

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

**NOTICE INVITING BUDGETARY QUOTATIONS**

Name of Work	Budgetary Quotation for "Casual hiring of tourist vehicles on rate contract for a period of 02 years at Mormugao Port Authority."
Date of submission of budgetary quotation	On or before on 08.11.2022 at 0930 Hrs.
Address for communication:	<b>Executive Engineer (G),</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** to enable us to arrive an estimated cost for tendering.

Budgetary Quotation should be addressed to the "Executive Engineer (G)", Mormugao Port Authority, 2nd floor, AO building, Headland- Sada, Mormugao, 403804.

Executive Engineer (G),  
**MORMUGAO PORT AUTHORITY**

## **SCOPE OF WORK:**

Mormugao Port Authority (MPA) intends to invite Budgetary Quotation for "**Casual hiring of tourist vehicles on rate contract for a period of 02 years at Mormugao Port Authority.**"

The interested bidders are required to offer their budgetary quotations for as per the price schedule (Bill of Quantities) indicated at Annexure-I enclosed.

### **Technical/ Commercial Details**

1. Casual hiring means "the required vehicles are ordered on hourly/kms/trip basis whenever Cars/tourist vehicles are required for the use VIP's/VVIP's/Officers/Officials of Mormugao Port Authority, Goa(MPA) and also for the use of various works of the MPA, as and when required".
2. The models of the tourist vehicles shall be not earlier than **Nov'18.** and will be as per the following 02 categories
  - (i) Category-I : AC Toyota Innova Crysta
  - (ii) Category-II : AC Swift D'Zire/ Honda City / Toyota Etios
3. The vehicle shall be supplied along with fuel and driver with experience of driving light or heavy motor vehicles..
4. The vehicles deployed along with driver shall have all the required permits including tourist taxi permit with required sitting capacity issued by the Transport Department along with the valid 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, available at all times with the Drivers of vehicles including valid driving license and badge no. The tourist vehicles shall have yellow number plate & black lettering and registered in the state of Goa.
5. The supplied vehicle shall be in good working condition as required under Motor Vehicle Act and shall comply with the regulations of the Regional Transport Authority.
6. The vehicle shall be kept clean and tidy inside as well as outside with comfortable seats.
7. The tourist vehicles shall have a valid permit for plying in Goa, Karnataka & Maharashtra.
8. Both Extra kilometers and extra hours exceeding the prescribed limit (80 kms and 8 hrs per day) shall be paid at the contracted rates.
9. The rates quoted shall be inclusive of fuel, lubricants, consumables, repair/maintenance, driver's salary, uniform, insurance and all other expenses and inclusive of all taxes, except GST. GST as applicable will be paid extra.

10. Contractor shall be responsible to pay all taxes, charges and duties prescribed for operation of the vehicle within the state of Goa.
11. Income tax as applicable will be deducted at source.
12. Parking, Toll and ferry charges will be paid as per actual subject to production of original receipt and on certification of receipt/bill by the user. Permit of Interstate travel if required /applicable shall be paid for the trip as per actual, subject to production of original receipt.
13. The Contractor shall quote the rates as per Price Schedule (BOQ) at Annexure-I enclosed.
14. The period of casual hiring shall be **for 02 YEARS.**
15. The contract can be extended for the period of 01 year after mutual consent of contractor and MPA with same rate, terms and conditions.
16. The vehicle shall be deployed as and when required by the Controlling Officer (PRO/GAD) of MPA for the use of various works of the MPA. Requirement of the vehicles will be intimated with 01 hr. Prior notice. If the oral intimation is given over telephone, the same will be confirmed in writing subsequently. The drivers with the vehicle shall report to Controlling Officer (PRO/GAD) of MPA, Headland-Sada, at the beginning of casual hiring for recording Kms. reading of the vehicle and for obtaining further instructions from the concerned.
17. The contractor shall maintain a separate log books at his own cost for each tourist vehicle, indicating therein kilometers covered daily on each trip. The opening and closing kilometer readings for each trip are to be recorded in the logbook and each trip entry should be signed by the driver of the tourist vehicle, followed by name and countersign of user official and the original trip sheets shall be enclosed to the bill of hire charges.
18. The tourist vehicles shall be operated outside the Goa State limits as and when required from time to time.
19. The tourist vehicles shall display the board "On Govt. Duty" on front and rear wind shield/glass.
20. The speedometer and odometer/milometer/kilometer of the hired tourist vehicle 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. Tourist vehicles with defective speedometer /odometer/ kilometer recorder will not be accepted for duty.
21. The driver/owner should have adequate communication facilities for mutual convenience.
22. 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.

23. Drivers 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 tourist vehicle with any Port official, a penalty as indicated in the penalty clause of Contract shall be levied.
24. The driver should report on duty in a clean white uniform as required under Motor Vehicles Act/Rules and with proper shave and haircut.
25. 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.
26. Mormugao Port Authority will not take any responsibility for violation of traffic rules by the driver. The drivers of the Car shall carry their driving licenses, badge no. at all the times while on duty.
27. Mormugao Port Authority shall not be liable in any way for any loss, damage, injury to any person 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 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.
28. The vehicle deployed shall have valid Comprehensive motor insurance for the vehicle, covering all the risks for liability of life of passengers and the driver travelling in the tourist taxi 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.
29. MPA shall not be responsible for any loss or damage to the tourist 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.
30. If any accident occurs, the Contractor shall intimate immediately to the controlling Officer of the User Department (PRO/GAD), Safety Officer, CISF and Police Authorities.
31. Port shall not be liable for altercation / accident during the contract period.
32. 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.
33. The Contractor shall ensure that all safety and security regulations of the Port are adhered to.

