

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.,  
EHV PC O&M ZONE, KARAD**

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CE/EHV PC O&M/ZONE/KRD/T/

**NO - 0824**

Date :- **17 JUN 2017**

**Sub:** Enquiry for Hiring of Car (Diesel) for, IT Section, EHV PC O&M Zone, Karad.

**Ref.:** System Analyst IT Section's, EHV PC O&M Zone, Karad's O.N. Dtd. 15.06.2017.

**Dear Sirs,**

Please offer your reasonable rates for the Work of providing Car (Diesel) for, IT Section on hire basis, as per Schedule 'A' & Annexure 'W' enclosed herewith.

- 1. DUE DATE:** The quotations complete in all respects, duly sealed & super scribed should be submitted to this office on or up to **28.06.2017 till 16:00 hrs.**
- 2. QUOTED RATES:** Rates should be inclusive of all taxes if any, labour charges etc. The taxes applicable if any should be quoted distinctly.
- 3. VALIDITY OF OFFER:** The offer should be valid for our acceptance for a period of 60 days from the due date of opening.

The undersigned reserves the right to reject any or all quotations without assigning any reasons.

Thanking you,

Yours faithfully,

**Chief Engineer,  
EHV PC O&M Zone, Karad**

**Encl:** 1. Schedule 'A'.  
2. Terms & Conditions.

**Copy To: -**

- 1) A.G.Manger (F&A) EHV PC O&M Zone Karad.
- 2) Notice Board.  
M/F T

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.,  
EHV PC O&M ZONE, KARAD**

**Schedule 'A'**

Enquiry for Hiring of Car (Diesel) for IT Section, EHV PC O&M Zone, Karad.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Rate/ Day in Rs.</b>	<b>O.T./ Hour In Rs.</b>	<b>Halting Charges In Rs.</b>
1	Providing of 1 No. of Car (Diesel) for IT Section, EHV PC O&M Zone, Karad, for one year. (Diesel will be supplied by MSETCL)			

**PAN** No. of Agency- \_\_\_\_\_

**Sign & Seal of Agency.**

  
**Chief Engineer,  
EHV PC O&M Zone, Karad**

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.,**  
**EHV PC O&M ZONE, KARAD**  
**ANNEXURE 'W'**

1. The vehicle must be with RTO Tourist permit for Vehicle valid for a period of contract. You should maintain all the documents such as RC/TC Books, Insurance and tourist permit and relevant RTO documents along-with the vehicle. However, original one shall be shown and get verified from this office.
2. All RTO documents accordingly should be in the name of Transport Company / Agency / Proprietor only.
3. The contract period will be for a period of one year only from the date of engaging vehicle However, the period will be curtailed or extended as per the same accepted rates and terms and conditions.
4. The vehicle will be utilized on any day and it must be made available with short notice from concerned officer. The charges will be paid on the basis of the days and vehicle is actually utilized. The charges shall not be paid for days the vehicle has not been utilized. The concerned field officer / in-charge of the vehicle under whom the vehicle is 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/s.
5. Only Diesel will be supplied by the Company. The Engine Oil, Break oil and other lubricants shall be arranged by you at your cost.
6. All taxes such as RTO taxes, Town duties, Insurance and other all statutory charges will be paid by you only. Any complication concerned with RTO / Police for non-payment of taxes, permit etc; or any other formalities should be settled by you only. The Company will not be responsible for the same.
7. 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 instructions of field officer/ In- charge of the vehicle. The driver of the vehicle should be permanent as far as possible and should not be changed frequently.
8. The vehicle should be latest i.e. up to four years old on quotation due date so that useable life in order period should be below five years.
9. The driver must be polite, punctual in attendance and free from illicit habits. Details of driver such as Name, Address, Phone No., License No. Batch No., validity should be given to office.
10. In case, the halt is other than the place of head-quarters, the driver should arrange his own kit and the Company will not pay extra amount on this account.
11. During the idle period of the vehicle i.e. beyond normal working hours of vehicle as specified by officer in charge of the vehicle, the availability of the driver with his address, phone No., if available must be intimated to the vehicle in charge invariably; so as to utilize the vehicle at the time of emergency.
12. 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 stephney should be provided in the vehicle.
13. The vehicle should be in self starting condition. In case, it fails, it should be got repaired immediately at your cost.

