

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD**  
**(CIN NO.U40109MH2005SGC153646)**

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|  | From,<br>The Executive Engineer (Civil )<br>EHV Civil Constn.Cum Maint.Division.,<br>925, Kasba Peth, New Admn. Building,<br>4 <sup>th</sup> Floor,Near Kumbharwada,<br>Juna Bazar Road, PUNE- Pin 411011<br>E-mail : <a href="mailto:ee6720@mahatransco.in">ee6720@mahatransco.in</a> |
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Ref. No. MSETCL/EE/CIVIL/PN/Tech/1037

Date:11.08.2023

### **E-Enquiry**

**Sub: - E-enquiry for the work of:** Hiring of vehicle (Indica/Indigo) for a period of 315 days for 2023-2024 for the EHV CCCM S/Dn-I, under EHV CCCM Division, Pune.

**Ref:- 1.CE/EHVCC O&M/T/Pune/2114 dt.22.12.2022.**

Dear Sir,

With reference to above, you are requested to offer your rates if interested for the supply of diesel Car with air conditioner, registration of which should not be before year 2015 on hire basis on following terms and conditions. Sealed and superscribed quotations should reach this office on or before **18.08.2023** at Hrs. 18.00

**Terms and Conditions:-**

1. The period of contract is 315 days period will be extended / reduced as per our requirements.
2. Charges will be paid on the days actually vehicle is utilized.
3. Vehicle will be driven by your driver who must have valid driving license etc. The driver has to drive the vehicle as per the instructions of the undersigned.
4. The order is including diesel (fuel) charges also. You have to fill the standard quantity fuel at your cost. Rates are inclusive of fuel cost.
5. All maintenance charges of vehicle such as Driver's salary, allowances of driver, cost of lubricants are to be borne by you. In case of any accident or any mishap, all liabilities of vehicles like third party claims/damages, driver cost etc shall be at your end and cost.
6. Normally, day will be counted from 9.00 A.M. (in the morning) and 19.00 hrs. (in the evening). (10 hrs duty daily). Timing within this span will be changed whenever required with advance intimation by the contracting authority which will be binding on you. Timing will be considered from actually when vehicle with driver reports on duty to the authority and closing time will be taken when driver drops the authority at the place where authority specifies.
7. In case of the difference of opinion, between Agency and M.S.E.T.C.L authority, decision of E.E.(C) EHV Civil Constn.Cum Maint. Division, Pune-11 will be final and binding on you.
8. Submission of Bills and Payments: The bill for hiring of vehicle should be submitted in triplicate to the Executive Engineer (C), EHV Civil Consnt.Cum Maint. Division, Pune.every month after completion of the month. 100% payment of the bills will be made subject conditions of contract.

9. Meter reading will be taken at the place where vehicle reports for MSETCL duty in morning and where it is left in evening i.e dropping of the authority at the designated place.
10. Night halt charges will be paid extra. Regarding over time for a particular day either O.T. or halting charges will be paid.
11. Right to reject any or all offers (quotations) is reserved without assigning any reason.
12. The vehicle must possess valid insurance RTO Tourist permit and PUC certificate for vehicle valid for the period of contract. All the required documents must be clear.
13. The owner should give the details of vehicle such as type of vehicle, registration number of vehicles, model (year and date) tax paid from & to, insurance paid etc.
14. Vehicle will be utilized on any day and it must be made available with a short notice from concerned office/officer. The charges will be paid on the basis of days the vehicle is actually utilized. The charges shall not be paid for the days the vehicle has not been utilized.
15. All taxes such as RTO taxes, town duties, insurance and other statutory charges will be paid by you from time to time before the vehicle is given to MSETCL and it should be kept valid up to date of contract period.
16. The driver must be polite, punctual in attendance and free from illicit habits.
17. During the idle period of the vehicle i.e. beyond normal working hours of vehicle as specified by the officer-in-charge of the vehicle, the availability of the Driver with his address must be intimated to the vehicle in-charge invariably, so as to utilize the vehicle at the time of emergency work, if any.
18. The vehicle must ply on all types of roads. The condition of all the tyres fitted to the vehicle shall be in good condition. A good and serviceable spare (spare Tyre with disc) should be provided in the vehicle.
19. The vehicle should be self starting condition. In case if it fails, it should be got repaired immediately at your cost.
20. If the particular vehicle allotted against the 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 a replacement on the same terms and conditions of the order having necessary RTO, tourist permit for the same. If vehicle is not provided or replacement is also not given vehicle will be engaged at your risk & cost with a penalty of Rs.500 per day.
21. In case of accident, or any mishap taken place to the vehicle during the utilization, all the liabilities of the vehicle third party damages /claims as well as driver etc. will be at your risk and cost.
22. The vehicle and Driver should have requisite license valid transport license permit and other important documents for travel in Maharashtra original copy duly certified of the Tourist taxi permit, RC and TC books should be kept with the vehicle in all respects as the Department shall not bear any responsibility in such matters.
23. Security Deposit: You will have to deposit with the Company, 5% of order amount as security deposit out of which 2.5% will have to be paid in cash /FDR/Bank guarantee etc. and remaining 2.5% will be deducted through first two R.A. Bills, S.D. will be refunded in the normal course after expiry of the contract period subject to deduction, if any, forfeited as per the terms and conditions. No interest will be allowed on this deposit.

