

Name of Office :	Office of the Chief Engineer, EHV Project cum O&M Zone, MSETCL Nashik
Office address :	2 nd 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/EHV PC O&M Zone/NSK/T-30/No. 0835

Date:- 20.05.2022

E-Enquiry

Sub:- Hiring of LMV/MPV Diesel Vehicle for the **AGM(F&A), MSETCL, EHV PC (O&M) Zone, Nashik** (on an Outsourcing basis with the driver for **1 year** contract period and fuel will be provided by MSETCL).

Dear Sir,

This Office is inviting quotations 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	<p>The hiring of LMV/MPV diesel vehicle to the AGM(F&A), MSETCL, EHV PC O&M Zone, Nashik (on outsourcing 1-Year period) on per day basis which includes vehicle taxes & charges, driver wages, repairs & maintenance, Insurance etc. excluding Diesel (Diesel & Toll charges will be provided by MSETCL).</p> <p>Note:- Being an officer is disabled person's preference will be given to MPV/SUV type vehicle which provides more footrest place.</p>	Average min 16 KM / Ltr.	Per Day	

- 1) **DUE DATE:** - The quotations in **two bid systems** (Technical bid with all supporting documents & Commercial bid with the price break up) complete in all respects, duly sealed & super scribed should be submitted to this office on or before **27.05.2022** up to **15:00 Hrs** positively.

Single Envelope shall be submitted containing the following 02 (two) Envelopes in it.

(a)Compulsory Primary Documents in 1st Envelop:(Technical Bid)

The **attested** copies of the following valid vehicle documents shall be submitted with the quotation without which the bid may not qualify for opening Price bid. (Copies should be clearly readable)

- i. Copy of RC Book,
- ii. Copy of Tax paid receipt.
- iii. Valid Insurance Certificate.
- iv. Valid 'T' Permit Certificate
- v. Valid Fitness Certificate.
- vi. Valid PUC Certificate
- vii. Valid Driving License etc.
- viii. GST Registration certificate, if registered.
- ix. Experience Certificate (if any).
- x. Bidder PAN card copy
- xi. Bank Detail of Business/Owner

(b) Documents in 2nd Envelop:(Price Bid)

Price bid only where, the rates/percentage should be quoted in figures as well as in words.

NOTE:- Envelop No.2 (Price Bid) will be opened after qualifying in (Technical Bid) Envelop No.1

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, vehicle insurance etc.
- b) The applicability of GST or otherwise should be clearly mentioned in offer, otherwise rate will be considered including GST.
- c) 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.
- d) The Diesel & Toll charges will paid by MSETCL, as and when required at actual.

3) Agreement: -

You should have to execute the agreement at zonal level as per the provision of "Mumbai Mudrank Adhinyam 1958, Clause No. 34" with requisite stamp duty i.e. Rs.500/-. The necessary stamp duty & bond paper for the agreement shall be borne by the Contractor.

4) The vehicle must be registered with R.T.O. with a tourist permit (T) mark.

5) Bidder shall have a valid PUC Test Certificate for the vehicle during the contract period.

6) The bidder/ Vehicle owner has the experience of providing hired vehicles 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 the 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 at 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 be 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 (by renewing time to time) 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(F&A), 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. 50,000/- (Fifty Thousand only) per month including vehicle hiring charges (which include cost of driver wages, Insurance, vehicle maintenance cost, etc) all Taxes, diesel charges (diesel will provided by MSETCL), toll/parking etc.**
- f) **The entire contract is for 12 months or exhaustion of Contract value (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 a 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 utilize 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 the Official work of the concerned user.
- h) If the vehicle is not provided by the bidder for more than 1 day to Company, the proportionate deduction will be made accordingly.
- i) In case the vehicle is not required for a 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 the user officer finds that, the vehicle cannot be utilized due to driver problem, certain defect /Accident or any other reasons in the vehicle on duty on that day, the alternate arrangement will be made with the driver by you, the 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 considered 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, Insurance, applicable taxes 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 the 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 seven (7) years old.** The vehicle will be inspected by 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 & or 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 the contract period. In case break of the contract from your side, before completion of the contract period, the security deposit will be forfeited by the company.
- 9) **Maintenance of vehicle:-**
Timely maintenance of the vehicle should be carried out at your cost including servicing of the vehicle so that the vehicle hired to us shall always be in perfect condition to run on the road. In case the user officer finds that the vehicle cannot be utilized due to certain defects, the 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 have any kind of bad habits, the driver should know Marathi/Hindi/English, traffic rule knowledge & writing an entry in vehicle dairy sheet. If the officer using the vehicle finds anything wrong with the driver, the vehicle shall be immediately discontinued & vehicle-treated not on duty & penalty shall be made at the applicable rate.
- 11) The vehicle & driver are expected to be available at the Headquarters during the entire contract period. Also, the mobile phone number is used by the driver for communication with the vehicle user/MSETCL shall always be the live condition to avoid inconvenience to the vehicle user/MSETCL authority.
- 12) The agency should time to time verify and renew all the vehicle-related documents; if expired the Vehicle Hiring bill for said period will not be paid and the contract will be terminated when such fact will come to the notice of the vehicle user or undersigned.
- 13) You shall maintain a minimum balance of Rs. 1,000/- in the Fast-Tag System for toll clearance. The reimbursement of toll will be made after submission of proof of deduction of amount from Fast-Tag System during MSETCL Tour in the monthly certified bill. If the penalty is levied by the Toll Road Operator or extra toll recovered due to inadequate/non-availability of Fast Tag System, the same will be recovered from your bills.
- 14) All relevant original papers of Road Transport Authority i.e. Registration Certificate book. Tax certificate book, Tourist Permit, Insurance of vehicle, Fitness Certificate, Pollution under control certificate (PUC) and all other necessary documents to be maintained up-to-date by the bidder. The documents should be valid all the time during the entire contract period. The bidder should submit one set of a valid document of vehicles provided along with driver details at MSETCL to the concerned authority. The relevant papers of R.T.O. should be available with the driver.
- 14) **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 complaints from the concerned officer using the vehicle (Oral or written)
 - Overall unsatisfactory services for a prolonged period of time.

- Non-compliance with contractual terms & conditions.

15) **Payment terms:-**

The driver of the vehicle should maintain a diary recording the movements vehicle in KM run, timings & Diesel Quantity fill and utilized etc. which should be got certify from the vehicle user i.e. AGM (F&A). The Original Bill shall in the name of the M.S.E.T.C.L. address Chief Engineer, EHV O&M Zone Nashik along with a certified copy of the vehicle logbook submitted to EHV O&M Zone Office, Nashik.

After receipt of the certified bill from the vehicle user and SES in SAP will process at the Technical Section of Nashik Zone and the bill same will be forwarded to F&A Section of Nashik Zone for further process. And after due audit and MIRO in SAP, the 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.

16) **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 (F&A), MSETCL, EHV PC (O&M) Zone, Nashik.
- 2) Web Master, Notice Board