

## Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		31-01-2025 04:47:18
Tender Code	EE/SWD/T-15 /2024-25	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	CONTRACT for MRI and TOD METER READING and data entry/ punching of (LT-II &V) Consumers under Saswad sub 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	B Y GAWAI , 7875768006 ,eesaswad@gmail.com	
Pre-Qualifying Req	CONTRACT for MRI and TOD METER READING and data entry/ punching of (LT-II &V) Consumers under Saswad sub division	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Technical	
Office Type	DIVISION	
Location Type	Saswad Division	
Designation	Executive Engineer(Distribution)	
Pre-Bid Meeting Address	EXEUTIVE ENGINEER,MSEDCL,AT PARGAON ROAD,SASWAD DIVISION OFFICE	
Bid Opening Address	SASWAD DIVISION	
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	31-01-2025 16:50	
Tender Sale End Date	14-02-2025 11:00	
Bid Start Date	31-01-2025 17:05	
Bid End Date	14-02-2025 14:00	
Pre-Bid Meeting Date	07-02-2025 11:00	
Techno-Commercial Bid opening on	15-02-2025 11:00	
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

FF-1118

Rev-III

**ANNEXURE 'Q'**  
**Illustrative example**

**Data:-**

- |   |                 |
|---|-----------------|
| (i) Original rate offered by the tenderer   | - say Rs. 120/- |
| (ii) Lowest acceptable rate in the tender<br>(which is known only on the date of decision of the Board) | - say Rs. 110/- |

Offers received are as under:

**Case (a) (Acceptable matching rate indicated by the tenderer equal to lowest acceptable rate):**

- |  |                 |
|--|-----------------|
| i) Acceptable rate indicated by the tenderer for matching rate order | - say Rs. 110/- |
| ii) Offer will be evaluated  | - @ Rs. 110/-   |
| iii) Order will be placed  | - @ Rs. 110/-   |

**Case (b) (Acceptable matching rate indicated by the tenderer less than lowest acceptable rate):**

- |  |                 |
|--|-----------------|
| i) Acceptable rate indicated by the tenderer for matching rate order | - say Rs. 105/- |
| ii) Offer will be evaluated  | - @ Rs. 110/-   |
| iii) Order will be placed  | - @ Rs. 105/-   |

**Case (c) (Acceptable matching rate indicated by the tenderer more than lowest acceptable rate):**

- |  |                 |
|--|-----------------|
| i) Acceptable rate indicated by the tenderer for matching rate order | - say Rs. 115/- |
| ii) Offer will be evaluated  | - @ Rs. 120/-   |
| iii) Order will be placed  | - @ Rs. 115/-   |

**Case (d) (Acceptable matching rate indicated by the tenderer more than original offered rate):**

- |  |   |
|--|---|
| i) Acceptable rate indicated by the tenderer for matching rate order | - say Rs. 125/-                                   |
|  | <b>(More than the original rate of Rs. 120/-)</b> |

This will be treated as revision of offer within validity and hence, will be rejected and earnest money deposit shall be forfeited.

SEAL & SIGNATURE OF THE TENDERER



# Maharashtra State Electricity Distribution Company Limited

## Saswad Division

**CONTRACT FOR MRI AND TOD METER READING AND DATA ENTRY/ PUNCHING  
OF (LT-II & V) CONSUMERS UNDER SASWAD SUB-DIVISION**

**Tender No. EE/SWD/T-15 /2024-25**

### TECHNICAL BID



**Maharashtra State Electricity Distribution Co. Ltd.**  
**Division Office, Saswad**  
 Pargaon- Road, Saswad, Tal- Purandar, Dist- Pune”,  
 - Website- [www.mahadiscom.in](http://www.mahadiscom.in), Phone- (O) (02115) – 222907  
 E-Mail- [eesaswad@gmail.com](mailto:eesaswad@gmail.com)

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

Tender No. EE/SWD/T-15/2024-25

To,  
Dear Tenderer,

Please quote the lowest & fair rates for TOD meter reading in the Annexure "C" attached herewith. Tenders in any other form or on the letter heads will not be acceptable

**TENDER DETAILS**

Tender No.	EE/SWD/T-15 /2024-25.
Name of the work	CONTRACT for MRI and TOD METER READING and data entry/ punching of (LT-II &V) Consumers under Saswad sub division
Estimated cost of work	Rs. 10.00 Lakhs
Tender Fees	Rs 1000+18% GST=Rs.1180/-
E.M.D. to be paid	Rs.10000/- (1% of Estimate Cost)
Tender Sale Start Date	<b>31.01.2025</b>
Tender Sale end Date	<b>14.02.2025 - 11.00 Hrs</b>
Bid Start Date	<b>31.01.2025</b>
Bid End Date	<b>14.02.2025: 14.00 Hrs</b>
Pre Bid Meeting	<b>07.02.2025: 11.00 Hrs. at Division Office, Saswad</b>
Technical Bid opening date & time	<b>15.02.2025: 11.00 Hrs.</b>
Price Bid opening date & time	-
Date of Submission of EMD payment	On or before 14.02.2025.
Total No. of pages (Volume-I)	(including cover page) 27 Pages
Executing Agency	Executive Engineer, Division Office, Saswad.
Address	Pargaon- Road, Saswad, Tal- Purandar, Dist- Pune.
Phone Nos.	Phone- (O) (02115) – 222907
Fax No.	
E-mail	eesaswad@gmail.com
Website	<a href="http://www.mahadiscom.in">www.mahadiscom.in</a>
Name and Address of Bidder	M/s
Name of the proprietor/authorized person	
Telephone No.	
Fax No.	
Mobile No.	
e-mail	

### INDEX OF TENDER DOCUMENTS

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Sr.No.	Particular	Details
1	Annexure 'A'	Tender Notice/ work details
2	Annexure 'B'	Instructions to Bidders
3	Annexure 'C'	Commercial Bid
4	Annexure 'D'	Terms Conditions & Scope of work
5	Annexure 'E'	Meter Status & List of Exceptional Reports

**EXECUTIVE ENGINEER  
SASWAD DIVISION**

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

Tender No. EE/SWD/T-15/2024-25

To,

Dear Tenderer,

Please quote the lowest & fair rates for CONTRACT FOR MRI AND TOD METER READING AND DATA ENTRY / PUNCHING OF (LT-II &V) CONSUMERS UNDER SASWAD SUB-DIVISION IN the Annexure "C" attached herewith. Tenders in any other form or on the letter heads will not be acceptable.

**INDEX OF TENDER DOCUMENTS**  
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- |  |                |
|--|----------------|
| 1) Tender Notice/ work details                 | : Annexure 'A' |
| 2) Instructions to Bidders                     | : Annexure 'B' |
| 3) Commercial Bid                              | : Annexure 'C' |
| 4) Terms Conditions & Scope of work            | : Annexure 'D' |
| 5) Meter Status & List of Exceptional Reports: | ANNEXURE "E"   |

**EXECUTIVE ENGINEER  
SASWAD DIVISION.**

**SPECIAL INSTRUCTION**

- 1) Your offer should be submitted in two separate formats.
- 2) **No Joint Venture will be considered for this tender.**
- 3) You should have to pay Tender Booklet cost (non-refundable) of **Rs.1000/- + GST** online only. Without payment of Tender Booklet cost your offer will not be considered. Scan copies of DD or Bank Guarantee of Tender fee & EMD should be up loaded on web site & the original DD /or B.G should be submitted to this office before opening of Technical Bid. If original DD or B.G. is not received then the bid will be treated as irresponsible.
- 4) DD should be drawn in favor of **"MSEDC Ltd"**.
- 5) **Technical bid** should contain only documents mentioned in Tender.
- 6) **Commercial Bid** should contain Rates offered in given Tender format only.
- 7) After receipt of full documents /certificate as required in **Technical bid** then only **Commercial Bid** will be opened. Tenders will not be accepted without payment of E.M.D. For any further qualifying conditions & information regarding tender the bidder may contact to the undersigned before opening of tender. Undersigned reserves right to reject any or all the bids without assigning any reason thereof.
- 8) For any queries please contact Executive Engineer SASWAD Division, Pargaon- Pisarve Road, Saswad.
- 9) **The undersigned have powers to change area within Division**



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD.**  
**SASWAD DIVISION**  
**ANNEXURE 'B'**

**INSTRUCTION TO TENDERER**

- 1) The estimated cost of this contract is as shown in annexure "A". The tender must be accompanied by EMD. No other mode of payment will be considered. The tenderer should apply for refund of E.M.D. paid by him immediately after expiry of 90 days period from the date of opening of tenders, failing which E.M.D. paid by him is likely to be forfeited. Same is also possible in following cases.
  - a) If the tenderer fails to pay security deposit of 10 % of the contract value.
  - b) If the tender offer is withdrawn before the tenderer received formal intimation as to the decision taken in regard to this tender.
  - c) If the successful tender refused to sign and complete the contract documents and agreement and further execute the contract.
  - d) No Joint venture will be entertained.
- 2) The tender shall be valid for a period of 90 days from the date of opening. The MSEDCL reserves the right to forfeit the EMD money in case the tender is withdrawn by the tenderer after opening but before the expiry of 90 days prescribed validity period or in the event of refusal to accept the order for work or if he refuses to pay prescribed Security Deposit as per Clause '4'.
- 3) **Performance Security:**  
 The successful tender will have to deposit **10 %** of the contract value as Security Deposit by Demand Draft or in form of B.G. within stipulated time from the date acceptance of the tender. The same will be refunded after successful execution of work. Failure to pay the security deposit would result into the forfeiture of earnest money deposit.
- 4) **Agreement :**  
 After payment of security deposit you will have to execute and written agreement with MSEDCL, Ltd on the prescribed standard form as per MSEDCL's Rule on Stamp Paper of Rs. 500/- in token of acceptance of work order. The required stamp fee for completing the agreement shall have to borne by the contractor.
- 5) While submitting the tender, the schedule should be strictly in the form given in the tender only.
- 6) The tenderer is requested to go through the tender documents carefully and if he has any doubt of the meaning of any of the clause of the specifications of schedules, he should seek clarification in writing from the Executive Engineer, MSEDCL, Ltd. SASWAD division before submitting the tender duly filled in.
- 7) The tenderer should also be deemed to have acquainted himself with the site conditions which he has to come across while executing the works. No extra payment or charges will be admissible on any grounds.
- 8) While submitting the tender, all details must be clearly filled in and the rate should be quoted in enclosed proforma of rates in figures as well as in words. Scratching and correction, if any, should be attested.
- 9) The competent authority does not bind himself to accept the lowest rates & also reserve the right to accept or reject any or all tenders without assigning any reason whatsoever.
- 10) The tender which does not fulfill any of the above condition and is incomplete in any respect is liable to be summarily rejected.
- 11) Any conditional rates will not be accepted.
- 12) Your offer should be submitted in two bid formats only.
- 13) Without payment of Tender Booklet cost your offer will not be considered.
- 14) The rates to be quoted in schedule "C" should be inclusive of all taxes.

- 15) Bidder shall submit separate bid for each lot for which he wish to bid. For all bid bidder has to submit each offer separately with all relevant documents, bid document fee, EMD etc.
- 16) Before opening of technical bid, the bidder must submit original DD/ BG of EMD to this office without fail. Otherwise your proposal will be treated as irresponsible.**
- 17) Bid only in electronic format will be accepted. No hard copy of bid will be accepted.
- 18) While up loading commercial bid on our web site Technical bid & Commercial bid should be up loaded separately. In commercial bid only price bid page duly filled, signed & stamped should be up loaded. It is not necessary to upload all tender booklets on web site.
- 19) Agency should have MSEDCL approved MRI machine of its own. MSEDCL will not provide MRI/Any other machine or required tools for the same. (If MRI is made available by MSEDCL, reading rates for same will applicable as given in price bid )
- 20) Clarification of Technical Proposals and Contacting the Employer
- 21) The Employer may conduct clarification meetings with each or any Bidder to discuss any matters, 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.
- 22) 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. 6.
- 23) 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
- 24) The authority to relax any of the condition of the qualifying bid in the interest of MSEDCL is kept reserved by the undersigned.
- 25) Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a 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 contractor has to submit the following documents in Technical bid**

- 1) General Experience:-** This work is crucial for MSEDCL. It is essential that the bidder should have the vital knowledge & skills to analyse the data. The Tender will be worthless, if bidder is incompetent to detect deficiencies in MSEDCL metering & hence revenue loss will remain undetected. The bidder should have specific experience for taking TOD Meter Reading through MRI & analysis in MSEDCL with actual value of executed works

Bidder must submit List of all self-certified orders executed in last 3 years FY (2021-22,2022-23,2023-24) indicating order details, order value, details of work carried out and period of order execution. Bidder must submit order copies and work completion certificate from concerned Order issuing authority related to specific Experience orders required.

Bidder should submit Similar TOD Meter Reading experience of MSEDCL consumer utility for:

- 1) One executed work order / contract equivalent to at least **20%** of estimated cost of Tender or

- 2) Two executed work orders/contracts together equivalent to at least **30%** of estimated cost of Tender or
- 3) Three executed work orders / contracts together equivalent to at least **40%** of estimated cost of tender in MSEDCL, during the last preceding three financial years (2021-22,2022-23,2023-24).

Experience Supported by certificate by the officer not below the rank of **Executive Engineer** will only be considered.

Only orders enclosed for supporting experience will not be accepted in any case. Completion certificates should be enclosed for demonstrating the experience.

**2) Specific Experience:** - Bidder should submit Performance certificates of having

- a) similar work carried out Monthly TOD meter reading of at least 90% of Tender consumer count as per below mentioned for subdivision's Reading work for consecutive 6 months in any year of last 3 years (2021-22,2022-23,2023-24) issued by Executive Engineer (O&M) of MSEDCL.
- b) Bidder should submit Performance certificates of having carried out Monthly TOD meter MRI reading of at least 40% of Tender consumer count as per below mentioned for subdivision's Reading work for consecutive 6 months in any year of last 3 years FY (2021-22,2022-23,2023-24) issued by Executive Engineer (O&M) of MSEDCL.

If sufficient number of Bidders are not meeting the Technical Qualifying requirement, MSEDCL reserves the right to relax the Tender conditions or cancel the Tender.

**3) Valid GST registration certificate issued by Competent Authority.**

**4) PAN card photo copy.**

**5) Electricals Contractors Licence/Registration Certificate.**

**6) Last Three years Income Tax Returns Certificates i.e. FY (2021-22,2022-23,2023-24) .**

**7) Scan copies of DD / B.G./Cash Receipt of EMD & Tender purchase receipt.**

The bidder should have **Average Annual turnover** during the last three financial years (i.e., FY (2021-22,2022-23,2023-24) which is at least equivalent to the 30% of Estimated Cost of these Works which should be CA certified with UDIN No. **If schedule rate or working condition change by HO ( M.S.E.D.C.L) then that changes will applied for this tender.**

**8) Net worth should be positive as on 31.03.2023** which should be CA certified with UDIN No.

**9) Registration certificates under PF and labor laws as may be applicable as per relevant acts.**

**10) Meter manufacturers whose meters are installed in MSEDCL or their sister concerns or related common meter reading instrument (CMRI) manufacturers shall not bid for this activity as MSEDCL intends to analyze the meter data through a third party, with no bias for any manufacturer.**

**Sample forms**

**11) Joint Venture will not be considered for this tender**

**12) Bidder must submit List of all self-certified orders executed in last 3 years indicating order details, order value, details of work carried out and period of order execution. Bidder must**

submit order copies and work completion certificate from concerned Order issuing authority related to specific Experience orders required.

**13)** Bidder/s must not be debarred in MSEDCL / public utility / any Ministry of Government of India or Government of Maharashtra

**Commercial bid** should contain your rates only.

**After receipt of full documents / certificates as required in Technical bid then only Commercial bid will be considered & will be opened.**

**ANNEXURE "D"**

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

**INSTRUCTIONS TO BIDDERS, GENERAL TERMS AND CONDITIONS****1) Scope of Bid:-**

The Executing Agency (also referred to as "the Employer" in these documents) invites bids from eligible bidders for **"CONTRACT for MRI and TOD METER READING and Data entry/Data punching of (LT-II & V) Consumers UNDER SASWAD SUB-DIVISION"**.

The successful bidder has to start work simultaneously under all sections as per monthly scheduled billing program within seven days (or as per the directives of the concerned SDO) of the receipt of work order. The successful bidder will have to execute the works every month.

**2) Qualification of the Bidder**

This invitation of Bid is open to eligible bidders those who are registered with M.S.E.D. Co. Ltd online.

**3) One Bid per Bidder**

Each bidder shall submit only one bid for one project.

**4) Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of his bid and the Employer will in no case be responsible of liable for those costs.

**5) Site Visit:**

The Jurisdiction of work is Saswad Sub Division. The Bidder is therefore advised to get them acquainted with the work area & all other aspects before preparing & uploading the bid document & entering in to a contract. There should not be any delay in realizing MSEDCL's revenue due to change from present system of Billing. The bidder should also get acquainted with the billing patterns in Different areas.

The tentative consumers in different Sections under **Saswad Sub** Division areas are given below:

<b>Sr. No.</b>	<b>Name of PC</b>	<b>Live consumer Appr.</b>
1	PC- 0 [Industrial & Commercial]	Above 20 KW-137 Nos Below 20 KW-848 Nos

The employer will not entertain any claim at any stage from the bidder on the plea of having himself not acquainted sufficiently to the site conditions / consumer billing procedures.

**6) Contents of Bidding Documents**

- The Bidder is expected to examine all instructions, terms and conditions, forms and specifications in bidding document and fully inform himself as to all the conditions and matters which may in any way affect the works or the cost thereof.
- Further, failure to furnish all information required by the bid document or submission of a bid not substantially responsive to the bidding document in every respect will be at the

bidder's risk and may result in the rejection of his bid.

#### 7) Clarification of Bidding Documents

A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing, oral or by e-mail at the Employer's address before Pre- Bid meeting.

#### 8) Preparation of Bids

**Language of bid:** - All documents relating to the bid shall be in the **English** language only.

**Bid not covering entire scope of the project shall be treated an incomplete and hence, is liable to be rejected.**

#### 9) Rates to be quoted

a) The bidder shall fill rate per Consumer basis of meter reading towards the work described in the Activity Schedule. The rates quoted by the Bidder shall be inclusive of all costs towards **"CONTRACT for MRI and TOD METER READING and Data entry/Data punching of (LT-II & V) Consumers UNDER SASWAD SUB-DIVISION"**.

b) The rates quoted by the Bidder shall be firm and not subject to price variation during the subsistence of the contract on account of cost escalation, changes in taxes etc.

#### 10) Bid Validity

Bids shall remain valid for a period of 90 days after the deadline.

#### 11) Alternative Proposals by Bidders

Bidders shall submit offers, which comply with the requirements of the bidding documents, including the basic technical design as indicated in the specifications.

**Alternative proposals shall not be considered.**

#### 12) Format and Signing of Bid

a) Only Digitally signed documents should be submitted.

b) The bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder, in which case the person or persons signing the bid shall initial such corrections.

#### 13) Submission of Bids

The tender is to be submitted **online** on or before the due date and time for submission on the website. 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 tender downloaded from MSEDCL's website should be stamped & digitally signed the same should be uploaded with the Technical Bid & Price Bid as mentioned below.

#### 14) Deadline for Submission Bids

a) Bid must be submitted not later than the time & date mentioned on first page/ cover page.

b) The Employer may extend the deadline for submission of bids by issuing an amendment. The Employer also reserves the right to extend the bid submission date without assigning any reason. In such case (s) all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

c) If any of the minor deviation in submission of the documents under technical bid, the decision of the competent authority (Employer) will be final.

#### 15) Opening of Tenders:

Tenderers are requested to submit their tender/offer with all the related documents online on or before the due date and time for submission as mentioned in tender notice.



- a. Telegraphic offer or offers received in the form of Telex or Fax message or by post in hard copy format except Part III (section 20.c above) will not be entertained or considered under any circumstances whatsoever.
  - b. First, the **Technical bids will be opened online** on the date & time specified in presence of the tenderer who choose to attend the process online.
  - c. 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.
  - d. The **Price Bids will** remain unopened and the same will **be opened online** on the date and time specified. The price bids of only the qualified bidders will be opened.
- 16) **Technical Evaluation of Bidders:**  
 It should be noted that, Technical Bid documents submitted as mentioned above will be opened first. MSEDCL will examine the document, EMD paid under Technical bid 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 tenderers of the technical bid shall be notified by the Employer to attend the online opening of the Price Bid of the bids.  
 If any of the minor deviation in submission of the documents under technical bid, the decision of the competent authority (Employer) will be final.
- 17) **Process to be Confidential**  
 Information relating to the examination, clarification, evaluation and comparison of bid and recommendations for the award of a 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. Any effort by a bidder to influence the Employer's processing of bids or award decisions shall result in the rejection of his bid.
- 18) **Correction of Errors**  
 Bids determined to be complied with all qualifying conditions will be checked by the Employer for any arithmetic errors. The Employer will correct errors as follows: where there is a discrepancy between the amounts in figures and in words, **the amount whichever is lower will govern.**
- 19) **Prohibition for Post tender Correspondence.**  
 The Bidder 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 Employer.
- 20) **Employer's right to accept or reject, any or All Bid(s).**  
 The Employer does not bind himself to accept the lowest or any bid, neither will any reason be assigned for the rejection or part of bid. It is also not binding on the Employer to disclose any analysis report on bids.
- 21) **Award of Contract**  
 Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the Lowest Evaluated Bid Price, provided that such bidder has been determined
- a) To be eligible in accordance with provisions as per terms conditions.
  - b) Qualified in accordance with provisions as per terms conditions.

**22) AGREEMENT**

In the event of acceptance of particular bid for award of Contract such successful bidder has to submit contract Agreement and security deposit as per attached form.

**23) TIME: THE ESSENCE OF CONTRACT**

The Contractor shall begin the Works on the Stated Date and is to carry out the Works in accordance with the program issued to him by executing officer (SDO) time to time. Work-Order will be issued after signing of agreement

**Contract Period**

The period of this contract will be for **Twelve months** i.e. Zero PC monthly 12 billing cycles or up to the order amount whichever comes earlier or the issue of new tender.

The decision of the Executive Engineer in connection with operating schedule and instruction will be final and binding to the Agency.

**24) OTHER IMPORTANT GENERAL TERMS.****a) Effect and jurisdiction of contract:**

The contract shall be considered as having come on to force from the date of issue of Letter of Award by the Employer.

The area of work will be, area under different sections coming under Saswad Sub-division.

**b) Patent Rights and Royalties:**

Royalties and fees for patents covering materials, articles, apparatus, devices, equipments, software and processes used in the works shall be deemed to have been included in the contract price. The Contractor shall satisfy all demands that may be made at any time for such Royalties of fees and he alone shall be liable for any damages or claims for patent infringements and shall keep the Employer indemnified in that regard.

**25) Manpower:**

- a) All manpower employed by the Agency should be suitably qualified and trained for the job intended to be performed by them.
- b) The manpower should be conversant with local language in addition to working knowledge of English, Hindi & Marathi, so as to interact with consumers.
- c) The deputed manpower should be extremely polite with consumers and should be able to address consumer grievances about bills issued.
- d) It will be mandatory for employees of Agency to display the Identity Card certified by MSEDCL LTD.
- e) MSEDCL LTD will carry out independent checks, as required.
- f) Sufficient number of coordinators will have to be employed by Agency to ensure smooth working with different MSEDCL LTD offices.
- g) If the Employer asks the contractor to remove a person who is a member of Contractor's staff or work force and state the reasons, the Contractor is to ensure that the person leaves the site within three days and such person will have no further connection with the work in the contract.



**26) GUARANTEE:**

The All services to be provided are to be guaranteed for correctness and conductance as per acceptable norms.

**27) NOTICES:**

Any notice to be given to the Contractor under the terms of the contract shall be served by sending the same by registered post or leaving the same at the Contractor's Principal place of business (or in the event of Contractor being a company to or at its registered office.) Any notice to be given to the Employer under the terms of the Contract shall be served by sending the same by registered post at the Employer's address.

**28) DETAILS: CONFIDENTIAL.**

The Contractor shall treat the contract and everything contained therein as private and confidential. In particular, the Contractor shall not publish any information, drawings or photograph concerning the works and shall not use the sites for the purpose of advertising without written consent of the Add. Executive Engineer, SASWAD Division and subject to terms and conditions as he may prescribed.

**29) Contractor's Risks**

- (1) The agency has to submit the details of Staff engaged for meter Reading to SDN/Div. Office in detail.
- (2) The Previous Billing Data will be provided through our IT Section & by the Sub Div Office.

**30) Payment Terms**

- a) **MSEDCL LTD will make payment within reasonable time after Submission of bill as per MSEDCL LTD rules. No interest or penalty will be payable by MSEDCL LTD due to late payment of bills. Duly certified and recorded in M.B. & SAP system bills by the SDO concerned in triplicate should be submitted to this office on monthly basis.**
- b) Work is to be measured as per standard procedure.
- c) The Contractor shall be directly responsible for payment of wages to his workmen.
- d) The Contractors shall submit the bills to the respective Sub divisional officer monthly for payment indicating quantum & value of the work completed, who will record the work in M.B. duly certified and forward the same to the Division office for payment.
- e) The reading programme should be strictly observed & all their required reports with Digital photo reading should be submitted on next day after completion of schedule programme to Sub Dn. Office with copy to Dn. Office.

**31) LIQUIDATED DAMAGES : (PENALTY)****a) Wrong Billing:**

If any discrepancy is observed by MSEDCL LTD while cross checking the readings taken by the Agency, penalty @ Rs 50/- (Rs. Fifty only) per case shall be recovered from agency for each occurrence.

- b) Also in case the Hon. Regulatory Commission penalizes MSEDCL, levies penalty / fine on account of non-compliance of Standard of Performance with respect to the bills issued under this contract (delay or wrong bill or for any other reason pertaining to billing), and where the Successful bidder is responsible for this, the same penalty / fine shall be to the account of the Successful bidder and it shall be deducted from the bills of the Successful bidder.

All the amendments time to time by authority, in penalty clause shall be applicable to successful bidder. These Liquidated Damages will be without prejudice to MSEDCL's rights of any other action / recourse permitted under the law.

- c) The agency should co-ordinate with agency engaged for faulty / stop meter replacement.
- d) The agency should co-ordinate with section office / Sub Div. Office to make meters accessible and for meter replacement report so as to stop average billing.
- e) Delay of bills: - Rs 2 /-- per bill per delayed day subject to maximum of 10 % of the bill amount for that particular PC

**32) Basic Machine specifications:** (Generalized machine specifications to be taken from IT)

1. All MRI Data/Manual Data should be so clear to read meter reading MRI/Manual Reading, Meter Sr. No, etc.
2. Software should take care of all present and future parameters required.
3. All or any of the parameters in the reading may be changeable through software. These software changes have to be centralized with Agency and the changes to be effected subject to prior written approval of Dy.C.G.M (I.T.) or the officer designated by him. No extra payment will be entertained for the changes that may be required to be done in the software.
4. MIS data as required by MSEDCL should be generated through software automatically).
5. The MRI/Manual Data should withstand atmospheric conditions throughout the area of operation and should be able to find theft case if any through MRI/Manual Reading the same may be given to concern billing in-charge and next authority(SDO).
6. The Agency Should have PC for Data punching and MRI downloading.

**33) Legal:-**

- 1) Agency will indemnify MSEDCL against any liability or damages by way of compensation arising from any accident to person or property of persons in the Agency's employment.
- 2) Agency shall indemnify MSEDCL against any liability or damages by way of compensation arising from any accident to any other person related to or unrelated to Agency or MSEDCL.
- 3) Agency 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 any other relevant regulations, as the case may be.
- 4) Agency shall be fully responsible for payment of benefits including but not limited to Provident Fund, Bonus, Retrenchment Compensation, Leave Encashment, etc. as per statutory provisions.
- 5) Necessary payment and liabilities shall be the responsibility of Agency irrespective of payment received from MSEDCL or otherwise.
- 6) All taxes and dues (present or future) payable to government and or local authorities in respect of these works shall be the responsibility of Agency and the Agency will have to indemnify MSEDCL against liabilities on account of such levies or taxes.
- 7) In the event Agency is not in a position to complete the contract or any part of contract for any reason whatsoever, MSEDCL will make alternate arrangements to complete the work at the cost, risk and responsibility of Agency.
- 8) Regarding any dispute the decision of authority i.e. Executive Engineer, SASWAD Division is final binding on agency.

**34) Rate:-**

1. Agency shall quote all-inclusive rate per consumer per bill with MRI & Manual Reading of TOD meter etc. The No. of bills with MRI & Manual Reading of TOD meter to be issued to the consumer will solely depend on the discretion of MSEDCL. MSEDCL will not pay any amount

over and above the quoted rate. Hence the rate should cover all statutory / non-statutory levies, taxes, etc. In case any taxes and levies are required to be paid directly by MSEDCL, the same will be debited from Agency bill for making necessary payment by MSEDCL.

**Scope for MRI & Manual Reading of TOD meter Reading and Data Entry/Data Punching UNDER SASWAD SUB-DIVISION there of.**

The successful bidder / agency will follow following sequence of operations while taking the Meter Reading:

1. Your staff will go out into the field and visit the consumers of M.S.E.D.C.Ltd. and take meter reading in TOD format manually or Download the MRI of meter.
2. Your field staff will download the data into your computer.
3. The data will then be processed with your software (Provided by MSEDCL), whereby the data file will be processed and data received will be converted into a database as per our standard format, already given to you
4. The data base will then be submitted to our office (To SDO/AA) along with the MRI downloaded data of meters and TOD data on a compact disc.
5. The above mentioned rate is inclusive of the cost of manpower, equipment and all other expenses incidental to carrying out the job.
6. Submission of B-30 & Validation & Finally submission of CD to IT. Dept. after verification by concern account department of Sub-Dn.
7. The mismatch cases should be got cleared for correct billing before bill processing work.
8. You shall provide us with a list of all your field staff along with 2 photographs of each field staff, with thumb impressions. In case of any change of your field staff, you shall inform us with all the details at the earliest.
9. M.S.E.D.C.Ltd. shall issue identity cards for your field staff, with photographs provided by you, which should be carried by your field staff, and should be displayed prominently on their person in such a way that it is visible the consumers.
10. The meter route reading sheets will be provided to you for the initial guidance.
11. You shall provide us with readings on a daily basis on a CD in the prescribed B30 format. However, data will be supplied to us (SDO MSEDCL) on a compact disc after completing the processing cycle as per No. 3 above meter reading should be submitted to the concern SDO.
12. Rules for taking meter reading will be provided by Divisional Accountant SASWAD/AA of S-Dn. Your staff will have to abide by these rules.
13. While taking reading if there is any mistake and if due to this mistake Consumer makes complaint whereby it established that the mistake was due to your negligence, then you will be charged Rs.50/- (Rs. Fifty Only) per consumer complaint, and the same shall be deducted from your bill. If reading in TOD format is not taken then penalty will be charged @ Rs. 5/- per reading
14. The reading should be submitted within stipulated time as per the work commencement letter, falling which you will be fined at the rate of 1% per day on the value for total number of consumer as stated in the work commencement letter, but limited to a maximum of 10 % of the total value of the work commencement letter.
15. The period of work completion will be decided on the basis of the total number of consumers in each process cycle. The date of starting the work and the date of completion will be mentioned in the letter of work commencement to be given by the concern SDO in consultation with Ex. Engr. SWD.
16. In case of any difficulties and doubts faced by your staff while taking meter readings, you may contact the concern SDO & If required the complaint should be given in writing.

17. While on duty for meter readings, your staff will not indulge in any other activities other than meter readings, such as removing of mismatches. etc. and meter reading given in B30 record.
18. Your staff should not have any interaction with the consumer, save and except matters relating to the current meter reading only.
19. If the premises of the consumer are found locked, in that case it should be confirmed and remark should be made accordingly in the database.
20. If the job assigned to you is stopped by you without any prior intimation, your security deposit amount will be forfeited. In addition, the cost of meter readings to be taken by the Company by making substitute arrangement plus 15 % supervision charges shall be recovered from you.
21. The Company shall not be responsible for any legal liabilities, compensation arising due to any accident or mishap occurring to your employees while on duty, while caring out the meter reading jobs.
22. Your employees shall not have service rights with Company, as they are not employees of the MSEDCL.
23. Works contract Tax/Service Tax/GST as applicable will be paid by you.
24. Income Tax shall be deducted as per the Income Tax Act applicable. (If you doesn't posses PAN card then I.T. @ 20% will be recovered)
25. The order should be completed within stipulated time given by concern SDO or up to completion of order value, whichever is earlier. The order shall be reviewed after observing the performance.
26. The work should be the satisfaction of the Concern SDO. So as to avoid consumer complaint adjustments there off in the consumer bill record.
27. For each P.C. you will be given a work commencement letter by Concern SDO. This letter will contain number of consumers (approximately). Date of starting and completion of the work, the said period of work completion will be considered for ascertaining the penalty for delay work.
28. All disputed or difference in connection with this contract shall be subject up to the Exclusive Jurisdiction of **Saswad Court**

**ANNEXURE "E"****List of Exceptional Reports Submitted by Agency**

1. List of Consumers having Excessive Consumption.
2. List of Consumers having Abnormal Consumption.
3. List of Consumers having zero Consumption.
4. List of Consumers having 1 to 30 Units consumption in a month.
5. List of Tampered Consumers.
6. List of Consumers having 25% variation in consumption.
7. List of Consumers whose meter is changed.
8. List of Consumers whose meter is not read with reason.
9. Statistics for Total No. of Consumers, Consumers Read, Consumers not read.
10. Statistics of Meter Status wise No. of Consumers.

**ANNEXURE "C"**  
**[Rates to be quoted by contractor]**  
**Commercial / Price Bid As per**  
**EE/SWD/T-15/2024-25: SASWAD SDN**  
 CE/(BILLING & REVENUE)/ 018431 DATE: **01.07.2019**

Sr. No	Activity to be carried out in MRI meter reading	Area wise rate per consumer in RS		Remark
		MIDC & Municipal Corporation area	Other area	
1	Downloading of meter reading data through CMRI/ laptop provided By <b>Agency</b> with temper & load survey data and uploading to M-DAS for all CMRI compatible/solar Net meters including import/export reading.	Rs. 100/-	Rs. 120/-	CMRI By Agency
2	Downloading of meter reading data through CMRI/ laptop provided By <b>MSEDCL</b> with temper & load survey data and uploading to M-DAS for all CMRI compatible/solar Net meters including import/export reading.	Rs. 85/-	Rs. 105/-	CMRI By MSEDCL
3	Recording of meter reading on MR-9 sheet slot/zone wise, Voltage/ Current & punching, if meter is not compatible to CMRI/AMR/ Solar net meter	Rs. 30/-	Rs. 40/-	Manual Reading
4	Bill printing on both side of pre-printed stationary provided By MSEDCL	Rs. 0.60	Rs. 0.60	Bill Printing
5	Bill Distribution & Acknowledgment receipt of delivery to consumer	Rs. 15/-	Rs. 20/-	Bill Distribution

Note: If the soft data is submitted to SDO/IT through email or otherwise the same should be confirmed to respective SDO though letter within 3 working days.

- 1) Above rates are inclusive of all taxes except GST and work are as per above circular
- 2) By submitting this bid I/we have entered into a certain commitment with M.S.E.D.C.Ltd and I/we shall trust and fulfill all terms and conditions of this tender specification.
- 3) Our offer shall be valid for a period of 90 days from the date of tender.
- 4) I/We are bound to carry out the work at above rate for period of Twelve Months.
- 5) I/We have read all the tender documents & became fully conversant with Terms, Conditions, Specifications & site conditions.

I / We hereby offer to complete the above described works contained in the " ANNEXURE C", for the Price of.....%(.....percent) above/ below the total tender cost of the Employer's Estimate

Signature of Bidder

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD. SASWAD DIVISION  
 Pargaon Pisarve Road, Saswad - 412301. (Dist-Pune)

**SAMPLE FORM - A**  
**BID SECURITY (EMD) BANK GUARANTEE**

**(To be executed on Rs.500/- judicial stamp paper purchased in the name of issuing Bank)**

WHEREAS, (Name of bidder) (herein called "the Bidder") has submitted his bid dated \_\_\_\_\_ for the Contract No. \_\_\_\_\_ Dated \_\_\_\_\_ under \_\_\_\_\_ Division. (Hereinafter called "the Bid").

KNOW ALL MEN by these presents that We \_\_\_\_\_ (name of bank) having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto Maharashtra State Electricity Dist. Co. 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 \_\_\_\_ 2024.

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. If the bidder does not accept the correction of his bid price pursuant to Clause 18, or
  - c. 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 of the tender 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:



**SAMPLE FORM - B**  
**CONTRACT AGREEMENT**

**(To be executed on Rs.500/- non-judicial stamp paper)**

This agreement made at .....on the date of .....between M.S.E.D.C.L & M/s .....herein called the contractor which expression shall unless excluded by or repugnant to the context include its successors or permitted to assigns of the part and the MAHARASTRA STATE DISTRIBUTION COMPANY LIMITED hereinafter called the "M.S.E.D.C.Ltd." which expression shall unless excluded by or repugnant the context include its successors and assign of the other part.

Whereas the M.S.E.D.C. Ltd, SASWAD Division invited tenders according to the power held by him as per rules for works of ..... (work details) in accordance with the plants and specification annexed thereto and WHEREAS the said tender was accepted by the M.S.E.D.C. Ltd. under the work order No. .... Dtd ..... placed with the said Contractor on the terms and conditions specified in the tender aforesaid work letter of the M.S.E.D.C. Ltd. and on the conditions of the contract as specified in the tender and in the Booklet viz "Tender and Contract for Works" of the M.S.E.D.C. Ltd. attached with the tender.

Now this agreement witnesses and it is hereby agreed and declared as under:

- 1) In consideration of the value of the contract viz Rs..... only placed with contractor on the terms and condition specified in the contract, the contractor hereby convents with the M.S.E.D.C. Ltd. that he shall and will duly provide and execute the work and shall do and perform all other works and things in this contract in mentioned and described or which are implied there from or may reasonably be necessary for the completion of the said work within and at the same time and in the manner and subject to the terms, conditions and stipulations contained in this contract and the M.S.E.D.C. Ltd. shall pay to the contractor all the sums of money as and when they may becomes due and payable under the provisions of this contract.
- 2) The contractor shall undertake the works of construction of ..... (work detail) mentioned and described in the contract as per specifications and tender accepted vide Work Order No..... Dated .....and will complete the same in stipulated period in accordance with plans and specifications and conditions annexed.
- 3) The contractor shall complete the work as per the terms and conditions specified in the M.S.E.D.C. Ltd. Work Order No..... Dt ..... and terms and conditions specified in the Booklet viz. "Tender and Contract for Works" attached with the tender.
- 4) The contract shall indemnify the M.S.E.D.C. Ltd. for all claim for injury caused to any person whether workman or not while in upon the works or the site and the M.S.E.D.C. Ltd. shall not be bound to defend any claim brought under the Workman's Compensation Act and the Contractor shall be liable for all such claims.
- 5) The M.S.E.D.C. Ltd. aforesaid letter along with tender submitted by the contractor along with plans and specifications and contractor's acceptance and the Booklet viz. "Tender and Contract for Works" of the M.S.E.D.C. Ltd. shall be deemed to be the part of this contract. The said papers as listed below are signed by ..... for any on behalf of the M.S.E.D.C. Ltd. for the purpose of identification and annexed herewith as Schedule.

1.....

2.....

3.....

IN WITNESS THEREOF the parties hereto have signed this agreement on the date respectively mentioned against their signature.

Signed & delivered by

Shri ..... Duly constituted attorney for.



**SAMPLE FORM - C**  
**PERFORMANCE SECURITY (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,  
 MSSEDCL, SASWAD DIVISION.

WHEREAS M/s ----- (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. \_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_ work, 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 :-

**SAMPLE FORM - D****Self Declaration****(On Bidder's Letter head)**

I have under gone through all the contents of Tender form and agree with all the terms and conditions mentioned there of.

Signature

Name &amp; designation

Date:

Name of Co.

Place:

Address

## Annexure F1

### DETAIL SCOPE OF WORK

#### 1. Objective

Executive Engineer, SASWAD Division, Maharashtra State Electricity Distribution Limited (MSEDCL) intends to carry out the following activities under SASWAD Division.

**One Time Survey of only newly connected LT consumers having load Above 27 Hp** having load CMRI compatible meters.

- a) Monthly downloading of meter data of Above 27 Hp Load LT consumers through Common Meter Reading Instrument (CMRI), extracting the billing parameters and integrating the same in prescribed format in the billing server of MSEDCL.
- b) Data Entry Work & Slot wise Meter reading of TOD meters (LT-II & LT PG-V Below 27 HP & 20 KW] to be taken manually with KWH,RKVAH,KW-MD & KVA-MD & submission of data under SASWAD Dn
- c) **All circulars issued in this regards time to time by higher offices for penalties and performance will be applicable to this order and penalties will be as per latest circular in force.**
- d) Any other information/data asked by MSEDCL.
- e) The period of work completion is as per program given by concern sub-divisional officer. The date of starting the work and the date of completion will be mentioned in the letter of work commencement to be given by the concern SDO in consultation with Ex. Engr. SASWAD .
- f) In case of any difficulties and doubts faced by your staff while taking meter readings, you may contact the concern SDO & If required the complaint should be given in writing.
- g) While on duty for meter readings, your staff will not indulge in any other activities other than meter readings, such as removing of mismatches. etc.
- h) Your staff should not have any interaction with the consumer, save and except matters relating to the current meter reading only.
- i) It is your duty to take 100% meter reading in any case. If any problems in readings then immediately contact to concern sectional in charge/Sub-Divisional officer/AA.
- j) If the job assigned to you is stopped by you without any prior intimation, your security deposit amount will be forfeited. In addition, the cost of meter readings to be taken by the Company by making substitute arrangement plus 15 % supervision charges shall be recovered from you. Also your agency will be blacklisted.
- k) The order should be completed within stipulated time given by concern SDO or up to completion of order value or given period as per tender, whichever is earlier. The order shall be reviewed after observing the performance.
- l) The meter against whom FIR is filed will not be in any case employed by any agency. If found so contract shall be terminated along with black listing of your agency.

- m) If repeated mistakes are observed against the same agency, this shall be treated as utter failure of it and FIR will be filed against your agency & contract shall be terminated along with black listing of your agency.
- n) If agency brings billing **less than 100%** of normal billing continuously for more than two months / two billing cycles then their contract will be liable for termination.  
(As per circular CMD/MSEDCL/13811 Dt.03.06.2018 )

## 2. Scope of Activity: One -Time Survey: (For newly connected consumers only)

The following activities are to be carried out as part of one-time survey of all industry consumers:

- a) Physical verification of Meter Installation
- b) Wiring verification
- c) Photograph of Meter Installation
- d) Voltage and Current measurement by Tong Testers / Multimeters
- e) Downloading of meter data using CMRI for consumers having connected load above 27 HP.
- f) Creation and maintenance of Master data base of the Consumers.
- g) Submission of Analysis & Exception reports generated from the data collected from the field.

### 2.1 Physical Verification of Meter Installation:

This includes following activities to be done by the agency at the consumer premises and the details needs to be filled up in the survey Performa sheet as given in Annexure 1. The salient observations to be recorded are:

- a) Electrical Hierarchy of the consumer; details of transformer, feeder and substation.
- b) Consumer Number, Name and Address
- c) Instantaneous values of all parameters as displayed by the meter and as measured by tong tester / multi-meter.
- d) Condition of Meter Box, Meter Terminal cover and seals
- e) Type of Meter Box – like plastic, wooden or proper meter box
- f) Meter Particulars like Meter No., Make, Type, CT Ratio, Meter Constant, Year of Manufacture and Class of accuracy
- g) Identification of Meter Type – Static or Electromechanical
- h) CT Particulars like CT Ratio, CT Make and CT Class
- i) Calculations of MF and to cross check the same with the last month's bill of the consumer.
- j) Status of Meter condition including display, display button, MD reset button, CT/PT Terminations

### 2.2 Wiring Verification:

The phase sequence, phase association and CT polarity for the 'metering equipment' have to be verified in the field. The following are the fault conditions, which can be encountered:

- a) PT Missing - Red / Yellow / Blue
- b) Current Missing - Red / Yellow / Blue
- c) CT polarity reversed - Red / Yellow / Blue
- d) Phase Association Error – Interchanging of CTs

The software used by the Agency should be comprehensive and should take into account all possible fault conditions, including combination of faults.

### 2.3 Photograph of the Meter Installation:

Digital photographs to be taken of all the sub-systems of metering system, to view the exact status of the meter condition including physical appearance, Electrical Connections, Terminal cover etc.

### 2.4 Voltage and Current measurement by Tong tester / Multi meter:

The Agency shall read the actual incoming phase voltages and currents using tong testers and multi-meters at a point beyond the meter terminal block, and compare the same with displayed voltage and current. By this test, one can find out the actual MF and any potential loose contacts in meter terminal block.

### 2.5 Creation and Maintenance of Master Data Base:

The Agency shall create a consumer master data base with all the particulars, as given in Schedule-1.

### 2.6 Downloading of Meter Data Through CMRI:

Agency shall download data from various makes of meters installed as per the schedule of MSEDCL. The Agency shall download various makes of meters using a CMRI conforming to CBIP specification TR-111. If any abnormalities / non communicating meters are found during the course of meter data downloading, the same shall be intimated to the concerned authority of MSEDCL within 48 hours.

## 3. Monthly Data Downloading Activity:

The scope of the work includes the following:

- a) Monthly Meter Reading / Downloading of Meter data through CMRI
- b) Uploading the Meter data to Base Computer

### 3.1 Meter Reading/ Downloading of Data through CMRI

The Agency shall Read / Download data from various makes of meters installed as per the schedule of MSEDCL. The Agency shall download data from various makes of meters using CMRI conforming to CBIP specification **TR-111 of May 1997**. The meter data will be provided to MSEDCL as per their requirement on completion of the activity and the data downloads will be utilized for analysis and generation of reports.

**3.2 Uploading of Data to Base Computer:** Data downloaded throughout the day would be uploaded into the respective base computer software and the raw data would be archived.

**3.3 Extraction of Billing parameters & Submission of data in prescribed format:**

The agency shall develop suitable software to convert the raw data extracted from L&T, Secure, ABB, Elyster, and Genus make of meters and generate a flat file in ASCII format as per the prescribed billing format of MSEDCL. In case the meter is non-communicating, the relevant billing parameters need to be generated electronically as per B30 format of MSEDCL. The parameters that are required in prescribed format is given in Schedule 4.

**4. Inputs / Assistance to be provided by MSEDCL**

MSEDCL shall provide the following assistance to the Agency:

- a) Feeder wise list of existing LT-II and LT-V category LT-CT operated consumers whose reading is to be taken with details of installed CT-PT set with Sr. No., Ratio, Class, Meter Make, Type, Class of LT-V TVM, Previous readings and Multiplying factor.
- b) Raw data as obtained from Common Meter Reading Instrument (CMRI).
- c) All the meters shall be programmed for recording billed energy and resetting MD at 0000 hours on the 1<sup>st</sup> day of the calendar month.
- d) List of disconnected consumers, for which monthly readings are not applicable/required.
- e) CMRI software and BCS software with feature to convert the CMRI data to a documented ASCII file output for different makes of electronic meters installed in MSEDCL.
- f) One departmental employee authorized for breaking seal before taking reading and re-sealing after the meter reading and data downloading work is completed will be provided by MSEDCL. Necessary seal wire and seals to be given by Engineer-In-Charge to the employee so nominated/authorized in writing for this purpose.

## LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40402412 Meter Reading	ADM 038	Days	998514	1		null

Required Documents (To be uploaded online)
--

Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	PRICE BID DOC.	Price Section	40402412 Meter Reading	PRICE BID DOCUMENT
2	TECHNICAL DOC 1.	Technical Section	40402412 Meter Reading	TECHNICAL DOCUMENT 1
3	TECHNICAL DOC 2	Technical Section	40402412 Meter Reading	TECHNICAL DOCUMENT 2
4	COMMERCIAL DOC.2	Technical Section	40402412 Meter Reading	COMMERCIAL DOCUMENT 2.
5	COMMERCIAL DOC.1	Commercial Section		COMMERCIAL DOCUMENT 1.