

Tender Details		17-01-2024 11:25:06
Tender Code	SE/JLG/T-08/2023-24	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	TENDER FOR WORK CONTRACT FOR XEROX OF OFFICE DOCUMENT AT MSEDCL CIRCLE OFFICE JALGAON .	
Estimated Cost (In Lakhs)	5	
Basis of prices	NA	
Tender Validity	NA	
Delivery Requirement (In Months)	NA	
Tender on rate contract basis	NO	
Tender Fee (In INR)	1000	
GST In INR (@18% on Tender Fee: SAC No.	180	
Total Tender Fee Amount including GST in INR.	1180	
Contact	V B KHANDARE , 7030440084 ,sejalgaon@gmail.com	
Pre-Qualifying Req	AS PER TENDER TERMS AND CONDITIONS	
Budget Type	NA	
Scheme Code	null	
Scheme Name		
Department	Technical	
Office Type	CIRCLE	
Location Type	Jalgaon Circle	
Designation	Executive Engineer(Distribution)	
Pre-Bid Meeting Address	Office of The Superintending Engineer, MSEDCL, O&M Circle Office, Old MIDC, Ajanta Road, JALGAON	
Bid Opening Address	ONLINE	
Version No	1	
Call for Deviation	NO	
Is Annexure C1 Applicable	NA	
Is Manufacturer Applicable	NO	
Is Trader Applicable	NO	
Minimum % of Offered Quantity	NA	
Is Power Supplier Applicable	NO	
Tender Sale Start Date	18-01-2024 00:00	
Tender Sale End Date	29-01-2024 15:00	
Bid Start Date	18-01-2024 00:05	
Bid End Date	29-01-2024 16:00	
Pre-Bid Meeting Date	22-01-2024 11:00	
Techno-Commercial Bid opening on	29-01-2024 16:15	
Price Bid opening on	Will be declared later	

Annexure C1 Opening Date	NA
Winner Selection Date	Will be declared later
Can Bidder Opt EMD Exemption	N

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(O &M) C.O. JALGAON



TENDER NO. : SE/JLG/T-08/2023-24

**WORK CONTRACT FOR XEROX OF OFFICE DOCUMENT AT MSEDCL
CIRCLE OFFICE JALGAON .**

Important Notes

e-Tender Sale from	: 18.01.2024	
e-Tender Sale Closing Date	: 29.01.2024	up to 15.00 Hrs.
Last Date of Submission of Tender documents [Only Soft Copy]	: 29.01.2024	up to 16.00 Hrs.
Technical Bid will be opened on	: 29.01.2024	up to 16.15 Hrs
Commercial Bid will be opened on	: 31.01.2024 ,	15.00 Hrs (if possible)
Estimated Cost	: 5.00 Lakhs	
e-Tender cost	: Rs.1000 + 18% GST = Rs.1180/-	
E.M.D.(Bid security deposit)	: Rs.5000/-	



**MAHARASHTRA STATE ELECTRCITY DISTRIBUTION COMPANY LTD.
O&M CIRCLE, JALGAON**

TENDER NO. : SE/JLG/T-08/2023-24

“INDEX”

Sr. No.	Particular	Page No.
1	Particular of Contractor	3
2	Scope of Work	4
3	Instruction to tenderer	5-9
4	Terms & Conditions	10-11

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY CO. LTD.
O&M CIRCLE, JALGAON

TENDER NO. SE/JLG/ T-08/2023-24

PARTICULARS OF CONTACTORS

- 1) Name of the Contractor:-
- 2) Address of the Contractor:-
.....
.....
.....
- 3) Particulars of Registration: -
- 4) Reference may be made to :-
 - i) Name and address:-
.....
.....
.....
 - ii) Name and address:-
.....
.....
.....
.....

Place:

Date:

Signature of Contractor

Name:-----

Address:-----

Contact No.-----

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY CO. LTD.
O&M CIRCLE, JALGAON**

TENDER NO. : SE/JLG/T-08/2023-24

SCOPE OF WORK

Two bid e-tender is invited from experienced agencies for providing the service of Xeroxing of documents of MSEDCL, O&M Circle, Jalgaon along with their own Xerox machines, papers and operators at M.S.E.D.C.L. **Circle Office, JALGAON**

Separate Xerox machine along with standard and best quality white papers and skilled operators are to be provided at **O&M Circle Office, Old MIDC, Ajanta Road, JALGAON**”.

