

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Quotation no.: CME/PD/VI/2022



MORMUGAO PORT AUTHORITY
Ministry of Ports, Shipping & Waterways

Govt. of India

QUOTATION

FOR

**“Casual hiring of tourist vehicles on rate contract for a period
of 04 months at Mormugao Port Authority.”**

Due at **11.00 A.M** on **26.07.2022**

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

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Quotations are invited in a sealed single cover from experienced firms duly superscribed as QUOTATION FOR “Casual hiring of tourist vehicles on rate contract for a period of 04 months at Mormugao Port Authority.”

Details about Quotation:

Quotation No.	CME/PD/VI/2022
Name of Work	“Casual hiring of tourist vehicles on rate contract for a period of 04 months at Mormugao Port Authority.”
Contract Period	04 months
Bid Security Declaration	Bid Security Declaration as per Annexure-I
EMD	Not Applicable. However, the Bidder is required to submit the Bid security declaration as attached at Annexure – I. The Bid not accompanied with Bid security declaration shall be summarily rejected.
Cost of Quotation Document	Free of Cost
Liquidated Damages	Not Applicable
Security Deposit	Not Applicable
Payment terms	100% payment on satisfactory completion of the works, acceptance by the Port and upon submitting undisputed bills along with relevant documents. Contractor bank details to be furnished as per Annexure-II
Bid Submission	As indicated at clause no. 1.4.
Bid Validity	120 Days from the due date of submission of the quotation.
Date of submission	26.07.2022 till 11:00 Hrs.
Date of Opening	26.07.2022 at 11:30 Hrs
Address for communication and submission of bid:	Executive Engineer (P&D), Engineering Mechanical Dept., Mormugao Port Authority, Headland Sada, Goa – 403804.
Contact Details	Phone : 0832-2594230/17/12 ; 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. Cost of the Quotation Document:

Free of cost

1.2. Bid Security Declaration:

The Bidder is required to submit the Bid security declaration as attached at Annexure – I. The Bid not accompanied with Bid security declaration shall be summarily rejected.

1.3 Minimum Qualification Criteria

1.3.1 Financial Eligibility Criteria

Not Applicable

1.3.2 Technical Criteria

The bidder shall have provided A/C Tourist vehicles (Cars, Jeeps, LMVs such as Toyota Innova Crysta /Swift D'Zire/ Honda City/Toyota Etios/ etc) on hire basis either to Central/State Government, Ports, PSU's or to any other reputed firms/companies/organizations on daily or monthly or yearly basis in the last 07 years ending last day of the month previous to the one in which quotations are invited. Copies of work order/ letter of award or acceptance/completion certificate/agreement issued by client shall be submitted as documentary evidence duly stamped and signed by the bidder.

1.4 Submission of Documents and Evaluation of the Bids

1.4.1. The evaluation of the bids will be done on the following documents

- (i) It shall be accompanied by requisite **Bid Security Declaration Form** (Annexure-I) duly filled as per clause 1.2.
- (ii) The quotation document duly signed and sealed by the Bidder on each page along with Annexures duly filled in.
- (iii) Details of PAN, GST registration and Bank details as per Annexure - II
- (iv) The validity of the offer is same as stipulated in the quotation document,
- (v) It meets the Minimum Qualification Criteria (Technical Criteria) as indicated at 1.3.2. and the corresponding documents in support of it have been submitted.
- (vi) The Bid is received by Port by due date and time of submission including any extension thereof.
- (vii) The **SEALED SINGLE COVER** with the above mentioned documents should be super scribed as 'Quotation for "Casual hiring of tourist vehicles on rate contract for a period of 04 months at Mormugao Port Authority" and shall be submitted before the due date and time on second floor of the Port's Administrative Bldg., Engineering Mechanical Department at Headland Sada.
- (viii) The Bidder shall be allowed to be present during the opening of the quotation, in-case he/she desires to. However, necessary COVID-19 related SOPs to be followed.

- (ix) In case the bidder submits Bid with alterations/additions, conditional offer / imposes own terms and conditions / does not accept tender conditions completely, his/her Bid shall be summarily rejected.

