

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

NOTICE INVITING BUDGETARY QUOTATIONS

Budgetary Quotation no.	BQ/2025/03
Name of Work	Budgetary Quotation for "Hiring of 05 nos. Electric cars for a period of 05 years at Mormugao Port Authority"
Date of submission of budgetary quotation	On or before 09.09.2025 at 15.00 hrs
Address for communication:	Executive Engineer (P&D), 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** and Car Details as per **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

1. GENERAL:

Mormugao Port Authority (MgPA) intends to invite Budgetary Quotations for **"Hiring of 05 nos. Electric cars for a period of 05 years at Mormugao Port Authority"**. The interested bidders are required to offer their budgetary quotations as per format indicated at Annexure-I and details of vehicles which bidder is going to supply as per Annexure-II.

2. SPECIFICATION & REQUIREMENTS

- 2.1 The Electric cars to be supplied on hire basis shall be of type hatchback, 4+1 seater, with AC, motor power of 55 kW (min.) and operating range of 290 kms or above on a single full charge.
- 2.2 The Electric cars shall be supplied along with 7.2kW AC charger units (fast charger) or higher capacity charger and experienced drivers.
- 2.3 Quantity of Electric cars to be supplied shall be 05 nos. brand new cars and white in colour.
- 2.4 Electric cars shall be registered as commercial vehicle in Goa.
- 2.5 The number plate of all the hired cars shall be as per Motor vehicles Act/ Rules/ R.T.O. guidelines of Goa.
- 2.6 The vehicle provided by the Contractor shall be always in neat, clean and hygienic condition. The vehicle shall be properly serviced at regular intervals. Seat covers, upholstery etc should be in clean condition and the vehicle shall be maintained in a properly repaired condition at all times.
- 2.7 Although budgetary quotation indicates supply of 05 nos. vehicles, MgPA reserves the right to reduce or increase the no. of vehicles at the time of tendering or issue of Letter of Acceptance or during currency of the contract.
- 2.8 The bidder shall indicate the details of vehicles for which budgetary rate is offered as per **Annexure – II**

3. TIMINGS / USAGE

- 3.1 The service conditions for the 05 nos. E-Cars shall be 2000 kms. & 250 hrs. per month per vehicle. Minimum charges per month shall be paid at the contracted rate. Extra kms. and extra hrs as applicable exceeding the prescribed limit in a month shall be paid at the contracted rates.
- 3.2 The normal duty timing for the deployment of vehicles for general duty shall be approximately 10 hrs. per day i.e. 08.30 hrs to 19.00 hrs, on all working days (this duration includes a 30-minute lunch break) and shall be deployed as per the requirement of the controlling/user officer. However, the actual working hours per day shall be calculated from the time the vehicle reports for duty until it is released from duty. Contractor shall confirm the regular/default duty hours with the concerned user department. The vehicle shall report for duty on Saturdays, Sundays, Holidays, and before/after Office timings or night inspections if required without additional charges. The Driver of the vehicle will be given a Lunch break of 30 minutes during duty as per convenience of MgPA Controlling/User officer.

- 3.3 The monthly bills of the contractor for each vehicle, shall be settled and paid every month separately for each vehicle, based on the monthly amount quoted by the contractor, irrespective of whether there are less/extra Km and Hrs. for the month. The less/extra kms & hours, as the case may be, shall be accumulated over a period of six months. At the end of six months period, these less/extra kms and Hrs. shall be reconciled and difference amount if any, arising out of usage of kilometers and hrs will be paid to the contractor, after adjusting against the accumulated unused kms and hours for respective vehicle during that 06 months period. On reconciliation as above, any unused kms. and hrs. accumulated during these 06 months will not be carried forward in the next period of 06 months. The same 06 monthly pattern will then continue for the rest of the contract period. All the decisions of the user department official, in this regard shall be binding upon the contractor.

