

## Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		26-07-2024 01:37:53
Tender Code	EE/JSP/VDG/PC-0/T-06/2024-25	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	ANNUAL CONTRACT FOR MONTHLY MANUAL/WITH MRI METER READING MANUAL/WITH MRI METER READING, BILL PRINTING AND BILL DISTRIBUTION OF CONSUMERS IN 0 PC & AG PC IN VADGAON SUBDIVISION UNDER JAYSINGPUR 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	M P Avaghade , 7875949355 ,eejayasingpur@gmail.com	
Pre-Qualifying Req	AS PER BID	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Technical	
Office Type	DIVISION	
Location Type	Jaysingpur Division	
Designation	Additional Executive Engineer(Distribution)	
Pre-Bid Meeting Address	Jaysingpur	
Bid Opening Address	Jaysingpur	
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	27-07-2024 00:00	
Tender Sale End Date	04-08-2024 22:00	
Bid Start Date	27-07-2024 10:00	
Bid End Date	04-08-2024 23:55	
Pre-Bid Meeting Date		
Techno-Commercial Bid opening on	05-08-2024 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

**MAHARASHTRA STATE ELEC. DISTRIBUTION CO. LTD,  
O & M DIVISION, JAYSINGPUR**

**OFFICE OF THE EXECUTIVE ENGINEER  
VIDYUT BHAVAN, SHIROLWADI ROAD, JAYSINGPUR DIST: KOLHAPUR -416101**

**Email:** eejayasingpur@gmail.com

**TENDER NO. EE/JSP/VDG/PC-0/T-06/2024-25**

**(TECHNICAL BID)**

**ANNUAL CONTRACT FOR MONTHLY MANUAL/WITH MRI METER READING  
MANUAL/WITH MRI METER READING, BILL PRINTING AND BILL DISTRIBUTION OF  
CONSUMERS IN O PC AND AG CONSUMER READING IN VADGAON SUBDIVISION  
UNDER JAYSINGPUR DIVISION.**

To be submitted Online not later than **23.59 hrs. On Dtd. 04.08.2024**

Pre bid meeting dt. **02.08.2024 at 11:00 Hr.**

Online Tender will be opened at **11:00 hrs. On Dtd. 05.08.2024** (If Possible)

**TENDER AMOUNT Rs. 10.00 lakhs**

Issued to: - M/S \_\_\_\_\_  
\_\_\_\_\_

**TENDER DETAILS**

Tender No.	<b>EE/JSP/VDG/PC-0/T-06/2024-25</b>
Name of the Tender	ANNUAL CONTRACT FOR MONTHLY MANUAL/WITH MRI METER READING MANUAL/WITH MRI METER READING, BILL PRINTING AND BILL DISTRIBUTION OF CONSUMERS IN O PC AND AG CONSUMER READING IN Vadgaon SUBDIVISION UNDER JAYSINGPUR DIVISION.
Area of Work	Jaysingpur Division
Estimated Cost of work	Rs. 10.00 Lakhs
Tender Fee	Rs. 1000 + 18% GST= Rs. 1180/-
E.M.D. to be paid	Rs. 10000/- (1% of Estimate Cost)
Period of Sale of E-Tender	27.07.2024 to 04.08.2024 up to 22.00 Hrs.
Last Date of Submission	04.08.2024 up to 23.59 Hrs.
Date of Opening of Technical Bid	05.08.2024 at 11:00 hrs. (If possible)
Date of Opening of Price Bid	07.08.2024 at 11:00 hrs. (If possible)
Executing office	Executive Engineer, MSEDCL, Jaysingpur Division, Jaysingpur
Address	Executive Engineer, MSEDCL, Jaysingpur Division, Urjanagar Shirolwadi road, Jaysingpur – 416101
E-mail	eejayasingpur@gmail.com
Name and Address Of Bidder	
Name of the Proprietor/Authorized Person	
License number	
Mobile No.	
e-mail	

1. a) Tender Number: EE/JSP/VDG/PC-0/T-06/2024-25  
(Two Bid System)  
b) Terms and Conditions of Tender: Tender Form enclosed.  
c) Terms and conditions of Contract: As per Section II enclosed.  
d) Questionnaire to the Bidder: Annexure- 'A'.
2. Description of Tender: Annual Contract For Monthly Manual/with MRI Meter Reading, bill printing and bill distribution of consumers in 0 PC and AG consumer reading in Vadgaon Subdivision under Jaysingpur Division
3. Quantities: As shown in Schedule 'A' enclosed.
4. Area of Operation: Vadgaon SUBDIVISION
5. Validity of tender: Tender/Offer shall be valid for acceptance up to and including last date of calendar month covering the date of completion of 90 days (Ninety days) from the date of opening of the tender.
6. Period of the contract: Till the value of the tender is exhausted or till the one year from the issue of the order, whichever comes earlier.
7. The tender fees of Rs. 1000/- (+18% GST) should be paid by online only.
8. Total pages in the Document: 39 (including 2 pages of Tender Details, Advertisement)  
Numbering of tender documents: All pages of tender documents should be numbered and total no. of pages enclosed with the tender should be mentioned on the right hand corner of the 1st page as "This tender consists of 39 pages." For any other queries contact Addl.Ex.Engineer [Jaysingpur Division during office hours before submission of Tender.

