

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

Name of office :

**Superintending Engineer**

**EHV O&M Circle, M.S.E.T.C.L.**

400KV. Sub Station. Campus At.Po. **Khadka**

Tal. Bhusawal, Dist : Jalgaon - 425 201

Phone – ( 02582 ) (O) 248 016, 248 017

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**SE/EHV/O&M/KDK/BSL/Tech/No. 1336**

**Date:- 20.10.2020**

**To,**

**All vendors,**

**E – Enquiry 2020-21**

**Sub:-** E-Enquiry for inviting the Quotation for Hiring of diesel A.C. Car SEDAN type or equivalent with driver for the use of Superintending Engineer, EHV (O&M) Circle, Bhusawal.

Dear Sir,

Please offer your reasonable & lowest rates for the subject work. The detailed scope of work is given as per schedule “A” as under with the terms & conditions as given below:-

Sr. No.	Particulars of work	Quantity	Rate per day in words & Figure also.
1	2	3	4
1	Hiring of diesel A.C. Car SEDAN type or equivalent with driver for the use of Superintending Engineer EHV (O&M) Circle, Bhusawal.	01 Nos.	
<b>GST @ 18%</b>			
<b>Total</b>			
<b>Average of Vehicle</b>			

Note- The rate should be quoted in column no-04 only, agency has to mention GST extra & Avg. of vehicle.

- 1) DUE DATE:-** The quotations complete in all respect, duly sealed & super scribed should be submitted to this office on or before **Dtd. 28.10.2020 up to 15:00 Hrs** positively. The quotation must be forwarded in sealed envelope duly superscripted with all details i.e. Enquiry No & Date, Due date and Quotation for. The quotation must be written with ink or typewritten, any scratching or over writing must be avoided.
- 2) Enquiry Fees:-** The vendor has to pay Enquiry Fees of **Rs. 100/-** in cash to this office before submission of quotation. The copy of Money Receipt for same attached with the quotation.
- 3) QUOTED RATES:-** The rates are accepted on firm quotation basis including drivers expenses, oil (Lubricants) day to day maintenance & repair nothing shall be paid extra. The rates are valid for twelve month from the date of engaging the vehicle. Taxes & Charges shall be mentioned clearly. If not mentioned it will be considered inclusive of all taxes & charges. Work contract tax if applicable will be deducted from your bills as per rule in force. GST will be paid extra as

per rule in force. According to financial act 194 (c) 1972 income tax will be deducted from your bill @ 2 % of the bill value.

