

भारत सरकार
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
दीपस्तंभ और दीपपोत निदेशालय
'दीपभवन', एम.जी. मार्ग, घाटकोपर (पूर्व),
मुंबई 400077 (महाराष्ट्र)



Govt. of India
Ministry of Ports, Shipping & Waterways
DIRECTORATE OF LIGHTHOUSES & LIGHTSHIPS
'Deep Bhavan', M.G. Road, Ghatkopar (East),
Mumbai 400077 (Maharashtra)

दूरभाष / Telephone : 022 - 25068390 फ़ैक्स / FAX : 022 - 25060996 ई-मेल / E-mail : dte-mum@gov.in

सं. : ST-Mum-01015(04)/1/2021-भंडार अनुभाग/Store Section

दिनांक : 11/11/2025

भावपत्रक आमंत्रण सूचना/Notice Inviting Quotation

विषय /Sub: मुंबई स्थित फ़र्म से कार्यालयीन उपयोग हेतु विविध प्रकार के किराए के वाहनो की एक साल आपूर्ति करने हेतु भावपत्रक -संदर्भ I / Quotation of providing various Hire vehicle for the departmental use for one year period from Mumbai based firms -Reg.

कृपया विभागीय उपयोग के लिए नियमों और शर्तों के अनुसार किराये के वाहन उपलब्ध कराने के लिए संलग्न प्रारूप में अपना दर/कोटेशन संलग्नक-I में "निदेशक, प्रकाश स्तंभ और प्रकाश पोत निदेशालय, दीप भवन, एमजी रोड, घाटकोपर (पूर्व), मुंबई-400077" को लिफाफे में विधिवत रूप से "किराये के वाहन के लिए कोटेशन" लिखकर 14/11/2025 को 16:00 बजे या उससे पहले भेजें।

Please send your rate/quotation in the format enclosed Annexure-I for the Providing Hire vehicle for the departmental use as per the terms and conditions to "THE DIRECTOR, DIRECTORATE OF LIGHTHOUSE AND LIGHTSHIPS, DEEP BHAVAN, M.G. ROAD, GHATKOPAR (EAST), MUMBAI-400077" in the envelope duly super scribed with "Quotation for Hire vehicle" on or before 14/11/2025 at 16:00 hours.

भावपत्रक के terms and Conditions संलग्नक-II के मुताबिक रहेंगे / The terms & conditions of quotation will be as per Annexure-II.


(के. कार्तिक चेंसुदर / K. Karthik Chensudar)
निदेशक / Director

प्रतिलिपि :

1. सूचना पट्ट ।
2. गार्ड संचिका ।

(अनुसंलग्नक-I/Annexure-I)
वाणिज्यिक बोली प्रपत्र/Commercial Bid Form
 (For Local/ out station Hiring)

Schedule: A Vehicle List:

Sr No	Type of Vehicle/ Name of Car	80km X 8hrs.	Rate per Additional Km beyond 80Kms	Rate per Additional Hr beyond 8Hrs	GST %	कुल राशि /Total
		A	B	C	D	E=A+B+C+D
1	Hatchback (Maruti Suzuki Swift, Maruti Suzuki WagonR, Tata Tiago, Tata Nexon, Hyundai Santro)					
2	Sedan (Honda Amaze, Maruti Suzuki Dzire, Hyundai Xcent, Ford Aspire, Honda City)					
3	SUV (Maruti Suzuki Ertiga, Maruti Suzuki VitaraBrezza, Mahindra Scorpio, Maruti Suzuki XL6, Ford Eco sport, Mahindra XUV 300 & XUV 500, Toyota Innova)					
4	Premium SUV (Toyota Innova Crysta, Honda CR-V)					
5	MUV (Mahindra Bolero Camper)					

Rate are applicable for AC vehicle Only

Schedule: B Vehicle List:

Sr No	Type of Vehicle/ Name of Car	300Kms X 24Hrs	Rate per Additional Km beyond 300Kms	Rate per night hault	GST %	कुल राशि /Total
		A	B	C	D	E=A+B+C+D
1	Hatchback (Maruti Suzuki Swift, Maruti Suzuki WagonR, Tata Tiago, Tata Nexon, Hyundai Santro)					
2	Sedan (Honda Amaze, Maruti Suzuki Dzire, Hyundai Xcent, Ford Aspire, Honda City)					
3	SUV (Maruti Suzuki Ertiga, Maruti Suzuki VitaraBrezza, Mahindra Scorpio, Maruti Suzuki XL6, Ford Eco sport, Mahindra XUV 300 & XUV 500, Toyota Innova)					
4	Premium SUV (Toyota Innova Crysta, Honda CR-V)					
5	MUV (Mahindra Bolero Camper)					

Rate are applicable for AC vehicle Only

Schedule: C Vehicle List:

Sr No	Type of Vehicle/Name of Car	300km / 24 hrs.	Rate per Additional Km beyond 300Kms	Rate per night hault	GST %	कुल राशि /Total
		A	B	C	D	E=A+B+C+D
6	Truck of 10/12 ton Capacity					
7	Tempo Traveller 20 seat capacity A.C					

***Terms & Condition as per Annexure-II & III.**

Signature of firm with seal

(अनुसंलग्नक-II/Annexure-II)

