

Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		18-06-2024 05:00:21
Tender Code	EE/VSI/2024-25/T-04 VERSION- 2	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	E-Tender Annual Maintenance of Computers, Printers, Scanners, UPS System, all associated equipment's & Networking located under Vasai Division office, Vasai Rd East, Vasai Rd. West & Vasai Urban sub division under Vasai Division.	
Estimated Cost (In Lakhs)	10	
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	Uday Patel , 8793086695 ,eevasaidn.etender@gmail.com	
Pre-Qualifying Req	As per tender Documents	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Technical	
Office Type	DIVISION	
Location Type	Vasai Division	
Designation	Assistant Engineer(Distribution)	
Pre-Bid Meeting Address	OFFICE OF THE EXECUTIVE ENGINEER Ramdas Nagar, Opp. Saibaba Mandir Navghar Vasai Rd. East -401210	
Bid Opening Address	OFFICE OF THE EXECUTIVE ENGINEER Ramdas Nagar, Opp. Saibaba Mandir Navghar Vasai Rd. East -401210	
Version No	2	
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	12-06-2024 17:10	
Tender Sale End Date	21-06-2024 11:00	
Bid Start Date	12-06-2024 17:15	
Bid End Date	21-06-2024 11:05	

Pre-Bid Meeting Date	13-06-2024 11:00
Techno-Commercial Bid opening on	21-06-2024 12:00
Price Bid opening on	25-06-2024 13:00
Annexure C1 Opening Date	NA
Winner Selection Date	26-06-2024 13:35
Can Bidder Opt EMD Exemption	N



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY
LIMITED**

TECHNICAL BID

**Tender Annual Maintenance of Computers, Printers, Scanners,
UPS System, all associated equipment's & Networking located
under Vasai Division office, Vasai Rd East, Vasai Rd. West &
Vasai Urban sub division under Vasai Division.**

Tender No.: EE/VSI/2024-25/T-04

Estimated cost Rs. 10.00 Lakhs

OFFICE OF THE EXECUTIVE ENGINEER
RAMDAS NAGAR, OPP. SAIBABA TEMPLE,
VASAI RD. (E), TAL.- VASAI. DIST.-PALGHAR, Pin- 401210.
Tel.: 95250-2392507/2392115, Fax: 1550 2390377
Email: eevasaidn.etender@gmail.com

E-TENDER DOCUMENTS

Specification of work : Annual Maintenance of Computers, Printers, scanners, UPS System, all associated equipment's & Networking located under Vasai Division office, Vasai Rd. East Vasai Rd. West & Vasai Urban sub division under Vasai Division for year 2024-25

Tender No: : EE/VSI/2024-25/T-04

Estimated Cost: : Rs 10.00 Lakh (Rs Five Lakhs only)

Earnest Money Deposit : Rs 10,000/- (Rs Ten Thousands only)

Security Deposit: : 5 % of awarded contract value, i.e. Rs.50,000/-

Validity of offer: : 90 days from the date of opening of the tender

Period of contract: : One year

Tender Fees : Rs 1000+ GST 18 % (Non-refundable)
Total Rs.1180.00

Sale of tender form : 12.06.2024 to 21.06.2024

Last Date of submission Of Bid : 21.06.2024 up to 11:00 Hours

Probable date of opening of Tech Bid : 21.06.2024 at 12:00 Hours

Place & Date of tender : O&M Division, Vasai Date: 13.06.2024
Pre-Bid Meeting :

Tender fee paid Rs. _____ **vide receipt No.** _____ **Date** _____

EMD paid Rs. _____ **vide receipt No** _____ **Date** _____

Issued to, Date of issue :

M/s- _____,
_____,

Issued by:

**Executive Engineer,
Vasai Division**

Maharashtra State Electricity Distribution Company Limited Division Vasai, Office of the Executive Engineer,
Opp. Saibaba Mandir, Navghar Rd.(E), Dist-Palghar Pin- 401 210
Tel: 0250- 2392115 (P), 0250- 2392507 (O) Fax: 2390377. E-mail:- eevasaidn.etender@gmail.com

2 **SEAL AND SIGNATURE OF TENDERER**

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

TENDER NO: **EE/VSI/2024-25/T-04**

To,
M/s _____

Dear Tenderer,

Please quote your lowest price for annual Maintenance of Computers, Printers, scanners, UPS System, all associated equipment's & Networking located under **Vasai Division office, Vasai Rd East, Vasai Rd. West & Vasai Urban Vasai Urban** sub division under Vasai Division for year 2024-25. The enclosed tender documents duly signed are to be submitted before due time and date of the submission of tender in prescribed form, as per terms & conditions specified therein.