1.5 Evaluation Criteria:

1.5.1 The Evaluation will be done on Basic Rate (PART A of the Price Schedule/BOQ) for minimum charges quoted for 80 kms and 8 hours duty for each category (I & II) of tourist vehicles and lowest offer (L1) for either categories (I & II) shall be considered among all Bidders for award of work

1.5.2 If more than one bidder is L1 for the rates quoted in the basic rate (PART A of the Price Schedule/BOQ) in either or both categories, then the work order shall be issued on the bidders who have quoted the L1 rates in that category. Controlling officer (PRO/GAD) shall ensure that in such cases, the trips shall be distributed evenly among the L1 bidders.

1.5.3 The evaluation of rates for extra kilometer's and extra hours and night charges (PART B of the Price Schedule/BOQ) shall be considered from the lowest among all the bidders for either categories (I & II) of tourist vehicles and shall be binding on the lowest bidder evaluated on basic rate (PART A of the Price Schedule/BOQ) in either category .

1.5.4 The evaluation of rates for one time pick up or drop charges from Goa Airport/ Madgaon Railway station to MPA guest house, Headland, Sada or vice-versa (PART C of the Price Schedule/BOQ) shall be considered from the lowest among all the bidders for either categories (I & II) of tourist vehicles and shall be binding on the lowest bidder evaluated on basic rate (PART A of the Price Schedule/BOQ) in either category.

1.5.5 Further, the second bidder (L2) shall be kept in reserve and may be invited to match the rates submitted by the (L1) bidders and award the contract, **in case L1 bidder withdraws or is not selected/terminated for any reason.**

1.6. Bid Validity:

The Bid validity shall be 120 days from the due date of submission of the quotation.

1.7. Security Deposit:

Not Applicable

1.8. Contract Period:

*The period of casual hiring shall be for **04 months** from the date indicated in the work order. The contract may be extended for a further period of **one or two months** on the same rates, terms & conditions if required by the Port by mutual consent.*

1.9. Payment Terms:

- i) 100% payment after satisfactory completion of the services
- ii) The payment will be released within 30 days from the date of receipt of undisputed bills in duplicate and with all other supporting documents such as log sheet indicating the trips performed from place to place and duly signed by the officials using the vehicles to whom allotted.
- iii) The contractor shall furnish their bank account details along with other details as per Annexure-II and copy of the PAN card and GST Registration number. The payment will be made in ECS mode.
- iv) No advance payment of hire charges is allowed. However full payment will be made online on monthly basis.

- v) The hire charges bill shall be handed over to the controlling officer (PRO/GAD), to whom the vehicle is deployed for arranging payment.

1.10. **Liquidated Damages:**

Not Applicable

1.11. **EPF/ESI:** Not Applicable

1.12. **Security & Safety Requirements:** (as applicable)

It will be entirely the contractor's responsibility to take required steps to adequately safeguard the personnel carrying out the work and to ensure that the work is carried out in such a manner that maximum safety to the personnel is assured. Further any insurance of the personnel as per regulations in force has to be taken care of by the contractor.

The contractor shall comply with all regulations imposed by the customs and Port security authorities in respect of the passage of vehicle, materials and personnel through customs and Port barriers. No photographs/films of the work or any part thereof and of Plant/premises shall be taken or permitted to the contractor without the specific approval of the General Administration Department of the Port.

1.13. **Gate Pass:**

Necessary RFID entry passes shall be obtained by the Contractor at their own cost with the approval of Port Officials for entry into Port area. The same can be obtained online from our website www.mptgoa.gov.in.

1.14. **Injury/Damage to persons and property:**

- i.) The contractor shall take all precautions while carrying out the contract work against any possible damage to Port property. Should any such damage be done by the contractor, he shall make good or bear the cost of making good the same, when brought to his notice, without delay to the satisfaction of the Engineer, failing which the same will be recovered from the bill.
- ii.) The contractor shall indemnify the Port against any claim that may arise for any damage to or loss to Port property or injury caused to Port personnel or to any labour engaged by the contractor, during the execution of the contract. The Port will not be responsible for any failure on the part of the contractor or his agent to take necessary measures or precautions in this regard. In this regard contractor will be wholly responsible, if any injury/death of his person on duty, and contractor shall take necessary insurance policy to cover the staff while at work to meet any such eventualities.

1.15. **Force Majeure:**

Notwithstanding anything in this contract to the contrary, neither the MPA nor the contractor shall be liable or deemed to be in default for any failure or any delay in performance hereunder, if caused by "force majeure" which term shall mean but not be limited to fire, explosion, natural causes like flood, earthquake, civil commotion, strikes epidemic, pandemic and other acts of God, action of enemies, act of any government or other similar causes beyond the control of the party affected, who shall notify the other party within a reasonable time from the beginning of the operation of said cause and shall thereafter exert all diligence to overcome such cause of delay and resume performance.

