

Maharashtra State Electricity Distribution Co. Ltd.

| Tender Details | | 04-05-2026 04:09:08 |
|---|--|---------------------|
| Tender Code | EE/E-TEND/DEG/T-08/2026-27 | |
| Tender Type | Works Tender | |
| Type Of Bid | Two Bid | |
| Description | E-Tender for Annual Maintenance of Office Computers& Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division | |
| 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 | G S Kale , 7875764628 ,eedegloor1@gmail.com | |
| Pre-Qualifying Req | As per tender documents | |
| Budget Type | NA | |
| Scheme Code | null | |
| Scheme Name | | |
| Department | Works Department | |
| Office Type | DIVISION | |
| Location Type | Degloor Division | |
| Designation | Additional Executive Engineer(Distribution) | |
| Pre-Bid Meeting Address | Degloor Division Office | |
| 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 | 05-05-2026 11:00 | |
| Tender Sale End Date | 11-05-2026 11:00 | |
| Bid Start Date | 05-05-2026 11:05 | |
| Bid End Date | 11-05-2026 17:00 | |
| Pre-Bid Meeting Date | 08-05-2026 12:00 | |
| Techno-Commercial Bid opening on | 12-05-2026 12:30 | |
| Price Bid opening on | 18-05-2026 14:00 | |
| Annexure C1 Opening Date | NA | |

| | |
|------------------------------|------------------|
| Winner Selection Date | 18-05-2026 17:30 |
| Can Bidder Opt EMD Exemption | N |



Maharashtra State Electricity Distribution Co. Ltd.

**Executive Engineer,
(O & M) Degloor Division.**

Technical-Bid

E-Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division.

Tender No-EE/E-TEND/DEG/T-08/2026-27

Area of operation : All Unit Offices, Sub-Division Offices & Division Office under Degloor Division.

Tender sale from : - **11.00 Hrs. on Dt.05.05.2026**

Tender sale closing Date: - **11:00 Hrs. on Dt.11.05.2026**

Submission closing Date: - **17.00Hrs. on Dt.11.05.2026**

Technical opening Date:- **12.30 Hrs. on Dt.12.05.2026 (If possible or next working day)**

Estimated cost:- Rs. 5.00 Lakhs

E-Tender purchase cost Rs.1180/- Including GST

E.M.D : Rs. 5000/-

Office of the **Executive Engineer**
Maharashtra State Electricity Distribution Co. Ltd.,
Kantewar Complex, Old Mondha Area, Degloor-431717,
Degloor

1Seal & Signature of the Tenderer



Maharashtra State Electricity Distribution Co. Ltd.

Executive Engineer, Office of the **Executive Engineer**
 Maharashtra State Electricity Distribution Co. Ltd.,
 Kantewar Complex, Old Mondha Area, Degloor-431717,
 Degloor.

Tender No-EE/E-TEND/DEG/T-08/2026-27

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**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
DEGLOOR DIVISION**

Tender No-EE/E-TEND/DEG/T-08/2026-27

E-Tender for Annual Maintenance of Office Computers& Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division.

E -Tender purchase cost :- Rs.1180/-
E.M.D :- Rs.5000/-
Estimated Cost :-Rs.5.00 Lakhs

TO BE FILLED IN BY THE TENDERER:

Name & Address of the Tenderer

Phone No. _____ Mobile No. _____ E-mail _____

Address of the Factory Unit: _____

Phone No. _____ Fax No. _____

E.M.D. Paid Rs.

Vide BG / DD No. _____

Date:- _____

3Seal & Signature of the Tenderer

IMPORTANT NOTES:

- 1) Only registered Contractors with M.S.E.D.C.L shall be participated in the tender. Renderer must submit all the tender documents on online system of MSEDCL. (<http://works.mahadiscom.in/eTender/etender>) website.
- 2) Rates should be filled in the prescribed schedule, in both i .e. in figures and in words, attached with this tender and on online.
- 3) This tender document contains 24pages duly numbered (including cover pages). Tenderers are requested to check the complete tender document available on line

OPENED online on

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Invitation for Bids on e-Tendering Basis

The Executive Engineer (O&M Division, Degloor), on behalf of MSEDCL (the Employer) invites sealed Tender No-**EE/E-TEND/DEG/T-08/2026-27** from eligible tenderers for **Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division**. The Tenders will be processed only in Electronic Tendering mode and open for registered contractors on e-Tendering system for work contracts of MSEDCL. The bid documents will be available on website from Dt.**05.05.2026** The last date for submission of tenders is **Dt.11.05.2026 up to 17.00 Hrs.** Tenders will be opened on **Dt.12.05.2026** at 12.30 Hrs. if possible or next working day.

For more details regarding registration process and tender, visit our e-Tendering website on <http://works.mahadiscom.in/eTender/etender>.

The undersigned reserves all the rights to accept or reject any or all tenders without assigning any reasons thereof.