34. 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.
35. 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.
36. 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. 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.
37. The port shall not be responsible for any labour disputes arising between contractor and the staff deployed on the vehicles.
38. The Competent Authority of MPA reserves the right to accept the quotation wholly or partially, and split the quotation or to reject any or all offers in part or full without assigning the reason thereof.
39. In the event of continued **unsatisfactory performance** or **non-compliance with any of the provisions** of this contract, MPA reserves the right to cancel the contract.
40. In case of breakdown of a tourist vehicle, an alternative arrangement shall be made by the contractor by deploying a substitute vehicle of the same model and category in acceptable condition as the original supplied at the given time and place. Failure on the part of the contractor to make such alternate arrangement would entitle Mormugao Port Authority to get the scheduled trips performed at the risk and cost of the contractor. Besides, in addition penalty charges will be recovered from the bills of the contractor as indicated in the penalty clause. Condition of the alternate vehicle shall be checked by the Controlling officer (PRO/GAD) of MPA and his decision about condition of the vehicle will be final.
41. The bills of the contract will be released by the user dept. after the execution of agreement from contractor and acceptance of Bank Guarantee towards security deposit.
42. Due to outbreak of Covid-19, the following precautionary measures are to be taken by contractor/ drivers:
  - a) Compulsory use of face mask by driver and co-passengers.
  - b) Sanitizer to be maintained in tourist vehicles for use of driver and co-passengers.
  - c) All handles to be sanitized by sanitizer before every trip.
  - d) Interior of tourist vehicles like seats, dashboard and side panels shall be cleaned thrice a day by soap water.

- e) In addition, tourist vehicles are to be sprayed with Sodium hypochlorite solution in the morning and in the afternoon session preferably one hour prior to commencement of schedule trips.
43. PENALTY: If there is any disruption (or) non-performance of service due to any reason or whatsoever, the following penal charges will be levied:-
- i) For mis-conduct/ misbehavior by the driver of the tourist vehicle with any Port official, penalty of Rs.1000/- will be levied and additionally contractor shall replace such driver.
  - ii) Failure on the part of the contractor in providing the required vehicle in time within 01 hour of intimation by MPA or to make alternate arrangement of the same model and category in acceptable condition in case of breakdown/ non- reporting of the tourist vehicles, at the given time and place, penalty of Rs.1500/- will be levied on respective tourist vehicle on per day basis.
  - iii) In the event of imposing any penalty applicable GST will be collected from the contractor in addition to above.
44. The budgetary quotation shall be valid for a period of 180 days.

Executive Engineer (G)  
**MORMUGAO PORT AUTHORITY**

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

Budgetary Quotation for “Casual hiring of tourist vehicles on rate contract for a period of 02 years at Mormugao Port Authority.”

**PART ‘A’ (Basic Rate)**

Sr. No	Category of tourist vehicle (AC)	Description of service	Minimum Charges per tourist vehicle in (Rs.)		% GST
			In Figure	In Words	
1	Category-I: AC Toyota Innova Crysta	Min 80 km and 8 hrs per tourist vehicle per day			
2	Category-II: AC Swift D’Zire/ Honda City/ Toyota Etios	Min 80 km and 8 hrs per tourist vehicle per day			

**PART ‘B’ (Rate for additional kilometer, extra hours and night charges)**

Sr. No	Category of tourist vehicle (AC)	Description of service	Minimum Charges per tourist vehicle in (Rs.)		% GST
			In Figure	In Words	
1	Category-I: AC Toyota Innova Crysta	Rate per km exceeding 80 Km per tourist vehicle			
		Rate per hour beyond 8 hours per tourist vehicle			
		Lumpsum night charges after 23:00 hrs upto 06.00 hrs per tourist vehicle			
2	Category-II: AC Swift D’Zire/ Honda City/ Toyota Etios	Rate per km exceeding 80 Km per tourist vehicle			
		Rate per hour beyond 8 hours per tourist vehicle			
		Lumpsum night charges after 23:00 hrs upto 06.00 hrs per tourist vehicle			

Bidder’s Sign with Seal

**PART 'C' (Rate for One time pick or drop charges)**

Sr. No	Category of tourist vehicle (AC)	Description of service	Minimum Charges per tourist vehicle in (Rs.)		% GST
			In Figure	In Words	
1	Category-I: AC Toyota Innova Crysta	Rate for one time pick-up or drop from Goa Airport to MPA guest house, Headland- Sada or vice-versa			
		Rate for one time pick-up or drop from Madgaon railway station to MPA guest house, Headland- Sada or vice-versa			
2	Category-II: AC Swift D'Zire/ Honda City/ Toyota Etios	Rate for one time pick-up or drop from Goa Airport to MPA guest house, Headland- Sada or vice-versa			
		Rate for one time pick-up or drop from Madgaon railway station to MPA guest house, Headland- Sada or vice-versa			

Date:

Bidder's Sign with Seal

Place:

**Note:** The bidder shall quote the price exclusive of GST. Applicable GST shall be paid on the quoted price. The bidder shall indicate the applicable GST rate. The GST element, if any shall not be considered for comparison.