

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

NOTICE INVITING BUDGETARY QUOTATIONS

Name of Work	Budgetary Quotation for "Hiring of 09 nos. cars for HODs for a period of 03 years"
Date of submission of budgetary quotation	On or before on 21.10.2022 at 0930 Hrs.
Address for communication:	Executive Engineer (G), 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, III & IV** 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 Quotations for Hiring of 09 nos. cars for HODs for a period of 03 years on monthly basis for service condition of 1500 kms. & 250 hrs. per month per car.

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

The bidder can offer their budgetary quotations for any category of petrol and electric cars indicated at Annexure-I, Annexure –II, Annexure-III & Annexure –IV, or the bidder can quote for all categories or also opt for a combination of any of the above categories.

Technical Details

1. **(a) Petrol Car:** The cars shall be of entry level sub 4 meter, AC sedan cars, petrol version, with engine capacity of 1190 cc and above under Light Motor vehicle (LMV), along with fuel and driver. The cars shall have yellow number plate & black lettering.

(i) The new petrol cars being supplied as per **Annexure- I** shall be of the model/manufactured not earlier than six months at the time of delivery of the cars to Mormugao Port Authority (MPA).

(ii) The petrol cars being supplied as per **Annexure-II**, shall be of the model/manufactured not earlier than three years at the time of delivery of the cars to MPA.

(b) Electric Car : The cars shall be of sub 4 meter, AC sedan cars, with motor power more than 70 bhp and torque of more than 110 Nm with minimum range of 300 kms and as per Light Motor vehicle (LMV), along with driver. The cars shall have number plate & lettering in compliance to R.T.O. guidelines for commercial/tourist vehicles in the state of Goa.

(i) The new electric cars being supplied as per **Annexure- III** shall be of the model/manufactured not earlier than six months at the time of delivery of the cars to Mormugao Port Authority (MPA).

(ii) The electric cars being supplied as per **Annexure-IV**, shall be of the model/manufactured not earlier than three years at the time of delivery of the cars to MPA.

2. The cars shall be supplied with all required permits including commercial/tourist taxi permit with required sitting capacity and fitness certificates issued by the Transport Department.
3. The cars should have the valid Registration Certificate (RC), Road tax paid certificate, comprehensive insurance (covering all risks of Drivers, passengers traveling in the Vehicle and third party liability), Pollution Under Control (PUC) certificate, fitness certificate, etc. The cars shall be registered in the state of Goa.
4. The concerned Head of Department at his discretion may accept a substitute car or vehicle having capacity of not less than the original supplied as an alternative arrangement, during breakdown/ servicing or if any additional Car has to be provided during the currency of the contract. All the decisions of the Head of Department in this regard shall be binding upon the contractor.
5. The cars should be maintained in good running condition and kept clean and tidy inside as well as outside with comfortable seats.
6. The normal duty timing for engagement of the Cars to be deployed in general shift duty shall be 10 hrs. per day i.e. from 8:30 hrs to 19:00 hrs on all working days and shall be deployed as per the requirement of the Controlling/User officer. The Cars shall report on duty on Saturdays, Sundays and Holidays if required. The Driver of the Cars will be given a Lunch break of 30 minutes during general shift as per convenience of MPA Controlling/User officer.
7. If any Car is required on Saturdays, Sundays and Port Holidays, it shall be called for either half day (5 hrs.) or full day (10 hrs.) for which additional charges shall not be paid upto 1500 kms and 250 hrs per month.
8. Both Extra kilometres and extra hours exceeding the prescribed limit (1500 kms and 250 hrs) in a month shall be paid at the contracted rates.
9. The unused kilometers upto 200 kms and/or unused hours upto 20 hrs for any car as applicable in any month shall be carried forward and adjusted in the subsequent three months, against the respective Car at the same rates. All the decisions of the Controlling officer/User official in this regard shall be binding upon the contractor.
10. The rates quoted shall be inclusive of cost of the fuel in case of petrol cars and cost of charging in case of Electric cars, lubricants, repair/ maintenance, consumables, uniform, insurance, Port area entry pass, salary of drivers deployed and all expenses incurred by bidder and inclusive of all taxes except GST. GST as applicable will be paid extra.
11. The contractor shall maintain the Car in good working condition as required under Motor Vehicle Act and shall comply with the regulations of the Regional Transport Authority.