Executive Engineer
(Degloor Division)

5 Seal & Signature of the Tenderer

Tender No-EE/E-TEND/DEG/T-08/2026-27

PROCEDURE TO SUBMIT THE ONLINE TENDERS:

The following procedure takes precedence over any other procedure that may be stated in the elsewhere in the Bidding Document for submission of bids.

The tender is to be submitted online on or before due date and time of submission on the website. It is advisable to submit the digitally signed offer sufficiently in advance of due date and time so as to avoid last minute trafficking at server. The entire tender shall be submitted **online only**.

No physical submission of tender is permitted and such tender shall not be considered for opening.

Only the **Price schedule (Rate of Schedule)**, duly scanned, and shall be submitted as part of **COMMERCIAL BID**.

All other documents shall be submitted as part of **TECHNICAL BID**. Wrong submission of bids may result in opening of the wrong bid for which MSEDCL will not be responsible. This may also result in rejection of the bid.

[a] Physical Submission of Documents:-

Envelope for this part shall contain documents like (in addition to online submission), Original DD/ BG towards Tender EMD etc. and shall be submitted to the above address before due date and time for submission. **No price bid shall be submitted in this envelope.** The envelope shall be duly sealed and super scribed indicating the Name, Address, Tender No., Due Date of submission and details as follows before delivering the same.

1. Tender No. :- **EE/E-TEND/DEG/T-08/2026-27**
2. Due Date & time of submission:- Dt.11.05.2026 upto 17:00 Hrs
3. Due Date of opening :- Dt. 12.05.2026 at 12:30 Hrs

OPENING OF TENDER:

- i) In case the date of submission of tender happens to be holiday the date of submission will be next working day at the same time.
- ii) The Employer will open the Technical Proposals online, at the date and time designated in the tender notice. (If Possible).
- iii) The Price Proposals will remain unopened. The Price Proposals will be opened on the website by the Employer following approval of the evaluation of the Technical Proposals.

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EVALUATION OF TENDER:

It should be noted that, Technical Bids will be opened online first. MSEDCL will examine the documents in accordance with the requirements of the bid document. If any of the documents is found to be not complying with tender conditions, corresponding bid will not be opened for further evaluation or the tender floating authority will decide to accept or not such document. The responsive tenderers of the technical bid may be attending the opening of the price bids online.

Note:-

The Tenders will be processed only in Electronic Tendering mode and open for registered contractors on e-Tendering system for work contracts of MSEDCL. The bid documents will be available on website <http://works.mahadiscom.in/eTender/etender> from Dt.05.05.2026. The last date for submission of tenders is Dt.**11.05.2026 up to** 17.00 Hrs. Tenders will be opened on Dt.**12.05.2026** at 12.30 Hrs. if possible.

SEAL & SIGNATURE OF THE TENDERER

7Seal & Signature of the Tenderer



E-TENDER NOTICE

Tender No-EE/E-TEND/DEG/T-08/2026-27

E-Tenders are invited from registered experienced license holder Electrical Contractors for the work as below.

| Tender No | Nature of Work | Estimated Amount Rs. in Lakhs | Amount of EMD In Rs. |
|--|---|----------------------------------|-------------------------|
| EE/E-TEND/ DEG/T-08/2026-27 | E-Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division | 5.00 | 5000/- |

TERMS & CONDITIONS:-

- 1) Blank E-Tender documents will be available on Company's website <http://works.mahadiscom.in/eTender/etender> from Dt.05.05.2026 to Dt.11.05.2026 up to **17:00 Hrs.** Tenderer are requested to purchase tender through online only by paying tender fees Rs.1180 /-.
- 2) The amount of EMD Rs. 5000/- should be submitted in the form of B.G. / D.D./ of any nationalized bank, drawn on or before the date of submission, i.e. Dt.11.05.2026, payable at Degloor, in the name of the **Executive Engineer, MSEDCL, O&M Division, Degloor.** No Cheque for above will be accepted and no interest will be paid on EMD. Tender offer without Demand Draft / BG for Earnest Money Deposit will not be considered. Parties claiming exemption from payment of E.M.D. shall give sufficient proof in support of their claim. The envelope containing documents like (in addition to online submission), original DD / BG towards EMD etc. shall be submitted to the office of the Executive Engineer, MSEDCL, O&M Division Degloor before due date i.e. Dt. **11.05.2026** up to **17.00 Hrs.** physically.
- 3) Last date to quote the E-Tender is Dt. **11.05.2026** up to 17.00 Hrs. (online only).
- 4) Date of opening of Technical Bid :- Dt. **12.05.2026** at 12:30 Hrs. (online only) if possible. or any working day.
- 5) Tender forms will not be sent or accepted by post/courier/fax.
- 6) E.M.D. will be forfeited in following cases :-
 - a. If the Tenderer fails to pay security deposit, if the contract is placed with him.
 - b. If the Tender offer is withdrawn before taking decision regarding his tender by this office.
 - c. If the successful Tenderer refuses to sign and complete the contract documents/ agreement.

