

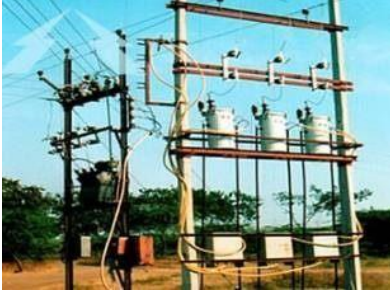
**Maharashtra State Electricity Distribution Company Limited  
Gandhibag Division**

**Tender for contract for hiring of vehicle  
(Swift/Indigo/equivalent) for Executive Engineer, Gandhibag  
Division, Nagpur Urban Circle**

**Tender No. EE/GBDN/T/Vehicle/GANDHIBAG/2023-24/eT-06**

**TECHNICAL BID**

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*Executing Agency*

**Executive Engineer, Gandhibag Division**

Maharashtra State Electricity Dist. Co. Ltd., Near Chhapru Nagar Square,  
Beside Ambedkar Garden, CA Road, Nagpur- 440008.

**Email :- [eegandhibag@gmail.com](mailto:eegandhibag@gmail.com)**

SEAL & SIGNATURE OF THE Bidder

<b>TENDER DETAILS</b>	
<b>Tender No.</b>	<b>EE/GBDN/T/Vehicle/GANDHIBAG/ 2023-24/eT-06</b>
<b>Name of the Work</b>	<b>Hiring of vehicle(Swift Dzire/Indigo/equivalent) for Executive Engineer, Gandhibag Division, Nagpur Urban Circle (For Three Years)</b>
<b>Estimated Cost</b>	<b>Rs. 1076400/- (Three Year)</b>
<b>Tender Fee</b>	<b>Rs. 1000/- + 18%GST = Rs. 1180/-</b>
<b>E.M.D. to be paid</b>	<b>Rs.10764/-</b>
<b>Date of sale of tender on website</b>	<b>02/02/2024</b>
<b>Pre-Bid meeting</b>	<b>06/02/2024</b>
<b>Last date of submission/upload of Tender documents on website</b>	<b>16/02/2024 upto 12.00 Hrs</b>
<b>Date of opening of Bid</b>	<b>16/02/2024 ;13.00 Hrs</b>
<b>Executing Agency</b>	<b>Executive Engineer, Gandhibag Division, MSEDCL, Nagpur</b>
<b>Address &amp; Contract Person</b>	<b>Office of Executive Engineer, Gandhibag Division, Near Chhapru Nagar Square, Beside Ambedkar Garden, CA Road, Nagpur- 440008</b>
<b>Phone No. (Office)</b>	<b>-</b>
<b>Mobile No.</b>	<b>9607926436</b>
<b>E-mail</b>	<b>eegandhibag@gmail.com</b>
<b>Website</b>	<b><a href="http://works.mahadiscom.in/eTender/etender">http://works.mahadiscom.in/eTender/ etender</a></b>
<b>Name and Address of bidder</b>	<b>M/s</b>
<b>Name of the proprietor/ Authorized person</b>	
<b>Telephone No.</b>	
<b>Fax No.</b>	
<b>Mobile No.</b>	
<b>E-mail</b>	

Note:- The undersigned reserves right to reject any or all offers without assigning any reason. This office takes no responsibility for delay / loss / non receipt of documents sent by you.

SEAL & SIGNATURE OF THE Bidder

**Letter to Bidder**Tender No. **EE/GBDN/T/Vehicle/GANDHIBAG/2023-24/ eT-06**  
02/02/2024

Date:-

To,

M/s\_\_\_\_\_

Dear Bidder,

Please quote your lowest rate as per scope of the work indicated hereafter in the Schedule "C" attached herewith. Before filling in the tender, you are requested to carefully go through the terms and conditions as given in Annexure-I attached herewith. Please note that only one rate is to be quoted for an item/vehicle. Separate tender should be filled in for each vehicle offered on hire. Slab rates, Discounts (conditional or otherwise) will result in cancellation of the offer. The offer should be valid for 90 (Ninety) days for acceptance from date of opening of the Tender

This Tender Document consists of following.