4. OBLIGATIONS OF THE CONTRACTOR

- 4.1 For charging of supplied Electric cars, Charging unit/ facility shall be provided and installed by the Contractor at his cost. Location for installing the facility and electricity for charging shall be provided by MPA free of cost. The contractor shall provide minimum of 3 nos. fast charging units and has to ensure full charge of all vehicles before beginning of first trip every day.
- 4.2 All the supplied vehicles shall be strictly used for the work of Mormugao Port Authority only.
- 4.3 The vehicles shall have all the required permits for plying in the states of Goa with 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), etc, whichever applicable as per regulations as stipulated by Motor Vehicles Act/ Rules, RTO, Govt. of Goa and the Drivers of vehicle shall have valid driving license suitable for driving the vehicle. The vehicle shall be registered in Goa.
- 4.4 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. 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.
- 4.5 The supplied vehicle shall be in good working condition during the contract period as required under Motor Vehicles Act/Rules and shall comply with the regulations of the Regional Transport Authority.
- 4.6 The vehicle shall be kept clean and tidy inside as well as outside with comfortable seats during the entire duration of the contract
- 4.7 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 each Vehicle.

- 4.8 The rates quoted shall include the charges towards manning, lubricants, consumables, repair/maintenance, salary of personnel deployed, uniform, insurance, payment of salaries as per requirement of Statutory Authorities (ESIC, EPF, etc) and all other expenses and inclusive of all taxes, except GST.
- 4.9 Contractor shall be responsible to pay all taxes, charges and duties prescribed for operation of the vehicles within the state of Goa.
- 4.10 The vehicle will be used within the state of Goa. However, 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. In case of interstate travel (Maharashtra & Karnataka) payment of tax shall be paid by the contractor in advance. Parking, Toll, ferry charges and interstate travel charges will be paid by MgPA extra at actuals on certification by the user/controlling officer.
- 4.11 The drivers with the vehicle shall report to User Official at Admin Office Bldg/MgPA, Headland- Sada, Mormugao or any other specified place within MgPA complex and the same shall be considered as the starting point for commencement of trips.
- 4.12 The contractor shall maintain separate log sheets at his own cost for each vehicle, indicating therein mileage 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 log sheets of vehicle and each page should be signed by the driver of the vehicle with names and countersigned by the user official. The kilometer reading on the vehicles' dashboard should tally with the log sheets maintained by the contractor.
- 4.13 The speedometer and odometer/milometer/kilometer of the hired vehicle must be maintained at a high standard of accuracy. Any defect noticed by MgPA 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.
- 4.14 The driver/owner should have adequate communication facilities for mutual convenience.
- 4.15 Contractor shall ensure that driver of the vehicle shall be always in white uniform and always report for duty in uniform on time, complying with guidelines of MgPA, Motor vehicles Act/ Rules/ R.T.O. guidelines. The drivers shall be neatly dressed in a presentable manner with proper shave and haircut.
- 4.16 Mormugao Port Authority will not take any responsibility for violation of traffic rules by the driver. The drivers of the vehicle shall carry with them all requisite documents as per Motor Vehicles Act/Rules/ R.T.O. guidelines at all times while on duty.
- 4.17 Mormugao Port Authority shall not be liable or responsible in any way for any loss or injury to any person or damage to vehicles 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. MgPA 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

- 4.18 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.
- 4.19 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. 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.
- 4.20 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.
- 4.21 MgPA shall not be responsible for any labour disputes arising between contractor and the staff deployed on the vehicles.
- 4.22 The Contractor shall maintain 100% availability of the vehicle and driver after adjusting scheduled periodical maintenance or in case of breakdown of the vehicle. During such maintenance/breakdown of the vehicle, alternate vehicle of similar/higher capacity shall be deployed at contractor's cost and risk at the given time and place till the original vehicle resumes to service.
- 4.23 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 and his decision on condition of the vehicle will be final.

