

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD
CIN. NO.U40109MH2005SGC153646

From: Executive Engineer
Office Name: PLCC DIVISION, PUNE.
22/11kV Sharda Sub station, Sharda Center, Erandwane, Pune- 411 004
Ph. No. 020-25456992
Email Id: - ee6170@mahatransco.in

Ref. No: EE/PLCC/Dn./PUNE/G-15/190

Date: -22.06.2018

ENQUIRY FOR WORK

Sub: Enquiry for providing 1 No Diesel Vehicle (Tata-Indica or equivalent) with driver on hire **for Ex. Engineer, MSETCL, PLCC Dn, Pune.**

Estimated Cost: Rs.3,00,000/- including all taxes & charges.

Sir,

Sealed & superscribed quotations are invited from the reputed experienced/Registered contractor for the work as described in Schedule 'A' enclosed herewith.

Terms & Conditions:-

1. The prescribed form i.e. Schedule 'A' duly filled in, with the rates written in words & figures, & signed, should be sent by registered post or in person to the Executive Engineer, MSETCL, PLCC Dn, 22/11kV Sharda Sub station, Sharda Center, Erandwane, Pune- 411 004 **on or before dtd.02.07.2018 17.00 Hrs.**
2. Please superscribe the offer with following details.
Quotation for : Hiring of Tata Indica car for Ex. Engineer,
MSETCL, PLCC Dn, Pune
Due Date : **02.07.2018**
Name of Bidder : -----

3. **Security Deposit:** The successful Bidder shall pay 5% of the contract value towards security deposit within 10 days from the date of acceptance of his offer. The amount will be refunded in the normal course, after expiry of the contract period subject to deduction, if any, forfeited as per the terms & conditions.
4. No interest will be allowed on this deposit. If on the breach of contract during contract period S.D. will be forfeited without assigning any reason.
5. The offer shall be valid for acceptance for a period of 90 days from the date of submission of quotation. During this period no bidder shall be allowed to withdraw his offer.
6. All the documents of this enquiry Schedule 'A' & other accompanying documents shall bear the authorized signature of the Bidder, failing which the offer will be liable for rejection.
7. The contract period will be for a period of **Eight months** only from the date of issue of order & its implementation. However the period will be curtailed or extended as per the same accepted rates, terms & conditions.
8. The vehicle will be utilized on any day as per requirement & it must be made available with short notice from concerned officer/office. The charges will be paid on the basis of the days, the vehicle is actually utilized. The charges shall not be paid for the days, the vehicle has not been utilized.
9. **Diesel, engine oil, break oil & other lubricants shall be arranged by the bidder at his own cost.**
10. All taxes such as RTO taxes, Town duties, insurance & other all statutory charges will be paid by bidder only. Any complication concerned with R.T.O./Police for non payment of taxes, permit etc. or any other formalities should be settled by bidder only, MSETCL will not be responsible for the same.
11. The vehicle is to be driven by driver of the party, who must have valid license & transport license/Badge from RTO authorities. The driver should drive the vehicle as per the instructions of the Division incharge. The driver of the vehicle should be permanent as far as possible & should not be changed frequently.
12. The driver must be polite, 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. In case the halt is other than the place of headquarters, the driver should arrange on his own kit. The company on this account will not pay any extra amount other than halting charges.
14. During the idle period of the vehicle i.e. beyond normal working hrs. of vehicle as specified by the officer incharge of the vehicle, the availability of the driver with his address, phone No. if available, must be intimated to Division incharge invariably, so as to utilize the vehicle at the time of emergency work if any.
15. The vehicle must ply on all types of roads. The condition of all the tyres fitted to the vehicle shall be good. A good & serviceable stepney should be provided in the vehicle.
16. The vehicle should be in self starting condition. In case it fails, it should be get repaired immediately at your cost.
17. If the particulars 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 arranged 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 bidder's bill other than penalty clause.
18. All the maintenance charges of the vehicle, salary, O.T. allowances & other benefits of the driver are at Bidder's account.
19. In case any accidents or any mishap takes place to the vehicle during its utilization, all the liabilities of vehicle as well as driver person, goods etc. will be at bidder's risk & cost & the MSETCL will not be responsible for any liabilities & compensation.
20. 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.
21. The area for which vehicle has to run will be the area under control of the Incharge under whom the vehicle is being utilized.
22. The details of Driver such as name, address, phone no. if any should be communicated to Ex. Engineer, PLCC Dn, Pune.
23. The driver will not be permitted/allowed to carry any outside passengers, luggage when the vehicle is used under MSETCL's work.

