

 <p>MAHATRANSCO Maharashtra State Electricity Transmission Co. Ltd.</p>	<p>Name of office: EHV O & M Division, MSETCL, Karad. Office Address: Administrative Building, Ground Floor, Vijaynagar, Karad-415114, Dist: Satara. Contact No.: Tel. (O): 02164-255199, (P):02164-255047 Email ID:ehvkarad@gmail.com</p>	 <p>सत्यमेव जयते</p>
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Ref: - EE/EHV (O&M)/DN/KRD/T/No. 952

Dtd. 05.10.2023

CIRCULAR INVITING QUOTATIONS FOR WORKS:

Sealed and super scribed quotations are invited for the works as detailed in Schedule 'A' enclosed herewith subject to following terms and conditions.

- Name of work:** Work of Hiring of vehicle (Maruti Swift Dezire / Tata Tigor or equivalent Car) for Executive Engineer at EHV O&M Division Karad.
- Estimated Cost:** - The estimated amount is Limited upto **Rs. 6.00 Lakh Only (Including GST)**
- Validity of Offer:** - The rates should be valid for 60 days from the date of receipt of the quotations.
- Due Date:** - The quotations should reach to this office on or before **12.10.2023 up to 13:00 Hrs.**
- Submission of Bills & Payments:** - 100% payment will be made after receiving of bills in triplicate. Payment will be effected at Division level as per availability of funds.
- Security Deposit:-** You will have to pay the security deposit of **5%** of the order value within Seven days from the date of receipt of firm order. Security Deposit is payable by (a) Cash (b) D.D. (c) Bank Guarantee from a nationalized scheduled Bank. The S.D. will be refunded after satisfactory completion of the work.
- The quotations not confirming to the specifications are likely to be rejected.
- The quotations should be properly sealed and super scribed on the envelopes as the **“Work of Hiring of vehicle (Maruti Swift Dezire / Tata Tigor or equivalent Car) for Executive Engineer at EHV O&M Division Karad.”**
- Following attested documents should be attested with the quotation.
 - 1) Certificate of Registration of vehicle
 - 2) Certificate of Taxation (upto date tax must be paid)
 - 3) RTO permit
 - 4) Insurance Certificate of vehicle
 - 5) Fitness Certificate of Vehicle
 - 6) PUC Certificate
 - 7) PAN Card Xerox
 - 8) GST registration (if applicable)
 - 9) Shop Act License / NOC of Gram Panchayat
- The registration of vehicle should not older than five year from last date of enquiry i.e. registration should be within five year.**
- If the validity any document of above will be expired during a contract period, the agency should be renewed immediately and submitted to this office.**
- The taxes should be quoted separately; otherwise it will be presumed that your rates are inclusive of all.
- All the documents of this Enquiry Schedule “A” and other accompanying documents shall bear the authorized signature of the bidder, failing which the offer will be liable for rejection.
- The bidder is in his own interest expected to visit the site of the work and acquaint himself with the site conditions and all other conditions which will affect the work.
- It shall definitely be understood that the MSETCL Company does not accept any responsibility for correctness and completeness of the Schedule of quantities, attached herewith and these are subject to alteration at the discretion of the undersigned.

16. List of the similar works executed by the contractor elsewhere preferably with testimony from the concerned shall be attached with the documents if available.
17. The documents of an offer shall be written legibly and free from erasures, overwriting or conversion of figures corrections where unavoidable shall be made by crossing out, rewriting, initialing and dating.
18. Quotation which does not fulfil all or any of the above conditions or are incomplete in any respect is liable to be rejected.
19. The right to reject all or any of the quotation without assigning any reason, whatsoever for the rejection of any quotation or all the quotations or to place an order for full quantity or part thereof or to finalize the order on time preferred basis or to split the order quantity wise is reserved with the undersigned.
20. If the bidder has any doubt about the meaning of any portion of the enquiry conditions/ specifications he should get it clarified from the office of the undersigned before submission of the offer.
21. All General /Technical / Commercial terms and conditions of the contract of the MSETCL Company are applicable to this contract.

-sd/-

**Executive Engineer
EHV (O&M) Dn., Karad**

Copy S. W. R. to:

The Superintending Engineer, EHV (O&M) Circle, Karad.

Copy to:

1. Dy. Manager (F&A) / (HR) EHV (O&M) Dn., Karad
2. Notice Board.

TERMS AND CONDITIONS

1. The Vehicle must be with RTO valid Tourist car permit. You should maintain all the necessary documents such as RC, TC, Insurance, Certificate of Fitness and tourist permit and relevant RTO documents along with the vehicle. However original should be shown & get verified from this office.
2. All RTO documents accordingly should be in the name of Transport Company/Agency/proprietor only.
3. The vehicle will be utilized on any day and it must be made available with short notice from concerned officer/office. The charges will be paid on the basis of the days on vehicle actually utilized the charges will not be paid on the day for the vehicle has not been utilized. The concerned field officer / Incharge of the vehicle who, the vehicle being utilized is fully empowered to give off, on any day without assigning any reason for which no charges will be paid for that day.
4. Only Fuel will be supplied by the MSETCL free of cost. You shall arrange the engine oil; break oil, and other lubricants at your cost.
5. All taxes such as RTO Taxes, Town duties, Insurance, and all other statutory charges will be paid by you only. Any complication concerned with RTO, Taxes, permit etc. or you should settle any other formalities only. Company will not be responsible for the same.
6. **Security Deposit:-** You should pay security deposit equivalent to 5% of the value of the order. Security Deposit is payable by (a) Cash (b) D.D. (c) Bank Guarantee from nationalized scheduled Bank. The S.D. will be refunded after satisfactory completion of the work.
7. **Penalty: -** If the hired vehicle is not made available on any working day without any intimation and without convincing reasons by you the penalty @ 10% of the daily charge will be recovered from for every such day.
8. **Submission/Payment of Bill:-** A bill for hiring of work should be submitted in triplicate along with advance stamped receipt to the Karad Division office every month after completion of work during the month.
9. **Agreement:-** You have to execute Indemnity cum agreement bond on stamp paper of Rs.500/- in prescribed form for your cost.
10. The vehicle is to be driven by driver of the party who must have valid license and transport license/Batch from RTO authorities. The driver has to drive the vehicle as per the instruction of the Incharge of vehicle.
11. In case the halt occurs out of headquarter, the driver should arrange his own kit and the company will not pay extra amount on his account.
12. The vehicle must run on all types of roads. The condition of all the tyres fitted to the vehicle must be good. A good and serviceable Stephanie should be provided with the vehicle.
13. The vehicle should be self-starting condition. In case it fails, it should be got repaired immediately at your end.
14. If the particular vehicle allotted against this order is off the road for longer/short duration for major/minor repairs the other vehicle fulfilling requirement and conditions shall have to be given as the replacement on the same terms and conditions of the order having necessary RTO tourist permit along with all statutory taxes paid. If 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.
15. The average consumption of the vehicle given on the hire basis should be 16 Kms/Ltrs. Irrespective of actual average of the vehicle. If the average consumption is the proportionate amount will be deducted from your bill. You will have to communicate the capacity of the Fuel tank with the vehicle.

16. The driver will not be permitted/ allowed to carry any outside passengers, luggage, when the vehicle is engaged for company's works.
17. If the performance and the service given by your vehicle and driver are not found satisfactory, the contract will be terminated without giving any notice at cost and risk of tendered/party and security deposit paid by you will be forfeited.
18. You have to display the board on the vehicle stating EXCLUSIVELY FOR BONAFIDE USE OF MSETCL. The same will have to be wiped off on expiry of the contract period.
19. You have to maintain two separate log-books/diaries for alternate months to record the daily journey with timings, Kms, fuel account, place of visit etc; at the end of each day and duly signed by officer / person using the vehicle. The same should be submitted in original along with bills for arranging payments.
20. The normal duty hours will be 9.00 to 19.00 Hrs. on every working day and you will have to make available vehicle at EHV O&M Division, Karad as per the instruction of the Incharge/field officer. The starting and the end Kms should be recorded daily taking Division office Karad as Head Quarter, vehicle diary duly signed by authority using the vehicle.
21. The vehicle should be parked in MSETCL premises at EHV O&M Division Karad.
22. If the order is not executed completely and satisfactorily it will be treated as cancelled and the work will be got done from the departments/ outside agency even at higher rates and the difference in the rate will be recovered from your pending bills if any or from security deposit with company.
23. 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 and as per the directives of the vehicle Incharge.
24. If the agency uses its vehicle for its private use, balance of Fuel should be shown in vehicle logbook before as well as after using the vehicle.
25. Income Tax will be deducted as per the rule on every monthly bill. Also income PAN no. should be conveyed to this office. Further service Tax will be deducted at prevailing rate.
26. The terms and conditions for tender and work contract of the hiring of vehicles for MSETCL, this Office Karad are binding on you.
27. In case any accident or any mishap takes place to the vehicle during its utilization, all the liabilities, of vehicle as well as driver etc. will be at your risk and cost and company will not be responsible for any liabilities and compensation.
28. The undersigned reserves the right to accept or reject the order without assigning any reason thereof.
29. The vehicle should remain under control of Executive Engineer, EHV O&M Division, Karad.
30. Vehicle should be preferably less than 5 years.

Thanking You

Yours Faithfully,

-sd/-

**Executive Engineer
EHV O&M Dn. Karad.**

**MAHARASTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
E.H.V. (O&M) DIVISION, KARAD.**

Sub: - Work of Hiring of vehicle (Maruti Swift Dezire / Tata Tigor or equivalent Car) for Executive Engineer at EHV O&M Division Karad.

SCHEDULE – “A”

Sr. No	Particulars	Unit	Qty.	Rate / Unit (Excl. Taxes)
1	Work for Hiring of vehicle (Maruti Swift Dezire / Tata Tigor or equivalent Car) for Executive Engineer at EHV O&M Division Karad.			
a	Rate per day for 10 Hrs. (Without Fuel) Working Hours : 09.00 AM to 19.00 Hrs.	Per Day	1	1300.00
b	Overtime Charges (O.T.) (O.T. Charges will be paid after Normal Duty Hrs.) (Maximum 4 Hrs. O.T. allowed)	Per Hr.	1	50.00
c	Halting Charges	Per Night	1	200.00

Note: - 1. Total Estimated value is limited upto Rs. 6.00 Lakh (Including GST)

2. The above rates are excluding of GST & including Labor Cess, hence GST should be quoted separately; otherwise it will be presumed that your rates are inclusive of all taxes.

3) Registration of vehicle should not older than 5 years if registration older than 5 year, the quotation will be rejected.

4) The amount and time period of work order may vary as per approval sought from component authority.

5) Fuel Charges will be paid by MSETCL.

-sd/-

**Executive Engineer
EHV (O&M) Dn., Karad**