This Tender Document consists of following;

Sr. No	Description		Page No.
1	Tender Purchase Details		2
2	Instructions to the Tenderer	Annexure 'A'	4-7
3	Conditions of Tender and Supply	Annexure 'B'	8-11
4	Questionnaire	Annexure 'C'	12
5	Security Deposit BG Format	Annexure 'D'	13
6	Tender Details	Form A	14
7	Debar undertaking Declaration	Annexure 'I'	15
8	Declaration	Annexure 'II'	16
9	Declaration	Annexure 'III'	17
10	Price Schedule	Schedule 'A'	18

**Executive Engineer,
Vasai Division**

Maharashtra State Electricity Distribution Company Limited
O&M Div Vasai, Office of the Executive Engineer, Opp. Saibaba Mandir, Navghar (E), Dist-Palghar Pin 401210
Tel: 0250- 2392115 (P), 0250- 2392507 (O) Fax: 2390377. E-mail:- eevasaidn.etender@gmail.com

3 **SEAL AND SIGNATURE OF TENDERER**

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

TENDER NO: **EE/VSI/2024-25/T-04**

ANNEXURE 'A'

INSTRUCTION TO TENDERER

1. INVITATION OF TENDER:

Two Bid Tenders are invited from the experienced contractors only, for the Annual Maintenance of PCs, Printers, Scanners, UPS and associated equipment & networking for the quantity as specified in tender document.

2. PRICES:

Prices are acceptable only as per Price Schedule 'A' exclusive of all taxes.

3. PRE-QUALIFICATION REQUIREMENTS:

- a) The Bidder shall furnish, as a part of tender an Bid Security (EMD) (1% of the estimated tender amount) for the amount mentioned, in form of demand draft/ bank guarantee (valid for 180 days after the deadline of submission of bid) of only Nationalized / Scheduled Bank in favour of the Executive Engineer, Maharashtra State Electricity Distribution Company Ltd., Vasai Division Payable at Vasai and should be attached to the bid.
- b) To judge the capacity and capability of the tenderer for maintenance of PCs, Printers, Scanners, UPS Systems and associated equipment & networking, the tenderer should have successfully executed annual Maintenance Contract work of 30% of Tender value 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 Organization for similar works duly certified by the authorized signatory of Firm /Organization.
- d) The tenderer should furnish the details of manpower, various equipment held by them, etc. for maintenance of PCs, Printers, Scanners, UPS Systems and associated equipment.
- e) Company Registration Certificate.
- f) GST Registration certificate.
- g) IT Returns of last 3 years i.e. FY 2020-21, FY 2021-22, FY 2022-23.
- h) Balance Sheets of last three financial years duly certified by CA. FY 2020-21, FY 2021-22, FY 2022-23.
- i) Turnover of at least 30% of the Bid value for last three financial years i.e. FY 2020-21, FY 2021-22, FY 2022-23.
- j) Positive Net worth.
- k) Duly signed and stamped Form A as per format along with Annexure I, II & III.
- l) PAN Card.

The Employer reserves the right to call /accept deviations which do not materially affect the substantial responsiveness of the Bid. The authority to relax any of the condition of the qualifying bid in the interest of MSEDCL is kept reserved by the undersigned.

4. QUOTATION:

- i. Tenderer shall quote the offer rate for all items as specified in Price Schedule 'A', in figures as well as in words. Any variation in the rates, etc. will not be allowed on any ground such as mistake, misunderstanding, etc. after the tender has been submitted. The quoted rate must include all charges including free transportation of spare parts.
- ii. Bidders are advised to carry out the onsite inspection of the equipments during office hours if they desire before submitting the bids. Any variation in the rates will not be allowed after submission of tender.
- iii. In case of difference between rates in figures and words, it will be considered to read the rates advantageous and economical to the Company.
- iv. Supplier's printed terms and conditions will not be considered as forming part of the tender.

5. AMBIGUITY IN PRICE SCHEDULE:

Tenderer are requested to please make a note that in case of ambiguous terms in respect of, GST, Basis of Price (i.e. firm/variable) or if the blanks are not filled in /answered, the offer/tender shall be rejected.