Sr. No.	Description	Page No.
1	Tender Cover Page	1
2	Tender Details	2
1	Letter to Bidder	3
2	Tender Notice	4
3	Instructions to the Bidder	5 - 7
4	Terms & Conditions of the contract (Annexure-I)	8 - 14
5	Schedule - A (Vehicle Details)	15
6	Schedule - B (Scope of work)	16
7	Letter to XXXXX Engineer, XXXXX	17
8	Schedule - C (Commercial Bid)	18

**Note:** This Tender document comprises of 18 (Eighteen) duly numbered pages ( 1 to 18) with tender notice and must be submitted intact and duly filled in and signed digitally by e-tendering process. All the tender documents should be properly uploaded with signed digitally.

**Thanking you.**

**Executive Engineer  
Gandhibag Division  
M.S.E.D.C.Ltd., Nagpur**

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**TENDER NOTICE**

Tenders are invited from eligible bidders for following works by e-tendering method.

Tender No.	<b>EE/GBDN/T/Vehicle/GANDHIBAG/2023-24/eT-06</b>	
Estimated Amount	Rs. 1076400/- (Three Year)	
Tender Form fee	Rs. 1000/- + 18% GST= Rs. 1180/-	Submission due date
Name of Work	<b>Hiring of vehicle(Swift Dzire/Indigo/equivalent) for Executive Engineer, Gandhibag Division, Nagpur Urban Circle</b> (for Three years)	ONLINE only 16/02/2024 Up to 12.00 Hrs.
EMD Amount	Rs. 10764/-	

The bidders are requested to get registered for e-tendering procedure, if not registered yet.

**Executive Engineer  
Gandhibag Division  
M. S. E. D. C. Ltd., Nagpur**

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**INSTRUCTIONS TO THE BIDDER**

1. **Name of the work:** Three years contract for hiring of vehicles for Executive Engineer, Gandhibag Division, Nagpur Urban Circle.
2. **Vehicle Type:** (Swift Dzire/Indigo/equivalent) as per vehicle policy.
3. **Period of Contract:** The contract period shall be **03 Years** from the date of handing over/starting. However, contract may be renewed for further every year if the performance during the contract period is satisfactory and if mutually agreed by both the parties.
4. **Brief Scope of Work:** The details for Hiring of above vehicles on Contract period are given in **Schedule -'B'**
5. **Area of Operation:** **Area under Gandhibag Division, Nagpur Urban Circle** & adjoining areas as per requirement of MSEDCL.
6. The tender documents (tender form and conditions of contract, specifications etc.) can be downloaded from our website [www.mahadiscom.in](http://www.mahadiscom.in) & **tender form fee of Rs.1180/-** per tender per vehicle should be paid in term of cash/online payment or Demand Draft in favor of Maharashtra State Electricity Distribution Company Ltd., drawn on any Nationalized Bank, payable at Nagpur in the office of the Executive Engineer, Gandhibag Division, MSEDCL, Nagpur.
7. The bidder will have to pay **Earnest Money Deposit (EMD) of Rs. 10764/-** per tender per vehicle in terms of cash/on line payment or Demand Draft in favor of Maharashtra State Electricity Distribution Company Ltd., drawn on any Nationalized Bank, payable at Nagpur in the office of the Executive Engineer, Gandhibag Division, MSEDCL, Nagpur. **The Tender submitted without Earnest Money are liable to be rejected.**
8. The tenders duly filled & digitally signed should be uploaded/ submitted before 12:00 Hrs of Dt.16/02/2024. Tender will be opened by online method on dt.16/02/2024 at 13.00 Hrs or if not possible, on the next working day at 11.00 Hrs at our office in the presence of such bidders who desire to remain present.
9. The successful bidder will have to **pay Security Deposit amounting to 5% of the value of the contract by Cash/D.D.** The Company shall refund the amount of Security Deposit after satisfactory completion of contract period.
10. Bidder must upload schedules duly filled therein the rates in figures and each schedule duly signed. **Any schedule not bearing the**

