No:1-8-05/SSW-PWD/Vol.I/2024-25/460
Government of Goa,
Office of the Suptdg. Surveyor of Works,
Public Works Department,
Altinho, Panaji, Goa.

Dated: 17th February, 2025.

CIRCULAR

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

In supersession of earlier Standard Guidelines issued for hiring of vehicles vide Circular No. 1-8-05/SSW-PWD/Vol-I/2022-23/101 dated 12/07/2022, revised Standard Guidelines in line with Circular issued by Finance Department vide No. 7/5/2021-Fin(Exp)/151 dated 05/09/2024 as under shall be followed.

1. The hiring of vehicle to be taken up in the absence of Departmental vehicle through e-tendering mode only and in case of exigencies and urgent requirement of vehicles the work could be taken up without call of tenders with prior approval of the Government i.e Hon'ble Minister (PWD) and prior approval of the Finance Department to be obtained before any codal formalities are initiated for hiring of vehicles.
2. The category of vehicles to be hired shall be based on the designation/ rank of the officer/ officials and monthly billing shall be restricted within minimum working hours and distance in kilometers and the rates for hiring of vehicles will be as under which are exclusive of GST until further Orders.

TABLE – A

1.	For other official use	Wagon- R or equivalent (capacity 998-1199 c/c). Rate @Rs. 20.50 per km with distance of 2000 kms/month and minimum working hours of 300/month.
2.	Utility vehicles for Regular Operation and Maintenance purposes	Utility vehicles with 4 doors and carrier- Tata Eicher/ Mahindra or equivalent with distance of 2000 kms/month and minimum working hours of 300/month. Rate @RS. 23.00 per km.
3.	Mini pick up for minor maintenance works	Tata Ace/ Mahindra or equivalent with distance of 2000 kms/month and minimum working hours of 300/month. Rate @Rs. 17.00 per km.

Item Description: For Hiring of vehicles in Public Works Department.

For 1 – Hiring of Vehicle including driver and all other expenses etc., complete for a period of 1 year for official use viz., Wagon-R or equivalent.

For 2 – Hiring of Utility Vehicle with 4 doors and carrier including driver and all other expenses etc., complete for a period of 1 year for official use for day and night use as required viz., Tata/Eicher/Mahindra or equivalent.

For 3 – Hiring of Mini Pick up Vehicle including driver and all other expenses etc., complete for a period of 1 year for official use for day and night use as required viz., Tata ACE/Mahindra or equivalent.

3. The Executive Engineer/ Head of Office will justify the need for hiring of each vehicle and type of vehicle to be hired.
4. The estimate for hiring of vehicle will be for 1 year only.
5. Vehicles required for regular maintenance purpose will be only utility vehicle with 4 doors and carrier as per Table- A.
6. The vehicle hired shall be registered under Tourist Taxi only and should have valid RTO Registration certificate and Driver should possess valid Driving License.
7. The vehicle should be made available on demand as and when intended by the Department.
8. The Vehicle will be hired on monthly basis. Hence the minimum running of the vehicle shall be worked on monthly basis i.e the number of days the vehicle is used/ indented in a month subject to a maximum of 2000 kms per month and minimum working hours of 300 per month.
9. The vehicle should have valid PUC Certificate and insurance during the contract period.
10. 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.
11. 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.
12. The estimate should not include any contingencies.

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

Authorized for Issue

(Shrivallabh R. Pai)
Suptdg. Surveyor of Works

Copy to:

1. The Principal Chief Engineer, PWD, Altinho, Panaji- Goa.
2. The Chief Engineer I & II, NH-(R&B), PWD, Altinho, Panaji- Goa.
3. The Suptdg. Engineer, C.O. I to IX, Panaji/ Margao, PWD, 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, Works Div, I to XXVIII, Panaji/ Margao/ Bicholim/ Ponda/ Porvorim/ Mapusa/ Sanguem, PWD, Goa.
7. The Engineering Officer/ Executive Engineer (Legal), PWD, Altinho, Panaji – Goa.
8. Circular File.

Copy with compliments to:

3. The Secretary, PWD, Govt. of Goa, Secretariat, Porvorim – Goa.
4. The OSD to Hon'ble Minister of PWD, Secretariat, Porvorim – Goa.