24. **If the performance & the service given by Bidder's vehicle & driver is not found satisfactory, the contract will be terminated without giving any notice, at cost & risk on tendered/party & S.D. paid by bidder will be forfeited.**
25. Bidder will have to display the board on the vehicle stating "EXCLUSIVELY FOR BONAFIDE USE OF MSETCL". The same will have to be wiped out on expiry of the contract period.
26. Bidder will have to maintain two separate logbooks/diaries 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 Bidder's bill for arranging payments.
27. The permission of RTO & other statutory authorities for hiring vehicle to the MSETCL must be obtained at Bidder's cost & displayed on the vehicle. These papers & others relevant papers, RC/TC Books etc. shall have to be produced/presented to this office before giving vehicle on hire initially.
28. The normal duty hours will be from 09.00 to 19.00 hrs on every working day & Bidder will have to make vehicle available at Ex. Engineer, PLCC Dn, Pune as per the instructions of the Incharge.
29. However the per day rate will be treated for 10 hrs. & extra charges will be paid per hour. At the time of halt no O. T. charges will be paid. The starting & end km should be recorded daily taking Solapur as head quarter in vehicle diary duly signed by the authority using the vehicle.
30. The vehicle should be parked in MSETCL's office premises at PLCC Dn., Pune.
31. If the order is not executed completely & satisfactorily, it will be treated as cancelled & the work be got done from the depts/outside agency even at higher rates & the difference in the rates will be recovered from Bidder's pending bills if any or S.D.
32. 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 incharge. Bidder have to carry out any repairs/servicing of this hired vehicle only during idle hours & as per the directive of the Division incharge.
33. **Penalty**: - If the hired vehicle is not made available on any working day without any intimation & without convincing reasons by Bidder, payment shall not be made for the same day and Rs.100/- per day will be charged.

34. **Submission of bill:** - An original bill for hiring of vehicle should be submitted in triplicate along with advanced stamp receipt, to the Ex. Engineer, PLCC Dn, Pune, every month after completion of the month along with necessary documents attested by concern incharge of vehicle.
35. **Income Tax:** - **Income Tax at source will be deducted from Bidder's monthly bill as per rules. The Income Tax registration No. if allotted, the same should be given to this office. The Xerox copy of PAN card should be attached with the bill.**
36. **GST: - GST applicable as per prevailing rates.**
37. The MSETCL's general conditions for work contract are also applicable & will be binding on bidder.
38. The undersigned reserves the right to accept or reject the order without assigning any reason thereof.
39. An agreement is required to be executed by bidder with the company on stamp paper of **Rs.500/-** containing all above terms & conditions of the order before its execution. The cost of the stamp paper should be born by the bidder.
40. Kilo meter of the vehicle should always be kept in working conditions at all the times without any excuse so as to assess the extra kilometer run & also keep the vehicle always in good condition without fail.
41. The vehicle should carry testing kit along with staff. The testing kit to be carried is made available in our office for inspection. If required, carriage on roof of the vehicle should be provided at owners cost.
42. (a) List of similar works executed by the contractor elsewhere, preferably with testimony from the concerned shall be attached with the documents.
- (b) Other things being equal, the proof & testimony of successful tract of past record by the contractor, shall quality for preferential treatment.
- (c) The proof of having executed the work of similar nature & magnitude in large undertaking / establishments is most essential in this case.
43. Bidder should not submit "Conditional Quotations." Such conditional offer shall be liable for rejection.

44. If the Bidder has any doubt about the meaning of any portion of the enquiry conditions / specifications they should be got clarified from the office of the undersigned.
45. All General / Technical / Commercial terms & conditions of the contract of the Company are applicable to this contract.
46. Jurisdiction of all suits/ legal proceedings in regards to work against this tender order thereof shall be subjected to the court of Pune.

Thanking you,

Yours,

Encl.: Schedule 'A'

**SD/-
Executive Engineer(Charge)
PLCC Division, Pune.**

Copy s.w.r.to: -

- 1) The Chief Engineer, MSETCL, PC (O & M) Zone, Pune.
- 2) The Superintending Engineer, TCC, Pune.

Copy to-

1. The Manager (F & A) EHV O&M Circle, Pune.
2. MSETCL website: www.mahatransco.in.

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Ph. No. 020-25456992 Email Id: - ee6170@mahatransco.in

Sub: Hiring of Diesel Tata Indica car or equivalent, for, Ex. Engineer, PLCC Dn, Pune.

SCHEDULE – ‘A’

Sr. No.	Particulars	Rate	Amount (Rs.)
1.	<p>Hiring of Diesel Tata Indica car or equivalent for Ex. Engineer, PLCC Dn, Pune for Eight months on following terms.</p> <p>Duty hrs - 10 Hrs. per day i.e. from 9.00 to 19.00</p> <p>a) Rate / day (upto 10 Hrs.)</p> <p>b) Rate of overtime per hr</p> <p>c) Rate for Night halt (per night)</p> <p>d) Rate per Km. for extra km. more than 2000km.</p>		

- Fuel cost is to be borne by agency.**
- Rates should be quoted per day including of all taxes, with break up (Base rate + Taxes).
- GST will be applicable as per GST regulations.
- Total value of order will be limited to Rs.3,00,000/- including diesel & driver for above work & rates.
- Monthly expenditure is restricted to Rs.50,000/- per month including diesel & all other charges.

*** Note: The vehicle should not registered before 01.06.2013**

All the valid relevant papers (Xerox copy) regarding the vehicle should be enclosed (self attested) with quotation i.e.

- Registration Certificate
- Tax paid Receipt
- Tourist permit
- Insurance Certificate
- Fitness Certificate
- Pan Card
- Driving license, Driver batch details
- P.U.C
- Professional Tax
- Shop Act
- GST No. details
- Taxation certificate

SD/-
Executive Engineer (Charge)
PLCC Division, Pune.