

Name of Office :	Office of the Chief Engineer, EHV Project cum O&M Zone, MSETCL Nashik
Office address :	4 th Floor, New Admin Building, Old Saikheda Road, Near New Durga Mata, Mandir, Jail Road, Nashik Road :- 422 101
Contact No :	0253-2403010 (O).
Email Id :	cenashik@mahatransco.in
Website :	www.mahatransco.in

Ref. No. CE/MSETCL/NSK Zone/T-30/No. 0105

Date:- 10.01.2019

E- Enquiry

Sub:- Hiring of LMV diesel Vehicle for **AGM (HR), MSETCL, EHV PC (O&M) Zone, Nashik** (on Outsourcing basis, with driver for **1 year** contract period).

Sir,

This Office is inviting quotation from Travel Agencies / Vehicle Owners for the subject work. The detailed scope of work is as given below:-

Sr. No.	Description	Average per Ltr.	Unit	Rate in Rupees
1	Hiring of LMV diesel vehicle (like Maruti Swift/Swift Dezire/Tata Indigo or similar car) to the AGM (HR), MSETCL, EHV PC O&M Zone, Nashik (on outsourcing 1-Year period) on per day basis & including oil charges, driver, repairs & maintenance etc. Excluding Diesel (Diesel & Toll charges will be provided by MSETCL).	Average should not be less than 16 KM / Ltr.	Per Day	

1) **Due Date:-**

The quotations complete in all respects, duly sealed & super scribed in the name of undersigned & should be submitted to this office on or before **16.01.2019** up to **15:00 Hrs** positively.

Quotation Opening Date:-

The all Quotations will be tentatively opened on **17.01.2019** at **3:00** Hrs or suitable date & time as per availability of concern officials of MSETCL.

2) **Quoted Rate:-**

- a) The rates should be quoted per day basis for normal duty hours. The rates quoted should include hiring charges, driver's charges, Engine oil & all other maintenance charges, halting charges & overtime charges etc.
- a) The applicability of GST or otherwise should be clearly mentioned in offer, otherwise rate should be considered including GST.
- b) The L-1, bidder will be decided on the basis of including all costs & GST, if applicable to the bidder. Order will be placed with bidder having minimum financial burden (including GST if applicable) to the Company.
- c) The Diesel will supplied by MSETCL.

3) **Vehicle Documents :-**

The **attested** copies of following valid documents shall be submitted with the quotation without which the quotation will not be considered valid. (Copies should be clearly readable)

- a) Copy of RC Book,
- b) Copy of TC Book or Tax paid receipt.
- c) Valid Insurance Certificate.
- d) Valid 'T' Permit Certificate or undertaking for the same.
- e) Valid Fitness Certificate.
- f) Valid PUC Certificate
- g) Valid Driving License etc.
- h) GST Registration certificate if, applicable for turn over 20 Lakhs & above.
- i) Experience Certificate (if any).
- j) Bidder PAN card copy
- k) Bank pass book front page copy / cancelled Cheque Xerox copy.

4) **Signing of Contract: -**

Within 5 days from date of the receipt of work order the contractor shall enter into, an agreement did not execute on 100 Rs. Bond paper in the company prescribed Performa unit the agreement paper, the company will not be liable to pay, nor shall the contractor be entitled to claim amount due or payable under the contract. The necessary stamp duty & bond paper for the agreement shall be borne by the Contractor.

5) **The light vehicle must be registered with R.T.O. with tourist permit (T) mark.**

If the vehicle does not have T permit, the bidder should undertake to get the same. Bidder shall obtain the PUC Test Certificate for the vehicle at specified interval.

- 6) The bidder/ Vehicle owner having the experience for providing hired vehicle to any Govt./Semi Govt./ Private organization may be preferred. The experience certificate duly signed by the officer not below the rank of Executive Engineer.

7) **Terms & Conditions of contract:-**

- a) The vehicle must have comprehensive insurance covering the entire period of contract. The third party insurance policy will not be accepted. The renewal of insurance, PUC & other vehicle related documents etc. time to time is born by your cost. Also repairing cost of the vehicle including major and minor repairs puncture, oil, fuel & all other taxes & duties etc. will be borne by you. The toll /Parking charges will born by MSETCL
- b) **The vehicle must be in the name of the bidder / Owner, & no subcontract will be allowed.** All documents pertaining to the vehicle & vehicle insurance as per statutory requirements should be valid till the probable date of completion of the contract & the same should be always available with the vehicle.
- c) The vehicle must be spared for hire along with driver who is having valid license with minimum five years experience. The name & address of the driver should be submitted along with the offer. In case of change of driver, prior approval of the AGM (HR) Nashik Zone should be obtained.
- d) The vehicle has to be kept at any substation or office of the Zone as designated by the office hiring of vehicle.
- e) **The monthly expenditure for vehicle is limited to Rs. 40000/- (Forty thousand only) per month including hiring charges, all Taxes, diesel charges, toll/parking etc, diesel will provided by MSETCL.**