- 4) The work shall be supervised by Superintending Engineer EHV (O&M), Circle Khadka, Bhusawal & agency shall be required to render the services of vehicle satisfactorily.
- 5) **COMPLETION PERIOD:-** The period of hiring of vehicle shall be normally **one year** from the date of actually engaging the vehicle.
- 6) **PAYMENT:-** Payment will be by A/c payee cheque affected after completion of work & as per availability of funds. The bill in triplicate for work carried out should be submitted to this office for payment purpose 100% payment will be effected on completion of work satisfactorily within reasonable period after observing all formalities.
- 7) Please quote your PAN. No and GST No. on your quotation /Bill, otherwise, Taxes as per rules will be deducted from your bill.
- 8) **SECURITY DEPOSIT:-** The successful bidder will have to pay an amount equivalent to 5% of contract value towards security deposit in the form of BG/FDR/DD. The same will be refunded after Guarantee/Warrantee period.
- 9) The Income Tax & work Tax as per rules will be deducted from your bills.
- 10) **VAIDITY OF OFFER:-** The offer should be valid for our acceptance for a period of **90 days** from the due date of opening of quotation.
- 11) **DOCUMENT REQUIRED:-** Necessary RTO formalities such as RTO documents, RC/TC book, PUC Certificate, Comprehensive Insurance Certificate, Valid RTO Tourist Permit, PAN Card No, Driving License, Proof of GST registration if applicable & all relevant documents should be obtained from RTO (the same should be valid during the contract period and maintained continuous by agency, and all Xerox copies of original documents should be submitted to with quotation. Agency have to take necessary permission if required from RTO Authority for hiring purpose.
- 12) If the hired vehicle is not made available on any working day/day without convincing reason or without intimation, in that case the amount of Rs. 1500/- will be deducted from that month bill for each occasion of non availability of vehicle.
- 13) Any loss or damage occurred by your person to the MSETCL PROPERTY WHILE ON JOB WILL BE RECOVERED FROM THE Agency. Necessary precautions are to be taken. If any accident takes place, the MSETCL will not be responsible for the same and it is the solely responsibility of the bidder only.
- 14) If the performance and service given by the hired vehicle & driver is not found satisfactory, the contract will be terminated without giving any notice at cost and risk of person contracting the vehicle and security deposit paid will be forfeited.
- 15) The vehicle driver must wear white colour uniform as per Circular No. CE/EHV/PC/O&M/Zone/NSK/HR/F-296/No. 959 Dtd. 21.05.2019.
- 16) The hired vehicle must run on all types of roads. The condition of all tyres fitted to the vehicle must be in good condition. Good & serviceable Stepaney should be provided in the vehicle.
- 17) The **vehicle with registration should not be more than 5 years old** & the preference will be given to local agency & new vehicle.
- 18) The hired vehicle has to run normally in the area of jurisdiction, under control of officer for whom vehicle being ordered. However some cases the hired vehicle shall be required to run in the area out of the jurisdiction of the controlling officer. (To whom the vehicle is allotted) within the jurisdiction of MSETCL occasionally. Secondly normal working hours per day shall be – 8 to 10 Hrs & in exceptional cases the period may be more than this.
- 19) Only diesel will be provided by MSETCL at the minimum assured average run of 17 KM/Liter. If it goes below than that, the vehicle owner should bear the additional expenses on his account & same charges will be deducted from monthly bill. All the expenses on his account & same changes will be deducted from monthly bill. All the expenses regarding vehicle repair/Driver payment (Including TO if any) shall be borne by agency. MSETCL shall not bear any responsibility on this account.

- 20) 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 agency. Secondly if the frequency of non availability of vehicle in a month is found more the contract shall be liable for termination. In case if breakdown or non availability of regular hired vehicle agency shall provide alternative suitable vehicle immediately.
- 21) The Company will not undertake any responsibility if the RTO formalities, rules etc. which are violated by agency.
- 22) The analysis report on quotation is confidential. The work is to be carried out as per the method of construction with best workmanship and to the standard specifications and to the entire satisfaction of the Engineer Incharge. Besides, all the terms & conditions given this inquiry, the MSETCL General conditions of contract are applicable to this contract. The undersigned reserved the rights for cancellation of any or all quotations without assigning any reason.
- 23) The vehicle will be hired for period of 12 months or till receipt of Departmental vehicle whichever is earlier.
- 24) The use of vehicle will be as per instructions from Superintending Engineer EHV (O&M) Circle, Khadka Bhusawal When required.
- 25) All terms and conditions as per company's rules including those work in the MSETCL booklet. "Tender and contract for works" are applicable in this case also. Not with standing stated herein, The Company general terms and condition of contract shall be applicable to this contract also.
- 26) In case of difference opinion, about interpretation of terms & conditions between Owner / Agency and MSETCL the decision of the order placing authority will be final and binding on the Owner / Agency.
- 27) The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.
- 28) An agreement on appropriate value (Not less than Rs. 500/-) of stamp paper shall have to be executed with the M.S.E.T.C.L. before actually hiring of the vehicle. The stamp fees will be borne by the agency.

Thanking You.

Yours Faithfully,

**Sd/-**  
**Vilas Khachane**  
**Superintending Engineer**  
**EHV (O&M) Circle, Bhusawal.**

**Copy to:-**

The Manager (F&A), EHV O&M Circle, Bhusawal.