The space for the machine and the electricity will be provided by our office.

Area of operation: M.S.E.D.C.L. at O&M Circle Office JALGAON.

Considering the above, Please quote your lowest rates clearly in “Schedule A” form enclosed with the Tender Document.

**Superintending Engineer
O&M Circle, JALGAON.**

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY CO. LTD.
O&M CIRCLE, JALGAON**

TENDER NO. : SE/JLG/T-08/2023-24

INSTRUCTION TO TENDERER

The following are the instruction to the tenderer's for filling up the tenders. Tenders not confirming to these instruction are liable for rejection.

1) Filling in the tender form:

Tender are to be submitted online in the form attached here and all the blank forms & the Schedule shall be filled in clearly and uploaded online with the bid. The complete schedule will be considered as a part of the contract document. The rates to be tendered in Schedule "A" should be inclusive of all charges, taxes and duties. No alternation shall be made in the form of tender specification and notification. The tender and all accompanying document shall be in English, Marathi or Hindi language only and shall be signed by a responsible and authorized person. The signatory should state his designation.

The bid is **TWO BID** system. The Technical bid (qualifying bid) and Price bids are to be uploaded separately.

Technical bid (Part I) – online only:

The bidder should first download the complete tender document from MSEDCL's e-tendering website <https://etender.mahadiscom.in/eatApp/> take its print outs, scan and upload the complete documents as mentioned below. No hard copies of the bids and any other related documents will be accepted under any conditions except EMD and tender form fees.

Price Bid (Part II) – online only

This part shall contain only the Price Bid – Volume -2 strictly in the prescribed format i.e. Schedule A. The unit rates are to be duly filled in both figures and words & should be stamped & signed by the bidder on each page.

Signing of tender:

Offers must be submitted online in the tender documents only and be clearly and legibly filled in with all information's must be filled either in ink or typewritten. Offer and all documents comprising of tender details, tender form, conditions of tender and supply and other documents should be duly stamped and signed on each page and corrections, if any, to the information filled in should be duly initialed. There should be no overwriting. The over writing should be avoided and new details given and duly initialed. Tenders not stamped and signed as above shall be liable to be rejected.

- 2) (A) **Document to be uploaded with the bids (Part I) – online only:**
The Tender shall be accompanied by photocopies of the following documents duly attested by the competent authority.

- i) Receipt of EMD paid and Tender Form fees paid.
- ii) Registration under Shop and Establishment Act.
- iii) PAN Card
- iv) GST Registration certificate.
- v) Experience of same nature of work

Part – II – Price Bid – online only.

(B) Price Bid in Schedule “A” of tender document.

- 3) **Submission of Tender:**

The tender along with the above document shall be uploaded online on or before the due date of submission. It is advisable to submit the digitally signed bids sufficiently in advance of due date and time, so as to avoid last minute trafficking at server. The prospective bidder should be well aware about the online submission of the bid. Any compliant for delay in submission of the bid due to any technical reason will not be entertained.

The bidder must first download this tender from MSEDCL website by paying the requisite tender fees, print the same, read the conditions contained therein and then scan and upload all the documents mentioned above at clause no. 2 (A). Rates should be quoted in Schedule – A of Volume – II both in figures and in words duly stamped and signed at the bottom of it.

In case, dual rates are quoted for the same item, the offer is likely to be rejected. Tenderer's should not offer rates for items not covered in the schedules and also should not split any item of the schedule. Doing so, may disqualify him from the offer. Discount on any account such as quantitative discount, payment discount etc., will not be considered for comparison of the rates, as such, rate should be on firm quotation basis only.

- 4) **Opening of Tenders:**

The tenders shall be opened strictly online in this office on **Dt: 29.01.2024 at 16.15 hrs.**

- i) Telegraphic offer or offers received in the form of e-mail message or by post or in hard copy format will not be entertained or considered for evaluation under any circumstances whatsoever.
- ii) First, the *Technical bids will be opened online* on the scheduled date & time specified in the tender, in presence of the tenderer who choose to attend the process online.
- iii) In case the date of opening of tender happens to be holiday the date of opening will be next working day at the same time.