24. The Driver will not be permitted/ allowed to carry any outside passenger/luggage when the vehicle is under this department duty.
25. If the vehicle is not in good condition and the services given by your vehicle and Driver is not found satisfactory, the contract will be terminated without giving any notice at risk and cost of the owner and security deposit paid by you will be forfeited.
26. You have to display the board on the vehicle stating “**ON MSETCL DUTY**”.
27. You will have to maintain two separate log books, diaries for alternate months for use to the record daily journey with timing. Kms, run, fuel account, place/places visited etc. at the end of each day and get it signed by the officer/person using the vehicle. The same should be submitted in original along with your bills for arranging payments.
28. The permission of RTO and other statutory authorities for hiring vehicle to the MESTCL must be obtained by you at your cost and displayed in the vehicle. The papers and other relevant papers i.e. RC TC books etc. shall have to be produced / presented to this office along with quotation.
29. The preferable average consumption of the vehicle given on hire basis should be of 16 Kms/Litre.
30. Maximum limit of total expenditure per month including cost of fuel, overtime, halting charges etc. will be maximum Rs. 50,000/-.( Including all taxes )
31. Payment will be done on actual number of days and running of the vehicle (when vehicle is on duty) Daily average running should be 80Km per days & if the average running per day is less than 80Kms then recovery for each less Km travelled will be effected at rate Rs.9 Per Km and if average daily running is more than 80Kms then Rs.12 per extra Kms travelled will be paid. (Note :- for e.g if number of days vehicle is used 20 and if Kms travelled is 1400 then  $(20 \times 80 - 1400) \times 9$  will be recovered through bill and if number if is 1800 Kms then extra payment of Rs.  $(1800 - 20 \times 80) \times 12$  will be paid in the bill.
32. Agreement Bond on stamp paper of Rs. 500.00 should be executed after placing of work order and before payment of bills as per prevailing rules.

**33. COMPUTERIZED MEASUREMENT BOOK**

The bound volume of Computerized Measurement book to be furnished by the contractor, duly machine numbered for the pages, and with MB no. given by the Division Office i.e. CMB No.= P.O. No. / Sr. No. of MB. The pages of this MB shall be serially numbered and records of these Computerized Measurement Books (CMB) shall be maintained in a separate register.

The same format as in existing MB shall be used for the Computerized Measurement Book. The measurements shall be carried forward from the previous recorded measurements as per the existing procedure.

**34. Mode of Measurement.**

The measurement shall be recorded and entered in computerized format in the first instance by the contractor, and a hard & soft copy shall be submitted to MSETCL. All entries shall be made exactly as per the existing procedure.

These measurements shall then be 100% checked by the Assistant Engineer. If Assistant Engineer is not available, the Dy. Executive Engineer shall perform 100% check of the measurements. The contractor shall incorporate all such changes or corrections, as may be done during these checks, to

his draft Computerized Measurements and submit to the MSETCL the corrected Computerized Measurements in the form of a book, duly hard bound in red color on the lines of the conventional Measurement Books now in use, and with its pages machine numbered.