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- 7) Current Solvency Certificate from any nationalized bank for an amount of 50% of tender value should be submitted along with tender.
- 8) The successful tenderer will have to give acceptance of the order within 7 (seven) days from the date of receipt of LOA. Agency have to execute the agreement as per tender LOA condition.
- 9) The successful tenderer will have to deposit an amount of the tune of 5 % of the order value towards Security Deposit. The SD is to be paid in the form of Demand Draft / BG of any Nationalized Bank payable to the Executive Engineer, MSEDCL, O&M Division, Degloor. Also undersigned has all rights regarding the acceptance of form of SD amount.
- 10) The offer must be valid up to 90 (Ninety days) from the date of opening of the tender.
- 11) Tender which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be summarily rejected.
- 12) MSEDCL will not be bound to accept the lowest bid. Further the undersigned reserves the right to bifurcate the Tender order to more than one agency.
- 13) Other than above, the contract will be governed as per General Terms and Conditions of Maharashtra State Electricity Distribution Company Ltd. The terms and conditions as per G.O.(II) are applicable to this tender.
- 14) List of orders executed shall be submitted along with detailed work Order copies with their completion certificates issued not below the rank of Executive Engineer, failing which their experience claims will not be considered for evaluation.
- 15) The tenders, which are not quoted as per our specifications, will be rejected.
- 16) MSEDCL reserves the right to accept any E-tender or to reject any or all E-Tenders without assigning any reason thereof. Contact Person: Executive Engineer Office, O&M DEGLOOR Divisionoffice,Dist: NANDED. Phone No-7875764408.

**Executive Engineer,
Division, DEGLOOR**

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INSTRUCTIONS TO THE E-TENDERER

1. SCOPE OF BID

The Maharashtra State Electricity Distribution Company Ltd. (M.S.E.D.C.L.), represented by the Executive Engineer Degloor division (hereinafter referred to as "the Employer"), wishes to receive bids for **Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division** with transportation of material to the work site under Degloor Division. The work should be carried out after the call letter or phone call of concern SDO /Section Head. The work should be carried out within reasonable time as demanded by concern SDO /Section Head within 48 hours from intimation from concerned officer.

1.1 Bids shall be complete and cover all Works described in the Price Bid. Partial bids, or bids Which do not cover the entire scope of the project will be treated as incomplete and not responsive to the terms and conditions of bidding and are liable to be rejected.

2. ELIGIBLE BIDDERS

The bidder has to submit following documents **On-Line, failing which their bid will not be considered for evaluation.**

2.1 Copy of the valid Shop Act Registration (On-Line Only)

2.2 The preference will be given to bidders who have the experience of the Tendered work. Experienced bidder should submit the copies of work orders received/executed by him.

Attested copies of work orders should be submitted, failing which, their experience claims will not be considered for evaluation. (On-Line Only)

Experience:-

2.2.1 **Specific Experience** The bidder should have experience in the similar **works** executed for equivalent to 15 % of bid amount during last three financial years together Attested copies of work orders with completion certificate should be submitted, failing which, their experience claims will not be considered for evaluation.(On-Line Only).

2.2.2 **General Experience** The bidder should have executed either

(i) One work order/contract (denotes executed only) equivalent to at least 20% of the estimated cost of the tender or

(ii) Two work orders/ contract (denotes executed only) equivalent to at least 25% of the estimated cost of the tender or

(iii) Three work orders/ contract(denotes executed only) equivalent to at least 30% of the estimated cost of the tender in any sector, during the last preceding five financial years(Bidder should note that the actual value of works executed during preceding 3 financial years mentioned herein shall only be considered)

2.3 E-Tender purchase fee of Rs. 1180/- through online only

2.4 BG / DD/Reciept /Bankers cheque drawn towards EMD. (On-Line + Physical)

2.5 IT return submitted for last 3 Assessment Years (2023-24,24-25,25-26) with Copy of PAN Card. (On-Line Only)

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2.6 Copies of Registration certificates for Electrical license, supervisor license, GST & Provident Fund etc as may be applicable as per the relevant acts. (On-Line Only)

2.7 Solvency certificate of amount equivalent to 50 % of estimated tender cost from **Nationalized/Scheduled Bank**. If, a tenderer opts to participate in more than one tender, then Solvency certificate should be equivalent to 50 % of all tender's estimated cost. (On-Line Only)

2.8 Duly filled & signed **Sample Forms & Annexure** (On-Line Only).

2.9 A written power of attorney authorizing the signatory of the bid to commit the bid. (On-Line Only) (if necessary).

2.10. Positive Net-worth & turnover of last financial three Year. (i.e. 2022-23, 23-24, 24-25)

Tenderers are requested to submit original relevant documents as above only.