Terms and Conditions

1. The area of operation will be Local and Outstation and contract valid for one year from the date of issue of work order.
2. Vehicle Hiring Services- Vehicle – Day basis. The scope of this Agreement is to hire vehicle on day basis, which includes hiring of vehicles (including driver and fuel requirements) for defined vehicle-days for local and outstation travel of individuals.
3. The vehicle must be made available at any given time and day as informed by this Directorate. The vehicle should report to the place of requirement as per directions of this Directorate. The vehicle shall be provided with sticker marked as "ON GOVT OF INDIA DUTY" on front and rear glass.
4. All vehicles provided shall have all the necessary permits/licenses/clearances including but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, etc. as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.
5. No increase in rate will be acceptable during the period of contract.
6. The driver of the vehicle should be well mannered and in clean dress code approved by RTO.
7. Driver will make his own arrangement of night stay & acomodation on tour during his duties.
8. During the driving of vehicle, the driver shall not be allowed talking on the mobile phone, except emergency.
9. In case of accident whole responsibility lies with driver & the contractor. No extra charge shall be paid for that.
10. Carrying out servicing and repair works is the responsibility of the bidder without affecting the operation of the work. If repair work or servicing requires more time, the bidder should replace the vehicle immediately.
11. Toll taxes will be paid as per actual with proof of payment.
12. The bills should be submitted to this office duly certified from respective in charges in triplicate after end of each trip.
13. Telephone facility (24 hours) must be available with the Firm and the drivers.
14. Log Book: The Service Provider shall maintain a separate duty slip for each vehicle, which will be signed by the authorized signatory of the Buyer/ passenger. Before each vehicle /car is allotted for duty, the odometer reading shall be noted down by the driver and subsequent entries for starting time/closing time, places visited etc. for each duty during service hours. After completion of duty, the driver shall again note down the odometer reading and get it checked and signed by the user of the vehicle deployed by the Buyer. On the basis of each vehicle's duty slip, the Service Provider shall prepare bills enclosing therewith a consolidated statement of each vehicle's running and original copies of duty slip. i.e. maintain the log book.
15. Penalties and Fine will be attracted as per Annex-III
16. PAYMENT TERMS: This section provides details about the terms and conditions of payment towards the services; it may also include deduction of payment in case of faulty service. Some notable points under payment terms are:

- The payment shall be made as per the financial quotes submitted by the Service Provider and accepted by the Buyer.
 - No advance payment shall be made to the Service Provider.
 - The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.
 - Nonetheless, any charges borne by the Service Provider with respect to toll charges, parking fee or entry
 - Payment shall be made only after submission of invoices, logbook, service feedback, non-submission of the same may lead to delay/ deduction in payment.
 - Payment will be made through bank transfer only, in no circumstance cash/ cheque payment will be made.
17. Period of Contract: Under normal circumstances the contract shall be valid for contracted period as specified in the work order and from date of issue of work order. However, contract may be extended at the discretion of the undersigned, if agreed by the Firm on the same rate, terms and conditions
18. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Firm and any breach of such laws or regulations shall be deemed to be breach of this contract.
19. The undersigned reserves the right to accept or reject part of full any quotation without assigning any reasons what-so-ever and in case of any dispute the decision of undersigned will be final and binding to all concerned.
20. Contract may be terminated by Director of Lighthouse & Lightships, Mumbai, if the service offered found to be unsatisfactory.

Signature of firm with seal

(Annex-III)

PENALTIES AND FINE-

In case of noncompliance of the standards of the services to be provided as per this agreement, the buyer would be at liberty to levy such penalty and terminate the contract as per the conditions detailed out below:

Sr. No	Nature of Default	Default Details	Penalties			Remarks
			1 st instance	2 nd instance	3 rd instance	
1	Non-deployment Of vehicle/driver (no replacement provided)	Non deployment for 30 min or more, no replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of daily vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 15% of daily vehicle hiring cost	After 3 instances, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 instances.
2	Non-deployment of vehicle/driver (replacement provided)	Non-deployment for 30 min or more, replacement provided up to 2 hours	Warning	Penalty of 10% of daily vehicle hiring cost	Penalty of 15% of daily vehicle hiring cost	After 3 instances, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 instances.
3	Breakdown of vehicle during trip (no replacement provided)	No replacement provided up to 2 hours	Amount of charges for vehicle hired by Buyer from third party	Amount of charges for vehicle hired by Buyer from third party and a penalty of 10% of daily vehicle hiring cost	Amount of charges for vehicle hired by Buyer from third party and a penalty of 15% of daily vehicle hiring cost	After 3 instances, the buyer may terminate the contract or continue to impose the same penalty as imposed for 3 instances
4	Breakdown of vehicle during trip (Replacement provided)	No replacement provided up to 2 hours	Warning	Amount of charges for vehicle hired by Buyer from third	Amount of charges for vehicle hired by Buyer from third	After 3 instances, the buyer may terminate the contract or continue to

				a penalty of 8% of daily vehicle hiring cost	a penalty of 10% of daily vehicle hiring cost	same penalty as imposed for 3 instances.
5	Delay in arrival of vehicle/ driver	For 30 mins or more	Warning	Penalty of 5% of daily vehicle hiring cost	Penalty of 8% of daily vehicle hiring cost	After 3 instances, the buyer may continue to impose the same penalty as imposed for 3 instances.
6	Misbehaviour by driver/ unacceptable behaviour by driver	Any instance	Penalty of Rs. 1000	Penalty of Rs. 2000/-	-	After 2 instances, the service provider will have to replace the driver
7	Driver in intoxicated state	Any instance	Penalty of Rs. 2500/-	-	-	After 1 st instance, the service provider will have to replace the driver. After 2 cumulative instances, buyer may terminate the contract.
8	Failure to address deficiencies pointed out at inspection	Deficiencies not addressed after 24 hours of inspection	Penalty of Rs. 500/-	Penalty of Rs. 800/-	Penalty of Rs. 1000/-	After 3 instances, the buyer may continue to impose the same penalty as imposed for 3 instances.

Signature of firm with seal