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- signature of the contractor on all documents accompanying the tender is liable to be rejected. In case dual rates are offered for the same item, the offer is likely to be rejected.
11. Contractors should not offer rates for items not covered in schedules and also should not split any item of the schedule; doing so may disqualify the offer. Discount on any account such as quantitative discount, payment discount etc, will not be entertained. As such, rate should be on firm tender basis.
  12. Special attention is invited to requirements that all corrections must be initialed and dated by the contractors and that all the pages should bear the full signature of the contractor at the foot of each page and each Schedule should bear the seal of the contractors.
  13. Tenders which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be summarily rejected.
  14. Before submitting their quoted rates for the Contract, the contractors shall examine closely all documents which form part of the contract to be entered into by the accepted contractors.
  15. The submission of offer by a contractor 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 contractor is found later on to have misjudged himself.
  16. MSEDCL or their Officer who accepts the offer shall have the right to reject all or any of the offers and will not be bound to accept the lowest without assigning any reasons, what so ever for the rejection of any offer or all offers.
  17. 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 offer and during this period, no contractor 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.
  18. If the bidder has any doubt about the meaning of any portion of the offer, he should at once ask clarification from Executive Engineer, Gandhibag Division in writing in any case at least 3 days before the due date.
  19. Additions or alterations in the enquiry form / conditions etc. by the contractor without the consent of the Executive Engineer, Gandhibag Division are not permissible.

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20. The bidder should accept the lowest rate offered in this tender and accepted by this Office.
21. General conditions of the Contract for hire of vehicle are as per Annex - I, which shall form part of the contract.
22. Driver must be polite, punctual and free from illicit habits.
23. Vehicle should not **be older than 5 years**.
24. On every hired vehicle temporary board "ON MSEDCL Duty" shall be fixed along with any other indication decided time to time.
25. Vehicle Tracking system (VTS) will be provided, installed & monitored by MSEDCL for all vehicles. The link between every vehicle will be established Central Command Center at head office to be established to monitor the day-to-day movement of vehicle. Bidder shall facilitate for the installation of such VTS device in the hired vehicle.

**Executive Engineer  
Gandhibag Division  
M. S. E. D. C. Ltd., Nagpur**

**I/ We Agree the above.**

SEAL & SIGNATURE OF THE Bidder

## **Annexure-I**

### TERMS AND CONDITIONS OF CONTRACT

- 1) The Vehicle under hire should have valid Insurance/Registration/PUC and the RTO permit etc. and also where all risks is covered. **Vehicle should not be older than 5 years.** The “Xerox” copy of registration certificate should be enclosed. Further please note that vehicle can only be engaged on hire when all risks are covered. All documents pertaining to above aspects shall be invariably enclosed in absence of which the offer may not be considered.
- 2) All relevant documents required under Motor Vehicle Act in force, shall have to be produced before the Executive Engineer, Gandhibag Division as and when required.
- 3) Insurance as per Motor Vehicle Act should be done properly. The vehicle under hire should have comprehensive risk insurance cover for the permissible persons traveling in the vehicle for the entire period of contract. The copy of the Insurance should be uploaded with the tender.
- 4) All R. T. O. formalities for entire period of contract will be the responsibility of the contractor. All permits of the vehicles and comprehensive insurance for the vehicle as well as occupants of the vehicle should be valid for the entire period of contract. The Company will not be responsible for passing the vehicle, payment of rates, taxes and duties fines road and insurance etc. The liability arising due to any accidents to the vehicles and occupants of the vehicles and to the public would be entirely at the risk and cost and consequences of the contractor.
- 5) The normal working hours of the vehicle under hire, will be 10 Hrs as required inclusive of 30 minutes lunch break. However, if required the vehicle would be detained beyond normal working hours, for that extra charges as applicable will be paid. Actual normal working time will be decided by the concerned officer in charge. The vehicle will normally be required for 25 / 26 days in a month as specified in scope

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of work. However, the vehicle may be required for all days of the month in some cases. One day in a week will be given rest day in normal course of duty. **Any absence in a month will be liable for penalty. It will be at the rate of 50 % of the daily rate of vehicle.** No charges will be paid for the days the vehicle is not provided. Absence for a part of day will be treated as full day absence for this purpose. If the absence exceeds more than 15 days, then action to terminate the contract will be initiated.

