

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
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Ref. No. CE/EHV PC O&M Zone/NSK/T-20/No. **No 2450** Date:- **19 SEP 2024**

E-Enquiry

Sub:- Hiring of LMV/MPV/ANY SEDAN CAR Diesel/Petrol/CNG 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 Agency).

Dear Sir,

This Office is inviting quotation from Travel Agencies / Vehicle Owners for the subject work. The detailed scope of work is as given below:-

Sr. No.	Description	Unit	Rate in Rupees
1	The hiring of LMV/MPV/ANY SEDAN CAR Petrol/Diesel/CNG Vehicle for the AGM (F&A), MSETCL, EHV PC (O&M) Zone, Nashik (on an Outsourcing 1 year period) on per day basis which includes vehicle taxes & charges, driver wages, repairs & maintenance, Insurance & Fuel (Toll charges will be provided by MSETCL). Vehicle Should comply BS-VI norms issued by GoI. Note: - Preference will be given to MPV type vehicle which provides more footrest place.	Per Day	
2	Charges towards Fuel Per Km	Per Km	

Note:-

Amount of the work order:- Limited to Rs.6,00,000/- Including vehicle Expenditure, Diesel/Petrol/CNG/ cost & all other taxes & charges including Fuel (GST is applicable @ 5%).

- DUE DATE:** - The quotations in **two bid system** (Technical bid with all supporting documents & Commercial bid with price break up) complete in all respects, duly sealed & super scribed should be submitted to this office on or before **26/09/2024** up to **15:00 Hrs** positively.

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

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

The **attested** copies of 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)

- Copy of RC Book,
- Copy of Tax paid receipt.
- Valid Insurance Certificate.
- Valid 'T' Permit Certificate
- 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 details of Business/owner

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

In Price bid envelop, the rates should be quoted in figures as well as in words. The applicable GST should be clearly mention in price. If there is not mention about applicable GST then it is presume that offer rate are including GST (If GST applicable).

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

1) 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, Fuel 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 Toll charges will paid by MSETCL, as and when required at actual.

2) 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.

- 3) **The vehicle must be registered with R.T.O. with Tourist permit (T)** and should be comply BS-VI norms issued by Govt. of India.
- 4) Bidder shall have valid PUC Test Certificate, T-permit, Fitness Certificate and Insurance for the vehicle during contract period.
- 5) 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.

6) 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, Fitness Certificate & 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 charges will born by MSETCL.**
- b) **If bidder is travel agency then the original agreement between vehicle owner and travel agency may be submitted in Technical envelop.** In no other case, once the vehicle engage to Nashik Zone Office should not be withdraw during contract period without written permission of Nashik Zone Office. 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) **All the charges for running vehicle shall borne by the vendor. Total value of work order will be limited to Rs.6,00,000.00/ (Rupees Six Lakhs Only). Monthly expenditure is restricted to Rs.50,000/- per month including Taxes. The vehicle will be engaged for maximum 25 days per month OR 2000kms per months whichever is exhausted earlier.**
- f) **The entire contract is for 12 months and exhaustion of Contract value (including, Hiring Charges, all Taxes & charges, 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 19.45 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 accept weekly off, if required in weekly off, intimation will give in advance. The vehicle can be utilize anywhere in Maharashtra depending upon Official work of concern user.
- h) If the vehicle is not provided by the bidder to company, the proportionate deduction will be made accordingly from bill (i.e. no payment will made if vehicle not provided on working day).
- i) 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. In this case vehicle can be used any were by you.
- j) **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.**
- 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 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 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 Rs.100/- per day, absent from duty will be charged from your bill.
- m) If the vehicle is already engage in any offices of MSETCL or any outside offices then bidder should submit the letter discontinuation/NOC for bidding process.
- n) **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 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.

- o) 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.
- p) The Offer submitted should be unconditional.
- 7) **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 contract period. In case break of contract from your side, before completion of contract period, the security deposit will be forfeited by the company.
- 8) **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.
- 9) **Driver:-**
- i) The driver engaged by agency on hired vehicle 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 and should have knowledge of traffic rules. Also he should have road route/parking etc. knowledge of city & other places, especially in Mumbai and Nashik.
 - ii) The driver engaged should not be more than 50 years of age or less than 18 years. He should be able to write, read & speak Marathi, Hindi, and English Language.
 - iii) The driver engaged shall attend duty in time with neat & clean uniform as per specified.
 - iv) The driver must observe all the etiquette and protocol while performing their duty and should not having any kind of bad habits (such as drunk in duty time).
 - v) The driver will be responsible filling up the vehicle Log Book etc. He will work under and report to the authority concern/vehicle user.
 - vi) The agency shall ensure good behavior from driver and they shall abstain from taking part in any staff union and association activities. You shall be responsible for indiscipline of driver provided by you and shall take care that he will not create any nuisance in the organization or misbehavior. In case driver does not satisfy the basic norms of good work and conduct/integrity, he/she should be removed by you immediately and suitable substitute should be arranged by you with immediate effect.
 - vii) If the officer using the vehicle find anything wrong with the driver, the agency shall provide proper alternative driver otherwise vehicle shall be immediately discontinued & vehicle treated not on duty & penalty shall be made at applicable rate.
- 10) 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.

- 11) 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.
- 12) You shall maintain a minimum balance of Rs 1,000/- in the fast-Tag System documents 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.
- 13) 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 the 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 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 complaint from the concern officer using the vehicle (Oral or written)
 - Overall unsatisfactory services for prolonged period of time.
 - Noncompliance of contractual terms & conditions.
- 15) **Payment terms:-**
The driver of the vehicle should maintain a diary recording the movements KM run, timings & Diesel Quantity etc. which should be got certified by the authorized officer of MSETCL daily. The original bill in the name of undersigned at the end of each month to the AGM (F&A) EHV PC O&M Zone Nashik & copy of Vehicle log book will be scrutinized, recorded & approved by EE (Admin), EHV PC O&M Zone, Nashik. The same will be forwarded to F&A section of Nashik Zone. After due audit, the original 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,


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