

<p>From: Office of the Superintending Engineer (Civil), E.H.V. Civil Construction cum Maintenance Circle, M.S.E.T.C.L. Complex, 1st floor, Brahmaputra Building, Airoli, Navi Mumbai – 400 708 ☎ : 022-32596866 (R), 27601621 (P), 27601622 (O), 9769213981 (M), FAX 27601623 email: se7700@mahatransco.in web: www.mahatransco.in</p>	
Ref. No. SEC/EHVCCCMC/Airoli/e-Qtn/	No - 0406
Date:- 14 MAY 2020	

To,

Sr. No.	Name of Contractor	Vendor No.

Sub. :- Invitation of e-Enquiry for the work of "Hiring of Light Motor Vehicle (L.M.V.) having tourist permit for The office of the Superintending Engineer (Civil), EHV CCCM Circle, Airoli" (Annual contract)

Dear Sir,

Sealed & superscribed percentage rate quotations are invited from the experienced and reputed agency for executing above mentioned work as per schedule 'B' enclosed herewith, so as to reach this office on or before 22.05.2020 up to 16.00 hours.

Terms & Conditions:

1. The period of the contract shall be 10 months from the handing over of work,
2. The driver should be honest and hard working nature & should work to the satisfaction of the Engineer – in - charge.
3. The driver will have to carry out duty as per instructions of the officer in-charge.
4. You will be responsible for the payment of the wages, insurance, compensation, over time and other statutory and legal liabilities as per relevant laws.
5. Your offer should inclusive of all taxes, against the Bill amount separately as shown in the Schedule 'B'.
6. You will have to provide identity card to the Driver engaged by you, which should be shown to the officer on demand.
7. If the Vehicle along with Driver (or approved substitute) does not report to the duties for a continuous period of **Three** days, the contract shall be liable for termination as per the Company's rules and regulations and the Superintending Engineer (Civil), E.H.V. Civil Construction cum Maintenance Circle, Airoli shall be the Competent Authority for the same and his decision shall be final and binding on you.
8. If the Driver engaged by you is not found regular as per requirement, he shall be disallowed to perform his duties and the matter will be intimated to you. You will have to replace the driver immediately

- if required, and expenditure incurred due to this will be recovered from you, from any of your claims.
10. Income tax, Insurance etc as applicable at the time of payment will be recovered from the bill on the total gross value of the work done for which necessary T.D.S. certificate as applicable will be issued from this office.
 11. Right to reject any or all quotations without assigning any reasons is reserved by the undersigned.
 12. The offer of this e-Enquiry shall be valid for a period of 120 days, from the due date of submission of quotation.
 13. The detailed residential address, the contact Tele-phone/Mobile No. and one passport size latest photograph of the Driver being engaged should be submitted to the Engineer in-charge for office record.
 14. The contractor or the Driver engaged shall have no claim of employment / service in M.S.E.T.C.L.'s any office/s.
 15. Contractor will have to pay earnest money deposit of **Rs. 1000.00** in cash at the office of Superintending Engineer (Civil), EHV CCCM Circle, M.S.E.T.C.L., Airoli or in the form of Demand Draft of any schedule bank drawn in favour of "Superintending Engineer (Civil), EHV CCCM Circle, M.S.E.T.C.L., Airoli" payable at Navi Mumbai only. Mode of payment of E.M.D., M.R. No. etc. should be written on sealed envelope of the quotation. The quotation without payment of E.M.D. shall be rejected
 16. The successful contractor shall have to pay **5%** of the order value against the security deposit. This security deposit will be refunded after satisfactorily completion of the contract period and after confirming that there are no recoveries / dues.
 17. You should maintain the entire necessary document such as RC, TC, Insurance and Tourist permit and relevant R.T.O. document along with the vehicle. Original documents should be shown and get verified from this office.
 18. All R.T.O. document accordingly should be in the name of Transport Company / Agency / Proprietor only.
 19. The vehicle will be utilized on any day and it must be made available with short notice from concerned officer/office. The charges will be paid on the basis of the days on which vehicle actually utilized, the charges will not be paid on the day on which vehicle has not been utilized. The concerned field officer/In charges of the vehicle is fully empowered to give off, on any day without assigning any reason for which no charges will be paid for the that day.
 20. You shall arrange the Diesel / Petrol, Engine oil, break oil and other lubricants at your cost.
 21. All taxes such as R.T.O. Taxes, Town duties, Insurance, and all other statutory charges will be paid by you only. Any complication concerned with RTO, Taxes, permit etc, you should settle that formalities. Company will not be responsible for the same.
 22. The driver engaged to drive the vehicle should have a valid License with adequate (2-3 Years) experience. The driver should have polite behavior. He should be on duty with neat and clean clothes. He should be obedient and should be free from any kind of bad habits. The driver should know the local language Marathi/ Hindi. He should be able to write all the entries of vehicle movements in diary. The driver has to drive the vehicle as per the instruction of the field officer/ In charge of vehicle.
 23. In case the halt occurs out of headquarter, the driver should arrange his own kit and the company will not pay extra amount on this account.
 24. The Vehicle must run all the types of roads. The condition of all the tyres fitted to the vehicle must be good. A good and serviceable Stephanie should be provided with the vehicle.
 25. The vehicle should be self-starting condition. In case it fails, it should be got repaired immediately at your end.
 26. If the particular vehicle allotted against this order is off the road for longer/ short duration for