6. FILLING IN OF ANNEXURE/ QUESTIONNAIRE:

Tenderer are requested to ensure that the comments against each and every item/clause of the Annexure/Questionnaire shall be clearly filled in and answered. Any item/clause shall not be left blank or unanswered. If any item/clause is not applicable, the words "Not Applicable" shall be written against it. No place in the offer should be left blank.

7. ADDITIONS/ALTERATIONS PROHIBITED:

Tenderer shall not make any additions, alterations or changes in the tender form and the conditions of tender and supply including the description of the material mentioned in Price Schedule 'A'.

8. SIGNING OF THE TENDERER DOCUMENTS:

Offers must be submitted along with the tender documents only and be clearly and legibly filled in with all the Schedules and Annexure etc. complete in all respect and must be either in ink or type written. Offer and all documents comprising of tender details, Tender form, conditions of tender and supply, Schedules, Questionnaire, Annexure, Test Certificates and other documents should be duly signed on each page as required and bear seal of the Tenderer. There should be no over writings. Whenever required, the overwriting should be avoided and new details be given. Corrections if any to the information filled in should be initialed by the tenderer. Tenders not signed as above shall be liable to be rejected.

9. EARNEST MONEY DEPOSIT:

The tenderer should pay the Earnest Money Deposit of Rs. 5000/-. Earnest Money shall be paid by way of Online Transaction/Demand Draft/Bank Guarantee drawn in favor of Ex Engineer, MSEDCL, Vasai O&M Division, on any Nationalized / Scheduled Bank payable at Vasai before the due date and time of the tender. The relevant amount and receipt No. should be mentioned in the tender.

Interest shall not be paid on E.M.D. Tenders received without E.M.D. payment shall be summarily rejected. Earnest Money Deposit shall be forfeited in case-

- a) The tenderer withdraws the tender/offer after the due submission time of the bids or-
- b) The tenderer fails to pay the Security Deposit if the contract is awarded.

10. REFUND OF EARNEST MONEY OF UNSUCCESSFUL TENDERER:

Earnest Money Deposit shall be returned to the unsuccessful tenderer 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 of E.M.D. payment to this office.

Earnest Money Deposit shall be returned to the successful tenderer after submission of Security Deposit and execution of contract agreement for which the tenderer has to submit application along with original money receipt of E.M.D. payment to this office.

11. SUPERSCRIBING OF THE TENDERDOCUMENTS:

- a) Technical Bid – online only

This part shall contain all technical documents of the bid with respect to the qualification criteria Mentioned above except the Price Bid.

The tenderer are requested to submit their offers online as mentioned above.

- b) Price Bid (Part II) – online only

This part shall contain only the Price Bid strictly in the prescribed format i.e. Price Schedule 'A'

- c) Physical submission of documents (Part III)–

- i) This part shall contain **EMD OR**
- ii) Supporting documents for exemption of EMD if any.

12. TIMELY SUBMISSION OF OFFER:

Tenderer are requested to submit their tender/offer on or before the due date and time for submission as mentioned in tender notice.

- i) Telegraphic offer or offers received in the form of Telex or Fax message or by post will not be entertained or considered under any circumstances whatsoever.
- ii) Tender documents received late/after the due date and time will not be accepted on any ground.
- iii) Tender received after the due date and time of submission shall not be opened and no correspondence will be entertained. Company shall not be responsible for any loss arising out of such delay.
- iv) Tender will be opened on the date specified in the tender notice in presence of the tenderer or his representative(s) if possible.

13. OPENING OF TENDER:

It should be noted that, Technical bid will be opened first. MSEDCL will examine the document under Technical bid of the bid in accordance with the requirements with the bid document. If any of the documents under Technical bid is found to be not 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.

14. DISREGARD OF TENDER CONDITIONS:

- a. The Company reserves the right to reject any tender, which does not confirm to any conditions/instructions etc.
- b. Tender containing any deviation/addition/alterations/change in the conditions will not be considered. The Tenderer should note that no correspondence shall be entertained or considered after the due date and time of submission of tender unless

otherwise sought by the Company.

15. ACCEPTANCE OF TENDER:

The Company does not bind itself to accept the lowest or any/all tender(s), neither will any reasons be assigned for the rejection of any tender or part of tender. It is also not binding on the Company to disclose any analysis report on tender/samples. The tenderer on his part binds himself to undertake the work selected from his offer in part or whole at the option of the Company.

16. VALIDITY OF THE TENDER:

The tender offer shall remain open for acceptance by the Company for a period of **90 (Ninety)** days from the date of opening of tender. The tenderer shall be bound himself to supply at the same rate on acceptance by the Company during validity period.

Seal and Signature of the Authorized Signatory_____

Name and Designation of the Authorized Signatory_____

Name of the Company_____

Address of the Company_____

Date_____

Place_____

ANNEXURE 'B'
CONDITIONS OF TENDER AND CONTRACT

1. SCOPE OF WORK:

- a) Scope of work includes all offices under MSEDCL Vasai Division office, Vasai Rd. East, Vasai Rd. West & Vasai Urban sub division. These were given various desktop computers, printers and scanners etc. for carrying out the various important day to day activities. The warranty of this IT infrastructure is over and this office intends to award contract for Annual Maintenance Contract (AMC) of One Year of these IT Infrastructure.
- b) The scope of work includes Annual Maintenance and services of different makes of PCs, Printers, Scanners & UPS Systems and associated equipment manufactured and supplied by different Vendors, and placed at locations stated therein. The maintenance cost shall be inclusive of all duties/charges and exclusive of GST.
- c) Maintenance services shall consist of preventive and breakdown maintenance of PCs, Printers, Scanners, UPS Systems, Stabilizers, Laser Printers and Plotters, Internet associated equipments like LAN switch, CAT cable etc.
- d) Checking of the electrical working, reading and voltage output of the Servo Stabilizers, UPS Systems etc.
- e) Cleaning of the system to remove dust, dirt, lubrication of working assembly and cleaning of floppy drive head, CD/DVD Drives etc.
- f) Running diagnostic software to check CPU, floppy drive, hard disk and other system components.
- g) Labour charges for replacement of defective/worn out parts along with new and latest parts of same or better specification as per Price Schedule 'A'.
- h) The parts which are replaced under the WARRANT/GUARENTEE CARD MUST BE PROVIDED & THE REPLACEMENT DATE MUST BE MENTIONED ON THE SYSTEM.

2. MANPOWER:

Contractor should post only qualified, experienced and skilled Engineers who should be competent to handle the maintenance activities as well as having knowledge about networking protocols including Internet Protocol.

3. TOOLS AND PLANTS:

All the servicing tools required for carrying out the work will have to be provided by the contractor. Company will not issue any tools & plants required for the work.

4. CALL LOGGING:

The contractor is expected to promptly attend the equipment. In order to provide efficient service, the contractor must obtain the name, address, phone no, and other contact details of the person in possession of the equipment. He will be required to keep this list up-to-date at all times. The contractor shall submit the up-to-date information along with the bills. The contractor shall provide the name and address, mobile no. of the Service Engineer and a central contact no. for logging the calls. The contractor shall keep a register of all the details of calls and submit the copy of the same along with the bills. Also the contractor shall obtain the certificate duly signed from equipment in-charge.

5. PREVENTIVE MAINTENANCE:

This must be carried out once in a month for each PCs/Peripheral including Printers/ Stabilizers. You will have to check all the equipment thoroughly using latest diagnostic software and equipment and submit the report accordingly. The covers following activities:

- a. Disk space utilization (File management), running defragmentation and disk management programs.
- b. Check and purge log files.
- c. All preloaded software shall be reloaded whenever required.

- d. Updating of anti-virus software, checking & cleaning of hard disk for virus
- e. Installing any new software provided by MSEDCL.
- f. Any other check / service that will make the equipment to work smoothly and as per rated performance.

6. STANDBY ARRANGEMENTS:

If any unit remains unrepaired beyond 24 hours, standby arrangements will have to be made with same or better configuration equipment. Failure to arrange for the repair / replacement within this time will be liable for a penalty of Rs.50/- per day per item.

7. UPTIME GUARANTEE:

The contractor shall ensure that the hardware shall execute without defect or interruptions for 98% uptime for 24 x 7 operation of the equipment calculated on quarterly basis.

8. RESPONSE TIME:

The contractor shall respond to a site visit and commence repair work within 2 hours of being notified of equipment malfunction.

9. PENALTY:

The AMC are payable for maintaining the system up & the surety with reasonable downtime limits. The penalty will be levied on the basis of % downtime of the system. The penalty will be charged as given below:

You have to guarantee 98% uptime, hence no penalty will be charged for first 2% downtime. If down time is greater than 2%, proportionate deduction of AMC charge will be made on pro-rata basis.

The percentage of down time shall be calculated as given below.

$$\% \text{ Down Time} = \frac{\text{No. of Hrs. the system down/}}{\text{Total No. of Hrs. the system used in Qtr.}} \times 100$$

The penalty will be deducted from your payment. Penalty will be 1% per week if problem is not resolved within 48 Hrs.

10. ADDITIONAL QUANTITY:

If MSEDCL desires, it will be informed to the contractor from time to time to cover any number of additional similar PC/Equipment under this contract. You should accept to cover all such equipments at the same rate quoted by you.

11. INSPECTION:

An opportunity will be given to the contractor to inspect the machines, peripherals etc. prior to putting them under the contract to ascertain its completeness in configuration and that it is in working order or maintainable.

12. SECURITY DEPOSIT IN LIEU OF PERFORMANCE GUARANTEE:

Bank Guarantee equivalent to 10% (ten percent) of contract value having validity 3 month beyond contract period will have to be furnished within 14 days after award of contract. Such Bank Guarantees should be on any Scheduled Bank/Nationalized bank and in the proforma enclosed as per Annexure 'E'. The draft Bank Guarantee shall be

got approved from Zone Office. Performance guarantee will be refunded only on the fulfillment of the conditions of contract and after expiry of the contract period.

13. CONTRACT AGREEMENT:

Within 14 (fourteen) days of receipt of the Letter of Award, the successful bidder shall sign the Form of Contract Agreement on Stamp Paper (non-judicial) borne by the contractor as per the rate specified in **Bombay Stamp Act 1958** issued in Maharashtra and return it to the Employer.

14. TRAVELLING EXPENSES:

No traveling expenses will be reimbursed or paid to the Services & Maintenance Engineers or Staff for visiting any office of the Purchaser for maintenance work.

15. ADDITIONAL CHARGES:

No other extra charges will be payable even for services provided after normal working hours specified.

16. PERIOD OF CONTRACT:

Period of contract shall be of one year (12 Months) from the date of letter of award.

17. EXTENSION OF CONTRACT:

If desired by MSEDCL, the contract may be extended for 3 months after its expiry, on same terms and conditions. Contractor should confirm the same.

18. SPECIAL CONDITIONS OF CONTRACT:

The Agency should carry out inventory and inspect the Computers, printers, scanners etc. before 15 days of commencement of contract and inform to division office with detail report. In case of replacement of faulty/defective spare parts of any equipment, the agency may replace the spare parts of reputed brand with prior permission of the concern Section Incharge and may claim bills for reimbursement. The MSEDCL may reimburse the bills of replacement of spare parts as per availability of funds

19. PAYMENTS:

The Payment will be made by this Office as per availability of funds. A consolidated invoice should be submitted in triplicate to this office along with satisfactory maintenance/service completion certificates from respective equipment In-charge.

The bill should indicate PAN no. GST no. of the Agency. The bill will be recorded at Sdn & Division office. The payment will be generally done within 45 (forty five) days (Depending on availability of fund) of submission of correct bills as per MSEDCL rules. No interest or penalty will be payable by MSEDCL on account of nonpayment of bills or delay in releasing the payment. The bills shall also be enclosed with the relevant documents of taxes paid. The bidder is instructed to update the vendor details to Division office and obtain the **Vendor Code** of ERP system prior to submission of Bills. The bidder should clearly indicate the Vendor Code and P.O. number on each bills before submission. The payment will be effected through ERP system only.

20. INVOICE:

Invoice shall be submitted in triplicate along with service copy duly signed by concern section/equipment incharge, where work has been done & Certificate shall also be duly signed by SDO/EE. Invoice shall be done only after only after certification of concerned section where the work is carried out. The Certificate shall consist of the amount of work done and quantity of material consumed & its amount in total.

21. ACCIDENT LIABILITY:

The contractor shall be responsible towards Liability of accident & Labour Insurance while working on site. MSEDCL shall not be responsible for liability of accident thereafter.

22. INSURANCE:

The contractor at his cost shall arrange, secure and maintain insurance as may be necessary and for all such amounts to protect his interests and the interests of the owner against all risks. He should obtain the Insurance Policy of Contractors all risk (CAR) from the insurance company approved by Director of Insurance, Govt. of Maharashtra. Otherwise 1% amount of the contract value will be recovered from the running bill and deposited to Director of Insurance.

23. VALIDITY OF THE OFFER:

The offer shall be kept valid for acceptance upto 90 days from the date of tender opening.

24. TERMINATION OF CONTRACT:

The contract can be terminated by M.S.E.D.C.L. by giving one month notice to the contractor. In the event, employer decides to cancel the contract due to unsatisfactory performance; the Bank Guarantee will be en-cashed by the employer. In case of failure to carry out the work of PC maintenance satisfactorily, then the work for remaining period will be allotted to the other agency at the Contractor's risk and cost and an additional 15% (fifteen percent) supervision charges will be deducted from the pending bills of Contractor. In addition to cancellation of the contract, company reserves right to recover damages 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 services of similar description, the option of the Company shall be final. In the event 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 made against default.
- ii) The decision of the Company shall be final as regards the acceptability of the services 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.

25. JURISDICTION:

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

Seal and Signature of the Authorized Signatory_____

Name and Designation of the Authorised Signatory _____

Name of the Company_____

Address of the Company_____

Date: _____

Place:_____

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.**VASAI DIVISION****ANNEXURE 'C'****QUESTIONNAIRE TO TENDERER**

Sr. No.	Particulars	Comments of the Tenderer
1	Purchase of Tender: Please quote Money Receipt No. & Date against which Tender is purchased	
2	Earnest Money Deposit: E.M.D. paid vide Money Receipt No. & Date (if by cash) D.D. No. & Date (if by D.D.)	
3	Type of Concern: Whether the unit is Proprietary / Partnership/ Private Ltd. or Limited Company. Please furnish the documentary evidence for the same.	
4	Contact No. Mobile Email id:	
5	Past Performance: Whether you have executed orders for similar services to any of the MSEDCL offices / other organization in past two years? (Please enclose a copy and give details of orders executed and name & address of the reference person)	
6	Performance Certificate: Please enclose the performance certificate from MSEDCL offices / other organizations for the tendered work executed in past two years	
7	Validity of offer: Offer is valid for 90 days from the date of tender opening.	Yes/No
8	Company Registration Certificate / SSI Certificate	
9	GST Registration certificate	
10	Balance Sheets and P & L Statement of last three years duly certified by CA	
11	Income Tax Clearance Certificate: Please enclose latest I.T. Clearance Certificate / attested Copy of PAN Card	
12	Any other information:	

12 **SEAL AND SIGNATURE OF TENDERER**

Annexure 'D'**SAMPLE FORM OF SECURITY DEPOSIT (BANK GUARANTEE)**

To,

**Maharashtra State Electricity Distribution Company Limited Division Vasai,
Office of the Executive Engineer, Opp. Saibaba Mandir, Navghar Rd. (E), Dist-
Palghar Pin- 401 210, Tel: 0250- 2392115 (P), 0250- 2392507 (O) Fax: 2390377.
E-mail:- eevasai@rediffmail.com.in**

WHEREAS _____ [name and address of Contractor] (hereinafter called "the **Contractor**") has undertaken, in pursuance of **Tender No.** _____ **for works in** _____ dated _____ 2023 to undertake works _____ **and other allied works**, under _____ Division, on single point responsibility, as defined in these bidding documents (hereinafter referred to as "the Works"), and as described in the Bidding Data of _____ **O & M Division** on "**Full Turnkey**" basis vide Bid No. _____ for works under _____ **O&M Division** (hereinafter called "the Bid").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation 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]¹ _____ [in words], and _____

We undertake to pay you, through our branch office at Vasai [Address of branch office at _____, Maharashtra], upon your first written demand and without caviler 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 until the date of completion of the contract period, with a claim period of further one month.

Yours truly,

Signature and seal of the Guarantor: Name of Bank/Financial

Form – A
(On Bidder's Letterhead)
TENDER NO : EE/VSI/2024-25/T-04

1	Offer submitted duly digitally signed	YES/NO
2	Status of the firm.	PARTNERSHIP / PROPRIETER
3	Factory address through which offer submitted indicated in latest approved on line vendor registration profile.	
4	Whether Tender Fees and EMD paid against / Exempted.	
5	If Tender Fees and EMD paid, Copy of Money Receipt/D.D./Acknowledgement /on-line Successful transaction receipt against which Tender documents are purchased and EMD paid is attached.	
6	Tender Fees And Exempted Fees	
7	Certificate duly certified by Chartered Engineer/Accountant that the investment of the company as per the latest audited financial year is within permissible limit of Micro	
8	Balance sheet and profit and loss account	
9	Turn over certificate of last three years	
10	Experience Details/List of Orders Executed	
11	Whether certificate duly certified by Chartered Engineer/Accountant in respect of person /entity does not have controlling stake in other company who has participate in this tender found in order.	
12	Whether the bidder has submitted the declaration regarding not been debarred & not been either jointly or severally guilty of malpractices during the last five years.	
13	Undertaking certifying that bidder have not approached any one for undue influence.	
14	Notarized Power of Attorney in favour of appointed agent/representative submitted	
15	GST Registration Number is indicated and copy of GST registration Certificate submitte	
16	Confirmation for Normal (full) rate of IGST/ (CGST+SGST) applicable is indicated in confirmation details.	
17	Documentary evidence in case IGST/ (CGST+SGST) is concessional/exempted or Exemption Certificate under GST if any.	
18	Whether delivery period is indicated in Delivery details.	
19	No deviation schedule in respect of commercial/technical are submitted	
20	Whether full copy of valid ISI License submitted.	
21	Validity of offer is as per tender details.	
22	Real Time Gross Settlement [RTGS] details.	
23	Whether offer is meeting Qualifying Requirements as per Tender.	
24	Whether all amendments submitted	

14 **SEAL AND SIGNATURE OF TENDERER**

Annexure I

To,
The Executive Engineer,
 MSEDCL, O & M, Vasai Division.

Debar undertaking Declaration (On firm's letter head)

Ref : Tender No. **EE/VSI/2024-25/T-04**

I/We, certify that,

a. The business dealings with our firm / agency M/s..... have not been debarred by any Ministry of GoI / GoM / Other State Govts/State owned electricity distribution utility/Other Public Utilities and still in force.

b. The Directors, Proprietors, Partners, Employee(s) or owner of our firm / agency M/s.....have not been either jointly or severally guilty of malpractices in relation to its business dealings with the Government or MSEDCL during the last five years.

I hereby certify that I am duly authorized representative of M/s.-----
 ----- whose name appears above my signature.

Bidders Name:

Authorized representative's signature:

Authorized representative's Name:

Seal of the company

Name and address of the Bidder

Annexure II**Undertaking of absence of Conflict of Interest with other firms submitting the Tender**

To,
The Executive Engineer,
 MSEDCL, O & M, Vasai Division.

Declaration (On firm's letter head)

Ref : Tender No: **EE/VSI/2024-25/T-04**

I/ We _____ authorized signatory of M/s.
 _____ hereby certify that M/s. _____ is not related
 with other firms who have submitted tenders for the same items under this
 Tender. Our partners or Directors do not have controlling stake in more than one
 entity applied for this Tender No. _____.
 If it is found that this information is wrong or misleading then our offer shall be
 summarily rejected.

Date.....

TENDERERS SIGNATURE AND SEAL

TENDERER'S ADDRESS:-

.....

Annexure III**Undertaking certifying that bidder have not approached any one for undue influence.**

To,
The Executive Engineer,
 MSEDCL, O & M, Vasai Division.

Declaration (On firm's letter head)

Ref : Tender No. **EE/VSI/2024-25/T-04**

I/ We _____ authorized signatory of M/s. _____ hereby certify that M/s. _____ have not approached any one for undue influence under this Tender.

If it is found that this information is wrong or misleading then our offer shall be summarily rejected.

Date.....

TENDERERS SIGNATURE AND SEAL

TENDERER'S ADDRESS:-

.....



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY
LIMITED**

PRICE BID

**Tender Annual Maintenance of Computers, Printers, Scanners,
UPS System, all associated equipment's & Networking located
under Vasai Division office, Vasai Rd East, Vasai Rd. West &
Vasai Urban sub division under Vasai Division.**

Tender No.: EE/VSI/2024-25/T-01

**OFFICE OF THE EXECUTIVE ENGINEER
RAMDAS NAGAR, OPP. SAIBABA TEMPLE,
VASAI RD. (E), TAL.- VASAI. DIST.-PALGHAR, Pin- 401210.
Tel.: 95250-2392507/2392115, Fax: 1550 2390377
Email: eevasaidn.etender@gmail.com**

1 SEAL AND SIGNATURE OF TENDERER

Price Schedule 'A'

Works: Annual Maintenance of Computers, Printers, scanners, UPS System, all associated equipment's & Networking located under Vasai Division office, Vasai Rd East, Vasai Rd. West & Vasai Urban under Vasai Division for year 2024-25.

Tender No: EE/VSI/2024-25/T-01

Estimated Cost: Rs. 10.00 Lakh (Rs Ten Lakhs only)

Sr. no.	Particulars	Make/Specifications	Unit	Rate to be quoted in Rs.
A	PC/Printer Repair & maintenance			
1	Laser Printer cartridge refilling	HP/Brother/Canon/ Epson/Samsung	No	
2	Laser Printer Drum replacement		No	
3	Laser Printer cartridge chip replacement		No	
4	Replacement of Blade for Tonner		No	
5	Replacement of Magnet for Tonner		No	
6	Replacement of PCR for Tonner		No	
7	Replacement of Logic Card (Printer)		No	
8	Replacement of Power supply (Printer)		No	
9	Replacement of Pressure roller (printer)		No	
10	Replacement of Teflon (Printer)		No	
11	Replacement of Pickup roller (printer)		No	
12	Replacement of Power Adaptor (Thermal printer/Laptop)		No	
13	Replacement of scanner for printer		No	
14	Fuser Assembly Unit		No.	
15	Mouse Replacement	Corded (HP/Dell/Logitech)	No	
16	Keyboard Replacement	Corded (HP/Dell/Logitech)	No	
17	Cable/Cords replacement	Power	No	
		USB printer	No	
		VGA (male to male)	Rmt	
		HDMI (male to male)	Rmt	
18	RAM replacement	2 GB DDR-2	No	
		2 GB DDR-3	No	
		4 GB DDR-2	No	
		4 GB DDR-3	No	

2 **SEAL AND SIGNATURE OF TENDERER**

19	SMPS replacement	All	No	
20	Mother Board Replacement, G-31	All	No	
	Mother Board Replacement, G-41	All	No	
	Mother Board Replacement, H-61	All	No	
21	Replacement of UPS Battery up to 800 VA	All	No	
22	Replacement of UPS (800 VA)	All	No	
23	Hard Disk 500 GB	Samsung/ Kingston/ Crucial/ Western Digital/Segate	No	
24	Hard Disk 1 TB		No	
25	Replacement of CPU cabinet	All	No	
26	Replacement / upgrading of processor	Intel I3	No	
		Dual Core/Core 2 Duo	No	
27	Replacement of monitor 19" only	ACER	No	
		HP	No	
		DELL	No	
		Samsung	No	
		Asus	No	
28	Replacement of speakers	Creative/ iBall/Logitech	No	
29	Replacement of webcam	HP/Logitech	No	
B	Software Installation/ Updating /Maintenance			
1	Installation of Antivirus/Updation	Quick Heal (10 User, 1 Year)	No	
C	Networking & peripherals			
1	Networking Cable Cat 6	D-Link	Per Rmt	
2	Laying of LAN Cable	Misc	Per Rmt	
3	RJ 45 Connector (Male)	Misc	No	
4	RJ45 Connector(Female with enclosure)	Misc	No	
5	Networking Switch 10/100 Mbps	D-Link/ Gigabit	No	
D	AMC Charges			
1	AMC for computers	Per computer/month	No	
2	AMC for printer	Per printer/month	No	

- GST Extra as applicable
- Ready to work at Lowest Rate: (Yes/No)
Please Specify YES or NO
- Estimated cost of Tender is amounting of **Rs.1000000.(Rs 10 lakh.)**

Signature of Bidder:

Name of the Company_____

Date: _____

3 **SEAL AND SIGNATURE OF TENDERER**

LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40402409 Upkeep of office premises	ADM 036	Activity unit	998533	4		null

Required Documents (To be uploaded online)

Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	PRICE BID	Price Section	40402409 Upkeep of office	AS PER TENDER CONDITION
2	TECHNICAL BID	Technical Section	40402409 Upkeep of office	AS PER TENDER CONDITION
3	COMMERCIAL BID	Commercial Section		AS PER TENDER CONDITION