

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

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,(R):02164-255444Fax:02164-255047

Email ID :ehvkarad@gmail.com, ee3110@mahatransco.in

Ref No: EE/EHV(O&M) DN/KRD/T-53/No. 950

Date: **07.10.2019**

Sub :- Enquiry for Hiring of vehicle (Tata Indigo/Maruti Swift) for Executive Engineer at EHV O&M Division Karad.

Dear Sir,

In connection to above subject, it is requested to submit your offer in the sealed envelope super scribing "Quotation for Hiring of vehicle (Tata Indigo/Maruti Swift) for Executive Engineer at EHV O&M Division Karad." to this office on or before **15.10.2019** at **15.00 hrs.** subject to Enclosed terms & conditions.

Sr. No.	Particulars	Rate/Day in Rs.	O.T. /Hrs. in Rs.	Halting Charges in Rs.
1	Providing of One No. of Diesel Car (Tata Indigo/Maruti Swift) or equivalent Diesel car)with driver on hire basis.			

All documents of vehicle such as RC, TC, Insurance, tourist permit, PUC etc and relevant documents along with PAN card document should be attached with the quotation.

- Remark :- 1) Diesel will be supplied by MSETCL as per requirement.
2) Average required must be 16 Km/ Ltr.
3) New vehicle will be preferred.

- 1. Due Date:** The quotation complete in all respects, duly sealed & super-scribed should be submitted to post or courier or in exceptional case, by hand delivery to this office on or before **15.10.2019** up to **15.00 hrs**
- 2. Validity of Offer:** The offer should be valid for our acceptance for a period of 60 days from the date of opening.
- 3. Note:** Valid Quotation i.e. the vehicle should not be engaged at any other place.

The undersigned reserves the right to accept or reject quotation in part of full without assigning any reasons thereof.

Thanking you,

Yours Faithfully,

**Executive Engineer,
EHV O&M Division, Karad**

Encl: Terms & Conditions

Copy s.w.r. to : 1) The Superintending Engineer, EHV O&M Circle, Karad

Copy to : 1) The Dy. Manager (F&A), EHV O&M Division, Karad

2) Notice Board.

SF(AE)

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 and 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 diesel 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) 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) 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 field officer/ Incharge of vehicle.
- 8) 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.
- 9) 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.
- 10) The vehicle should be self-starting condition. In case it fails, it should be got repaired immediately at your end.
- 11) 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.
- 12) 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 diesel tank with the vehicle.
- 13) The driver will not be permitted/ allowed to carry any outside passengers, luggage, when the vehicle is engaged for company's works.
- 14) 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.
- 15) 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.

16) 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.

17) 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.

18) The vehicle should be parked in MSETCL premises at Karad Division.

19) 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.

20) 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.

21) 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.

22) 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.

23) If the agency uses its vehicle for its private use, balance of diesel should be shown in vehicle logbook before as well as after using the vehicle.

24) Income Tax will be deducted at the rate of 2.00% 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.

25) **Agreement:-** You have to execute Indemnity cum agreement bond on stamp paper of Rs.500/- in prescribed form for your cost.

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 4 years.

Thanking You

Yours Faithfully,

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

