

**MAHARASHTRA STATE ELEC. DISTRIBUTION CO. LTD,
THANE URBAN CIRCLE**



**OFFICE OF THE SUPERINTENDING ENGINEER
NEW ADMINISTRATIVE BUILDING, 7TH FLOOR,
OPP. PASSPORT OFFICE, WAGLE ESTATE,
THANE 400 604**

TENDER NO.SE/THNUC/T-101/2008-09

**HIRING OF VEHICLES IN THE AREA OF
THANE URBAN, O & M DIVISION**

**Returnable not later than 15.30 hrs. on 22.10.2008
Tender will be opened at 11.00 hrs. on 23.10.2008
ESTIMATED COST Rs.23.28 Lacs**

Issued to:

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
THANE URBAN CIRCLE**

TENDER NO. SE/THNUC/TS/T-101/2008-2009

**Name of work : Annual contract for hiring of Transport Vehicles in area
under Thane (U) Division.**

INDEX

Sr.No.	Description	Page No.
1.	Letter to Tenderer	3
2.	Instructions to the Tenderer	4
3.	General conditions of contract	7
4.	Letter to the Supt. Engineer	11
5.	Schedule " A "	13

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

THANE URBAN CIRCLE

TENDER NO. SE/THNUC/TS/T-101/2008-2009

LETTER TO TENDERER

M/s _____

Dear Sirs,

Please quote your lowest rates for Annual contract to hire vehicles on monthly payment basis, as per Schedule "A" and return the tender documents duly filled in, signed on each page. You are also requested to note the instruction to the Tenderers before submitting your offer.

The area of operation is Mumbai city, Thane City, Wagle Estate, Kalwa, Mumbra, under THANE URBAN CIRCLE.

Yours faithfully

Superintending Engineer (TUC)

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
THANE URBAN CIRCLE
TENDER NO. SE/THNUC/TS/T-101/2008-2009
INSTRUCTIONS TO THE TENDERER

1. Sealed and superscribed item rate tenders are invited for hiring of transport vehicles for following work.
2. Name of work : Annual contract for hiring of transport vehicles, such as Jeep, Pick up, Tempo, Maruti Van, Indica Car and Auto Rickshaw.
3. Period of contract : One Year from date of placing the contract order.
4. Brief scope of work : The details for Hiring of Transport Vehicles such as Jeep, Pick up Tempo, Indica Car Maruti Van & Rickshaw as per Schedule "A".
5. Area of operation : Mumbai City, Thane City, Kalwa, Wagle Estate under Thane Urban Circle.
6. Tenderer will have to pay Tender form fee of Rs.500/- along with the tender by Demand Draft. In favour of MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD., drawn on any Scheduled Bank, situated in Mumbai. Tender document is also available at Thane Circle office on payment of Rs. 500/- in cash.
7. Tenderer will have to pay Earnest Money Deposit (EMD) for each vehicle as below along with the tender by Demand Draft in favour of MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD., drawn on any Scheduled Bank, situated in Mumbai. The offer submitted without Tender form fee and earnest money is liable to be rejected.
 - 1) Truck : Rs.10000/-
 - 2) Medium Vehicle Pick-up/Tempo : Rs. 5000/-
 - 3) Jeep : Rs. 4000/-
 - 4) Maruti van/Indica Car : Rs. 4000/-
 - 5) Auto Rickshaw : Rs. 3000/-

In case, tenderer desires to engage more than one vehicle or different type of vehicles the tenderer will have to pay corresponding amount of EMD.