3. PRE-QUALIFICATION REQUIREMENTS:

- a) EMD submission in physical is **MUST** before tender submission. Refer point no. 9 for details.
- b) To judge the capacity and capability of the tenderer for maintenance of PCs, Printers and UPS Systems and associated equipment's, the tenderer should have successfully executed **Annual Maintenance Contract** work of 75% of Tender value for similar equipment's in *last 3 years*. Indicating the name of the firms and the order value along with the performance certificate from the concerned firms.
- c) Experience / Work completion Certificate from Firms or Organizations for similar works duly certified by the authorized signatory of Firm / Organization. or AMC Contract copies/Orders duly attested.
- d) **Such annual maintenance contract should have covered more than 2 different locations and at least 25 Personal Computer systems at one single location. If in MSEDCL will be preferred.**
- e) The tenderer should furnish the details of manpower, various equipment's held by them, etc. for maintenance of PCs, Printers, UPS Systems and associated equipment's.
- f) **Company** Registration Certificate /SSI Certificate
- g) **GST** Registration certificate
- h) **IT** Returns of last 3 years
- i) **Balance** Sheets and P & L Statement of at least three years duly certified by CA
- j) Latest Net Worth Certificate
- k) Solvency Certificate.

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TERMS AND CONDITIONS OF CONTRACT

A VALIDITY OF RATES:

Accepted Rate will be valid for period of 365 days, from the date of issue of the order/ Commencement of work, or exhausting of the order amount, whichever is later. The order is to be placed to the Contractor, for fixed amount and therefore, the work shall be limited to ordered value up to exhausting of order amount.

B SECURITY DEPOSIT

B-1 The Contractor has to pay 5% of the contract value as a Security Deposit to MSEDCL before commencement of the work, within 14 days from the receipt of the order, in Cash/Demand Draft / Bank Guarantee.

The same shall be returned to the bidder after successful completion of the entire work to the fullest satisfaction of the Employer at the end of the contract period.

B-2 The Bank Guarantee in prescribed form, from any Nationalized Bank or Scheduled Bank valid for 12 months will be acceptable against Security Deposit.

However, such Bank Guarantee shall be submitted to the Executive Engineer of Division and got approved before commencement of the work.

The same will be returned to the contractor, after expiry of the schedule period of the order, & completion of the order successfully.

B-3 If any risk against recovery will have to be claimed against the Bank Guarantee under the contract, the same shall be claimed by MSEDCL to the concerned Bank. Failure to recovery of risk through Bank, the provision as per the rules and laws for; will be enforced by MSEDCL at the cost and Risk of the Contractor.

C. EFFECT OF CONTRACT: -

The contract shall be considered as having come into force from the date of Notification of Award.

D. COMMENCEMENT OF WORK: -

The Contractor shall commence the Works after the receipt of a letter of award and in consultation with Executive Engineer, DEGLOR Division. The works shall be carried out under the supervision and entire satisfaction of concerned E.E./Dy.E.E/ AE/JE/concern section head.

E. SCOPE OF CONTRACT:-

As stated in Clause 1 of INSTRUCTIONS TO THE E-TENDERER

The maintenance work should be completed within reasonable time (so as to not to hamper the work of Concern office)/immediately after receipt of complaint from the concern SDO /Section Head/Section In charge in writing or over the Telephonic message. Time is essence of above contract no partial work will be accepted

I. The Scope (herein referred to as "The Works") of contract shall include the Work of Annual Maintenance & Upgradation of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division.

II A. M. C. :

Maintenance service shall consist of Preventive and break down maintenance of PCs, Printer, Scanners UPS System, Laser Printer, Internet associated equipment's like LAN switch, CAT cable etc.

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Note:- All the material / software should be genuine supported with original GST receipts & original warranty cards of manufacturers.

F. QUALITY OF SUPPLY:

All materials supplied shall be strictly as per the standard laid down for them. All materials supplied must be of best quality and workmanship.

G. VERIFICATION OF MATERIAL SUPPLIED:

The material supplied should be routed through Division Office Degloor. The Company/ company representative shall have option to test the samples selected at random from the supplies to ensure that the supplies confirm in quality and workmanship to the relevant specifications and drawings if any.

H. LIQUIDATED DAMAGES FOR LATE DELIVERY:

In case the works not completed within the period stipulated in the order, contractor will be liable to pay, at the discretion of the competent authority of the Company, the liquidated damages @ 1/2% per week or part thereof subject to a maximum of cumulative ceiling of 10% (Ten Percent) of the order value. Due consideration may be given in the levy of liquidated damages for reasons absolutely beyond the control of the contractor for which documentary evidence shall be produced to the satisfaction of the Competent Authority of the Company. The Company shall be entitled to deduct/recover the amount of liquidated damages from the current bills Payable to the contractor any other amount due or payable to him against this or any other contract.