- f) **The entire contract is for 12 months or exhaustion of yearly amount Rs. 360000/- (Three Lakh sixty thousand only) (including, Hiring Charges, all Taxes & charges, but excluding fuel cost etc.) whichever is earlier. The contract will be terminated in between by giving notice, if the services are not found satisfactory.**
- g) The normal duty hours will be from **09.30 hrs to 19.30 hrs** with one-hour recess in between. The duty hours may change also in case of emergency & unavoidable circumstances for which no payment will be made extra. The vehicle will utilized working days except weekly off, if required in weekly intimation will given in advance. The vehicle can be utilize anywhere in Maharashtra depending upon Official work of concern user.
- h) If the vehicle is not provided by the bidder more than 1 day to Company, proportionate deduction will be made accordingly.
- i) In case the vehicle is not required for certain period, to concern in charge, the one day before intimation will be given to you in advance & payment of that period will not be paid.
- j) **In case user officer find that, the vehicle cannot be utilized due to driver problem, certain defect /Accident or any other reasons in vehicle on duty on that day, the alternate arrangement will be made with driver by you, same type of tourist vehicle at your cost, by taking approval from concern user, if failed such absence of vehicle on duty shall not be consider for payment & over & above penalty will be applicable as per rule.**
- k) The vehicle once hired by the Company should not be used for any other purpose or working during off days & beyond duty hours. No payment for fuel, lubricant, driver salary maintenance etc. paid by MSETCL over & above the agreed monthly rate.
- l) In a calendar month a maximum 1 day (excluding, weekly off days / official holidays) will be discounted for calculation of penalty (However, payment for a day will not be made). If the vehicle is not available on duty for more than 1 day, the penalty at the rate of quoted rate (i.e. Rs.100/-) per day, absent from duty will be charged from your bill.
- m) **The model of the vehicle which is being hired should be latest & it should not be more than five (5) years old.** The vehicle will be inspected by the undersigned or the panel of the authorized representative of MSETCL before placement of the order. If the vehicle not found as per our requirement you will have to provide another vehicle as per requirement otherwise, the undersigned may cancel the work order.
- n) In case of accident while the vehicle is on duty with Company, the contractor shall be liable in case of court awarding any compensation amount to the person met with an accident, & the company shall not bear any responsibility in such matters. The Company will not be responsible for driver's liabilities such as accident compensation, wages, accommodation & other facilities if any. It will not be binding on the Company to provide parking space for the hired vehicle inside or outside the Company's premises after duty hrs.
- o) The Offer submitted should be unconditional.

8) Security deposit:-

The successful bidder will have to pay an amount **Rs. 5,000/-** towards Security Deposit at the Office of the Superintending Engineer, EHV O&M Circle, Nashik. The entire security deposit will be refunded to you on satisfactory completion of contract period. In case break of contract from your side, before completion of contract period, the security deposit will be forfeited by the company.

9) Maintenance of vehicle:-

Timely maintenance of vehicle should be carried out at your cost including servicing of the vehicle of the vehicle so that the vehicle hired to us shall always be in perfect condition to run on road. In case user officer find that, the vehicle cannot utilized due to certain defects, payment that days shall not be made.

10) Driver:-

The driver engaged on hired vehicle put into company service should be preferably young, polite, obedient, with valid driving license, should have sufficient experience to drive the four wheeler vehicle safely & carefully without coursing any accident, attend duty in time with neat & clean cloth & should not having any king of bad habits, driver should know Marathi/Hindi/English, traffic rule knowledge & writing entry in vehicle dairy sheet. If the officer using the vehicles find anything wrong with the driver, vehicle shall be immediately discontinued & vehicle treated not on duty & penalty shall be made at applicable rate.

11) Termination of contract:-

The contract is liable for termination immediately or with 7 days prior notice from MSETCL side due to any following reasons.

- Frequent complaint from the concern officer using the vehicle (Oral or written)
- Overall unsatisfactory services for prolonged period of time.
- Non compliance of contractual terms & conditions.

12) Payment terms:-

The driver of the vehicle should maintain a diary recording the movements KM run, timings & Diesel Quantity etc. which should be got certified by the authorized officer of MSETCL daily. The original bill in the name of undersigned at the end of each month to the AGM (HR) EHV PC O&M Zone Nashik & copy of Vehicle log book will be scrutinized, recorded & approved in M.B. by EE (Admin), EHV PC O&M Zone, Nashik. The same will be forwarded to F&A section of Nashik Zone. After due audit, the original bill will be forwarded to SE, EHV O&M Circle Nashik for effecting the payment. The payment will be made subject to the availability of the funds at EHV O&M Circle, Nashik.

13) JURISDICTION:

In case of any dispute arising out of your contract, it will be in the jurisdiction of Nashik Court only.

Yours faithfully,

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**Chief Engineer
EHV PC (O&M) Zone, Nashik**

Copy to:-

- 1) The AGM (HR), MSETCL, EHV PC (O&M) Zone, Nashik.
- 2) The AGM (F&A), MSETCL, EHV PC (O&M) Zone, Nashik.
- 3) Web Master, Notice Board