8. Tenders will be opened, at 11.00 hrs on given date at the above office in the presence of such tenderers who desire to remain present.
9. The successful tenderer will have to pay security deposit amounting to 5% of the value of the contract by cash/D. D. The amount of security deposit shall be refunded only after completion of the contract period of one year.
10. Tenderers must submit their offers in the schedules appended with the rates in figures and in words and each schedule duly signed. Any schedule not bearing the signature of the contractor on all documents accompanying the tender is liable to be rejected. Rates quoted for each item should be reasonable. Only one rate should be quoted for each item of work. In case dual rates are offered for the same item, the offer is likely to be rejected. Tenderers should not offer rates for items not covered in the schedules. Discount on any account such as quantitative discount, payment discount etc. will not be entertained. As such, rate should be on firm quotation basis.
11. Special attention is invited to requirements that all corrections must be dated, initiated by the tenderer and that all the pages should bear the full signature of the tenderer at the foot of each page and each schedule should bear the seal of the tenderer.
12. Tenders which do not fulfil all or any of the above conditions or incomplete in any respect are liable to be summarily rejected.
13. Before submitting their tendered rates (i.e. Scheduled Rate) for the Annual Contract, the tenderer shall examine closely all documents which form part of the contract to be entered into.
14. The submission of a tender by a tenderer implies that he has read these instructions, the conditions of contract etc. The Company will not, however, after acceptance of the contract rate, pay extra charges for lead or for any other reasons in case the tenderer is found later on to have misjudged himself.
15. The undersigned reserves the right to reject all or any of the tenders without assigning any reasons, whatsoever for

the rejection of any tender or all tenders also shall not be bound to accept the lowest offer since the acceptance shall depend upon past performance and experience.

16. Tenders shall remain open for acceptance subject to the provisions of Clause above for a period of 90 days from the date of opening of the tender and during this period, no tenderer shall be allowed to withdraw his tender. Any such withdrawal during the said period will entail forfeiture of the Earnest Money deposited with the Tender.
17. If the tenderer has any doubt about the meaning of any portion of the tender, he should at once ask clarification from Superintending Engineer (TUC) in writing in any case atleast five days before the due date. Additions or alterations in the tender form/conditions etc. by the Tenderer are not permissible. Tenderer should either quote his consent for schedule rate or item rates for the works described in the Schedules or write the words " RATE NOT QUOTED 'against concerned items.
18. General conditions of the Annual Contract for work are as per Annexure which shall form part of the contract.

SUPERINTENDING ENGINEER

SEAL AND SIGNATURE OF THE TENDERER

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

THANE URBAN CIRCLE

NO. SE/THNUC/TS/T-101/2008-2009

**GENERAL CONDITIONS OF ANNUAL RATE CONTRACT
FOR HIRING OF VEHICLES FOR THE YEAR 2008-2009.**

1. The Vehicle should be owned by the contractor. He should have R.T.O. registration certificate of road tax / certificate of insurance premium etc. so that vehicle should run on road and should have goods carriage permits for medium and heavy Vehicles.
2. The vehicles under hire should be maintained always in the best operating conditions and should have comprehensive Insurance Policy.
3. The rates should be inclusive of Fuel and Oil charges and the salary of Driver/Cleaner etc. and the rates offered shall be on firm quotation basis during the period of contract. No price variation will be allowed during the period of contract, for any reason whatsoever.

The rates of extra mileage beyond 2000 km in a month shall be as specified in the schedule. The month means calendar month .

The rates of overtime will also be as specified in the Schedule. No extra charges for extra mileage and overtime will be paid other than the rates specified by the Company.

The offerer is requested to quote only for the **rate per day for 10 working hrs inclusive of lunch hour.**

4. The offerer should provide their Driver, Cleaner fuel/oil etc.
5. The vehicle hired to us shall always be in a perfect condition to ply on the road. As also the driver engaged to drive the vehicle should have sufficient experience to drive the vehicle on road, who should drive it safely and carefully without causing any accident. The driver should have polite behaviour. He should be on duty with neat and clean cloths. He should be obedient and should not have any kind of bad habits. In case we find anything

wrong with the driver, the contract shall be terminated from the same day without any notice. If it is found that, the services of the agency are found unsatisfactory or the agency is not giving the services as per the terms and conditions of our tender during the contract period, company reserves the right to terminate or the contract by giving **three days** notice without any compensation.