I. ASSIGNMENT AND SUBLETTING OF CONTRACT:

The contractor cannot assign or sublet the contractor any part thereof.

J. WORK DETAILS:-

As mentioned in Commercial Bid.

K. TERMS OF PAYMENT:

- i. No advance payment/mobilization advance shall be paid.
- ii. 100% Payment for the Works shall be made on unit rate basis after completion of the works as per the MSEDCL rules & regulations through RTGS system.
- iii. The Contractor shall pay all the duties and taxes in consequence of his obligations under the Contract.

L. PENALTIES:

In addition to the liquidated damages as per clause H above, in case the Hon. Regulatory Commission penalizes MSEDCL, levies penalty/fine on account of non-compliance of Standard of Performance with respect to the Works executed under this contract, and where the Contractor is responsible for this, the same penalty / fine shall be to the account of the Contractor and it shall be deducted from the bills of the Contractor.

M. OTHER CONDITIONS:-

- i. The Contractor shall pay rates of wages to the Labour and observe conditions of Minimum Wages Act if applicable.
- ii. The Contractor shall bear the entire responsibility, liability and risk relating to coverage of work force under different statutory regulations including but not

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limited to Workmen Compensation Act, ESI Act, Factory Act, Contract Labour Act 1970, etc. and any other relevant labor laws and regulations, as the case may be.

- iii. Contractor shall indemnify Employer against any liability or damages by way of compensation arising from any accident to person or property of persons in the Contractor's employment either directly or indirectly.
- iv. The Contractor shall indemnify Employer against any liability or damages by way of compensation arising from any accident to any other person related to or unrelated to the Contractor or Employer.
- v. The Contractor shall require all his employees and direct and indirect labour to be all applicable laws and regulations concerning safety at work. Necessary payment and liabilities to the Agency's workmen shall be the responsibility of the Contractor irrespective of payment received from Purchaser or otherwise vi. Any loss or damage to MSEDCL's property will be recovered from you.

N. SUBMISSION OF BILLS:

On completion of works under various offices, bills in triplicate, along with Work Completion report of concern officer should be submitted to this office. The (Service Entry Sheet) will be recorded by Concern Technical Officer at Division office, Degloor. The Xerox copies of the PAN/GST etc Should be enclosed with the bill.

O. PAYMENT OF BILLS:

- i) MSEDCL LTD will make payment within reasonable time (Depending on availability of funds) after submission of correct bill as per MSEDCL rules. No interest or penalty will be payable by MSEDCL on account of non-payment of bills or delay in releasing the payment. Income tax and MVAT will be deducted from the bills as per the prevailing rules. **Payment will be effected through RTGS only.**

P. TERMINATION OF CONTRACT:

- i) In case the contractor fails to complete the work within the contract period or in case the work/materials are found not in accordance with the prescribed specification and the approved samples/drawing (if any), the Company shall exercise its discretionary powers either-
 - a) To recover from the contractor the liquidated damages as provided in the condition No. H of the "Conditions of Contract".
 - b) To complete the work from elsewhere, after giving due notice to the contractor on account of his failure, at the risk and cost of contractor.
 - c) To cancel the contract reserving Company's rights to recover damages. Notwithstanding that the powers under (a), (b) and (c) referred above are in addition to the right and remedy available to the Company under the General Law of India relating to the contract.

NOTE:

- i) In the event of risk purchase of stores of similar description, the option of the Company shall be final. In the event of action taken under (a) or (b) above, the Contractor shall be liable for any loss which the Company may sustain on that account but the contractor shall not be entitled to any saving on such purchases

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made against default.

ii) The decision of the Company shall be final as regards the acceptability of the work/materials supplied by the contractor and the Company shall not be required to give any reason in writing or otherwise at any time for the rejection of the stores/materials.

Q. JURISDICTION:

Any disputes or differences arising under or out of/in connection with this contract/tenders shall be subject to the exclusive jurisdiction of courts in DEGLOR only.

R. AGREEMENT:

Stamped agreement for the work contract will have to be executed by you at your own cost within seven days if order is placed with you.

S. INCOME TAX:

Income Tax at source would be deducted from bills as per rules.

T. CONTRACT PERIOD:

- a. The period of this contract will be maximum upto expiry of Tender value.
- b. The decision of the Executive Engineer in connection with Operating Schedule and instruction will be final and binding to the Agency.

U. Shortage & Damages: - Defective, damaged materials detected after replacement, if any will have to be replaced immediately at your cost.

V. Guarantee: - You will have to give the guarantee of repaired material for 1 year from date of work.

W. SPECIAL CONDITIONS:

a. In addition to above terms and conditions, the DEGLOR Division office may include special conditions for work of this contract and it will be binding on Agency to meet MSEDCL requirements during the total contractual period. The changes in the software required by MSEDCL during contractual period will have to be implemented by Agency free of cost.

b. The Bidder has himself to acquire the full knowledge about system/field conditions before quoting the offer.

c. It will be presumed that the bidder has himself made aware of the system conditions. No relaxation/concession for not acquiring/acquired the said details will be entertained.