- 6) The condition of the vehicle should be good and always maintained in best operating condition and it should be comfortable. The vehicle should be provided with (a) good quality curtains (b) soft cushions at back and rubber flooring which should be properly maintained and cleaned periodically.
- 7) The vehicle should be kept in good working condition always during course of contract. In case of breakdown of vehicle or whenever the vehicle is to be sent for repairs / maintenance, alternate arrangement of vehicle will have to be made by the contractor. But it must be for a limited reasonable period only. The alternate vehicle should also be in fairly good condition and on the same terms and conditions as those for the original vehicle.
- 8) The contractor shall provide driver etc. along with the vehicle. The driver posted in the vehicle should possess valid driving license as per R.T.O rules. He should be courteous in behavior and good natured. No tools and plants will be provided by the Company for the vehicle.
- 9) In case the contract does not materialize in full or in part, the contractor will not be given any damages or compensation therefore and the contract will stand terminated at the expiry of contractual period without any liability on the part of the Company.
- 10) The Company will not be responsible for any damage / loss to the vehicle or to the driver or any outside party during the validity of the contract period. Any loss/ damage to the Company's property and injuries to staff or persons occurring due to the vehicle shall be made

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good at the cost of contractor and at the cost decided by the Company/ Authority.

- 11) **The contract period for hire of vehicle will be Three years from the date of order for hiring of the vehicle.** The contract shall be terminated in between by giving 7 (seven) days notice, if the service is not found satisfactory, at the sole discretion of M.S.E.D.C.L authorities.
- 12) **The rates shall be quoted inclusive of fuel (Diesel/Petrol) charges, lubricating oil, all other charges, incidentals, driver and cleaner's wages etc.** The rates offered shall be on firm tender basis during the period of contract.
- 13) The offer should be for entire period of contract. Once the rates are accepted, there would be no variation in rates on any account for Four months starting from the contract under any circumstances thereof.
- 13) This is the rate contract for a period of Three 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 in locations specifying the period of hire.
- 14) The contractor shall not allow transferring of contract to any other party. In the event of violation of this clause, the contract will be liable for termination without any notice and without any liability on part of M.S.E.D.C.L.
- 15) The contract can be renewed beyond the contractual period of four months, as per requirements and rules of the Company, if agreed upon by both the parties.
- 16) The vehicle may have to perform duties beyond specified time/jurisdiction also. It will be on exigencies of work and the same cannot be refused by the contractor. The vehicle can be called upon at other specified times/jurisdiction.
- 17) The vehicle once hired by the Company normally should not be used for any other purpose during off days and beyond duty hours.
- 18) The head quarter of the vehicle will be fixed at the time of issuing of

SEAL & SIGNATURE OF THE Bidder

the order. However, it may be required to change the head quarter at frequent intervals depending on nature of work.

- 19) You will have to pay security deposit equivalent to 5 % of the estimated contract value of the order on receipt of order else it will be deducted from running bills.
- 20) The contractor will have to execute an agreement in the specified form with the Company on stamp paper of **Rs.500/-** if the order is issued on him. The contract will be governed by Company's standard terms and conditions of the contract.
- 21) The lubricants and other lubricating oils / grease etc. which will be required for the vehicle will be provided by the contractor and to his account.
- 22) The bidder has to quote his rates separately as given in schedule-C attached.
- 23) Selection of vehicle shall be the exclusive right of the undersigned.
- 24) GST as applicable will be paid by MSEDCL, Separately.
- 25) The tender must be accompanied by earnest money deposit amount per vehicle offered paid either in cash/online or by demand draft on any of the Nationalized bank payable at Nagpur. The Earnest Money Deposit in cash should be deposited personally at cash counter in the Office of the Executive Engineer, Gandhibag Division, Nagpur Urban Circle. The receipt number should be invariably quoted in the tender and copy of receipt should be uploaded, otherwise the Tender may not be opened.
- 26) No interest will be paid on earnest money deposit which will not normally be retained by the Company for more than 90 days from the date of opening of the Tender. EMD paid by the bidder will be refunded as soon as possible after tenders are finalized and settled upon and such bidder returning to the Company the original receipt of EMD paid by him immediately duly discharged in favor of the Company. The bidder should apply for refund of EMD paid by him immediately after expiry of 90 days period from the date of the opening of the Tender.