The Dy. E. E./Addl. E. E. and Executive Engineer shall test check these Computerized Measurements as per existing provisions of delegation of powers, G.O.1 (F&A). These books shall be treated as Computerized Measurement Books.

The A. E., Dy. E. E./Addl. E. E. and Executive Engineer shall record the necessary certificates for the checks and test checks as per the existing procedure in these Computerized Measurement Books.

**35. Cutting or over writing in the Computerized Measurement Book not allowed:-**

The Computerized Measurement Book given by the contractor, duly bound, with its pages machine numbered, shall have no cutting or over writing.

It is the responsibility of the Assistant Engineer or Dy. E. E. as the case may be to ensure that the checks and test checks done by them in the initial draft measurements are correctly incorporated in the Computerized Measurement Book before they record their certificates.

In case of any error, the Computerized Measurement Book shall be cancelled and the contractor shall resubmit a fresh Computerized Measurement Book. This should be done before the corresponding computerized bill is submitted to the division for payment.

The contractor shall submit as many copies of Computerized Measurement Books as may be required (original + minimum 2 copies) and as specified in NIT/Contract, for the purpose of reference and record in various offices of MSETCL.

The contractor shall submit his running and final bills in the computerized form in the same format as the existing conventional bills, with all pages machine numbered and with all entries made as per existing procedure. The bills shall be carried forward from the previous running account bill as per the existing procedure. These computerized bill shall be processed by various offices for payment as per the existing procedure.

**36. If all the above conditions are accepted to you then and only then you should quote your rates.**

Thanking you,

-----Sd-----  
**EXECUTIVE ENGINEER (CIVIL),  
MSETCL, PUNE-11.**

**Encl: - Schedule 'B'**

Copy S.w.rs.to :-

- 1) The Chief Engineer EHV CC O&M Zone Pune.
- 2) The Superintending Engineer(C), EHV Civil Constn. Cum Maint. Circle, Pune.

Copy to:-

- 1) Addl. Executive Engineer (Civil), EHV CCCM S/Dn-I
- 2) The Dy. Manager (F&A), EHV-Civil Constn.Cum Maint. Dn.,Pune-11.
- 3) M / F

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**SCHEUDLE 'B'**

**Sub :- E-enquiry for the work of:** Hiring of vehicle (Indica/Indigo) for a period of 315 days for 2023-2024 for the EHV CCCM S/Dn-I, under EHV CCCM Division, Pune.

| Sr. No. | Activity | Description   | Qty.   | Rate Rs. | Unit                  | Amount. Rs. |
|---------|----------|---|--------|----------|-----------------------|-------------|
| 1)      |          | Providing Diesel operated Four wheeler CAR with Driver on hire basis to EHV CCCM S/Dn-III, Pune including cost of fuel, with including cost of lubricants, repairs and servicing etc. all complete. |        |          |                       |             |
| a       | 50000238 | Providing Rate per day (upto 10Hrs)   | 315.00 |          | Per Day.              |             |
| b       | 50000240 | Overtime Charges after 10.00 Hours Duty   | 400.00 |          | Per Hour.             |             |
| c       | 50000241 | Night halt charges.   | 1.00   |          | Per Night Halt.       |             |
| d       | 50000239 | Extra rates per Km for running more than daily average running of 80Kms. (Ref. clause no.31.)   | 2000   |          | Per Km.               |             |
|         |          |   |        |          | Total Rs. Without GST |             |

- i) Note : Halting charges or O.T. which ever is less will only be paid.  
ii) Rates should be quoted excluding GST. GST will be paid extra if you are register under GST as per prevailing rules.  
iii) If average running per day in the billing month is less than 80Km per day recovery per less Kms travelled will be effected at Rs.9 per Kms (Rf. Clause No.31).

-----Sd-----  
**EXECUTIVE ENGINEER (C),**  
**EHV CCCM DN., PUNE- 11**

**SIGNATURE OF CONTRACTOR**

**NAME**

**ADDRESS**