- iv) The *Price Bids will* remain unopened and the same will *be opened online* on the date and time to be intimated later. The price bids of only the technically qualified bidders will be opened.
- v) The Company reserves right to reject any or all offers without assigning any reason thereof.

5) **Technical Evaluation of Bidders:**

Initially MSEDCL will examine & scrutinize all the documents, EMD paid details in accordance with the requirements with the bid document. If any of the documents under technical bid are not found to be complying with the requirement of the bid document, the bid will be considered as non-responsive and Price Bid of the corresponding bid will not be opened for further evaluation. Only the responsive tenderer's of the technical bid shall be eligible for online opening of their Price Bids.

Initially the technical bid will be opened on opening date and time specified in the tender document. The technical documents will be examine & scrutinize as per terms & conditions of tender. If found necessary the competent authority i.e. Superintending Engineer, TUC will ask for clarifications. Also the right to call clarification regarding the documents is kept reserved with the undersigned.

Clarification of Technical Proposals and contacting the employer:

The employer may conduct clarification meetings with each or any bidder to discuss any matter, technical or otherwise, where the employer requires amendments or changes to be made to the Technical proposal. Any bid of a Bidder who does not accept the requirement to substitute an acceptable vendor will be rejected by the employer and not included for further consideration.

Any effort by the bidder to influence the employer in the employer's evaluation of Technical proposals, bid comparison or the employer's decisions on acceptance or rejection of bids may result in the rejection of the bidder's bid and forfeiture of the bid security in accordance with the provisions of clause no. 7.

The employer also reserves the right to accept and admit any paper / documents which was necessary but remained to submit. In this respect, the employer will have un-disputed discretionary powers.

The authority to relax any of the condition of the qualifying bid in the interest of MSEDCL is kept reserved by the undersigned.

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced.

The evaluation of price bid will be done on item basis. The unit rate of each item will be compared separately for lowest. Total of the prices of all items will not be compared.

The right to issue any amendment to this tender and to the order placed is also reserved by the undersigned.

6) Validity of tender:

All tenders shall be opened for acceptance by the MSEDCL, for a period of 60 days from the date of opening of the tenders and tenderer's shall be bound for such acceptance. All tenders submitted shall be deemed to comply with this condition unless otherwise agreed by the MSEDCL.

7) Earnest Money Deposit:

An EMD of 1% of the Tendered value, subject to minimum of **Rs.5000/-** shall be paid by Online or BG in favor of Maharashtra State Electricity Dist. Co. Lon anywn on any Nationalized / Scheduled Bank situated in **JALGAON** before the due date. The details of the EMD paid should be filled up during online submission of the bid.

Initially before the due date, BG or Online EMD Paid to online payment to MSEDCL's Account A/c name MSEDCL, A/c No. 20024902956 IFS Code MAHB0000004 Jalgaon Branch towards EMD is to be intimated to Cashier through e-mail seniormanagerfajalgaon@gmail.com and mobile no. +91 7972649158 at MSEDCL, O&M Circle Office, **JALGAON** and the scanned copy of money receipt (M.R) should be uploaded during online submission of the bid.

Tenders submitted without EMD are liable to be rejected. Interest shall not be paid on E.M.D. Earnest Money Deposit shall be forfeited in case-

- i) The tenderer withdraws the tender/offer during the validity period or-
- ii) The tenderer fails to pay the Security Deposit if the contract is awarded.

8) Refund of E.M.D. to unsuccessful tenderer:

Earnest Money Deposit shall be returned to the unsuccessful tenderer's as soon as possible after the tender is finalized by the Company for which the tenderer has to submit application along with original money receipt against E.M.D. payment to this office.

9) Tender Fee: The bidder has to pay tender form fee of **Rs. 1180/- (non-refundable)** either in the form of online payment to MSEDCL's Account A/c name MSEDCL, A/c No. 20024902956 IFS Code MAHB0000004 Jalgaon Branch. The payment towards tender fee is to be made in favour of Maharashtra State Electricity Distribution Co. Ltd. and the same is to be paid in the **O/O** The Superintending Engineer, MSEDCL, O&M Circle, **JALGAON**. The details of the tender fee are to be filled by the bidder during online submission of the bid. The M.R receipt of the same is to be uploaded during online submission of the bid.