1.16. Personal Protective Equipment's (As Applicable):

The Contractor shall be solely responsible, at his own cost, for the supply of required PPE to his workers and staff and he shall also ensure the use of PPE such as helmets, safety shoes, nose masks, hand gloves, Safety Harness or any other equipment as required depending on nature of work by his staff at site.

1.17. Foreclosure of Contract

Notwithstanding anything in the contract document, the contractor agrees that the Port shall be entitled to foreclose the contract on occurrence of the following events:

- i. In the event of breach of contract by the Contractor
- ii. An emergency or
- iii. for national security and /or national interest and /or public reasons.

Upon the occurrence of the events specified in the above (i),(ii) and (iii)above, the Port reserves the right to fore close the contract at any point of time during the contract period on the issue of the termination notice. The Port shall not be liable to compensate the contractor or any other person for any losses or estimated loss of profits during such period.

1.18. Sub-Contracting: The contract may be sub-contracted by the bidder

1.19. Other terms and conditions: (as applicable)

- i) The General Terms and Conditions at Section-I, Scope of Work at Section II and Price Schedule (Bill of Quantities) at Section III to be read in conjunction to ensure the actual supply and works involved.
- ii) The Contractor shall pay the labour engaged by him for the work a fair wage, as may be fixed by the Labour Department of the State as per the applicable Minimum Wages Act. The payment shall be strictly made to the labour by the contractor through Bank Account.
- iii) Address for communication and submission of bid:
Executive Engineer (P&D)
2nd floor A.O. Bldg, Headland Sada, Engineering Mechanical Dept., Mormugao Port Authority,
Mormugao, Goa – 403804.
Phone: 0832-2594230/17/12.
- iv) Further amendments if any, visit our website <https://www.mptgoa.gov.in/>

**EXECUTIVE ENGINEER (P&D)
MORMUGAO PORT AUTHORITY**

SECTION - II

Scope of Work

Name of the Work: “Casual hiring of tourist vehicles on rate contract for a period of 04 months at Mormugao Port Authority.”

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. In view of the above, to finalize an agency for 04 months period for the above contract, sealed competitive quotations in a single cover are invited from prospective bidders for “**Casual hiring of tourist vehicles on rate contract basis for a period of 04 months at Mormugao Port Authority.**” as per Price Schedule (Bill of Quantities) at Section III of this quotation enquiry.
3. The models of the tourist vehicles 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 EtiosThe tourist vehicles to be supplied should be in good running condition and model shall be not earlier than Jan’18.
The vehicle shall be supplied with all required permits including tourist taxi permit with required sitting capacity and fitness certificates issued by the Transport Department.
The tourist vehicles shall have yellow number plate & black lettering.
The tourist vehicles should have the valid Registration Certificate (RC), Road tax paid certificate, comprehensive insurance (covering all risks of Drivers and passengers traveling in the Vehicle), Pollution certificate, fitness certificate, etc. The tourist vehicles shall be registered in the state of Goa.
4. The rates quoted shall be inclusive of fuel, lubricants, consumables, repair/maintenance, driver’s salary, and all expenses and inclusive of all taxes, except GST. GST as applicable will be paid extra.
5. The Contractor shall quote the rates as per Price Schedule (BOQ) at Section III enclosed.
6. Extra charges beyond the prescribed limit of Kms/ hours will be paid as per the quoted rates.
7. *The period of casual hiring shall be **for 04 months** from the date indicated in the work order. The contract may be extended for a further period of **one or two months** on the same rates, terms & conditions if required by the Port by mutual consent.*
8. 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.
9. In the event of any breakdown during duty hours of the operating vehicles, an alternate vehicle shall be provided immediately. In case of any failure on the part of the contractors to provide the alternate vehicle, then the contractor is liable for **penalty of Rs.1500/- per vehicle per day**. The alternate vehicle provided by the contractor must be of same model and same category of the vehicle at same quoted rate or else penalty as stated above, shall be levied.

