
	<p align="center">MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.</p> <p align="center">Government of Maharashtra (Undertaking) (CIN No. U40109MH2005SGC153646) EHV Project Cum O&M Zone, Pune Administrative Building, 3rd floor, Block No.402, Rasta Peth, Pune-411 011 ☎ 26066106,26061132 (P) E-Mail : cepune@mahatransco.in</p>	
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No. CE/EHV/PC/O&M/Zone/Pune/T/ **No 1 0 3**

Date: **22 JAN 2026**

ENQUIRY

Subject: E-Enquiry for Hiring of vehicle for Assistant Chief Vigilance officer (ACVO) under EHV PC O&M Zone, Pune.

Dear Sir,

Sealed & super scribed quotations are invited, so as to reach this office on or before **02.02.2026** up to **11:00 Hrs.** for hiring of CNG/EV/diesel Vehicle along with driver for ACVO under EHV PC O&M Zone, Pune on following Terms & Conditions and as per schedule "A" mentioned below.

The bidders are requested to go through the following instruction in case of any doubt, get them clarified in writing or in person from the office of the Executive Engineer, EHV PC O&M Zone, Pune in advance at least before three days.

TERMS AND CONDITIONS:

1. The offer should be submitted in two separate sealed envelopes contained in one main envelope super scribing the subject.

Separate envelopes shall be as follows

1) Envelop I: This contain documents mentioned below:

- a) Valid copy of R/C Book
- b) Valid copy of Vehicle Insurance
- c) Valid copy of certificate of fitness/passing certificate
- d) Valid copy of valid tourist permit
- e) Valid copy of Certificate of Taxation/Road Tax
- f) Valid copy of PUC
- g) Mahaparivahan details (Attested copy shall be submitted)
- h) Copy of PAN
- i) Valid Copy of Shop Act/NOC from Grampanchayat
- j) Driving license, driver batch details
- k) Professional Tax
- l) GST details (if any)

Copy of documents downloaded from M-Parivahan app of Govt. of India (Under Digital, India) duly signed by registered owner shall be submitted. Above documents shall be verified by Technical & F&A Section.

If validity of any license/certificate expires during order period, you will have to renew the same & submit the copy to concerned office. Payment will be affected for valid period only.

2) Envelop II: Price Bid Document.

This should contain only price bid in given schedule "A", not in another format.

Above both "Envelope I & Envelope II" shall be enclosed in another big envelope in sealed & super scribed the subject of the work.

After verifying the full documents in envelope-I, if it is found that, the bidder fulfills the desired prerequisites; Envelope-II will be opened. If the same is not found meeting the prerequisite, Envelope-II will not be opened.

Quotations with incomplete details or submitted without sealing or super scribing or not submitted in prescribed form etc. are liable to reject. **Offer on E-Mail will not be accepted. This office will not be responsible in delay in postal transit.**

3. Validity Of Offer: The Offer shall be valid for not less than 60 days from date of submission of offer.

4. Rate: Rates shall be quoted as per the Schedule 'A' given. Any changes must be brought out clearly.

5. Period Of Order: The period of work order will be from one year from the date of issue of LOI.

6. Agreement: An agreement is required to be executed by bidder with the company on stamp paper of Rs. 800/- containing all above terms and conditions of the order before its execution. The cost of the bond paper will be borne by you.

7. Security Deposit: Successful bidder will have to pay security 10 % of total order amount to EHV O&M Circle, Pune within 7 days from the date of receipt of work order. If you fail to do so, the SD will be recovered from your bills with interest. Also, you will have to apply for a refund of the SD within 6 months after completion of work period as per work order. If you fail to apply within the stipulated period, your SD amount may liable for forfeit & the action will be taken as per MSETCL rules. SD will be refunded only after satisfactory completion of the contract period after adjustment of any amount payable by you to MSETCL and after receipt of NOC from concern authority who will utilize the vehicle. If PBG is submitted in the form of bank guarantee, proof of stamp duty paid as per Maharashtra Stamp act 2015 (Circular No. MSETCL/Director (Finance)/04567 Dtd. 30.04.2016) should be attached. BG may be ensured as per format enclosed. ***Please note that, the % of SD/PBG Clause of the work order may vary as per rules & guidelines issued by MSETCL / Govt from time to time. Same will be binding on you.***

The termination of the Contract on account of 'Contractor's default' shall not entitle the Contractor to reduce the value of the Security Deposit / Performance Guarantee nor the time thereof. The Security Deposit / Performance Guarantee shall be valid for the full value and for the full period of Contract including 90 days after the end of guarantee period.