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 requirements and similar 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 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.
15. The average consumption of the vehicle given on hire basis should be **16 Kms./Ltr** irrespective of actual average of the vehicle. If the average consumption is less, the proportionate amount will be deducted from your bill. You will have to communicate the capacity of the diesel tank with the vehicle.
16. All the maintenance charges of the vehicle, salary, overtime allowances and other benefits of the driver are at your account.
17. In case any accidents or any mishap taken place to the vehicle during its utilization, all the liabilities of vehicle as well as driver persons, goods etc; will be at your cost and the Company will not be responsible for any liabilities and compensation.
18. The vehicle and driver should have requisite license / transport batch license, permit and other important documents for travel and the same must be maintained with the vehicle while on duty without fail.
19. The area for which vehicle has to run will be the area under control of the Chief Engineer under whom the vehicle is being utilized. Entry charges/ Toll charges will be paid by the Board.
20. The driver will not be permitted / allowed to carry any outside passengers, luggage, when the vehicle is used under Companies work.
21. If the performance and the service given by your vehicle and driver is not found satisfactory, the contract will be terminated without giving any notice at cost and risk of party and security deposit paid by you will be forfeited.
22. You have to display the Board on the vehicle stating 'EXCLUSIVELY FOR BONAFIDE USE OF MSETCL.' The same will have to be wiped out on expiry of contract period.
23. You have to maintain two separate log books / diaries for alternate month use to record the daily journey with timing, Kms. run, fuel account, places visited 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 your bills for arranging payments.
24. The permission of RTO and other statutory authorities for hiring vehicle to the MSETCL must be obtained at your cost and displayed in the vehicle. These papers and others relevant papers, RC / TC books etc; shall have to be produced / presented to this office, before giving vehicle on hire initially.
25. The normal duty hours will be from 09.00 to 19.00 F&As; irrespective of above stated duty hours, you will have to make available vehicle in the premises of office of the EHV PC O&M Zone, Karad or as per the instructions of the in-charge / field officer. However, the per day rate will be treated for 10 F&As of duty from timing of providing the car on that particular day; and extra charges will be paid; however, either OT or halting charges whichever is less will be paid. The starting and end Km. should be recorded daily taking Karad, (Vijaynagar) Office as Headquarter in vehicle diary duly signed by the authority using the vehicle.

26. The vehicle should be parked in MSETCL Office premises at EHV PC O&M Zone, Karad .
27. If the order is not executed completely and satisfactorily, it will be treated as cancelled and the work be got done from the departments / outside agency even at higher rates and the difference in the rates will be recovered from your pending bills, if any or S.D.
28. 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 in-charge. You have to carry out any repairs / servicing of this hired vehicle only during idle hours and as per the directive of the vehicle in charge.
29. Security Deposit :- The S.D. 5% of the order value will have to be paid before execution of the order. The amount 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. If on the breach of contract during contract period S.D. will be forfeited without assigning any reason.
30. Penalty :- If the hired vehicle is not made available on any working days without any intimation and without convincing reasons by you, the penalty @ 10% of the daily charges will be levied for every such day.
31. Submission / Payment of Bill :- A bill for hiring of vehicle should be submitted in triplicate along-with advanced stamped receipt to the AGM Manager (F&A), Karad every month after completion work during the month. The contractor will be paid 100% payment of monthly bills subject to any deductions against the contract after due certificate by the in charge of vehicle, on every bill.
32. Income Tax at prevailing rate will be deducted from your monthly bill as per rules. The Income tax Registration No. if allotted to you, the same should be given to this office.
33. The Company's general conditions for tender and work contract are also applicable and will be binding on you.
34. The undersigned reserves the right to accept or reject the order without assigning any reason thereof.
35. An agreement is required to be executed by you with the Company on stamp paper containing all above terms and conditions of the order before its execution. The cost of stamp paper is **Rs.500/-** and the same should be borne by you.
36. Speedometer/Kilometer reading 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. You should also keep the vehicle always in good condition without fail.

Yours faithfully,



**Chief Engineer,  
EHV PC O&M Zone, Karad**