In case the accident arises on account of vehicle being not in good condition or on account of unskilful driving by the driver engaged by you or on any account, the consequences will be to your count. On account of any accident while the vehicle is on duty with us, the vicarious liability will be yours and any court awarding any damages to the person met with accident or his or her heir, shall be your sole liability.

The driver driving the vehicle shall maintain the vehicle diary indicating time of arrival for duty in the morning for all the movements during the day time and time of closer of the duty period. He shall also indicate the km usage from place to place. The diary should be submitted along with the bill for payment.

6. The offerer should follow following Acts.

Industrial Dispute Acts of 1947.
Establishment and shop Acts of 1954
Workman Compensation Acts 1921
Bombay Industrial Relation Act 1947

7. **Maruti Vans** should have requisite Tourist and / or Taxi permit bearing 'T' mark on the cars for the hiring of cars from Statutory Authorities. **A " Zerox " copy of the 'T' permit should be enclosed. Any model registered prior to October'2003 will not be considered.**

The receipt against booking of the new vehicle will be taken into consideration, subject to submission of all the other documents required, before issue of LOI/Work Order.

8. **Maruti Vans** and **Auto Rikshaw** under hire, should be of the model of October'2003 or there-after. A zerox copy of registration certificate should be enclosed. **Any model registered prior to October'2003 will not be considered.**

9. Pick up van / Jeep / Truck under hire should be of the model of October'2003 or thereafter and should have requisite public carrier permit from statutory authorities and should be of 3.5 Ton of Tata Model or else equivalent and of 2.5 Ton

capacity. **Any model registered prior to October'2003 will not be considered.**

It should have built up body cabin and roof covered for rear side to protect from rain.

Zerox copy of the registration certificate should be enclosed.

10. The Trucks, under hire should have requisite Road permit and public carrier permit from statutory authorities and should be of 10 Ton capacity and must be of TATA L P 1210 or equivalent type.
11. The **trucks** under hire should be of the model of October'2003 or thereafter. a " Zerox " copy of the registration certificate should be enclosed. **Any model registered prior to October'2003 will not be considered.**
12. The Jeep/Sumo under hire should be of the model of **October'2003** or thereafter and should have requisite public carrier permit from statutory authorities

The Xerox copy of registration certificate , public carrier permit should be enclosed . **Any model registered prior to October'2003 will not be considered.**
13. The normal working hours of 10 hours will be from 9.30 hrs to 19.30 hrs. inclusive of 1.00 hr lunch break. If required the vehicle would be detained beyond normal working hours. However, actual normal working time will be decided by the concerned Officer in charge.
14. In case of Break-down of the vehicle alternate vehicle should be made available.
15. Please note that we may require to use the vehicle for all days of the calendar month in some cases.
16. The vehicle under hire should have comprehensive risk insurance covered for the permissible persons travelling in the vehicle valid for the entire period of the contract.
" Zerox" copy of the insurance certificate should be enclosed with the Tender.
17. Area of Operation : Normal area of operation will be Mumbai, Thane city, Wagle Estate, Kalwa, Mumbra, However, whenever required, the vehicle will have to be sent outside these areas also.