8. Working Period: The Normal working hours will be **09:30 to 19:30 Hrs.** with one-hour recess in between. For extra hours beyond this period, overtime will be paid which should be quoted separately in schedule 'A'. On every working day, you will have to make vehicle available for concerned vehicle in-charge as per the instructions.

9. All taxes such as RTO taxes, permissions, registrations, Town duties, insurance & other

statutory charges will be paid by you. Any complication concerned with RTO/Police should be settled by you, MSETCL will not be responsible for any penalty or disciplinary action taken by RTO, Traffic Police etc. If validity of any certificate is expired during contract period, then your will have to produce a copy of renewed certificate.

10. The vehicle will be utilized on any day & it must be made available within short notice from concerned officer/office. The charges will be paid on the basis of the days on which the vehicle is actually available/utilized. The charges shall not be paid for the days the vehicle has not been made available.
11. The vehicle is to be driven by driver of the agency, who must have valid driving license from RTO authorities. The driver has to drive the vehicle as per the instructions of the In-charge of the vehicle. The driver of the vehicle should be permanent as far as possible & should not be changed frequently. If in case, the provided driver has any problem, the agency shall depute another driver immediately.
12. The driver must be polite, well behaved, neatly dressed, punctual in attendance & free from illicit habits. Details of driver such as Name, address, Phone No., License No., Batch No. & validity should be given to office.
13. During the idle period of the vehicle, i.e. beyond normal working hrs. of vehicle as specified by the officer in-charge of the vehicle, the availability of the driver with his address, phone No., must be intimated to the vehicle in-charge invariably, so as to utilize the vehicle at the time of emergency work, if any. Contractor as well as driver should have **telephonic/mobile facility** so that he can be contacted at any time.
14. The vehicle must play on all types of roads. The condition of all the tyres fitted to the vehicle shall be good. A good & serviceable, indispensable Stephane should be provided in the vehicle. Also, the overall condition of vehicle must be in working condition.
15. The vehicle should be in self-starting condition. In case it fails, it should be got repaired immediately at your cost. All the repairing and maintenance charges including cost of spares, oil etc. will be borne by contractor.
16. If the particular vehicle allotted against this order is off the road for longer/ short duration for major/minor repairs, the other vehicle of similar condition shall have to be given as the replacement on the same terms & conditions of the order, having necessary RTO Tourist Permit along with all statutory taxes paid. If you fail to do so, arrangement, if made by MSETCL by other vehicle, the charges whatsoever paid will be recovered from your bill other than penalty clause.
17. All the maintenance charges of the vehicle, salary & other benefits of the driver are at agency's account. The engine oil, diesel & other lubricants shall be arranged by agency at their own cost. Toll charges will be borne by MSETCL.
18. In case of any accidents or any mishap & breakdown takes place to the vehicle during its utilization, all the liabilities of vehicle as well as driver person, goods etc. will be at your risk & cost. The MSETCL will not be responsible for any liabilities & compensation. Alternative arrangement for the vehicle shall be made by you immediately.
19. The vehicle & driver should have requisite license/transport badge license, permit & other important documents for travel in Maharashtra & same must be maintained with the vehicle while on duty without fail.
20. The area for which vehicle has to run will be the area under control of the In charge under

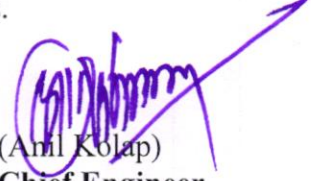
whom the vehicle is being utilized.