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27) The EMD is liable for forfeiture: -

- a. If the bidder fails to pay security deposit.
- b. If the successful bidder refuses to sign and complete the contract documents and agreements and further to execute the contract OR
- c. In case the Tender is withdrawn by the bidder after opening but before expiry of 90 days prescribed validity period OR
- d. In the event of refusal to accept the order for work OR
- e. If he refuses to pay security deposit as per clause No.20 above.

28) The contractor will have to maintain month wise vehicle diary on daily basis. It will have following columns.

- i. Date
- ii. For whom sent.
- iii. Starting time, Starting Km reading.
- iv. Running details.
- v. Closing time.
- vi. Closing Km reading.
- vii. Signature of the Company's Officer

29) The Contractor will have to get the time and Km reading checked by the Officer using the vehicle or Engineer in charge or shift in charge. It will be the responsibility of the driver of the vehicle to keep the vehicle diary up to date and in good condition.

30) The Km run by the vehicle will be reckoned from the place of work to place of work daily used by the Company. The Km other than above will not be considered for payment.

31) Bills in 3 copies will have to be submitted in the name of **Executive**

SEAL & SIGNATURE OF THE Bidder

**Engineer, Gandhibag Division** along with xerox copy of the vehicle diary every month for the payment.

- 32) Payment will be made by the ordering authority within reasonable time after receipt of bills in triplicate along with vehicle diary and certifying and recording by Engineer in charge. No interest or penalty will be payable by the MSEDCL due to delayed payment of bills.
- 33) Income Tax as per the rate fixed by the Govt. from time to time will be deducted from the bills as per rules. Also, statutory taxes will be on the contractors account.
- 34) In case of any dispute regarding terms and conditions or any other point, the decision of the Executive Engineer, Gandhibag Division will be final and binding on the bidder.
- 35) Any amount of damages or expenses or any other amount under this or any other contract payable by the contractor to the Company may be deducted by the Company from any amount due or becoming due by the Company to the Contractor under the same or any other contract without prejudice to the Company's right to recover the same by ordinary process of law.
- 36) The right to reject any or all the offers without assigning any reason thereof is reserved. Similarly, M.S.E.D.C.L. is neither bound to accept the lowest offer nor to assign any reason thereof.
- 37) Jurisdiction: All questions, disputes, differences, arising either out of or in connection with this contract shall be subject to the exclusive jurisdiction of Local Courts of the divisions where the vehicle is being hired / Superior Court at Nagpur.
- 38) MSEDCL shall not be responsible for drivers' liabilities of any sort, such as accident compensation, wages, accommodation & other facilities if any.
- 39) Mileage KM / Per liter will be finalized by undersigned while placing order and will be binding on concern Agency.
- 40) On every hired temporary board "ON MSEDCL Duty" shall be fixed along with any other indication decided time to time.
- 41) Vehicle Tracking system (VTS) will be provided, installed & monitored by MSEDCL for all vehicles. The link between every

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Tender No: EE/GBDN/T/Vehicle/Gandhibag/2023-24/eT-06

vehicle will be established Central Command Center at head office to be established to monitor the day-to-day movement of vehicle.

**Executive Engineer  
Gandhibag Division  
M. S. E. D. C. Ltd., Nagpur**

SEAL & SIGNATURE OF THE Bidder

Tender No: EE/GBDN/T/Vehicle/Gandhibag/2023-24/eT-06  
**CERTIFICATE**

I / We agree to the Terms and conditions as set out herein above.

