall ensure that all safety and security regulations of the Port are adhered to.
37. The Contractor shall not give, barter or otherwise dispose off to any person/s any arms or ammunitions of any kind or permit or offer the same as aforesaid.
38. 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.
39. The port shall not be responsible for any labour disputes arising between contractor and the staff deployed on the vehicle.
40. The Contractor shall maintain 100% availability of all the vehicle and drivers after adjusting scheduled periodical maintenance. During maintenance of the vehicle, 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 at the given time and place.
41. 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.
42. The Contractor shall have to obtain Port entry pass for the pick-up truck and drivers at his own cost for operating inside the Port area during the contract period as per applicable Scale of rates.
43. The contractor should replace the pick-up truck if not roadworthy. The decision of the Controlling Officer (Fire officer/MPA) in this regard will be final.
44. R.T.O. & Statutory formalities related to the vehicle and drivers and all other documentation/compliances towards the vehicle and drivers shall be carried out by the contractor at his/ her own cost and completed in all respects.
45. In case of outbreak of pandemic/ epidemic, the instructions/guidelines/measures issued by MPA/ State Govt./Central Govt. to be followed strictly.
46. The bidder shall have/ shall set up an operational Office at Goa to monitor the day to day activities of the subject contract.
47. The Contractor shall park the vehicle 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 vehicle, 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.
48. The contract cannot be sub contracted.

**49. 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 vehicle.

**50. 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 vehicle 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.

**51. 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:

<u>Employees Contribution</u>	<u>Immediate Employers Contribution</u>
ESI 0.75% of the Wages	3.25% of the Wages
EPF 12% 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.

## 52. DAMAGE CHARGES FOR DELAY IN DELIVERY

In the event of failure by the contractor to deliver the vehicle 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 vehicle 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

## 53. 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 vehicle 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 01 no. pick-up truck for the use of fire section at Mormugao Port Authority for a period of 06 years."

**PART-I (Monthly Charges)**

Sr. No.	Description of Work	Unit	Unit Rate/Month (in Rs.)		GST%
			In Figure	In Words	
1	Monthly Charges for Hiring of 01 no. Pick-up truck.	month			

**PART-II (Additional Kilometers)**

Sr. No.	Description of Work	Unit	Unit Rate/Km (in Rs.)		GST %
			In Figure	In Words	
1	Rate per km. exceeding 1500 kms in a month.	Km			

**PART-III (Mileage)**

Sr. No.	Description of Work	Unit	In Figure	In Words
1	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. The GST element, if any shall not be considered for comparison.
- (ii) 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 vehicle to be supplied on hire
Brand / Model	
Power (bhp)	
Engine Capacity (cc)	
Length in mm	
Lead time/ waiting period for supply/delivery of Vehicle to MPA.	

**BIDDER'S SIGN WITH SEAL**

**Place:**

**Date:**