12. 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. In case if any driver engaged on the cars is found without badge a penalty of Rs.500/- (Rupees five hundred only) per day will be levied and same shall be recovered from the contractor's bill.
13. Mormugao Port Authority shall not be liable in any way for any loss, damage, injury to any person or property caused by the Car while performing scheduled trips for the Mormugao Port Authority.
14. 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.
15. 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.
16. Drivers shall behave politely and in a non-provocative manner with MPA staff. He shall not report under the influence of intoxication during duty hours. He should report in white uniform with proper shave and haircut. In case of any misconduct/ misbehavior by the driver of the Car with any Port official, a penalty as indicated in the penalty clause of Contract shall be levied.
17. The contractor shall produce Cars and the following documents in original along with copies prior to commencement of the contract. Registration Certificate, Motor Insurance book, Fitness certificate, Road tax certificate, Pollution under control (PUC) certificate and commercial/Tourist Taxi permits and also copy of driving licenses and police verification reports of the drivers engaged with their names and mobile nos. Duly certified copy of all the above certificates shall be submitted to this office before delivery of the car to the Port and the same shall be revalidated from time to time. Failure to submit any documents shall result in withholding of the contractor's monthly bills till the time of receipt of the same by the Port.
18. The contractor shall maintain a separate log books at his own cost for each Car, indicating therein kilometers covered daily on each trip as per the prescribed format. 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 car, followed by name and countersign of user official and such kilometer reading recorded in logbook maintained by the

contractor/driver should tally with the milometer/odometer/kilometer reading of the respective car.

19. In case of breakdown of a car or if the car has to be taken to a workshop /service centre for periodical maintenance or any other repairs and maintenance, an alternative arrangement shall be made by the contractor by deploying a substitute car or a substitute vehicle having capacity of not less than the original supplied as an alternative arrangement 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.
20. No additional payment shall be made to the contractor towards idle charges in respect to Car if it remains idle on Sundays / Saturdays / Port Holidays except for minimum monthly charges of the car at contracted rate. However, the contractor shall be entitled for payment for the scheduled trips which he could not carry out for reasons beyond his control viz. non utilization of the car by User official of the Port, strike by the Port employees, general strikes, bandh or other calamities considered as an act of God.
21. Any disputes arising out of this contract shall be mutually discussed between the parties and shall be settled amicably. The decision of the Chairman of the Board shall be final and binding on the parties in this regard.
22. 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.
23. Toll, parking and ferry charges will be paid extra at actual on certification of receipt/bill by the user.
24. The car shall have a valid permit for plying in Goa, Karnataka & Maharashtra.
25. The car shall be operated outside the Goa State limits as and when required from time to time.
26. The driver/owner should have adequate communication facilities for mutual convenience.

27. The Contractor shall have to obtain Port entry passes for the Cars and drivers at his own cost for operating the Cars inside the Port area during the contract period as per applicable Scale of rates.
28. If any accident occurs, the Contractor shall intimate immediately to the controlling Officer of the User Department, Safety Officer, CISF and Police Authorities.
29. Port shall not be liable for altercation / accident during the contract period.
30. 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.
31. The Contractor shall ensure that all safety and security regulations of the Port are adhered to.
32. 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.
33. The Contractor shall produce the Police Verification Report of each of the drivers engaged and the drivers engaged shall not be below the age of eighteen years.
34. Any damages to the cars provided to the Port or any other persons and passengers due to any accident or any other reason during the period of The contract will be at contractor's risk and cost. MPA shall not be responsible for the same in any manner.
35. The contractor shall be responsible to comply with all the requirements of various labour, commercial law/ rules, all statutory requirements necessary for the contract work, any act/ rule applicable to the contract.
36. The cars shall display the board "On Govt. Duty" on front and rear wind shield/ glass
37. The Car provided by the Contractor shall be always in neat, clean and hygienic condition. The Car shall be properly serviced at regular intervals. Seat covers, upholstery etc should be in clean condition and the Car shall be maintained in a properly repaired condition at all times.

