



**OFFICE OF THE EXECUTIVE ENGINEER
EHV O&M DIVISION, MANCHAR**

DSK's Pride , Survey No-170/7B, Pune-Nashik Highway,
In front of Rural Health Centre, Manchar , Tq- Ambegaon Dist: Pune
E-mail:ee61A0@mahatransco.in, eeManchar404@gmail.com
Ph- 02133-223040/41, FAX-02133-223042

EE/EHV/O&M/Division/Manchar/Tech/No. 714

Date: 24.07.2023

To,

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Subject: E-Enquiry for hiring of outsource driver for departmental vehicle for Executive Engineer (EHV O&M Division Manchar) for the period of 12 months.

Dear Sirs,

Sealed & super scribed quotations are invited, so as to reach this office on or before 02.08.2023 up to 18:15 Hrs. for hiring of outsource driver for departmental vehicle for Executive Engineer (EHV O&M Division Manchar) for the period of 12 months on following Terms & Conditions and as per schedule "A" mentioned below.

The bidders are requested to go through the following instruction in case of any doubt, get them clarified in writing or in person from the office of the Executive Engineer, MSETCL, EHV (O&M) Division Manchar in advance before three days.

Quotation should be submitted in sealed cover subscribed with following particulars:

Consisting of two separate envelopes with

- 1) Associated documents
- 2) Price Bid Document.

Envelope 1:

This envelope should contain documents mentioned in Terms & Conditions Sr. no. 03.

Envelope 2:

This envelope should contain only price bid in given schedule "A", not in other format.

Above both "Envelope 1 & Envelope 2" shall be enclosed in one envelope in sealed & super scribed.

After verifying the full documents in Envelope-I, if it is found that, the bidder fulfills the desired prerequisites; Envelope-II will be opened. If the same is not found meeting the prerequisite, Envelope-II will not be opened.

Quotations with incomplete details or submitted without sealing or super scribing or not submitted in prescribed form etc. are liable to reject. **Offer on fax or E-Mail will not be accepted. This office will not be responsible in delay in postal transit.**

TERMS & CONDITIONS:

1. **Name of Work:** E-Enquiry for hiring of outsource driver for departmental vehicle for Executive Engineer (EHV O&M Division Manchar) for the period of 12 months.
2. **Value of Work Order:** The total work order value will be limited to Rs. 2,94,476.46/- Lakh inclusive of GST & all applicable taxes.
3. **Eligibility (Technical Bid): Technical Qualifying Requirements:**

Sr. No.	Name of document
1	The bidder should have to submit a valid copy of shop act License or NOC from Grampanchayat
2	The bidder should have to submit a valid copy of PAN card.
3	The bidder should have to submit a valid copy of GST registration.
4	The bidder should submit the Income Tax Return last 3 years financial years
5	The bidder should submit the EPF registration.
6	The bidder should submit the ESI code No. if applicable/ workmen compensation policy.
7	The bidder should submit the PT registration certificate
8	<p>The Bidder should have successfully completed similar works during last 05 years (previous to the date of submission of bid) in any one of the following criteria.</p> <p><u>Similar works means:</u> Providing manpower (skilled/Semi skilled/unskilled)/ in any Government Organization of India.</p> <p>i) Three completed work orders each amounting to not less than 20% of the estimated cost of subject tender.</p> <p>OR</p> <p>ii) Two completed work orders each amounting to not less than 30% of the estimated cost of subject tender.</p> <p>OR</p> <p>iii) Single completed work order amounting to not less than 60% of the estimated cost of subject tender.</p> <p>OR</p> <p>d. Work orders cumulatively amounting to 100% of tender estimated cost, within maximum of 06 work orders.</p> <p>For all above satisfactory work completion certificate issued by an authority not below the rank of Executive Engineer has to be submitted along with bid.</p>

4. **Security Deposit:** Successful bidder will have to pay security 10% of total order amount within 15 days from the date of issue of LOI/work order at EHV O&M Division Manchar. If you fail to submit the SD amount within stipulated time period, the interest will be charged per annum as prevailing BPLR rate. If you fail to do so, the SD will be recovered from your bills with interest. Also you will have to apply for refund of the SD within 6 months after completion of work period. If you fail to apply within stipulated period, your SD amount may liable for forfeit & the action will be taken as per MSETCL rules. SD will be refunded only after satisfactory completion of contract period after adjustment of any amount payable by you to MSETCL.