21. The driver will not be permitted/allowed to carry any outside passengers, luggage when the vehicle is used under MSETCL's work.
22. If it is found that performance of work is unsatisfactory, the contract is liable for termination without giving any prior notice and at your entire risk. The security deposit paid by you shall be forfeited. You shall not entrust the work on sub-contract /transfer or assign the contract or any part thereof to any third party. In case any deviations observed it will be treated as breach of contract and the contract will be terminated at your entire risk and cost.
23. You will have to maintain two separate logbooks for alternate month use to record the daily journey with timing, kms run, fuel account, places visited etc. at the end of each day & duly signed by officer/person using the vehicle with reasons. The same should be submitted in original along with your bill for arranging payments.
24. The per day rate will be treated for 10 hrs. & extra charges will be paid per hr. At time of halt no OT charges will be paid. The starting & end km should be recorded daily for use of vehicle for MSETCL work, in vehicle logbook duly signed by the authority using the vehicle. Kilometer reading will be taken where the vehicle first reports for company's duty and where it is left last. Empty running between parking place will not be paid for by the M.S.E.T.C.L. Odometer of the vehicle should always be kept in working conditions at all the times without any excuse so as to assess the consumption of diesel.
25. If the order is not executed completely & satisfactorily, it will be treated as cancelled & the work will be got done from the depts/outside agency even at higher rates & the difference in the rates will be recovered from your pending bill if any of S.D.
26. If the vehicle is failed on the road, non-use hours will be counted for proportionate deduction in the daily bill as per the directives of the vehicle in-charge. You have to carry out any repairs/servicing of this hired vehicle only during idle hours & as per the directive of the vehicle in-charge.
27. **Penalty:** - If the hired vehicle or driver is not made available on any working day without any intimation & without convincing reasons by you, payment shall not be made for the same day. The penalty will be charged as Rs. 100/- per delayed hour. If contractor fails to provide vehicle in time for any day penalty will charge Rs. 500/- per day will be recovered from contractor and further execution of order shall be got done from other agency at his cost and risk.
28. **Bills:** Bill will be paid every month for actual working days and you will have to submit the bill in Two copies to the Office of Chief Engineer, EHV PC O&M Zone, Pune. Also the Bill should be uploaded in MSETCL BTS system.
Payment will be made within reasonable time period, subject to availability of funds.
29. **Income tax:** if applicable will be deducted as per prevailing rates, rules/ otherwise, you will have to submit income tax exemption certificate or income tax registration no. of your firm PAN No.
30. In case, the halt other than place of Pune, the driver should arrange his own kits.
31. In case of the different of opinion about the interpretation of terms and conditions between

you & M.S.E.T.C.L. the decision of the undersigned will be final & binding upon you.

32. This office reserves all the rights to accept or reject any or all quotation without assigning any reasons thereof.
33. All General / Technical / Commercial terms & conditions of the contract of the Company are applicable to this contract.
34. For legal disputes, if any, jurisdiction shall be exclusively of Pune courts.

Thanking you.


(Aml Kolap)
Chief Engineer,
EHV PC O&M Zone, Pune

Copy to:-

- ACVO, EHV PC O&M Zone, Pune
- Notice Board

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SCHEDULE "A"

Sr. No.	Particulars	Unit	Rate/Unit (Ex-Rate excluding GST in Rs.)
1	Rate for 10 Hrs. per day (09:30 to 19:30 Hrs) (including diesel/Petrol/CNG up to 2000 km)	Per Day	
2	O.T. per hour (Over & above 10 Hrs.)	Per Hrs.	
3	Night halt charges	Per Day	
4	Extra Km (above 2000 Km)	Per Km	

1. Total monthly amount is restricted to Rs. 50,000/- per month (inclusive of GST & other applicable taxes) including extra charges, O.T, night halt & per day charges including diesel & including Extra Km.
2. The fuel/ major/minor repairs & drivers expenditure will be provided by the vehicle owner.
3. Toll expenses if any shall be borne by MSETCL & shall not be considered in work order value.
4. Vehicle has to travel to area under the jurisdiction of ACVO, Pune. Vehicle will be utilized on any day.
5. Charges will be paid as per actual working days, actual No. of night halts, Extra Km & extra hours.
6. The under signed reserved the right to accept or reject quotation without assigning any reason thereof.


(Anil Kolap)

**Chief Engineer,
EHV PC O&M Zone, Pune**

Copy to:-

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- Notice Board