X. In addition to condition mentioned herein the General Terms & Conditions of MSEDCL will be applicable for this tender.

Y. All rights are reserved with this office to accept or reject any or all the offers without assigning any reasons therefore to terminate the contract at any stage without assigning any reasons. I have read the above conditions and same are agreeable to me.

Date:

Place:

Signature of the Contractor

Name: Address:

SEAL AND SIGNATURE OF TENDERER

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LETTER TO THE TENDERER

To,

M/s _____,

_____,

_____.

Dear Sir,

Please quote your lowest rates for “Work Contractfor **Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division**” as detailed in attached schedule and submit return the tender documents as stated above.

You are also requested to note the conditions of the tender before submitting your offer.

Thanking you.

Yours faithfully,

Executive Engineer,

Degloor Division

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LETTER TO THE EXECUTIVE ENGINEER

To,

The Executive Engineer,
MSEDCL (O & M) Division,
Degloor.

Dear Sir,

I/We agree to execute the work 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 365 days after the due date of the tender and shall be bound by the communication of acceptance dispatched within the prescribed time.

Thanking you.

Yours faithfully,

Seal and Signature of the Tenderer

Name of the Tenderer

Address of the Tenderer:

17Seal & Signature of the Tenderer

UNDERTAKING

I/We, hereby submitting undertaking for work contract for **Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division.** The works specified in Tender specifications and conditions of this Tender, are accepted. I/We hereby agree to abide by and fulfill, with all terms and conditions of the tender if default where of I/We forfeit and pay to the MSEDCL the sum of money as mentioned in the said condition.

Seal & Signature of the Tenderer

Date :

Place:

18Seal & Signature of the Tenderer

SAMPLEFORM- A**TENDER NO.EE/E-TEND/DEG/T-08/2026-27**

Contractor's Personal Information.

| S.N. | Particular | To be filled by the tenderer |
|------|---|------------------------------|
| 1 | Name of the bidder | |
| 2 | Address of the bidder | |
| 3 | Telephone- Office | |
| 4 | Fax-office | |
| 5 | E-mail | |
| 6 | Contact person | |
| 7 | Constitution of firm | |
| 8 | Full name of proprietor who is authorized to sign the tender documents | |
| 9 | E-Tender purchase Cost (Details of the Online Purchase Receipt) | |
| 10 | EMD paid details B.G. /DD No. & Date | |
| 11 | Copy Of Shop Act Registration | |
| 12 | Terms of payment (The terms of Payment will be as per Tender condition i.e. through RTGS System) | |
| 13 | Experience of work executed in past if any. Work Done Certificate & order copies. | |
| 14 | GST No | |
| 15 | Copy Of PAN Card Submitted. | |
| 16 | Information regarding Current Litigation | |
| 17 | Agreed Terms of the Tender- Time limit for providing of work:- Ready to pay the Security Deposit: as per condition. | |
| 18 | Ready to work on lowest Offered rates (Yes/No): | |
| 19 | Bank Details of the Bidder Name of the Bank /MICR Code of the Bank Branch with Address Current Account Number | |

NOTE:- Please attach certified true copies of all registration/approval.

SEAL AND SIGNATURE OF TENDERER

19 Seal & Signature of the Tenderer

SAMPLE FORM - B**TENDER NO.:- EE/E-TEND/DEG/T-08/2026-27**

Instruction:-This information is required to be filled by renderer and submitted along with tender documents. No point should be kept blank.If this information is not given along with the tender documents then it will be presumed that the information submitted by renderer is incomplete and price bid will not be opened.)

QUESTIONNAIRE TO E- TENDER

| Sr. No. | Particulars | Comments of the Renderer |
|---------|---|--------------------------|
| 1. | Copy Of Shop Act Registration | |
| 2. | Copy Of PAN Card Submitted | |
| 3 | Earnest Money Deposit: E.M.D. paid vide BG / DD No. & Date | |
| 4 | Type of Concern: Whether the unit is Proprietary / Partnership/ Private Ltd. or Limited Company. Please furnish the documentary evidence for the same. | |
| 5 | Experience of work executed in past if any . Work Done Certificate & order copies. | Yes / No |
| 6 | GST Registration Certificate No, (Please furnish the copies of the above certificates) | Yes / No |
| 7 | Validity of offer: Offer is valid for 365 days from the date of E-tender opening. | Yes / No |
| 8 | Whether agree to pay the required amount of Security Deposit as per Tender Condition. | Yes / No |
| 9 | Whether agree to pay liquidated damages for delay as per Tender Condition | Yes / No |
| 10 | Bank Details of the Bidder Name of the Bank /MICR Code of the Bank Branch with Address Current Account Number | Yes / No |
| 11 | Any other information: | Yes / No |

