

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD**  
**(CIN No.U40109MH2005SGCI53646)**

**Office of the Executive Engineer**

EHV O & M Division-I, Pune

Block No.406, Administrative Building, 3<sup>rd</sup> Floor, Rasta Peth, Pune – 411011

Phone No : 26131362 (O), Fax No.: 26053991 E-mail- ee6140@mahatransco.in

**EE/EHV O&M Dn.-I/Pune/Tech./299**

**Date :24.02.2022**

**Sub: -** E- enquiry for the work of providing hired vehicle (Swift Dzire or equivalent) to EE, EHV O&M Division-I, Pune for the period till exhaust of work order amount.

**Dear Sir,**

Sealed and super scribed quotations are invited for the above work on item rate basis, so as to reach this office on or before 08.03.2022 upto 12:00 Hrs. You are requested to quote your reasonable rate for the above work. The terms and conditions are as follows.

**TERMS AND CONDITIONS:**

1) The offer should be submitted in two separate sealed envelopes contained in one main envelopes super scribing the subject.

**Envelope 1:** Should contain associated documents/Certificates/proof of qualifying pre-requisite Broachers attested certificate etc such as,

1. The Certificate of Taxation / Road Tax
2. Insurance Policy Certificate of vehicle
3. Certificate of Vehicle fitness ( If applicable)
4. Certificate of vehicle Registration
5. Certificate of Tourist Permit
6. Xerox copy of Driving license
7. PAN Card.
8. Professional Tax
9. Valid shop act & establishment registration/ NOC of Grampanchayat/ Udyog Adhar
10. GST Registration no. (If applicable)

**If validity of any license/certificate expires during order period, you will have to renew the same & submit the copy to this office. Payment will be affected for valid period only**

**Envelope 2: 1)Price bid documents:** This should contain only price bid in given schedule, not in any other format. After verifying full documents /certificated pre-qualification as above in envelope 1,if it is found that ,bidder fulfills the desired prerequisites, envelope 2. will be opened. If the same is not meeting the prerequisites, Envelope 2 shall not open.

2) Quotations with incomplete details submitted without sealing or superscripting not submitted in prescribed format etc are liable to reject. Offer on fax or e-mail will not be accepted. This office will not be responsible for delay in postal transit. The agency should not submit 'conditional quotation' such conditional offer shall be liable for rejection.

- 3) The right to place an order for part or to cancel any or all quotations without assigning any reasons is reserved with this office.
- 4) Validity period of offer should be not less than 60 days from the date of submission of offer.
- 5) **Agreement:** 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 you.
- 6) **Security Deposit:** -Agency have to pay the security deposit of 5% of the proposed value of work order at EHV O&M Division-I Pune within 07 days from placing of the work order. Also you have to claim refund of S.D. after completion of work successfully, otherwise action as per C.O. procedure will be initiated. If the S.D. is not paid within given period, same will be deducted from agencies 1<sup>st</sup> bill against the work order.
- 7) **Amount of work order : Value of the work order will be limited to Rs. 6,00,000/-(Six Lakh Only) and** monthly expenditure limit shall not exceed Rs. 50,000/- including fuel charges & all taxes etc. Toll expenditure is borne by MSETCL.
- 8) **Period of work order:** The period of work order will be upto 31.03.2023 or upto exhaust of work order amount which ever earlier.
- 9) The vehicle will be utilized on any day & it must be made available within short notice from concerned officer/office. The charges will be paid on the basis of the days & vehicle is actually available/utilized. The charges shall not be paid for the days the vehicle has not been made available.
- 6) All taxes such as RTO taxes, Town duties, insurance & other all statutory charges will be paid by agency. any complication concerned with R.T.O./Police for non payment of taxes, permit etc. or any other formalities should be settled by you MSETCL will not be responsible for the same.
- 7) The vehicle is to be driven by driver of the agency, who must have valid driving license from RTO authorities. The driver has to drive the vehicle as per the instructions of the Incharge of the vehicle. The driver of the vehicle should be permanent as far as possible & should not be changed frequently. If in case, the provided driver has any problem, the agency shall depute another driver immediately.
- 8) 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.
- 9) 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 the vehicle incharge invariably, so as to utilize the vehicle at the time of emergency work, if any.
- 10) 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 Stephaney should be provided in the vehicle.
- 11) The vehicle should be in self starting condition. In case it fails, it should be get repaired immediately at your cost.
- 12) If the particular 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 given 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 your bill other than penalty clause.