10) All corrections in the tender and particularly in rates must be signed and dated by the tenderer.

- 11) The tender offer which do not fulfill the above instructions and conditions of this tender documents or incomplete in any respect is liable for rejection.
- 12) The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.
- 13) Tenderer should carefully read all the Terms and conditions of Tender and following the instructions contained therein scrupulously before submission of tender. In case of any omission in the tender, the tender shall be liable for rejection. If tenderer has any doubt in respect of any condition, the same should be got clarified in writing from the office of undersigned before submitting the tender.
- 14) Consent for ready to work at lowest parallel rates is required in terms of Yes or No mentioned in "Schedule A".
- 15) Conditional tender is liable for rejection.
- 16) Period of order one year from date of order.

**Superintending Engineer
O&M Circle, JALGAON**

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY CO. LTD.
O&M CIRCLE, JALGAON**

TENDER NO. : SE/JLG/T-08/2023-24

TERMS & CONDITION:

1. Income tax will be the deducted from the bill as per I.T. Rule.
2. The rates are to accept including of all charges nothing will be paid extra.
3. In case of any accident during the course of duty, you will be responsible for any compensation payable to the personnel appointed and No repairing charge or compensation of any kind will be borne by the company.
4. Termination of Contract:
In case the successful bidder fails to deliver the work within the specified time during the contract period or in case the services are found not in accordance with the prescribed norms, the MSEDCL shall exercise its discretionary power to avail from elsewhere, after giving due notice to the successful bidder, at the risk of successful bidder, such services and to cancel the contract reserving MSEDCL's right to recover damages, notwithstanding that the power referred above are in addition to the rights and remedy available to the MSEDCL under the General Law of India relating to contract.
5. All rights are reserved with the undersigned to terminate the contract at any stage without assigning any reason thereof.
6. Paper used for Xerox copying work should be of good quality. Agency should use their own paper and toner for the work.
7. Xerox copy should be clear and scratches or black spot or faint copy will not be allowed. If observed order will be terminated at any time.
8. Monthly payment will be allowed for the work completed during the month. The payment shall be made by cheque only, generally within 45 days (forty five) from the date of submission of clear bills. You shall submit the original bills / invoices in triplicate to this office, duly certified by respective sectional head for the quantum of work executed under them. and for recording of the same in the Measurement Book.
9. The payment will be released by O&M Circle, JALGAON Office after auditing the bill.
10. One Xerox machine will have to be kept in **JALGAON** Circle Office. Xerox operator should attend the work during office working hrs. i.e.10.00 A.M. to 6.00 P.M. If the office give the instructions, he will have to wait after 6.00 P.M. also.
11. Force Majeure:
MSEDCL will not be in any way be liable for non-performance whether in whole or in part for any delay in performance thereof in consequence of strike men or lockout, breakdown or accident to machinery or accidents of whatever nature, delay in arranging the transportation of any instrument / system. However, due consideration may be given for reasons absolutely beyond the control of the successful bidder, for which documentary evidence shall be produced to the satisfaction of the competent Authority of MSEDCL.