- 4.24 The Contractor shall have to obtain Port entry pass for the vehicle and driver at his own cost for operating inside the Port area during the contract period as per applicable Scale of Rates.
- 4.25 The contractor shall replace the vehicle if not roadworthy. The decision of the User Department in this regard will be final.
- 4.26 Each driver shall be provided with enough nos. of uniform sets (shirts and trousers) of appropriate size for daily usage and always report for duty in clean and tidy uniform, complying with guidelines of Motor vehicles Act/ Rules/ R.T.O. guidelines, with proper shave and haircut.
- 4.27 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.
- 4.28 The bidder shall have/ shall set up an operational Office at Goa to monitor the day to day activities of the subject contract.

5. PAYMENT TERMS:

- 5.1.1 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 vehicles to whom allotted. GST number shall be invariably indicated on all the invoices.
- 5.1.2 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.
- 5.1.3 No claim of interest will be entertained by the MgPA with respect to delay on effecting the payment by MgPA as per aforesaid payment terms.
- 5.1.4 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.
- 5.1.5 The hire charges bill shall be handed over to the respective user departments, to whom the vehicle is deployed for arranging payment.
- 5.1.6 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.

6. 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). Whenever the minimum wages are revised by the Government as per Minimum Wages Act, during the currency of the contract, the wages paid shall not be less than the revised rates applicable.

The wages paid shall include wages for weekly day of rest. One day in a week will be counted as a mandatory rest day (weekly off).

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.

Wages, OT etc. paid shall be entered in personnel register.

The minimum wages per day applicable as on 01.04.2025 as per Minimum Wages Act, are Rs.674/-(Rs.437/- basic wage + 237 VDA).

Note: The wages are normally revised by the Chief Labour Commissioner (C), Ministry of labour and Employment, New Delhi, once in 6 months linked to the Consumer Price Index. All such costs due to increase in wages by CLC shall be borne by the contractor without any extra cost to MgPA.

7. SUB-CONTRACTING/ SUB-LETTING OF THE WORK:

- a. The Contractor may sublet part of the Works as indicated at 7 (b).
- b. The Contractor shall have minimum 01 no. of vehicle on his ownership and balance 04 no. vehicles can be Subletted.

8. 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 MgPA in lieu thereof.	Charges at actuals on account of hiring alternate vehicle by MgPA 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
PRICE SCHEDULE (BILL OF QUANTITIES)

Budgetary Quotation for “Hiring of 05 nos. Electric cars for a period of 05 years at Mormugao Port Authority.”

ELECTRIC CAR

PART-I (Monthly Charges)

Sr. No.	Description of Work	Unit	Unit Rate per Month (in Rs.)		GST%
			In Figure	In Words	
1	Minimum Charges payable upto 2000 kms. and 250 hrs. per month per car. (vehicle to be supplied with driver)	month			

PART-II (Additional Kilometers, Hours and range of Car on full charge)

Sr. No.	Description of Work	Unit	Unit Rate (in Rs.)		GST %
			In Figure	In Words	
1	Rate per km. exceeding 2000 kms. in a month.	Km.			
2	Rate per hour exceeding 250 hrs. in a month.	Hr.			
3	Average range in terms of kms. covered by the car per full charge	Km/full charge			—

Note:

- (i) The rates quoted above shall be exclusive of GST. The bidder shall indicate the applicable GST rate.
- (ii) The budgetary quotation shall be valid for a period of 120 days.

BIDDER’S SIGN WITH SEAL

Place:

Date:

TECHNICAL DETAILS OF VEHICLE TO BE SUPPLIED

Description	Details of Cars to be supplied on hire
Brand and Model Name	
Operating Range in kms per full charge (Min requirement 290 kms per full charge as per ARAI certified)	
Type of charger with rating in kW (Min requirement 7.2kW)	
Full Charging time	
Lead time/ time required for delivery of vehicle to MgPA.	

BIDDER'S SIGN WITH SEAL**Place:****Date:**