20 Seal & Signature of the Tenderer

SAMPLE FORM –C

BANK GUARANTEE (To be executed on Rs.200 non-judicial stamp paper purchased in the name of issuing Bank)

WHEREAS, (Name of bidder) (herein called “the Bidder”) has quoted on line his bid dated _____ for the Contract No. -----Dated-----for _____. Project. (Here in after called “the Bid”). KNOW ALL MEAN by these presents that We (name of Bank) having our registered office at _____ (hereinafter called “the Bank”) are bound unto Maharashtra State Electricity Distribution Company Ltd, Maharashtra State, India (hereinafter called “the Employer”) in the sum of _____ for which payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents. SEALED with the Common Seal of the said Bank this ____ day of _____ 2026.

THE CONDITIONS of this obligation are:

- (1) If the bidder withdraws his Bid during the period of bid validity specified in the Form of Bid.
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of bid validity and
 - a. Fails or refuses to execute the Form of Agreement in accordance with the instructions to Bidders, if required; or
 - b. Fails or refuses to furnish the performance Security, in accordance with the instruction to Bidders.

We hereby agree un equivocally and unconditionally to pay at ----- within 48 hours, to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 30 days after the deadline for bid validity as per Clause No. (.....) of the instructions to Bidders or as the Employer may extend it, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF AUTHORISED SIGNATORY _____

Name and Designation:

Seal of Bank

Bank Address:

WITNESS:

(Signature)

Name & address:

21Seal & Signature of the Tenderer

SAMPLE FORM -D

LETTER OF ACCEPTANCE

By Regd Post A/D

Date

Tender No-EE/E-TEND/DEG/T-08/2026-27

To: _____ (Name and address of the Contractor)

Dear Sirs,

This is to notify you that your bid dated _____ for **Short Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Degloor Division** defined in the bid document for Contract Price (amount in figures and words), as corrected and modified in accordance with the instructions to Bidders is hereby accepted by us.

You are advised to submit performance security within 14 days and sign & submit the registered contract agreement (under Mumbai Stamp Duty Act 1958 clause 63.) within 7 days from the date of this letter.

You are hereby instructed to proceed with preparation for the said Works in accordance with the Contract documents as listed in the Contract Data attached hereto.

Yours faithfully,

Signature

Name

Title

Employer

(Signature, name and title of signatory Authorized to sign on behalf of the Employer)

Copy to:

1. The Add. Executive Engineer- Degloor Division office.
1. The Dy. Executive Engineer (O&M), Sub- Division MSEDCL, DEGLOOR, BILOLI, NAIGAO, DHARMABAD, MUKHED.
2. The Dy. Manager (F&A), MSEDCL, Degloor Division

22 Seal & Signature of the Tenderer

SAMPLE FORM – E**FORM OF CONTRACT AGREEMENT**

This agreement made this ____ day of _____ 2026, between the Maharashtra State Electricity Distribution Company Limited Represented by the Executive Engineer, Degloor (hereinafter called “the Employer”) of the one part an _____ of _____ (hereinafter called “the Contractor”) of the other part.

Whereas the Employer desires that the work for **Short Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under DEGLOOR Division** should be executed by the contractor and has accepted a Bid by the contractor for the execution of such works and the remedying of any defects therein.

The Employer and the Contractor agree as follows:

In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

1. The following documents shall be deemed to form and read and constructed as part of this Agreement.
 - (a) The Letter of Award no. _____ dated _____
 - (d) The Bid dated _____
 - (c) The Conditions of Contract (Annexure A, B, C)
 - (d) The Completed Schedules, and
 - (e) The Contractor’s Proposal.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned. The Contractor hereby covenants with the Employer to execute and complete the works. Remedy any defects therein and maintain the completed Facilities in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the works, the remedying of defects therein and guarantee of the completed Facilities, the amount of **5.00 Lakhs** or such other Sum as may become payable under the provisions of the Contract at the times and the manner prescribed by the Contract.

In witness whereof the parties hereto have caused this Agreement to be execute the day and year first before written in accordance with their respective laws.

Authority signature of Contractor

SEAL

In the presence of:

Name _____

Signature _____

Address _____

Authority signature of Employer

SEAL

In the presence of:

Name _____

Signature _____

Address _____

23Seal & Signature of the Tenderer

SAMPLE FORM – F

SECURITYDEPOSIT (BANK GUARANTEE)

(1.To be executed on Rs.200 non-judicial stamp paper purchased in the name of issuing Bank. 2. This Guarantee shall be valid until the date of issue of the Completion Certificate.)

