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**Ref: -. EE/EHV(O&M)/Dn./DHL/Tech/No.- 01559**

**Date: - 24.08.2017**

**“E-ENQUIRY LETTER”**

To,  
All Vendors,

**Sub :- Enquiry for the Work of hiring of 16 seater school bus ( with providing driver & maintenance of bus at your own side) for school / collage going children of MSETCL staff employee residing at 132kv Dhule ( Mohadi) colony under EHV(O&M) Division, Dhule**

**Dear sir,**

In connection to the above subject, please quote your lowest reasonable rates for the following work subject to the terms & conditions mentioned as under:-

Sr No	Particulars of work	Quantity	Rate per day	Remark
1	Work of hiring of 16 seater school bus ( with providing driver & maintenance of bus at your own side) for school / collage going children of MSETCL staff employee residing at 132kv Dhule ( Mohadi) colony under EHV(O&M) Division, Dhule	1 no		Limited Rs.2,98,203=00 including all taxes & charges.

**Terms & conditions :-**

- The rates quoted by you should be valid at least for 12 months & mention taxes clearly including GST or Excluding GST.**
- The work shall be supervised by DYEE,132KV Dhule S/S & you shall be required to render the services of vehicle satisfactorily.
- The registration of the vehicle in the year & after Yr-2014 shall be preferred. The preference will be given to Local Agency & new vehicle.
- The said vehicle should not be owned by Company's employee/his nearest relatives. Certificate accordingly should be attached with the Quotation.
- Driver should be managed by vehicle owner. He should have valid license to drive such type of vehicle and has the minimum 3 years experience for driving such type of vehicle.
- If any accident occurs during the contract period, the complete responsibility of the accident will be to the account of Contractor. MSETCL shall not pay any type of compensation for any type of accident.
- The route is to & fro from 132kv Dhule Sub station staff colony to various Schools & collages at Dhule City. The number of trips will be decided by DYEE,132KV Dhule S/S.The average per day running may be about 150km. The details of route & trips will be given by DYEE, 132KV Dhule S/S as per availability of students in the residency colony Dhule.

- 8) The use of vehicle will be from 06.00AM to 06.00PM on school days normally. However in case of emergency it will be required beyond 08.00PM & on holiday also in which case no other allowances or charges shall be payable.
- 9) **Security Deposit being 10% of ordered value will have be paid in the form of cash to this office before actually engaging of vehicle.**
- 10) **The income tax & TDS GST or any statutory tax as per Govt.rule if applicable will be deducted from your bills.**
- 11) Monthly bill payment will be paid to you by account payee cheque in reasonable time & as per the availability of funds after satisfactory completion of work & as per measurement recorded in MB by DYEE,132KV Dhule S/S .
- 12) Please mention your PAN card No,& service tax no on your quotation / bill otherwise taxes as per rules will be deducted from your bill.
- 13) Essential Documents required for hiring of vehicle-:
  1. Necessary RTO formalities such as RTO documents, RC/TC book, make, model, seating capacity of vehicle PUC certificate, fitness certificate, comprehensive ( full )insurance certificate, valid RTO Tourist permit, PAN card No, Driver license, **GST Registration Certificate & if not applicable then undertaking regarding that**, & all relevant documents as per school bus norms should be obtained from RTO ( same should be valid during the contract period & mentioned continuous by you & self attested Xerox copies of original should be submitted to this office with quotation. You have to take necessary permission if required from RTO authority for hiring purpose as per school bus norms.)
  - 14) If the performance & services given by the hired vehicle & driver is not found satisfactory, the contract will be terminated without giving any notice at the cost & risk of person contracting the vehicle & SD paid will be forfeited.
  - 15) If the hired vehicle is not made available on any working day/ days without convincing the reason or without intimation, the penalty @ 10% of the daily charges will be levied for such every day at the discretion of undersigned.
  - 16) The hired vehicle must be as per school bus norms & should run on all types of road. The condition of all the tires fitted to the vehicle must be in good condition. Good & serviceable Stephaneys should be provided in the vehicle. Vehicle must be always in good condition.
  - 17) All the expenses regarding vehicle repair / driver payment ( including OT if any) shall be borne by you. MSETCL shall not bear any responsibility on its account.
  - 18) You have to provide bill in triplicate at the end of month to DYEE, 132KV Dhule S/S. Monthly bill payment will be paid to you at Division level by account payee cheque in reasonable time & as per the availability of funds after the satisfactory completion of work & as per measurement recorded by DYEE, 132KV Dhule S/S
  - 19) The vehicle shall be hired on per day rental basis & no payment shall be effected for the days on which vehicle service are not provided by you. Secondly if the frequency of non availability of vehicle in a month is found more, the contract shall be liable for termination. In case of break down or non availability of regular hired vehicle you shall provide alternative suitable vehicle immediately.
  - 20) MSETCL will not undertake any responsibility if the instructions /RTO formalities , rules etc are violated by you or vehicle driver.
  - 21) The vehicle will be hired for six months only for academic year 2017-18. Or till exhausted of work order value whichever is later as per decision of undersigned. The period of vehicle shall be normally from the date of actually engaging the vehicle.

- 22) The vehicle is to be driven by the driver to be provided by the contractor who must have valid license for driving such vehicle. The driver has to run the vehicle as per the instruction of DYEE, 132KV Dhule S/S. The driver shall strictly observe all the provision of MV act-1939 amended up to date. The driver must be polite, punctual in attendance & free from illicit habits throughout the contract period.
- 23) All the terms & conditions as per company's rules including those work in the MSETCL booklet "Tender & contract for Works" are applicable in this case also. Notwithstanding stated herein, the company's general terms & conditions of contract shall be applicable to this contract also.
- 24) In case of difference of opinion, about interpretation of terms & conditions between Owner / Agency & MSETCL, the decision of order placing authority will be final & binding on the Owner / Agency.
- 25) The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.
- 26) Bidder should not submit 'Conditional Quotation'. Such conditional offer shall be liable for rejection.
- 27) An agreement of appropriate value (not less than Rs.100/-) of stamp paper shall have to be executed with MSETCL before actually hiring of vehicle. The stamp fees will be borne by Agency.
- 28) DUE DATE: - The sealed super scribed Quotations should reach to this office on or before **Dt. 07.09.2017 up to 13.00 hrs** positively. The quotations may be opened on the same date if possible.

Thanking you,

Yours faithfully,

S/d  
Executive Engineer  
EHV (O&M) Division,  
M.S.E.T.C.L., Dhule

**Copy s.w.r.s to :-**

- 1) The C.E. EHV / C C O&M) Zone, Nashik.
- 2) The S.E. Trans. (O&M) Circle, Bhusawal.

**Copy to :-**

- 3) Dy. Manager (F&A) EHV (O & M) Division Dhule
- 4) The DyEE, 132KV Dhule S/S... as per requirement submitted by you.
- 5) Notice Board - EHV (O & M) Dhule.