38. 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.
39. 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.
40. 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 Car for use of driver and co-passengers.
 - c) All handles to be sanitized by sanitizer before every trip.
 - d) Interior of Car like seats, dashboard and side panels shall be cleaned thrice a day by soap water.
 - e) In addition, Cars 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.
41. During the entire contract period, the Contractor shall provide valid Comprehensive motor insurance for the vehicle, drivers 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 cover all the risks for liability of life of passengers and the driver. This should also cover all riot risks.
42. The contractor should deploy drivers having a valid license with experience of driving light or heavy motor vehicles. The drivers shall be provided with uniforms as required under Motor Vehicles Act/Rules. The contractor should keep the Driving license of the driver, PUC certificate, Insurance documents in respect of Driver / vehicles, certificate of fitness , certificate of Registration of Motor vehicles, certificate of Tax / Tourist permit or any

other necessary certificates issued by the Competent Authority at all times with the Drivers of vehicles.

43. The contractor should replace the car, if it is not roadworthy. If the contractor fails to comply, any consequences arising shall be the responsibility of the contractor.
44. In case the contractor desires to substitute the car he should submit the concerned documents of the substitute car along with written request and obtain prior approval from concerned Dept. of the MPA. Permission shall be given to substitute only that car which strictly confirms to the Tender conditions / specification.
45. The port shall not be responsible for any labour disputes arising between contractor and the staff deployed on the vehicles.
46. The first month bill 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.
47. The contractor shall be responsible to comply with all requirement of various labour, industrial and commercial laws and rules applicable to this contract.
48. The contract can be extended for the period of 01 year after mutual consent of contractor and MPA with same rate, terms and conditions.

49. **FUEL PRICE VARIATION. (Not applicable in case of Electric Car)**

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.

- a) Escalation = $(\text{Variation in Rs in price of fuel per litre} \times \text{Total actual Kms. run in the month}) / \text{Average Kms. per litre.}$
- b) De-escalation = $(\text{Variation in Rs in price of fuel per litre} \times \text{Total actual Kms. run in the month}) / \text{Average Kms. per litre.}$

Fuel consumption is considered as 15 kms per litre. The contracted rates will be based on the price of Petrol in Vasco 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.

The fuel escalation shall be computed considering the price of fuel on the day fuel is refilled by producing the bill of each time fuel is refilled for the month in which services are provided.

50. **PENALTY**

If there is any disruption (or) non-performance of service due to any reason or whatsoever, the following penal charges will be levied:-

SR. NO.	DESCRIPTION	PENALTY
1.	Mis-conduct/ misbehavior by the driver of the car with any Port official.	Rs.1000/-. In addition to the fine, the contractor shall replace such driver.
2.	Failure on the part of the contractor to make alternate arrangement in case of breakdown/ servicing/ non- reporting of the car, at the given time and place.	Rs.2000/- 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 driver does not report for duty/ absconds from duty, and if a substitute driver cannot be arranged by the contractor.	Rs.2000/- per occasion and non-payment of proportionate hire charges for the lost time period rounded up to the next hour.
4.	In case, if, the contractor fails to make alternate arrangement in respect of sr. nos. 2 or sr. no.3 above, and an alternate car/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 sr. no. 2 or sr. no.3 above as applicable.

In the event of imposing any penalty applicable GST will be collected from the contractor in addition to above.

51. 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)

Petrol Car

Budgetary Quotation for "Hiring of 09 nos. cars for HODs for a period of 03 years" where the model/manufacture is **not earlier than six months** at the time of delivery of the cars to Mormugao Port Authority.