If the alternate vehicle supplied by the contractor is **not in acceptable condition** to the Controlling officer no payment shall be made to the contractor for that day against that vehicle and MPA shall have the discretion to make alternate arrangements at the risk and cost of the contractor. Condition of the vehicle shall be checked by the Controlling officer (PRO/GAD) of MPA and his decision about condition of the vehicle will be final.

10. 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.
11. *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.***
12. *Further, MPA reserves the right to terminate/pre-close the contract at its convenience, without assigning reasons to the contractor by giving a notice period of 30 days. The contractor shall not have right of any claim on MPA on account of such termination.*
13. Any damages to the vehicle provided to the Port or any other vehicle or persons and passengers due to any accident or due to any other reasons during the period of contract will be at contractor's risk and cost. The Port trust shall not be responsible for the same in any manner.
14. Income tax as applicable will be deducted at source.
15. The trip sheet in the prescribed format shall be maintained and signature of user department/person shall be taken for all official journeys duly indicating the timings and Kms run for each trip. The original trip sheets shall be enclosed to the bill of hire charges.
16. The contractor shall be responsible to comply with all the requirements of various *labour, commercial law/rules, all statutory requirements necessary for the contract, any acts/rules applicable to this contract.*
17. The vehicle shall display the board "**ON GOVT. DUTY**".
18. Contractor shall be responsible to pay all taxes, charges and duties prescribed for operation of the vehicle within the state of Goa.
19. The driver shall wear the clean white uniform and shall maintain cordial relationship with the users of departmental officers/officials.
20. Parking /Toll fee will be paid as per actual subject to production of original receipt. Permit of Interstate travel if required /applicable shall be paid for the trip as per actual, subject to production of original receipt.
21. **The supply order itself binds as agreement for the subject hiring.**

**EXECUTIVE ENGINEER (P&D)
MORMUGAO PORT AUTHORITY**

BID SECURITY DECLARATION FORM

(To be executed on bidder's letter head)

Date: _____ Quotation No. _____

To,
The Executive Engineer (P&D)
Office of Chief Mechanical Engineer,
Engineering Mechanical Dept.,
Mormugao Port Trust,
A.O. Bldg, Headland Sada,
Mormugao, Goa – 403804.

Sub. : Quotation for “Casual hiring of tourist vehicles on rate contract for a period of 04 months at Mormugao Port Authority.”

I/We, The undersigned, declare that:

I/We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with MPA for a period of one (1) year 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.

I/We understand this Bid Securing Declaration 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 Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

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

Corporate Seal (where appropriate)

BANK DETAILS FOR ECS PAYMENT

1. Name of the Bank and Branch :
2. Account Number :
3. MICR Number :
4. Type of Account :
5. IFSC Number :
6. Copy of PAN Card :
7. GST Regn. No.:

Firm's Sign and Seal

Place:

Date:

CHECK LIST

Quotation No: CME/PD/VI/2022

**SCHEDULE FOR CHECKLIST OF DOCUMENTS TO BE UPLOADED
ALONG WITH QUOTATION**

DETAILS OF DOCUMENT TO BE SUBMITTED			YES	NO
TECHNICAL BID	1	Bid Security Declaration		
	2	Certificates: a) Valid GST Registration Certificate. b) Pan card copy.		
	3	Quotation Document, sealed and signed by the bidder		
	4	a) Annexure – I - Bid Security Declaration. b) Annexure – II – Bank information for E-payment		
PRICE BID	5	PART-III - Price Schedule (Bill of quantities-BOQ)		

SECTION – III

Price Schedule

Bill of Quantities (BOQ)

Quotation Inviting Authority: Office of the Executive Engineer (P&D), Engineering Mechanical Department, Mormugao Port Authority, Headland Sada Vasco 403 804.

Name of Work: “Casual hiring of tourist vehicles on rate contract for a period of 04 months at Mormugao Port Authority.”

Quotation No.: CME/PD/VI/2022

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			

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

Note:

- 1) The offered rates shall be exclusive of GST.
- 2) Evaluation will be done on Basic Rate as per clause no.1.5 (Evaluation Criteria)

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			

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

Note:

- 1) The offered rates shall be exclusive of GST.
- 2) Evaluation will be done as per clause no.1.5 (Evaluation Criteria)

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:

Signature:

Place:

Name:

Address:

Office Seal of firm

Note:

- 1) The offered rates shall be exclusive of GST.
- 2) Evaluation will be done as per clause no.1.5 (Evaluation Criteria)