18. All R.T.O. formalities are to be taken care by the contractor for the entire period of contract in respect of all payments of taxes etc. All permits of the vehicles and comprehensive Insurance for the vehicle as well as occupants of the vehicle should be valid for entire period of contract. The company will not be responsible for passing of vehicles, payment of taxes, Insurance, fines, due to any irregularities etc., Consequences arising out of such or any accidents to the vehicles, and occupants of the vehicle and to the public would be entirely at the risk of cost and consequences of the contractor.
19. This offer should be for entire period of contract. Once the rates are accepted there would be no variation in the rates on any account for one year starting from the contract under any circumstances.
20. This is the rate contract for the period of one year and during the period of contract, the vehicle should be sent to our Field Officer, on written demand / work order from them for actual hiring of the vehicle.
21. If Ordered vehicle is absent or not available alternative arrangement providing another vehicle within the regulation stipulated above shall be made. If no vehicle is provided penalty at the rate of daily rate approved will be recovered.
22. Payment: The payment will be made at Divisional level on monthly basis on submission of bills in triplicate to concerned Executive Engineer.
23. Security Deposit: On acceptance of rates, the contractor will have to pay Security Deposit of 5% of the value of the order on annual contract for 2008-2009.
24. Toll Charges / Parking Charges, if any, during actual use of vehicle for company's work, will be paid by MSEDCL.
25. We reserve the right to reject any or all the offers without assigning any reason thereof.

SUPERINTENDING ENGINEER

Seal and signature of the Tenderer

DATE:

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

THANE URBAN CIRCLE

TENDER NO. SE/THNUC/TS/T-101/2008-2009

LETTER TO THE SUPERINTENDING ENGINEER

To,

**THE SUPERINTENDING ENGINEER,
MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.,
THANE URBAN CIRCLE
THANE-400607.**

Dear Sir,

I/We agree to carry the works mentioned in the above tender at the rates herein tendered by me/us subject to the conditions of the tender which I/We have carefully read and thoroughly understood the same.

I/We hereby agree to keep this offer open for 90 days after the returnable date of the tender and shall be bound by communication of acceptance despatched within the prescribed time.

Yours faithfully,

SIGNATURE OF THE TENDERER

Date:

Name and address of the tenderer :

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

THANE URBAN CIRCLE

SCHEDULE “ A”

TENDER NO. SE/THNUC/TS /T-101/2008-2009

	Type of vehicle	Requirement of the Division	Rate per day for 10 working hours (Schedule Rate)	Rate Rs. Per Km for extra Km above 2000 in Month Fixed charges	Fixed charges for Extra hours beyond normal working hrs.in Rs. (i.e. Over time)	No. of vehicle offered and Mfg. Name Type , Model No. , Year Mfg etc shall be indicated	Consent for schedule Rate Yes / No
1	Jeep having a public carrier permit and model of October'2003 or thereof	0	Rs. 585/-	3.00	30.00		* Yes / No
2	Indica Car without A.C having Tourist / Taxi permit and model of October'2003 or thereafter	1	Rs. 606/-	4.00	30.00		* Yes / No
3	Maruti van having Tourist / Taxi permit and model of October'2003 or thereafter	4	Rs. 535/-	4.00	30.00		* Yes / No
4	Pickup (Tata 407 Model or else equivalent 3.5 ton /2.5 ton capacity (Public carrier permit & Model of October'2003 or thereof).	3	Rs. 615	5.50	30.00		* Yes / No

5	3 Wheeler Auto Rikshwa model of October'2003 or thereafter for 24 hours' for 12 hours	0 6	Rs. 505/- Rs. 365/-	0 2.50	- 20.00		* Yes / No * Yes / No
6	Trucks 10.5 ton capacity (Public carrier permit) and model of October'2003 or thereafter of TATA LP 1210 make or equivalent type	0	Rs. 1045.00	6.00	40.00		* Yes / No

We may engage **Maruti Vans** in place of TATA INDICA Vehicles/Jeeps.

XEROX COPIES OF THE VEHICLE DOCUMENT SUCH AS REGISTRATION , T PERMIT , PUBLIC CARRIER CERTIFICATE, INSURANCE CERIFICATE AND PURCHASE COPY MUST BE SUBMITTED ALONG WITH THE OFFER . THE OFFERS WITHOUT PROPER DOCUMENT WILL NOT BE ACCEPTED. Any model registered prior to October'2003 will not be considered.

*** The agency may quoted their rate which is less than the schedule rate**

Seal and signature of the Tenderer