**SCHEDULE - A**

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Name of Contractor: -

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Details of vehicle offered: -

- |                                        |    |
|----------------------------------------|----|
| 1) Make/Model/Type                     | :- |
| 2) Registration Number                 | :- |
| 3) Year of manufacture                 | :- |
| 4) Seating Capacity as per RTO permit  | :- |
| Nature of fuel used for Vehicle        |    |
| 5) (Petrol/Diesel/CNG/LPG): -          |    |
| 6) R.T.O. Permit No                    | :- |
| 7) Fuel consumption Km/liter           | :- |
| Comprehensive Insurance No. &          |    |
| 8) Validity                            | :- |
| 9) M.V.Tax paid up to                  | :- |
| 10) Tender form fee receipt no./amount | :- |
| 11) EMD Paid receipt no. and amount    | :- |
| 12) Taxi permit no/Documents           | :- |
| 13) PUC Certificate                    | :- |
| 14) PAN No.                            | :- |
| 15) GST Registration No.               | :- |

*All above duly self-attested should be scanned & uploaded with tender & original should be produced at respective office for verification if selected for order.*

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**SCHEDULE - B**  
**SCOPE OF WORK**

**Jurisdiction of Vehicle:** -Anywhere in Nagpur district. Sometimes vehicle has to go to adjoining/OTHER districts in Maharashtra. depending on company's requirement (but mainly in Nagpur District).

It will be used to transport men and light machinery required to carry the work. Besides above the vehicle can also be used for any other work as desired by the concerned officer. The vehicle can be operated by any of the officers designated by the Executive Engineer, Gandhibag Division, Nagpur Urban Circle or his designated officer. If required, the vehicle has to perform in the jurisdiction not mentioned above for any work as well as anywhere in Maharashtra. The vehicle will normally be camped at designated head quarter during course of contract. However, it can also be asked to camp at any other place depending upon the nature and duration of Company's work. M.S.E.D.C.L. does not provide the residential accommodation to the contractor / driver of the vehicle. However, the parking facility can be made available at Company's office / substation, if feasible. The contractor / driver should make himself available at any time of day & night including weekly off days to perform the emergency duties as required to be done. Hence it is desired the contractor / driver should be of such nature and behavior that he should attend the duties at any time with promptness.

**Executive Engineer**  
**Gandhibag Division**  
**M. S. E. D. C. Ltd., Nagpur**

**I / We agree to the above.**

SEAL & SIGNATURE OF THE Bidder



**LETTER TO THE EXECUTIVE ENGINEER (On Bidder's Letter Head)**

To,  
The Executive Engineer,  
Gandhibag Division,  
MSEDCL, Nagpur

**Tender No. EE/GBDN/T/Vehicle/GANDHIBAG/2023-24/eT-06**

Dear Sir,

I / We agree for the rates tendered by us subject to the condition of the tender and for which I have carefully read and which I thoroughly understood and to which I hereby agree.

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 dispatched within the prescribed time.

**Date:**

**Yours faithfully,**

**Name, Vendor Code and Address of the Bidder**

**SEAL & SIGNATURE OF THE Bidder**

**SCHEDULE - C**Tender No: **EE/GBDN/T/Vehicle/GANDHIBAG/2023-24/eT-06****PRICE BID****Hiring of vehicle for Executive Engineer, Gandhibag Division, MSEDCL, Nagpur.**

Name of Contractor/Bidder: -

MSEDCL SAP Vendor Code: -

Details of Vehicle: Make: -

Model: -

Reg. No: -

We are / I am ready to engage my vehicle on hire basis as below:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Rates inclusive of Diesel/Petrol/lubricating oil &amp; all other charges, incidentals, taxes, driver wages etc.</b>	<b>Maximum Limit of Expenditure per month (Inclusive fuel and all other charges and exclusive of Taxes &amp; Toll) in Rs.</b>
1)	Rate per day (for 10 working hours per day) as & when vehicle is called for duty daily basis in Rs./day up to 2000 km/month	Rs._____Per Day.	Rs. 29900/- p.m.
2)	Overtime beyond 10 Hrs. duty Rs./Hr.	Rs._____Per Hour.	
3)	Night Halt charges (Beyond prescribed H.Q.) (Either OT or Halting charges whichever lower is applicable)	Rs._____Per Halt.	
4)	Extra rate for running above 2000 Km/month in Rs./km	Rs._____Per Km.	

Note: Rates excluding GST (As applicable).

SEAL &amp; SIGNATURE OF THE Bidder