13) All the maintenance charges of the vehicle, salary & other benefits of the driver are at agency's account.

14) The engine oil , diesel & other lubricants shall be arranged by agency at their own cost. Toll charges will be made by MSETCL.

15) In case of 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 your risk & cost. The MSETCL will not be responsible for any liabilities & compensation.

16) 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

17) The area for which vehicle has to run will be the area under control of the In charge under whom the vehicle is being utilized.

18) The driver will not be permitted/allowed to carry any outside passengers, luggage when the vehicle is used under MSETCL's work.

19) If the performance & the service given by your 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.

20) You will have to maintain two separate logbooks 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 your bill for arranging payments.

21) The permission of RTO & other statutory authorities for hiring vehicle to the MSETCL must be obtained at your 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.

22) The normal duty hours will be from 09.00 to 19.00 hrs. On every working day & you will have to make vehicle available at Ex. Engineer O&M Dn I, Pune as per the instructions.

23) The per day rate will be treated for 10 hrs. & extra charges will be paid per hr. At time of halt no OT charges will be paid. The starting & end km should be recorded daily taking house of Executive Engineer EHV O&M Dn-I Pune as head quarter in vehicle logbook duly signed by the authority using the vehicle.

24) 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 your pending bills if any or S.D.

25) 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. You have to carry out any repairs/servicing of this hired vehicle only during idle hours & as per the directive of the vehicle incharge.

**26) Penalty:** - If the hired vehicle or driver is not made available on any working day without any intimation & without convincing reasons by you, payment should not be made for the same day.

**27) Payment:-** Payment shall be made against each monthly bill by this office depending upon availability of funds.

**28) Income tax:** if applicable will be deducted as per rules/ otherwise, you will have to submit income tax exemption certificate or income tax registration no. of your firm PAN No.

29) The MSETCL's general conditions for work contract are also applicable & will be binding on you.

30) The undersigned reserves the right to accept or reject the order without assigning any reason thereof.

31)

32) ODO meter of the vehicle should always be kept in working conditions at all the times without any excuse so as to assess the consumption of diesel & also keep the vehicle always in good condition without fail.

33) All General / Technical / Commercial terms & conditions of the contract of the Company are applicable to this contract.

Thanking you,

Encl: As Above (Schedule A)

Yours faithfully,

-sd-

( V.D. Munde )

**Executive Engineer  
EHV O&M Division-I Pune**

**Copy s.w.rs to:** 1. The Chief Engineer, EHV PC O&M Zone, Pune  
2. The Superintending Engineer, EHV O&M Circle, Pune

**Copy to:** 1. The Dy. Manager (F&A), Dn .I, Pune.  
M/F.

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.**  
**EHV O&M DIVISION-I, PUNE**  
**Schedule'A'**

<b>Description of work :-</b> Work of providing hired vehicle (Swift Dzire or equivalent) to EE, EHV O&M Division-I, Pune for the period upto exhaust of work order amount.			
<b>Sr. No.</b>	<b>Particulars</b>	<b>Rate in Rs.</b>	<b>Unit</b>
<b>1</b>	Rate per day including Diesel, Engine oil & other lubricants		Day
<b>2</b>	Rate for Overtime (after duty for 10 Hrs)		Hrs.
<b>3</b>	Rate for extra Km (more than 2000 Kms in a month)		per Kms
<b>4</b>	Rate for hauling per night		Per night

**Amount limited to Rs. 6,00,000/- (Vehicle Expenditure including Diesel Cost limit 50,000 per month )**

Dated

**Signature of Contractor with Seal**

Name -----

Address-----

-sd-  
(V.D. Munde )  
**Executive Engineer**  
**EHV O&M Division-I Pune**