To,
The Executive Engineer,
M.S.E.D.C.Ltd. Division Office
DEGLOOR

WHEREAS M/s -----
(hereinafter called “the Contractor”) has undertaken, in pursuance of **E-TENDER NO. EE/E-TEND/DEG/T-08/2026-27. Annual Maintenance of Office Computers & Printers in all Unit Offices , Sub-Division Offices & Division Office under Degloor Division** , as defined in the bid document.AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by Scheduled / Nationalized Bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of amount of guarantee) _____ (in words) _____, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified herein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to & including date _____.

SIGNATURE OF AUTHORISED SIGNATORY AND SEAL OF THE BANK:

Name of Bank _____

Address _____

Date _____

In witness whereof the surety has executed this deed in presence of
WITNESS: (Signature)

Name and Address.

24Seal & Signature of the Tenderer

| Sr.No | Particulars of the work | EE/E-TEND/DEG/T-08/2026-27 Unit | Rates Offered % |
|-------|--|------------------------------------|-----------------|
| 1 | 2 | 3 | 4 |
| | Replacement of RAM DDR-3 (4 GB) | Per No | |
| | Replacement of RAM DDR-3 (8 GB) | Per No | |
| | Replacement of RAM DDR-4 (4 GB) | Per No | |
| | Replacement of RAM DDR-4 (8 GB) | Per No | |
| | Replacement of HDD/SSD | | |
| B | Replacement of Hard Disk (500 GB, 7200 RMP or more) | Per No | |
| | Replacement of Hard Disk (1 TB, 7200 RMP or more) | Per No | |
| | Replacement of SSD (256 GB) NVMe / M.2 | Per No | |
| | Replacement of SSD (256 GB) SATA | Per No | |
| | Replacement of Mother Board | | |
| C | Replacement of Motherboard for Core i3 | Per No | |
| | Replacement of Motherboard for Core i5 | Per No | |
| | Replacement of Processor | | |
| D | Replacement of Intel Core i3 Processor | Per No | |
| | Replacement of Intel Core i5 Processor | Per No | |
| E | Replacement of SMPS | Per No | |
| F | Replacement of ATX cabinet | Per No | |
| | Replacement of Monitor | | |
| G | Replacement of Monitor- 21.5" wide | Per No | |
| | Replacement of Monitor- 18.5" wide | Per No | |
| H | Replacement of Mother Board Battery Cells | Per No | |
| | Replacement of UPS 600 VA | Per No | |
| J | Replacement of Mouse & Keyboard | Per No | |
| K | Replacement of wireless of Mouse & Keyboard | Per No | |
| L | Annual Maintenance of Computer Printer Consists of :- | | |
| 3 | Replacement of DRUM | Per No | |
| 4 | Replacement of Dot Matrix Printer Cartage & Ribbon | Per No | |
| M | Replacement of all types of Printers parts | | |
| 1 | Replacement of printer main board | Per No | |
| 3 | Replacement of printer power supply | Per No | |
| N | Refilling of the INK(HP & Canon) | Per No | |
| 1 | Replacement of Chip Samsung Printer | Per No | |
| 2 | Replacement of PCR | Per No | |
| 3 | Replacement of Magnet Rod | Per No | |
| 4 | Replacement of Wiper Blade | Per No | |
| 5 | Replacement of Doctor Blade | Per No | |
| 6 | Replacement of Tafflon & Pressure Roller | Per No | |
| 8 | Replacement of Magnet Bush | Per No | |
| 9 | Replacement of Spike Guard (4 Socket) | Per No | |
| O | Replacement of Net Cable & Networking | | |

| | | | |
|---|---|---------|--|
| 1 | Replacement of LAN CARD | Per Mtr | |
| 2 | Replacement of Cat 6 Cable (Net cable) | Per Mtr | |
| 3 | Replacement of Switch (8 Port) / Router | Per No | |
| P | Installation of Software / Antivirus | | |
| 1 | Anti Virus | Per No | |
| Q | AMC of Computer | | |
| 1 | AMC of PC Per Year which include Installation & Up gradation of Software , Troubleshooting of Networking , IP Setting, SAP Configuration , Internet related Problem, ERP Related S/W installation & troubleshooting | Per No | |

LIST OF SERVICES

| SR. NO. | SERVICE NAME | ACTIVITY NUMBER | UOM | SAC CODE | REQ. QTY | VERSION | MATERIAL TYPE |
|---------|--------------------------------|-----------------|------------------|----------|----------|---------|---------------|
| 1 | 40402438 Maintenance Office | ADM 042 | Activity unit | 998313 | 1 | | null |

Required Documents (To be uploaded online)

| Sr. No. | NAME | SECTION | ITEM | DESCRIPTION |
|---------|---------------|-----------------------|-------------------------|---|
| 1 | Price Bid | Price Section | 40402438 Maintenance | Submit Price Bid |
| 2 | Technical Bid | Technical Section | 40402438 Maintenance | Submit technical documents as per tender conditions |
| 3 | Comm Bid | Commercial Section | | Submit commercial Documents as per tender conditions |