

MORMUGAO PORT AUTHORITY

ENGINEERING MECHANICAL DEPARTMENT
ADMINISTRATIVE OFFICE, HEADLAND SADA, GOA-403804
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INSTRUCTION

Sub: Budgetary offer for Hiring of 01 (one) no. car for a period of 02 years.

Momugao Port Authority (MPA) intends to float tender for hiring of 01 no. AC car for operating at MPA for a period of 02 years and extendable for further period of 1 year.

The details of car and other terms & conditions for operating the hired car are enclosed at **ANNEXURE-I**.

You are requested to submit your budgetary offer as per enclosed format at **ANNEXURE-II**, to enable us to arrive an estimated cost for tendering.

Your budgetary offer should be address to the” Executive Engineer (G), Mormugao Port Authority, 2nd floor, AO building, Headland- Sada, Mormugao, 403804 on or before **17.02.2022**. **by 11.00 hrs**. The email address “nityanand.baadkar@mptgoa.gov.in”.

For any clarification you may contact us by telephone on 0832-2594205/12/17.

(N.V. Baadkar)
Executive Engineer (G)

Encl: ANNEXURE-I & II

ANNEXURE-I

1. SCOPE OF WORK:

Hiring of 01 no. car in the C-Segment category, entry level mid-size sedan, petrol, AC version, with engine capacity between 1450 cc to 1500 cc on monthly basis for a period of 02 years and extendable for further period of 1 year for service condition of 1500 kms. & 250 hrs. per month.

2. MODEL/MAKE OF THE CAR:

A) The car being supplied shall be of the model/manufactured not earlier than three years from the date of the opening of technical bid.

B) The make of the car shall be of C-Segment category entry level mid-size sedan, petrol, AC version, with engine capacity between 1450 cc to 1500 cc, and having number plate with yellow background & black lettering along with driver. The car should have the valid Registration Certificate (RC), commercial/tourist taxi permit, PUC and comprehensive insurance. The car shall be registered in the state of Goa.

3. TIMINGS / USAGE:

(a) The normal duty timing for engagement of the car shall be 10 hrs. per day i.e. from 8:30 hrs to 19:00 hrs on all working days. Car shall report on duty on off Saturdays, Sundays and Holidays if required and shall be called for either half day (5 hrs.) or full day (10 hrs.) without additional charges. The Driver of the Car will be given a Lunch break of 30 minutes during general shift as per convenience of MPA Controlling/User officer.

The service conditions for the car shall be 1500 kms and 250 hrs per month and minimum charges per month for car shall be paid at the contracted rate.

(b) Extra kms. and extra hrs as applicable exceeding the prescribed limit in a month shall be paid at the contracted rates.

(c) The unused kilometers upto 200kms and unused hours upto 20 hrs as applicable in any month for the car shall be carried forward and adjusted in the subsequent three months, against the car at the same rates. All the decisions of the Controlling officer/User official in this regard shall be binding upon the contractor.

4. The cost of the fuel, maintenance, consumables, insurance, and salary of personnel deployed including all other charges in respect of the subject car shall be borne by the contractor.
5. 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.
6. 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.
7. In case of breakdown of the car, an alternative arrangement shall be made by the contractor by deploying a substitute car of similar make and capacity for duty at the given time and place.
8. The Contractor shall produce the Police Verification Report of the drivers engaged and the drivers engaged shall not be below the age of eighteen years.
9. The contractor shall maintain a log book at its own cost for the car, indicating therein kilometers covered daily on each trip as per the prescribed format. The opening and closing meter readings for each trip are to be recorded in the logbook and each page should be signed by the driver of the car with names and countersigned by user official and such milometer recording should tally with logbook maintained by the contractor with the milometer reading of the car.
10. Toll, parking and ferry charges will be paid extra at actual on certification by the user.
11. The car shall have a valid permit for plying in Goa, Karnataka & Maharashtra.
12. The car shall be operated outside the Goa State limits as and when required from time to time.
13. The Contractor shall have to obtain Port entry pass for the car and drivers at his own cost for operating the car inside the Port area during the contract period as per applicable Scale of rates.
14. If any accident occurs, the Contractor shall intimate immediately to the Officer of the User Department, Safety Officer, CISF and Police Authorities.
15. Port shall not be liable for altercation / accident during the contract period.
16. 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.
17. The Contractor shall ensure that all safety and security regulations of the Port are adhered to.

18. The contractor or his Sublette shall not be permitted to wash the hired car using Port facility at Administrative office building.
19. 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, car is to be sprayed with Sodium hypochlorite solution in the morning and in the afternoon session preferably one hour prior to commencement of schedule trips.

20. **RATES AND AMOUNTS INCLUDE ALL CHARGES:**

The rates and amounts submitted by the Bidder shall include all payments on account of taxes, levies, duties, royalties, etc., payable to the State of Goa or Government of India or any other authority or Body Corporate and all other incidental charges that the Bidder may have to bear for the execution of the Works. The Bidders shall make their own arrangements to ascertain the applicable rates in respect of Central Excise Duty from the concerned Govt. Authorities. However, GST will be extra as applicable. The rates shall be valid during the entire contract period subject to fuel price variation.

21. **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.

- 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 shall be considered as 21 km per litre. The contracted rates will be based on the price of Petrol in Vasco as on date of issue of Letter of Award (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.

BUDGETARY QUOTATION
FOR HIRING OF 1 NO. AC CAR FOR A PERIOD OF 2 YEARS

Type of vehicle: C-Segment category
entry level mid-size sedan car, petrol, AC version,
with engine capacity between 1450 cc to 1500 cc

RATES

Model/Manufacture: Not earlier than three
years from the date of the opening of
technical bid.

- A. Minimum charges payable upto 1500 Kms.
and 250 hrs. per month. Rs. _____
- B. Rate per km. exceeding 1500 kms in a month Rs. _____
- C. Rate per hour beyond 250 hrs. in a month Rs. _____

Note: The rates quoted are exclusive of G.S.T.

Name & Signature of Contractor : _____

Address : _____

Place: _____

Date: _____