- RTO tourist permit along with all statutory taxes paid. If 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.
27. The driver will not be permitted / allowed to carry any outside passengers, luggage, when the vehicle is engaged for company's works.
 28. If the performance and the service given by your vehicle and driver are not found satisfactory, the contract will be terminated without giving any notice at cost and risk of tendered/party and security deposit paid by you will be forfeited.
 29. You have to display the board on the vehicle stating ON DUTY MSETCL. The same will have to be wiped off on expiry of the contract period.
 30. You have to maintain two separate log-books / diaries for alternate months to record the daily journey with timings, Kms, fuel account, place of visit etc, at the end of each day and duly signed by officer/person using the vehicle. The same should be submitted in original along with bills for arranging payments.
 31. The normal duty hours will be 09.00 to 19.00 Hrs. on every working day and you will have to make available vehicle at E.H.V. Civil Construction cum Maintenance Circle, M.S.E.T.C.L. Complex, 1st floor, Brahmputra Building, Airoli, Navi Mumbai - 400 708.
 32. The Vehicle should be parked in MSETCL premises at MSETCL Complex, Airoli or as directed.
 33. If the order is not executed completely and satisfactorily it will be treated as cancelled and the work will be got done by the department through outside agency even at higher rates and the difference in the rate will be recovered from your pending bills if any or from security deposit with company.
 34. 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 and as per the directives of the vehicle in charge.
 35. If the hired vehicle is not made available on any working day without any intimation and without convincing reasons by you the penalty @ 10% of the daily charge will be recovered from every such day.
 36. Income Tax will be deducted at the rate of 2.00% or as per the new rule on every monthly bill. Further Service Tax will be deducted at prevailing rate.
 37. In case any accident or any mishap takes place to the vehicle during its utilization, all the liabilities, of vehicle as well as driver etc. will be at your risk and cost and company will not be responsible for any liabilities and compensation.
 38. The undersigned reserves the right to accept or reject the order without assigning reason thereof.
 39. The vehicle should remain under control of Superintending Engineer (Civil), E.H.V. Civil Construction cum Maintenance Circle, M.S.E.T.C.L. Complex, 1st floor, Brahmputra Building, Airoli, Navi Mumbai - 400 708.
 40. The payment of monthly bill shall be made within 30 days after submission the bill in triplicate on actual kilometers run of the vehicle during the month (for Diesel charges payment) and actual Days Vehicle utilized during the month, subject to availability of funds and limited.
 41. This office will make payments on submission of monthly bill by you in triplicate, to this office.
 42. There shall be restriction of overall gross expenditure of Rs.50,000/- (Rs. Fifty thousand only) per month, excluding the charges for parking fee, toll tax, entrance fee etc wherever applicable.

- undersigned and binding upon you. The contractor is not entitled to claim any interest/compensation due to delay in their payments of bills on account of paucity of funds.
44. The payment shall be made for the days or the proportionate part of the day on which the duty is actually performed. The officer in-charge is empowered to give off on any day in addition to the weekly offs without assigning any reason, for which no payment shall be made for that day / days.
 45. Contractor will be responsible for any accidents occurring due to negligence / mistake of the Driver during the entire course of contract and he will have to pay compensation whatsoever as per the prevailing Workman Compensation Act.
 46. Any loss or damage to the departmental assets or any other property will have to be borne by you.

Yours faithfully,



Superintending Engineer (Civil), Airoli.

Encl.: Schedule 'B'

Copy s.w.rs.to:-

The Chief Engineer, EHV Const. cum O & M Zone, Vashi.

Copy to :-

- 1) Manager (F & A), EHV CCCM Circle, Airoli, (mgrfi7700)
- 2) Cashier, EHV CCCM Circle, Airoli, (udcfi7700),
- 3) Notice Board – EHV CCCM Circle, Airoli .

Maharashtra State Electricity Transmission Company Limited
EHV Civil Construction Cum Maintenance Circle Airoli


Name of the work: "Hiring of Light Motor Vehicle (L.M.V.) having tourist permit for The office of the Superintending Engineer (Civil), EHV CCCM Circle, Airoli"

Schedule 'B'

Sr. No.	Description of item	Qty.	Unit	Rate in Rs.	Amount in Rs.
1	Providing diesel vehicle (Jeep/car) on contract basis with driver, fuel maintenance etc. complete for office of the EHV CCCM Circle, Airoli.				
	1)Rate per day for working of 10 hrs. duty	255.00	Per day	2007.39	511884.45
	2)Rate for extra Km. beyond 2000 Km.	500.00	Per Km.	99.33	49665.00
	3)Rate for extra O. T. charges beyond 10 hrs duty.	500.00	Per Hrs.	12.69	6345.00
	4)Rate for Night haul	5.00	Per haul	137.45	687.23
				Total	568581.68
				Add 5% GST	28429.08
				Grand Total	597011.00

Note:

1. Estimated Run 2500 Km. per month.
2. Monthly amount limited to Rs 50,000/-
Including charges for fuel, driver and routine maintenance.


Superintending Engineer (Civil)
EHV Civil Constn. Cum Maint. Circle
M.S.E.T.C.L, Airoli.

Your offer _____ % above/ below / at par of the estimate cost.

Agency Sign & stamp :-