

	<b>MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD</b> <b>(CIN No. U40109MH2005SGC153646)</b> <b>COMPANY SECRETARY DEPARTMENT</b>	
Tel/Fax. No.:{07152}231456 {07152}230686 Email :- <b>ee4010@mahatransco.in</b> Website:-www.mahatransco. in	Executive Engineer Major Stores 'A' MSETCL Near 220 KV Substation, Borgaon Naka, Wardha Dist:-Wardha - 442001.	

Ref. No.: - EE /MS'A'/WRD/**TECH/68**

DATE: -10.03.2021

**E-Enquiry**

Sub:- Enquiry for providing of swift desire car or equivalent car vehicle on hire basis for Executive Engineer Major store wardha for the year 2021-22.

Dear Sir,

The Sealed & Super scribed quotations are invited from supplier/ vendors for subject items as per details given in schedule 'A' subject to following conditions:-

1) DUE DATE: - The quotations complete in all respects i.e. offer rates should be filled in given work Schedule "A" format copy duly signed, sealed & super scribed, along with covering letter of bidder/agency with above mentioned subject shall be submitted to this office on or before Dtd.18.03.2021 up to 17:00 Hrs positively

**2) Quoted Rate:-**

- 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.
- Tax will be paid & recovered as & if applicable as per the rules.

**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.

- Copy of RC Book,
- Copy of TC Book or Tax paid receipt.
- Valid Insurance Certificate.
- Valid tourist Permit Certificate
- Valid Fitness Certificate.
- Valid PUC Certificate
- Valid Driving License etc.
- Experience Certificate (if any).
- active GST registration with last latest three challan copy.

The Rates should quote on per day basis & the average Km/Ltr shall be quoted. Average diesel consumption of vehicle should be minimum 15 Kms/Ltr & above with AC.

4) Signing of Contract: -

Within 5 days from date of the receipt of work order the contractor shall enter into, an Agreement execute on required amount bond paper in the company prescribed Performa. 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.

And 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 concern incharge 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 contract will be terminated in between by giving notice, if the services are not found satisfactory.
- f) 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 off intimation will be given in advance. The vehicle can be utilized anywhere in Maharashtra depending upon Official work of concern user.
- g) If the vehicle is not provided by the bidder more than 1 day to Company, proportionate deduction will be made accordingly.

- h) 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.
- i) 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.
- j) 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.
- k) 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 per day, absent from duty will be charged from your bill.
- l) 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.
- m) 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.
- n) The rates should quote on per day basis & the average Km/Ltr shall be quoted. Average diesel consumption of vehicle should be minimum 15 Kms/Ltr. & above With AC.

#### 8) Security deposit:-

The successful bidder will have to pay 5% of work order Security Deposit at the Office of the Executive Engineer Major store wardha. 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. Vehicle provided should not be more than 5 year old as swift desire, sedan of skoda, ford etc.

#### 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 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 & bill etc. which should be got certified by the authorized officer of MSETCL daily. The original bill in the name of undersigned should be submitted at the end of each month & copy of Vehicle log book will be scrutinized, recorded & approved in M.B.

#### 13) JURISDICTION:

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

Drafted as discussed with under sign.

sd  
**Executive Engineer**  
Major store A wardha

#### **Copy to:-**

Dy Manager (F&A) Major store wardha.

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**Schedule "A"**

Sr. No.	Particulars	Rate Per day	Remark
1.	Firm quotation for providing of swift desire car or equivalent car vehicle on hire basis for Executive Engineer Major store wardha for the year 2021-22.		Vehicle will be provided for minimum period of 12 months upto 31 <sup>st</sup> march 2022.

Note: -

1. The vehicle engine fuel type must be Diesel. Fuel (Diesel) charges will be reimburse by MSETCL. The vehicle should give minimum average of 15 KM/ Ltr. and above in running condition. All other charges on account of TA, OT of driver, halting charges, repairs of vehicle, lubricating oil etc. will be on bidder/agencies account]

2. Time of contract: The time will be reckoned from the date of actual commencement/hiring of the vehicle. The contract period will be for 12 Months or up to the total expenses up to Rs. 480000/- (In Words: Rs. Four lakhs eighty thousand (Incl. taxes payable as applicable).Monthly total expenditure will be limited to 40000/- per month including all expenses.

Details of Vehicle:-

a) Type of vehicle proposal:-\_\_\_\_\_

b) Reg. No. proposed vehicle:-\_\_\_\_\_

c) Average Km / Liter of fuel Assured:-\_\_\_\_\_

d) Fuel used:-\_\_\_\_\_ Taxes applicable (if any):

- 1)
- 2)

Name, Signature and seal of Agency.

Address: \_\_\_\_\_

Mobile No.\_\_\_\_\_

Signature of Agency

Executive Engineer