5. **Agreement:** Contractor shall have to enter in to agreement on bond paper of Rs. 500 /-as per rule within 15 days from the date of issue of LOI/work order. The cost of the bond paper will be borne by contractor.
6. **Validity of Work Order:** The validity of work order will be till exhaustion of work order amount.
7. **Rate:** Rates shall be quoted as per the Schedule 'A' given. Any changes must be brought out clearly.
8. **Working Period:** Normal working hours will be **09.00 am to 19.00 pm** with one hour recess in between.
9. The Company reserves the right to reject tender which does not confirm to any of the conditions. *The estimates are prepared as per minimum wage act. The agency quoting rates below minimum wages act will be disqualified.*
10. **Bills:** Bill will be paid every month for actual working days and you will have to submit the bill in three copies to the EHV O&M Division Manchar. Payment will be made within reasonable time period, subject to availability of funds.
11. **Submission of Tax invoice (bills):**
 - a. The bills in 3 copies, advance stamped receipt along with the certificate operating office/HR for having completed the work satisfactorily must be submitted to the Executive Engineer (EHV O&M Division Manchar). The PAN No. & GST No. should be mentioned on bill.
 - b. Payment will be made within reasonable time by EE/EHV O&M Division Manchar, after receipt of duly certified and recorded bill by concerned operating officer and after taking necessary entries in ERP-SAP system.
 - c. 100% payment will be made against duly certified, recorded & audited bills after successful completion of work.
 - d. Necessary documents such ESI Challan/EPF Challan/employee payment details, PT receipts, WC (if applicable) for the previous month, Bank Salary Statement must be enclosed with the bill.
 - e. In case of MSME vendors "The company MSETCL will try to arrange for funds for bill payment well within stipulated 45 days. But in case for whatsoever the reason, funds arrangement & disbursement thereof gets delayed, MSETCL neither accepts any communication in whatever kind from bidder for delayed in payments.
12. **Penalty:**
 - a. **Performance of work:** If it is found that performance of work is unsatisfactory, or not as per norms of MSETCL the contract is liable for termination at any stage of work without giving any prior notice and at contractor's entire risk & cost. The security deposit paid by agency shall be forfeited in that case.
 - b. If contractor fails provide service on any day, penalty will charge Rs. 500/- per day will be recovered from contractor and further execution of order shall be got done from other agency at his cost and risk.
13. Income Tax at prevailing the rate will be deducted from your bill.
14. The contractor shall have to follow rules& guidelines for payment and other related matter as per existing laws, act & rules by State Govt. or Central Govt.
15. The driver should be vigilant, alert, respectful & presentable while on duty. He should have good moral reputation & should be free from bad habits like alcoholics, theft etc.

16. If more than one qualified agencies quoted same rate, then order will be split with consent.

17. In case of the different of opining about the interpretation of terms and conditions between you & M.S.E.T.C.L. the decision of the undersigned will be final & binding upon you.

18. This office reserves all the rights to reject any or all quotation without assigning any reasons thereof.

19. For legal disputes, if any, jurisdiction shall be exclusively of Pune courts.

Thanking you.

Sd/-
(S. R. Wagh)
Executive Engineer
EHV O&M Division Manchar

Copy s.w.r.s to:

1. The Chief Engineer, EHV CC O&M Zone, Pune.
2. The Superintending Engineer, EHV (O&M) Circle, Pune.

Copy to:

1. Dy. Manager (F&A), EHV (O&M) Division Manchar.
2. Notice Board

SCHEDULE "A"

Subject: E-Enquiry for hiring of outsource driver for departmental vehicle for Executive Engineer (EHV O&M Division Manchar) for the period of 12 months.

Sr. No.	Particulars of work	Material / Service No.	Unit	Requirement of Manpower	Ex-Rate	Unit Rate (Incl. of taxes)
1	Service of outsource driver (Skilled)	50001687	EA	01	781.47	922.13

Work order will be limited to Rs. 2,94,476.46/- (Rs. Two Lakh Ninety Four Thousand Four Hundred Seventy Six and Fourty Six Paise Only) inclusive of GST & all applicable taxes.

*Quantity may vary as per requirement.

*Payment will be effected as per actual man days.

* Manpower can be utilized at various Sub-Stations as per requirement.

*Rates of DA allowance will be varied as will be revised by Government of Maharashtra from time to time. And the same will have to be paid by contractor.

Sd/-
(S. R. Wagh)
Executive Engineer
EHV O&M Division Manchar