1. PART-I (Monthly Charges)

Sr. No.	Description of Work	Unit Rate/Month (in Rs.)	Qty. in months	Total Amount in figures	Total Amount in words	GST%
A	B	C	D	E=C x D	F	G
1	Minimum hiring charges payable upto 1500 km. and 250 hrs. per car		36			

2. PART-II (Additional Kilometers and hours)

Sr. No.	Description of Work	Unit	Qty.	Unit Rate (in Rs.)		GST %
				In Figure	In Words	
1	Rate per km. exceeding 1500 kms in a month per car.	Km.	01			
2	Rate per hr. exceeding 250 hrs. in a month per car.	Hr.	01			

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.

BIDDER'S SIGN WITH SEAL

Place:

Date:

BUDGETARY QUOTATION
PRICE SCHEDULE (BILL OF QUANTITIES)

Petrol Car

Budgetary Quotation for "Hiring of 09 nos. cars for HODs for a period of 03 years" where the model/manufacture is **not earlier than three years** at the time of delivery of the cars to Mormugao Port Authority.

1. PART-I (Monthly Charges)

Sr. No.	Description of Work	Unit Rate/Month (in Rs.)	Qty. in months	Total Amount in figures	Total Amount in words	GST%
A	B	C	D	E=C x D	F	G
1	Minimum hiring charges payable upto 1500 km. and 250 hrs. per car		36			

2. PART-II (Additional Kilometers and hours)

Sr. No.	Description of Work	Unit	Qty.	Unit Rate (in Rs.)		GST %
				In Figure	In Words	
1	Rate per km. exceeding 1500 kms in a month per car.	Km.	01			
2	Rate per hr. exceeding 250 hrs. in a month per car.	Hr.	01			

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.

BIDDER'S SIGN WITH SEAL

Place:

Date:

BUDGETARY QUOTATION
PRICE SCHEDULE (BILL OF QUANTITIES)

Electric Car

Budgetary Quotation for "Hiring of 09 nos. cars for HODs for a period of 03 years" where the model/manufacture is **not earlier than six months** at the time of delivery of the cars to Mormugao Port Authority.

3. PART-I (Monthly Charges)

Sr. No.	Description of Work	Unit Rate/Month (in Rs.)	Qty. in months	Total Amount in figures	Total Amount in words	GST%
A	B	C	D	E=C x D	F	G
1	Minimum hiring charges payable upto 1500 km. and 250 hrs. per car		36			

4. PART-II (Additional Kilometers and hours)

Sr. No.	Description of Work	Unit	Qty.	Unit Rate (in Rs.)		GST %
				In Figure	In Words	
1	Rate per km. exceeding 1500 kms in a month per car.	Km.	01			
2	Rate per hr. exceeding 250 hrs. in a month per car.	Hr.	01			

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.

BIDDER'S SIGN WITH SEAL

Place:

Date:

BUDGETARY QUOTATION
PRICE SCHEDULE (BILL OF QUANTITIES)

Electric Car

Budgetary Quotation for "Hiring of 09 nos. cars for HODs for a period of 03 years" where the model/manufacture is **not earlier than three years** at the time of delivery of the cars to Mormugao Port Authority.

5. PART-I (Monthly Charges)

Sr. No.	Description of Work	Unit Rate/Month (in Rs.)	Qty. in months	Total Amount in figures	Total Amount in words	GST%
A	B	C	D	E=C x D	F	G
1	Minimum hiring charges payable upto 1500 km. and 250 hrs. per car		36			

6. PART-II (Additional Kilometers and hours)

Sr. No.	Description of Work	Unit	Qty.	Unit Rate (in Rs.)		GST %
				In Figure	In Words	
1	Rate per km. exceeding 1500 kms in a month per car.	Km.	01			
2	Rate per hr. exceeding 250 hrs. in a month per car.	Hr.	01			

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.

BIDDER'S SIGN WITH SEAL

Place:

Date: