

Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		23-02-2024 06:54:25
Tender Code	EE/AMB/TS/T-45/2023-24	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	E-Tender for the workof meter reading through MRI & Manual of LT-V Consumer(Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.	
Estimated Cost (In Lakhs)	37	
Basis of prices	NA	
Tender Validity	NA	
Delivery Requirement (In Months)	NA	
Tender on rate contract basis	NO	
Tender Fee (In INR)	2500	
GST In INR (@18% on Tender Fee: SAC No.	450	
Total Tender Fee Amount including GST in INR.	2950	
Contact	V R BHARTI , 7875762304 ,eeambejogai@gmail.com	
Pre-Qualifying Req	as per tender conditions	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Distribution Department	
Office Type	DIVISION	
Location Type	Ambajogai Division	
Designation	Additional Executive Engineer(Distribution)	
Pre-Bid Meeting Address	Office of the Executive Engineer Maharashtra State Electricity Distribution Co. Ltd., Division Office,33/11 kv Ambajogai s/stn area,infront of Yashwantrao Chavan college Ambajogai.Pin Code No:-431517 Dist: Beed Tel. No: (02446) (O) 247146 (P) 247172	
Bid Opening Address	Office of the Executive Engineer Maharashtra State Electricity Distribution Co. Ltd., Division Office,33/11 kv Ambajogai s/stn area,infront of Yashwantrao Chavan college Ambajogai.Pin Code No:-431517 Dist: Beed Tel. No: (02446) (O) 247146 (P) 247172	
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	23-02-2024 19:00
Tender Sale End Date	01-03-2024 16:00
Bid Start Date	23-02-2024 19:05
Bid End Date	01-03-2024 17:00
Pre-Bid Meeting Date	29-02-2024 11:00
Techno-Commercial Bid opening on	01-03-2024 17:30
Price Bid opening on	04-03-2024 11:00
Annexure C1 Opening Date	NA
Winner Selection Date	04-03-2024 17:00
Can Bidder Opt EMD Exemption	N



Maharashtra State Electricity Distribution Co. Ltd.

**Executive Engineer,
(O & M) Division Ambajogai.
TECHNICAL -BID**

Tender No-EE/AMB/TS/T-45/2023-24

The Executive Engineer (O&M Division, Ambajogai), on behalf of MSEDCL (the Employer), invites sealed **Tender No-EE/AMB/TS/T-45/2023-24** from eligible tenders for the work of meter reading through MRI & Manual of LT-V Consumer(Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.

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

Area of operation	: - AMBEJOGAI Division.
Tender sale from	: - 23.02.2024 (@ 06:30Hours)
Tender sale closing date	: - 01.03.2024 (@16:00 Hours)
Submission closing Date	: - 01.03.2024 (@ 17:00 Hours)
E-tender will be opened on	:- 01.03.2024 (@7:30 Hours ifPossible)
Estimated cost Rs.	: - Rs 3700000/-
e-tender purchase cost	:- Rs. 3700/- + GST Rs666/-=Rs4366
E.M.D	:- Rs. 37000 /-

Office of the **Executive Engineer**

Maharashtra State Electricity Distribution Co. Ltd.,

Division Office,33/11 kv Ambajogai s/stn area,infront of Yashwantrao Chavan college

Ambajogai.Pin Code No:-431517 Dist: Beed

Tel. No: (02446) (O) 247146 (P) 247172

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

(O & M) DO AMBEJOGAI

Tender No-EE/AMB/TS/T-45/2023-24

E-Tender for the work of meter reading through MRI & Manual of LT-V Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.

E -Tender purchase cost : Rs. 3700/- + GST Rs666/-=Rs4366

E.M.D : Rs. Rs. 37000 /-

Estimated Cost : Rs. 3700000/-

TO BE FILLED IN BY THE TENDERER:

Name & Address of the Tenderer

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

Address of the Factory Unit:

Phone No. _____ Fax No. _____

E.M.D. Paid Rs.

Vide BG / DD No. _____ Date:- _____

IMPORTANT NOTES:

- 1) Only registered contractors with M.S.E.D.Co.Ltd are liable to submit the tender.
- 2) Tenderer must submit all the tender documents on online system of MSEDCL. (<http://etender.mahadiscom.in/eatApp/>) website
- 3) Rates should be filled in the prescribed schedule, in both i .e. in figures and in words, attached with this tender and on online.
- 4) This tender document contains 24 pages (including cover pages). Tenderers are requested to check the complete tender document available on line

OPENED online on date : -01.03.2024 @ 10.00 HR

Dy Manager (F&A)
MSEDCL DO AMBEJOGAI
AMBEJOGAI

Assistant Engineer (O)
MSEDCL DO AMBEJOGAI

ADD. Exe. Engineer
MSEDCL DO

Executive Engineer
MSEDCL DO
AMBEJOGAI

Invitation for Bids on E-Tendering Basis

The Executive Engineer (O&M Division, AMBEJOGAI), on behalf of MSEDCL (the Employer), invites sealed **Tender No-EE/AMB/TS/T-45/2023-24** from eligible tenderers, for the work of meter reading through MRI & Manual of LT-V Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division. The Tenders will be processed only in Electronic Tendering mode and open for registered contractors on E-Tendering system for work contracts of MSEDCL. The bid documents will be available on website from 23.02.2024. The last date for submission of tenders is 01.03.2024 **UP TO 16.00Hrs.** Tenders will be opened on 01.03.2024 @ **17.30 Hrs. if** possible or next working day.

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

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

**Executive Engineer
MSEDCL DO
AMBEJOGAI**

Tender No-EE/AMB/TS/T-45/2023-24

PROCEDURE TO SUBMIT THE ONLINE TENDERS:

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

The tender is to be submitted online on or before due date and time of submission on the website. It is advisable to submit the digitally signed offer sufficiently in advance of due date and time so as to avoid last minute trafficking at server. The entire tender shall be submitted **online only**. **No physical submission of tender is permitted and such tender shall not be considered for opening.**

Only the **Price schedule (Rate of Schedule)**, duly scanned, and shall be submitted as part of **COMMERCIAL BID**. All other documents shall be submitted as part of **TECHNICAL BID**. Wrong submission of bids may result in opening of the wrong bid for which MSEDCL will not be responsible. This may also result in rejection of the bid.

[A] Physical Submission of Documents:-

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

- Tender No.
- Due Date & time of submission.
- Due Date & time of opening

OPENING OF TENDER:

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

EVALUATION OF TENDER:

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

Note:-

The Tenders will be processed only in Electronic Tendering mode and open for registered contractors on E-Tendering system for work contracts of MSEDCL. The bid Documents will be available on website [http://etender.mahadiscom.in/eatApp/from 23.02.2024](http://etender.mahadiscom.in/eatApp/from23.02.2024) The last date for submission of tenders IS 01.03.2024 **up to 17:00Hrs.** Tenders will be opened on **01.03.2024 at 17:30 Hrs.** if possible.

SEAL & SIGNATURE OF THE TENDERER

Tender No-EE/AMB/TS/T-45/2023-24**PROCEDURE TO SUBMIT THE ONLINE TENDERS:**

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

The tender is to be submitted online on or before due date and time of submission on the website. It is advisable to submit the digitally signed offer sufficiently in advance of due date and time so as to avoid last minute trafficking at server. The entire tender shall be submitted **online only**. **Nophysical submission of tender is permitted and such tender shall not be considered for opening.**

Only the **Price schedule (Rate of Schedule)**, duly scanned, and shall be submitted as part of **COMMERCIAL BID**. All other documents shall be submitted as part of **TECHNICAL BID**. Wrong submission of bids may result in opening of the wrong bid for which MSEDCL will not be responsible. This may also result in rejection of the bid.

[a] Physical Submission of Documents:-

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

- i) Tender No.
- ii) Due Date & time of submission.
- iii) Due Date & time of opening penalty

OPENING OF TENDER:

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

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

Executive Engineer

(Ambajogai Division)



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

TERMS & CONDITIONS:-

- 1) The amount of EMD Rs.10000/- should be submitted in the form of B.G./D.D./receipt of any nationalized bank, drawn on or before the bid submission date payable at Ambajogai, in the name of the **Executive Engineer, MSEDCL**, O&M Division, Ambajogai. No Cheque for above will be accepted and no interest will be paid on EMD. Tender offer without Demand Draft / BG/receipt for Earnest Money Deposit will not be considered. Parties claiming exemption from payment of E.M.D. shall give sufficient proof in support of their claim. The envelope containing documents like (in addition to online submission), original MR/ DD / BG towards Tender Fees / EMD etc. shall be submitted to the office of the Executive Engineer, MSEDCL, O&M Division, Ambajogai before due date
- 2) Tender forms should not be sent or accepted by post/courier/fax.
- 3) E.M.D. will be forfeited in following cases :-
 - a. If the Tenderer fails to pay security deposit, if the contract is placed with him.
 - b. If the Tender offer is withdrawn before taking decision regarding his tender by this office.
 - c. If the successful Tenderer refuses to sign and complete the contract documents/ agreement.
- 4) The successful tenderer will have to give acceptance of the order within 7 (seven) days from the date of receipt of LOA. Agency have to execute the agreement as per tender LOA condition.
- 5) The successful tenderer will have to deposit an amount of the tune of 10 % of the order value towards Security Deposit. The SD is to be paid in the form of Demand Draft / BG of any Nationalized Bank payable to the Executive Engineer, MSEDCL, O&M Division, Ambajogai. Also undersigned has all rights regarding the acceptance of form of SD amount.
- 6) The offer must be valid up to one year from the date of issue of the LOA.
- 7) Tender which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be summarily rejected.
- 8) **MSEDCL will not be bound to accept the lowest bid. Further the undersigned reserves the right to bifurcate the Tender order to more than one agency.**
- 9) Other than above, the contract will be governed as per General Terms and Conditions of Maharashtra State Electricity Distribution Company Ltd. The terms and conditions as per G.O. (2) are applicable to this tender.
- 10) List of orders executed shall be submitted along with detailed work order copies with their completion certificates issued not below the rank of Executive Engineer, failing which their experience claims will not be considered for evaluation.
- 11) The tenders, which are not quoted as per MSEDCL Specifications, will be rejected.
- 12) **MSEDCL reserves the right to accept any e-tender or to reject any or all e-Tenders without assigning any reason thereof. Contact Person: J.H Waghmare (EE D.O Amb) Mobile No-7875762008 Executive Engineer Office O & M Ambajogai Division.**

**Executive Engineer,
Division, Ambajogai**

INSTRUCTIONS TO THE E-TENDERER

1. SCOPE OF BID

The Maharashtra State Electricity Distribution Company Ltd. (M.S.E.D.C.L.), represented by the Executive Engineer Ambajogai Division (hereinafter referred to as "the Employer"), wishes to receive bids through **e-Tender for the work of meter reading through MRI & Manual of LT-V**

Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.

1. The scope of the work under this contract includes carry out the work of Meter Reading through MRI & Manual of LT-V Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.

a) The actual quantity for meter reading as per billing cycle/month shall be allocated by the concerned SDO/Dy. Manager (F&A)/the Executive Engineer of MSEDCL, Ambajogai Division, & it will be mandatory to carry out the work of allotted quantity as per the scope & as per the billing cycle of the respective sub division within the specified time.

b) To take meter reading through CMRI, analysis of meter data and load survey of LT-V consumers in all sub-divisions under O&M Division Ambajogai area. The meter reading instrument in sufficient quantity is to be arranged by the agency. To overcome the situation of power failure during meter reading & data collection, suitable technical arrangements should be available with the agency so that the work may not be held up.

The reading is to be taken only through Meter reading instrument of the Consumers having load (Above 27 HP or 20 KW up to 134 HP). At present different makes of meters are installed to LT-V consumers. CMRI so used shall be capable to read such meters. Besides this, the billing Parameters, load survey & tamper data with analysis of each LT-V consumers are to be taken and to be informed to the designated officer.

The sub-division wise reading is to be taken through HHU Unit or Manually where the Consumers having load (Below 27 HP or 20 KW)

- Maintenance of Database: The agency has to maintain the record of the meter reading, data collection for each LT-V consumers of existing & new released connections during the contract period and generate suitable reports.
- To carry out reading of meter installed to LT-V consumers.
- The billing parameters include KWH, KVAH, KVA & KWMD reading and power factor. The load surveys include hourly analysis of demand, power and tamper analysis.
- Taking meter reading through CMRI as per billing program every month and down loading with base computer.
- Downloading of instantaneous parameter and load survey data from the meter with the help of CMRI.
- Wiring verification.
- Uploading of CMRI data in base computer.
- Generation of wiring verification & load survey reports through computer.
- Submission of data against tamper observations.
- In case of non-communicating meter, Manual reading shall be acceptable. The list of non-communicating meters shall be informed to the concerned SDO during the submission of the Reading data.
- The agency shall furnish the billing parameters to the designated billing officer and obtain receipt from them. The other report along with one copy of billing parameters and receipt of billing parameters from the designated billing officer (to be intimated by the nodal officer) shall be furnished to the concerned SDO.
- The IT Center, Beed will process and generate the bills after receipt of the whole billing data from the concerned SDO.

2) WIRING VERIFICATION:

You should have to carry out wiring verification of meter, metering equipments and should report immediately from such notice to concerned SDO if any irregularity is observed.

3) **LOAD SURVEY REPORT:** -You should generate load survey report through computer every month.

4) Commencement of work:

A) The detailed work shall be issued by concern SDO/Dy. Manager (F&A)/ the Executive Engineer Ambajogai Division. The contract shall come into effect from the date of LOA. However, the successful bidder shall start the work from the stipulated date mutually agreed between the Executive Engineer, MSEDCL, Division, Ambajogai and the successful bidder. Bidder has to execute an Agreement with employer as per the conditions given in the LOA.

B) The CD of the CMRI reading should be submitted to concern Sub-Division officer before processing the bills

5) **TIME FRAME:** The complete data may be collected by the agency shall be handed over periodically to the I.T. centers through concerned SDO. The reading of each consumer is to be taken and the parameters are to be sent to the concerned billing authority as per program of every month.

Agency will take the reading through CMRI as per program given by concerned DY EE every month. The optical port will be accessed by cutting security seal of the optical port, for which one Engineer from MSEDCL will be accompanied for breaking of seal and re-sealing the optical port and meter box after taking the reading at all sites. After taking the data of meters the same shall be downloaded to the base computer and if any abnormality is observed during reading, same should be intimated to the concerned E.E. & Dy. E.E. in writing within 2 hrs. The billing energy data shall be made available to concerned E.E. /Dy. E.E. in the desired format in soft copy as well as in prints in duplicate. In addition to it, agency may be asked to send these data through E-mail to one or more offices if required.

6) **OUTPUT REPORTS:** The Agency has to develop the software to generate the necessary formats as may be directed by System Analyst (IT) **free of cost.** & will have to co-ordinate with System Analyst (IT) for the various reports and actual soft data that may be required by MSEDCL. The agency shall furnish the billing parameters to the designated billing agency/officer and obtain receipt from there. The other report along with one copy of billing parameters and receipt of billing parameters from the designated billing officer (to be intimated by the nodal officer) shall be furnished to the concerned DY. E.E.

7) Fulfillment of statutory regulations and applicable acts:-

- Contractor 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 Labor Act 1970, etc. and any other Relevant regulations, as the case may be.
- Contractor will indemnify MSEDCL against any liability or damages by way of compensation arising from any accident to person or property of persons in the contractor Agency's employment.
- Contractor 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 Contractor or MSEDCL.
- Contractor shall be fully responsible for payment of benefits including Provident Fund, Bonus, Retrenchment Compensation, Leave Encashment, etc. to its employees as per statutory provisions, if applicable.
- Necessary payment and liabilities to the Agency's workmen shall be the responsibility of contractor irrespective of payment received from MSEDCL or otherwise.

8) Other Terms and Conditions:-

- a) The Successful bidder shall have to maintain the confidentiality of the billing information provided by MSEDCL leakage of the same shall be treated as breach of contract.
- b) MSEDCL will carry out independent checks on the work allocated to successful bidder and any action in contradiction to the work order will be dealt strictly as per law, liable for termination of contract.
- c) Serious action shall be initiated against the successful bidder if any of the manpower deployed by him misbehaves with any of the consumers/MSEDCL officials or gets into any act which could hamper the image of MSEDCL.
9. Bids shall be complete and cover all works described in the Commercial Bid. Partial bids, or bids which do not cover the entire scope of the project will be treated as incomplete and not responsive to the terms and conditions of bidding and are liable to be rejected.
10. The sub division office will provide soft copy of MR9. The same has to be got printed by agency and will have to submit hard copy of meter reading along with stamp as sign of your agency to the concerned sub division and with punched MR9 soft repunching.
11. The rates are inclusive of punching work of MR9.
12. All miscellaneous data work will have to be punched and completed by the agency. The agency will be paid rates as per schedule 0.13 paisa 40 characters and 0.26 80 characters B 01 master data.

Additional Conditions:

1. The agency should have experience in taking reading through MRI
2. MRI compatible meter reading should be taken through MRI only otherwise no payment for manual meter reading of MRI compatible meters proceeded.
3. Every faulty, no display meter information should be informed in writing to S/dn office immediately.
4. Agency should have their own MRI machine for the reading.
5. If meter reading is taken through MR-9 then meter reading photos should be sent in soft copy or email to Subdivision Office.
6. Bidder's contract should not have been terminated before completion of the contract/should not have the adverse performance for any similar work order (Providing Man-Power for Meter Reading also) or should not have denied by the bidder after placing the work order.

TERMS AND CONDITIONS OF CONTRACT**1. VALIDITY OF RATES:**

Accepted Rate will be valid for the period of one year, or up to completion of the order value whichever is higher from the date of issue of the order / Commencement of the work, under the order or exhausting of the order amount, whichever is later.

The order is to be placed to the Contractor, for fixed amount and therefore, the work shall be limited to ordered value up to exhausting of order amount. The contract period will be till completion of order value, the performance of the agency will be reviewed quarterly (i.e. after completion of every three months) at division level. The contract for awarded work may be terminated at any time if the performance regarding achievement of the objective and scope of work is not found satisfactory.

2. SECURITY DEPOSIT

B-1 The Contractor has to pay 10% of the contract value as a Security Deposit to MSEDCL before commencement of the work, within 14 days from the receipt of the order, in Cash/Demand Draft / Bank Guarantee. The same shall be returned to the bidder after successful completion of the entire work to the fullest satisfaction of the Employer of work and guarantee period of work executed.

B-2 The Bank Guarantee in prescribed form, from any Nationalized Bank or Scheduled Bank valid for 12 months will be acceptable against Security Deposit. However, such Bank Guarantee shall be submitted to the Executive Engineer Ambajogai Division and got approved before commencement of the work. The same will be returned to the contractor, after expiry of the schedule period of the order, & completion of the order successfully.

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

3. **EFFECT OF CONTRACT**

The contract shall be considered as having come in to force from the date of Notification of Award **i. e. from the date of issue of LOA.**

4. **COMMENCEMENT OF WORK:**

The Contractor shall commence the works as soon as reasonably possible time after the receipt of a letter of award and in consultation with Executive Engineer, Ambajogai Division. The works shall be carried out under the supervision and entire satisfaction of concerned E.E./SDO/ Dy. Manager (F&A).

5. **SCOPE OF CONTRACT:**

The Scope (herein referred to as "The Works") of contract shall include the Work of Meter Reading through MRI & Manual of LT-V Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.

6. **LIQUIDATED DAMAGES FOR LATE DELIVERY:-**

PENALTY: If the work is not done/completed within the time limit, a penalty as below will be deducted from your bills.

i) If any discrepancy is observed by MSEDCL, while cross checking the reading, penalty @ 5 times the rate payable to the agency.

ii) The reading program shall be strictly observed and all the required reports should be submitted by the agency on the next day as per schedule program to concerned sub-division office, otherwise penalty @ Rs.1000/- per delayed day.

iii) For wrong reading, if complaint is made by consumer and same is established, penalty @ 5 times of rate payable to the agency.

iv) If consumer submits complaint for wrong billing or any other reason in Grahak Manch Consumer/Redressal Forum/Hon'ble court, penalty imposed by such authority will be deducted from your bill.

v) You will have to give commencement letter for each P.C. to concerned Dy. E.E./ E.E. with date of starting and completing the work for charging penalty.

vi) If in case due to any technical problem if you have not submitted the reading through MRI or the meter is not supporting to MRI then Penalty @ 20 % of the rate of per consumer meter reading will be deducted from the bill. In such cases you have to submit the list of such consumers with reasons to concern SDO & the SDO must be satisfied against the reasons of not supported the MRI for reading.

Due consideration may be given in the levy of liquidated damages for reasons absolutely beyond the control of the contractor for which documentary evidence shall be produced to the satisfaction of the Competent Authority of the Company. The Company shall be entitled to deduct/recover the amount of liquidated damages from the current bills payable to the contractor or any other amount due or payable to him against this or any other contract. In case the Hon. Regulatory Commission penalizes MSEDCL, levies penalty / fine on account of non-compliance of Standard of Performance with respect to the Works executed under this contract, and where the Contractor is responsible for this, the same penalty / fine shall be to the account of the Contractor and it shall be deducted from the bills of the Contractor.

7. **MAINTENANCE OF FACILITY AND PERSONNEL:** You shall maintain all requisite facilities of its own as required to carry out site reading and data analysis of meters installed at the consumer premises and to validate, update and collect the related data of the

8. consumers. You shall provide and maintain a controlling office with proper staff, which shall remain open at all reasonable hours to receive communication. You shall maintain
9. communication equipments like telephone with fax, mobile phone, Internet etc. for interaction with MSEDCL and others. It is mandatory for employees of the agency to display valid Identity Card issued by the agency. You should provide a list of persons with Bio-Data engaged by you to the concerned E.E.

8. **FALL BACK ARRANGEMENT**: In the event of failure you have to execute the work given in the contract to the complete satisfaction of the MSEDCL authority or not done as per terms and conditions of this contract, MSEDCL shall have the right, at any time/stage to terminate the contract after giving 7 days notice. In such circumstances, MSEDCL will either get done the remaining work departmentally or through any other agency even at higher rate and can recover such amount due from the security deposit paid by you or any other bill(s) pending with any office of MSEDCL.

9. **ASSIGNMENT AND SUBLETTING OF CONTRACT**:

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

10. **WORK DETAILS**:

- i. After issue of the detailed Tender Work Order by the Executive Engineer, Division Office Ambajogai. The PC wise Meter Reading Program will be issued by concern SDO/Dy. Manager (F&A)
- ii. The work has to be carried out under the supervision & guidelines issued by MSEDCL's Officer/or responsible person of MSEDCL as nominated by the Executive Engineer, Ambajogai..

11. **TERMS OF PAYMENT**:-

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

12. **OTHER CONDITIONS**:-

- i. The Contractor shall pay rates of wages to the their Labour and observe conditions of Minimum Wages Act.
- ii. The Contractor 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 labor laws and regulations, as the case may be.
- iii. Contractor shall indemnify Employer against any liability or damages by way of compensation arising from any accident to person or property of persons in the Contractor's employment either directly or indirectly.
- iv. The Contractor shall indemnify Employer against any liability or damages by way of compensation arising from any accident to any other person related to or unrelated to the Contractor or Employer.
- v. The Contractor shall require all his employees and direct and indirect labours to obey all applicable laws and regulations concerning safety at work.
Necessary payment and liabilities to the Agency's workmen shall be the responsibility of the Contractor irrespective of payment received from Purchaser or otherwise
- vi. Any loss or damage to MSEDCL's property will be recovered from the agency.
- iii. The Contractor shall be directly responsible for payment of wages to his workmen.
- iv. The bill should indicate PAN No. /MVAT/Service Tax/ (TIN & Sales Tax No

if applicable) Registration No. of the contractor. The Company shall not be responsible for delay in payment of bills, if the contractor fails to comply with any of the above requirements.

v. It should be noted that on bill sing of Subdivision SDO Officers/Office AE/JE after verification of slotwise reading.

12. PAYMENT OF BILLS:-

You will have to submit the recorded bill in triplicate to respective SDO for creation of SEN in SAP ERP with Pan No & service Tax ,Vat Tin No Xerox Copies.After recording the bills in SAP SDO will forward the bills to this office. (As per letter no-811 Dt.11.09.13. of ED-II, Pune)The 100% payment will be made chronologically after Passing the bill and as per the availability of funds.

As per the Govt. Rules the Service Tax as per the prevailing Rules/Rates will be paid extra by MSEDCL to Govt. authorities. also the service Tax on your part should be paid by you to Govt. authorities as per the prevailing Rules/Rates. The necessary receipt should be submitted to this office by you.

13. OUTPUT REPORTS: You will have to print required report & to develop the software to generate the necessary formats as maybe directed by System Analyst (IT)/or concerned S.E. free of cost. You will co-ordinate with System Analyst (IT)/for the various reports and actual soft data that may be required by MSEDCL.

You shall generate output reports as per the specifications and furnish the same to Nodal officer along with one copy to this office. You may be asked in later stage to furnish any other report related with this work from the designated billing officer, who after verification the bill, send the same to Assistant Manager(F&A)of concerned O&M division for arranging payment.

14. REPORTS TO BE KEPT CONFIDENTIAL:

You shall keep all reports/data/information strictly confidential and should not handover it to any outside agency/person in soft or hard copy or in any manner.

16. NODAL OFFICER:

The concerned sub-divisional officer will monitor the complete activities on day to day basis.The SDO's shall maintain the record of work done by you and shall provide all the inputs to be delivered by MSEDCL. He will also give complete billing program to you for meter reading and other activities to be done.

15. INPUTS TO BE PROVIDED BY THE MSEDCL:

The inputs mentioned here under and other information as mentioned in this order or the specifications shall be provided by the nodal officer.

i)Feeder wise list of consumers along with complete details/data base of existing LT-V consumers consisting the details of installed CT-PT set with Sr.No., Ratio, Class and Burden along with Sr.No., Make, type, class of meter, Up-to date reading, multiplying factor for each consumers.

ii)CMRI software & BCS software for different makes of electronic meter installed on consumers. iii)List of consumers lying disconnected, for which monthly reading are not applicable/required. iv)Copy of new service connection report for new connections release during the month.

16. RULES,LAWS & REGULATIONS:

The job shall be carried out as per the rules, & regulations that may be modified by Govt./MSEDCL from time to time. You shall follow the labor laws and other laws and maintain records, effect payments to Govt.as per the statutory provisions.

17. ELECTRICITY RULES,ACTS AND REGULATIONS:

All the works shall be carried out in accordance with the latest provision of MSEDCL rules & regulations.

18. INSURANCE:

You shall obtain accident liability insurance for your employees engaged in this work for payment of compensation on account of injury, fatal or otherwise due to accident during service. MSEDCL will not be responsible for the payment of compensation to any workmen towards accident.

19. INCOME TAX:

Income tax/GST and other taxes/statutory payments will be deducted from your bill/s as per prevailing rate.

21. GST will be applicable as per prevailing rules.

22. JURISDICTION:

All disputes/differences/questions whatsoever arising between the MSEDCL and the agency upon or in connection with the contracts shall be subjected to exclusive jurisdiction of Ambajogai court only.

23. DISPUTE:

In any time question, dispute or difference what so ever which may arise between the MSEDCL and the agency, the same shall be decided by the Executive Engineer O&M division Ambajogai by the settlement committee constitute by him and shall be final and binding on both the parties.

24. COMMENCEMENT OF WORK:

You shall start the work within 7 days from the date of receipt of the order positively.

25. GENERAL:

Besides above, this order will be governed by the general terms and conditions of MSEDCL, which shall be binding on you. The CD of the CMRI reading should be submitted to concern Sub-Division officer before processing the bills.

26. ACCEPTANCE:

The acceptance of the order shall be conveyed to this office within three days of the receipt of the order failing which it will be presumed that the terms & conditions incorporated in the order have been accepted by you. As per circular No-3040 Dt.01.06.13. the payment in respect of old claims beyond the period of one year from the date of completion of work shall be released only after the Approval of Director (Finance). Payment will be made through RTGS/NEFT method. Bank account information should be submitted by agency at the time bill submission.

27. TERMINATION OF CONTRACT:

i) In case the contractor fails to complete the work within the contract period or in case the work found not in accordance with the prescribed specification & guidelines of the MSEDCL. the Company shall exercise its discretionary powers either-

a) To recover from the contractor the liquidated damages as provided in the condition No. F of the "Conditions of Contract".

b) To complete the work from elsewhere, after giving due notice to the contractor on account of his failure, at the risk and cost of contractor.

c) To cancel the contract reserving Company's rights to recover damages. Notwithstanding that the powers under (a), (b) and (c) referred above are in addition to the right and remedy available to the Company under the General Law of India relating to the contract.

28. 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 Ambajogai only.

29. AGREEMENT:

Stamped agreement for the work contract will have to be executed by you at your own cost on the stamp paper of Rs.200/- within 07 days if order is placed with you.

30. INCOME TAX:

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

31. CONTRACT PERIOD:

a. The period of this contract will be maximum up to expiry of Tender value.

b. The decision of the Executive Engineer in connection with Operating Schedule and instruction will be final and binding to the Agency.

32. SPECIAL CONDITIONS:

- a. In addition to above terms and conditions, the A m b a j o g a i Division office may include special conditions for work of this contract and it will be binding on Agency to meet MSEDCL requirements during the total contractual period. The
- b. changes in the software required by MSEDCL during contractual period will have to be implemented by Agency at free of cost.
- c. The Bidder has himself to acquire the full knowledge about system/field conditions before quoting the offer
- d. It will be presumed that the bidder has himself made aware of the system conditions. No relaxation/ concession for not acquiring/acquired the said details will be entertained.

33. In addition to condition mentioned here in the General Terms & Conditions of M S E D C L will be applicable for this tender .

34. All rights are reserved with this office to accept or reject any or all the offers without assigning any reasons thereof or to terminate the contract at any stage without assigning any reasons.

I have read the above conditions and same are agreeable to me.

35. Disregard of Tender Conditions:-Tender containing any deviations/ additions/alterations/changes in the general terms and conditions of tender shall not be acceptable. Any deviations/ additions/alterations/ changes in the covering letter, unrelated annexure and schedules of the offer or elsewhere, the same shall be ignored and the offer shall be treated as meeting with all specified tender conditions

Date:

Place:-

Name: Address:

Signature of the Contractor

LETTER TO THE TENDERER

To,

M/s _____,

_____.

Dear Sir,

Please quote your lowest rates for the work of **“Meter Reading through MRI & Manual of LT-V Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.** as detailed in attached schedule and return the necessary tender documents duly filled in, signed wherever necessary.

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

Thanking you.

Yours faithfully,

Executive Engineer,
Ambajogai Division

LETTER TO THE EXECUTIVE ENGINEER

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

Dear Sir,

I/We agree to execute the work mentioned in the above tender at the rates herein tendered by me/us subject to the conditions of the tender which I/We have carefully read and thoroughly understood the same.

I/We hereby agree to keep this offer open for one year after the due date of the tender and shall be bound by the communication of acceptance dispatched within the prescribed time.

Thanking you.

Yours faithfully,

Seal and Signature of the Tenderer

Name of the Tenderer

Address of the Tenderer:

UNDERTAKING

I/We, hereby submitting undertaking for work of **meter Reading through MRI & Manual of LT-V Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.**

The works specified in Tender specifications and conditions of this Tender, are accepted. I/We hereby agree to abide by and fulfill, with all terms and conditions of the tender if default where of I/We forfeit and pay to the MSEDCL the sum of money as mentioned in the said condition.

Seal & Signature of the Tenderer

Date :

Place:

SAMPLE FORM A**TENDER NO. EE/AMB/TS/T-45/2023-24**Contractor's Personal
Information.

S.N.	Particular	To be filled by the tenderer
1	Name of the bidder	
2	Address of the bidder	
3	Telephone- Office	
4	Fax- office	
5	E-mail	
6	Contact person	
7	Constitution of firm	
8	Full name of proprietor who is authorized to sign the tender documents and agreement bonds Full address	
9	E-Tender purchase Cost M.R./D.D. No. & Date	
10	EMD paid details B.G. /DD No. & Date	

Technical Documents to be uploaded

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

S. N.	List of Documents	To be filled by the tenderer
1	Copy Of Valid Electrical Contractor's Registration	
2	Specific Experience	The bidder should have experience as prime contractor in the Similar work i.e Meter Reading through CMRI & through HHU UNIT / Manual of LT-V Category Consumers with related Billing Data. With Work executed Experience either i) One work order -20 % of the estimated cost. <u>OR</u> ii) Two work orders together -30 % of the estimated cost. <u>OR</u> iii) Three work orders together-40 % of the estimated cost. During last Three financial years.
2	Value of Orders executed in Last Three financial years (50% of tender value)	Of Year 2020-21,2021-22,2022-23 & 23-24 may be consider
3	Work Done Certificate with order copies	The bidder shall produce certificate regarding satisfactory completion of this work equal to the work value stated as above in any Division under M.S.E.D.C.L in last three financial years.
4	Copy of the Labour Contract License issued by Govt. of	Valid
5	Provide list of Meter readers with adhar card No.	
6	The bidder should have the registered office in the state of Maharashtra	
7	Dully Signed Sample Forms	

Commercial Documents to be uploadedTENDER NO. **EE/AMB/TS/T-45/2023-2024**

S.N.	Particular	To be filled by the tenderer
1	Terms of payment (The terms of Payment will be as per Tender Condition; BG / DD drawn towards EMD	
2	Copy Of PAN Card & IT returns.	Last Three Years
3	GST Certificate No.	
4	Profit & loss A/c & balance sheet (Turn Over) certified by the Chartered Accountant : The Minimum Average annual turnover of last 3 financial years 2020-21,2021-22,2022-23 should be equal to or above 30% of Total Estimated cost of tender.	Last three years
5	Net worth certificate	Current year
6	PF Registration Certificate	With paid challen
7	Solvancy Certificate	50%oftendervalueof Nationalised Bank
6	Information regarding Current Litigation	

NOTE: Please attach certified true copies of all registrations..

SAMPLE FORM –C

BANK GUARANTEE (To be executed on Rs.100 non-judicial stamp paper
purchased in the name of issuing Bank)

WHEREAS, (Name of bidder) (herein called "the Bidder") has quoted on line his bid dated _____ for the Contract No. -----Dated-----for _____. Project. (Here in after called "the Bid"). KNOW ALL MEAN by these presents that We (name of Bank) having our registered office at _____ (hereinafter called "the Bank") are bound unto Maharashtra State Electricity Distribution Company Ltd, Maharashtra State, India (hereinafter called "the Employer") in the sum of _____ for which payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents. SEALED with the Common Seal of the said Bank this ____ day of _____ 2023

THE CONDITIONS of this obligation are:

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

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

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

DATE _____ SIGNATURE OF AUTHORISED SIGNATORY _____

Name and Designation: Seal of Bank

Bank Address:

WITNESS:

(Signature)

Name & address:

SAMPLE FORM -D

LETTER OF ACCEPTANCE

By Regd Post A/D

Date

Tender No-EE/AMB/TS/E-T-45/2023-24

To: _____ (Name and address of the Contractor)

Dear Sirs,

This is to notify you that your bid dated _____ for the **work of Meter Reading through MRI & Manual of LT-V Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.** defined in the bid document for Contract Price (amount in figures and words), as corrected and modified in accordance with the instructions to Bidders is hereby accepted by us.

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

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

Yours faithfully,

Signature

Name

Title

Employer

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

Copy to:

1. The Add. Executive Engineer- Parli(v)Division.
2. The Dy. Executive Engineer- Ambajogai/Kaij/Telgaon/Majalgaon/Dharur
3. The Dy. Manager (F & A)MSEDCL, Ambajogai Division

SAMPLE FORM – E

FORM OF CONTRACT AGREEMENT

This agreement made this ____ day of _____ 2023, between the Maharashtra State Electricity Distribution Company Limited Represented by the Executive Engineer, Ambajogai Circle Pin - 431517 (hereinafter called “the Employer”) of the one part an _____ of _____ (hereinafter called “the Contractor”) of the other part.

Whereas the Employer desires that the work for **the workof meter reading through MRI & Manual of LT-V Consumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division. Division.** should be executed by the contractor and has accepted a Bid by the contractor for the execution of such works and the remedying of any defects therein.

The Employer and the Contractor agree as follows:

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

1. The following documents shall be deemed to form and read and constructed as part of this Agreement.
 - (a) The Letter of Award no. _____ dated _____
 - (d) The Bid dated _____
 - (c) The Conditions of Contract (Annexure A, B, C)
 - (d) The Completed Schedules, and
 - (e) The Contractor’s Proposal.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned. The Contractor hereby covenants with the Employer to execute and complete the works. Remedy any defects therein and maintain the completed Facilities in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the works, the remedying of defects therein and guarantee of the completed Facilities, the amount of 10.00 **Lakhs** or such other Sum as may become payable under the provisions of the Contract at the times and the manner prescribed by the Contract.

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

Authority signature of Contractor

SEAL

In the presence of:

Name _____

Signature _____

Address _____

Authority signature of Employer

SEAL

In the presence of:

Name _____

Signature _____

Address _____

SAMPLE FORM – F**SECURITY DEPOSIT (BANK GUARANTEE)**

(1.To be executed on Rs.400 non-judicial stamp paper purchased in the name of issuing Bank. 2. This Guarantee shall be valid until the date of issue of the Completion Certificate.)

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

WHEREAS M/s _____
(hereinafter called "the Contractor") has undertaken, in pursuance of **E-TENDER NO.EE/AMB/TS/T-45/2023-24** for the **workof meter reading through MRI & Manual of LT-VConsumer (Industrial & Public Water Works Connection) in all Sub-Divisions under Ambajogai Division.** as defined in the bid document.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by Scheduled / Nationalized Bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract.

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

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

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

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

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

SIGNATURE OF AUTHORISED SIGNATORY AND SEAL OF THE BANK:

Name of Bank _____

Address _____

Date _____

In witness whereof the surety has executed this deed in presence of

WITNESS:

(Signature)

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY
LIMITED O & M DIVISION ,AMBEJOGAI**

Commercial Bid

EE/AMB/TS/T-45/2023-24

Particulars of the Work:- Work of Meter Reading through MRI & Manual of LT-V Consumer

(Industrial & Public Water Works Connection) in all Sub-Divisions under Ambejogai Division.

Sr	Particulars	Unit	MIDC & Municipal Corporation Are (in Rs)	Other area(in Rs)	Remark
1	Downloading of meter reading data through CMRI / Laptop provided by agency with tamper & load survey data uploading to M DAS for all CMRI compatible /solar Net meters including import / export reading	Per consumer	100/-	120/-	CMRI of agency
2	Downloading of meter reading data through CMRI / Laptop provided by MSEDCL with tamper & load survey data uploading to M DAS for all CMRI compatible /solar Net meters including import / export reading	Per Consumer	85/-	105/-	CMRI of 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	Per consumer	30/-	40/-	Manual reading
4	Bill printing on both sides of pre printed stationary provided by MSEDCL	Per consumer	0.60/-	0.60/-	Bill Printing
5	Bill distribution & Acknowledgement receipt of delivery to consumer	Per consumer	15/-	20/-	Bill Distribution

I / We are quoting our rates At Par /Above/ Below _____ % (in Words _____ %)

**** Above rates are inclusive of B-01,B30(MR9) B31 and all miss. and other master documents MR 9 printing and as mentioned above**

**** IP meter reading experience required.**

**** GST will be applicable as per the prevailing Rates & Rules applicable time to time.****

Seal & Signature of the Tenderer

**The Executive Engineer,
MSEDCL DO Ambejogai**

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	100		null

Required Documents (To be uploaded online)

Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	AS PER PRICE BID DOCUMENT	Price Section	40402412 Meter Reading	AS PER PRICE BID DOCUMENT
2	Work Done Certificate	Technical Section	40402412 Meter Reading	Work Done Certificate
3	Shop act registration	Technical Section	40402412 Meter Reading	Shop act registration
4	Valid Electrical Contractor license.	Technical Section	40402412 Meter Reading	Valid Electrical Contractor license.
5	Labour Licence	Technical Section	40402412 Meter Reading	Labour Licence
6	Dully filled sample form	Technical Section	40402412 Meter Reading	Dully filled sample form
7	Specific experience	Technical Section	40402412 Meter Reading	Specific experience
8	General experience	Technical Section	40402412 Meter Reading	General experience
9	Work order & Expe Certificate	Commercial Section		Work order & Expe Certificate
10	Networth	Commercial Section		Networth
11	Specific experience	Commercial Section		Specific experience
12	Solvency certificate	Commercial Section		Solvency certificate
13	IT Retrurn of last thre years along with balance sheet, P&L account statement, Turn over	Commercial Section		IT Retrurn of last thre years along with balance sheet, P&L account statement, Turn over
14	GSTN	Commercial Section		GSTN
15	PAN CARD	Commercial Section		PAN CARD
16	Litigation History	Commercial Section		Litigation History
17	PF certificate	Commercial Section		PF certificate
18	EMD	Commercial Section		EMD
19	Tender fee	Commercial Section		Tender fee
20	List of meter reader	Commercial Section		List of meter reader