12. Successful bidder shall bear the entire responsibility, liability and risk relating to coverage of work force under different statutory regulations including but not limited to Workmen Compensation Act, ESI Act, Factory Act, Contract Labour Act 1970 etc. and other relevant regulation, as the case may be.
13. Successful bidder shall be fully responsible for payment of benefits including but not limited to Provident Fund, Bonus, Retrenchment Compensation, Leave Encashment, etc. to its employees as per statutory provisions.
The successful bidder shall have to maintain the confidentiality of the office information provided by MSEDCL. Leakage of the same shall be treated as breach of contract.
Serious action shall be initiated against the successful bidder if any of the manpower deployed by it misbehaves with any of the MSEDCL official or gets into any act which could hamper the image of MSEDCL official or gets into any act which could hamper the image of MSEDCL.
14. Maintenance of Xerox machine will be agency's responsibility.
15. **Validity of the order will be till exhaustion of the order amount or completion of contract period of one year from date of placement of the order, whichever is earlier.**
16. Xerox should be done after receipt copy of No. of Xerox copies to be Xerox entered in (Xerox slip) signed by the respective section authority.
17. In case the operator cannot come to office for Xerox copying work, you will have to make available another operator for the respective work.
18. If all terms and condition are accepted, you have to intimate such within 3 days from the receipt of order.
19. Agency has to pay Security Deposit of 5% of order amount to this office before commencement of work.
20. You will provide Xerox slip/Dairy to each section.
21. All disputes / difference arising out of in connection with this contract will be subject to the jurisdiction of Jalgaon Court only.
22. Agency will have to abide by the Indian Contract Act 1872, Minimum wages Act 1948 and Contract Labour Act (R&A) 1970 for your contract labour.

**Superintending Engineer
O&M Circle, JALGAON**



**MAHARASHTRA STATE ELECTRCITY DISTRIBUTION COMPANY CO. LTD.
JALGAON CIRCLE**

While submitting herewith the **TENDER NO. : SE/JLG/T-08/2023-24**

I / we hereby undertake to abide by the following condition of the Tender: That the earnest money of Rs. _____/- (_____) deposited against the above mentioned tender shall be liable for forfeiture in full, if either:-

- 1) I / we withdraw my / our tender before the company finalized the decision of acceptance the tender.
- 2) In case my / our tender is accepted by the company and I / we fail to pay the Security Deposit (@ 5% of Tender Order Amount) against this tender within stipulated period.

Place :

Signature of Tenders

Date:

Name:

Address:



**MAHARASHTRA STATE ELECTRCITY DISTRIBUTION COMPANY CO. LTD.
JALGAON CIRCLE**

"TENDER FORM"

Specification Tender No. TENDER NO. : SE/JLG/T-08/2023-24

To,
The Superintending Engineer,
M.S.E.C.LTD.,
O&M Circle, Jalgaon

Dear Sir,

Having, mentioned the above specification together with the accompanying schedule and general condition of contract, I / we hereby offer to carry out the work, describe in section of the said specification and schedule at the rate mentioned in the **Schedule "A"**.

I / we hereby guarantee the performance of our work in the full conformity of our specification and instruction and particulars entered in Schedule attached to and in accordance with the condition of contract.

Your Faithfully,

Place :

Signature of Tenders

Date:

Name:

Address

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD,

JALGAON CIRCLE



**Office of the Superintending Engineer
Maharashtra State Electricity Distribution Co. Ltd.
Old MIDC, Ajanta Road-Jalgaon**

TENDER NO. : SE/JLG/T-16/2022-23

**WORK CONTRACT FOR XEROX OF OFFICE DOCUMENT AT
MSEDCL CIRCLE OFFICE JALGAON**

VOLUME - II

PRICE BID

**MAHARASHTRA STATE ELECTRCITY DISTRIBUTION COMPANY CO. LTD.
JALGAON CIRCLE
SCHEDULE -A**

**WORK CONTRACT FOR XEROXING DOCUMENT AT MSEDCL
CIRCLE OFFICE JALGAON**

. TENDER NO. : SE/JLG/T-08/2023-24

Sr. No.	Name of work	Work Area	Particular	Rate per copy (to be filled by the agency) in Rs.- Paise
1.	Providing the service of Xeroxing of Office document along with Xerox Machine, paper and Operator at Circle office Jalgaon	Jalgaon Circle Office	1.A4 size paper (One side only)	

Note: - Rate should be quoted in figure and word and inclusive of all taxes except GST

GST -%

Consent:- Ready to work at lowest rate (Write specifically)..... (Yes / No)

Signature of the contractor:

LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40402403 Printing and Stationery	ADM 044	Activity unit	998912	1		null

Required Documents (To be uploaded online)				
--	--	--	--	--

Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	PRICE BID	Price Section	40402403 Printing and	PRICE BID
2	TECHNICAL DOC	Technical Section	40402403 Printing and	TECHNICAL DOC
3	COMMERCIAL DOC	Commercial Section		COMMERCIAL DOC