

No.1-8-05/SSW-PWD/Vol-I/2017-18/ 851  
Office of the Suptdg. Surveyor of Works  
Public Works Department,  
Altinho, Panaji - Goa

Dated: - 9/02/2018.

**CIRCULAR**

**Sub: Standard Guidelines for Hiring of Vehicles at various offices in  
Public Works Department.**

1. The Hiring of vehicles will be taken up through e-tendering mode only and in case of exigencies and urgent requirement of vehicles then the work could be taken up without call of tenders but with prior approval.
2. Types of Vehicles & limit for Hiring for various Offices/ Officer's use are as below:

Sr. No.	Name of the Office	Types of Vehicle to be hired and Rate to be considered
1.	Circle Office/ Divisional Office/ Sub-Divisional Office/ LAO Office/ Officers ADM use	Types of Vehicles Bolero/ Jeep/ Tata Sumo/ Xylo/ Dzire or equivalent. Rate @Rs. 19.50 per km.
2.	Office of Principal Chief Engineer/ Chief Engineer	Types of Vehicle (A.C.) Innova Rate @ Rs. 27.00 per km

3. The GST as and if applicable will be paid extra by the hirer/ department.
4. The vehicles hired shall be registered under Tourist Taxi only and should have valid RTO Registration Certificate.
5. The vehicle should not be more than 05 years old.
6. The vehicle should be made available on demand as and when intended by the Department.
7. The vehicle is hired on monthly basis, hence the minimum running of the vehicle i.e. 100 km/day as per notification of Director of Transport shall be worked on monthly basis i.e. the number of days the vehicle is used/ indented in a month and minimum of @100 km/ day shall be payable to the agency or actual km the vehicle has run whichever is higher on monthly basis and not on daily basis e.g. if vehicle is hired for 25 days in a month then the minimum km payable for the month is  $25 \times 100 = 2500$  km or actual kms run in that month whichever is higher.

O/o The Superintending Engineer  
Circle Office IX (NH)  
R.W.D., Altinho - Panaji  
Entry No: 8551  
Date: 12/2/18

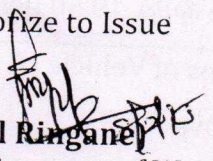


8. The vehicle should have valid PUC Certificate during the contract period.
9. In case if there is any breakdown then the agency should arrange an alternative vehicle within reasonable time as decided by the concerned officer to whom the vehicle is hired.
10. The Driver of the vehicle should be well dressed in prescribed uniform and the vehicle should be maintained and kept clean and neat at all times. The Driver of the vehicle should be provided with a mobile phone and should be aware of all the routes in the State.
11. The Officer shall ensure that henceforth the estimates for hiring of vehicles shall be prepared for minimum period of 1 year only.

These guidelines are issued with Govt. approval vide No. 1-8-05/SSW-PWD/Vol.I/2017-18/34, dated 13/11/2017 for strict compliance with immediate effect.

Sd/-  
**(U. P. Parsekar)**  
Principal Chief Engineer  
P.W.D.

Authorize to Issue

  
**(Anil Ringane)**  
Suptdg. Surveyor of Works  
P.W.D.

1. The Chief Engineer – I /II / NH, R & B, PWD, Altinho, Panaji – Goa.
2. The Suptdg. Surveyor of Works, PWD, Altinho, Panaji-Goa.
3. The Superintending Engineer I to IX, PWD, Altinho/Margao-Goa.
4. The Suptdg. Engineer (Mon & Eva), PWD, Altinho, Panaji-Goa.
5. The Joint Director of Accounts, PWD, Altinho, Panaji-Goa.
6. The Executive Engineer (Legal), PWD, Altinho, Panaji-Goa.
7. Office file.
8. Guard file.

C.Cs:

1. The Chief Secretary, Secretariat, Porvorim – Goa.
2. The O.S.D to Hon'ble Chief Minister, Secretariat, Porvorim – Goa.
3. The O.S.D to Hon'ble Minister (PWD), Secretariat, Porvorim – Goa.