**EXECUTIVE ENGINEER**  
**M.S.E.D.C.L.JAYSINGPUR DIVISION**

**TENDER NO.:** EE/JSP/VDG/PC-0/T-06/2024-25

Returnable not later than the date mentioned in the tender details enclosed. The Bidder or his representative may remain present at the time of opening of the e-tender at the specified time and date.

Please quote your lowest **Net payable price (Item wise)** for providing the services for TOD meter reading, data entry punching Work etc (Submitting MR-9 report to Deputy Ex Engineer. MSEDCL) to the consumers premises as per **Schedule 'A'**. The tender documents duly filled-in, sealed and signed are to be submitted **on line** only and document shall be downloaded from our website <http://works.mahadiscom.in/e-Tender/etender> (Tender purchase facility is newly incorporated in the system so kindly go through it for accessing the on line bids.)

**EXECUTIVE ENGINEER**  
**M.S.E.D.C.L. JAYSINGPUR DIVISION**

This tender form consists of

1. Section I – General Terms and Conditions of Tender
2. Section II – Conditions of Contract
3. Schedule I – Meter Status, List of Exception Reports and Faulty DTC Meter
4. Annexure A – Questionnaire to Bidder

**O&M JAYSINGPUR DIVISION****Section I****General Terms and Conditions of Tender****1. Background:**

The correct meter reading is most crucial activity for any Electricity Utility, since this decides the energy that is consumed by the consumer and also decides revenue associated with it. Thus the correct meter reading and billing is the backbone for survival of any Electricity Utility. At present, the meter reading work has been outsourced in some areas and various methods such as direct meter reading, spot billing, reading through MRI (RAMCRAM machines) etc. has been implemented. However, these methods have some limitations. In order to overcome these limitations, it has been decided that the meter readings shall be taken through digital photography. This will ensure that the meters are read correctly in time and also the consumers are satisfied about correct meter reading for which they are billed.

**2. Qualifying Requirement of the vendor:**

Qualifying bidder shall have to submit attested copies of following valid documents–

A. **GST Registration.**

B. **Registration under shop & establishment Act.**

C. **Company Registration Certificate.**

D. **The minimum annual turnover:** The average annual turnover of last financial 3 years

E. **(2022-2023,2023-2024, 2024-25)** should be 30% of the Estimated cost. The bidder shall enclose a copy of the turnover certificate certified by the Chartered Accountant / Chartered Engineer.

F. **Experience:** The bidder should have at least 3 years experience as a prime contractor in the works of a similar nature and complexity to that required under this contract.

G. **General Experience:** The bidder should have executed either

- i) One work order/ contract (executed only) equivalent to at Least 20% of the estimated cost of tender **or**
- ii) Two work orders/ contracts (executed only) together equivalent to at Least 25% of the estimated cost of tender **or**
- iii) Three work orders/ contracts (executed only) together equivalent to at Least 30% of the estimated cost of tender during the last preceding five financial years.

**H. Specific Experience:** The Bidder should have prior experience in executing similar nature of work i.e. **LTIP TOD meter Readings for 27HP load below consumers, LTIP TOD meter reading for 27HP load above consumers through MSEDCL or contractor owned MRI, Data Punching, Bill distribution, manual meter reading**, in distribution sectors / systems of a minimum value of equivalent to at least 15% of the Estimated Cost of the Works, during the last three financial years (i.e., **FY 2022-2023,2023-2024,2024-25**). **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. A prospective bidder requiring any clarification of the Tender documents may notify the Employer in writing before Tender opening or in pre -Bid Meeting.**

- I. **Income Tax** : Income Tax Returns filed and Financial Statements of Last three (3) Financial Years (i.e. **FY 2022-2023, 2023-2024, 2024-25**) which includes Profit & Loss A/c and balance sheet duly certified by the Chartered Accountant / Chartered Engineer.
- J. The provisions being made for educated unemployed Co-operative Societies by the Government through Circulars from time to time will be considered provided submission of the valid documents & Fulfillment of qualifying conditions.
- K. **E.M.D** : Money Paid Receipt of **Tender Fee & E.M.D.**
- L. **P.F. is as applicable. / Workmen Compensation Act, 1923**  
Concerned documents should be provided by the bidder.
- M. **Net worth**: The Net worth should be positive of the bidding agency of **FY 2022-2023, 2023-2024, 2024-25** and certificate in this regard from practicing Chartered Accountant/ practicing Cost Accountant to be submitted by bidder.
- N. Bidder who submits bids for two or more contracts will be required to demonstrate that:
- His minimum average annual Turnover for the last three financial years, as set forth under Sub-Clause 4, is at Least 30% of the sum of the Estimated Costs of the Works for all Contracts taken together; and he has prior specific experience, as set forth in sub-clause 5a of One work order/ contract (executed only) equivalent to at Least 20% of the total estimated cost of the Tenders for all the Tenders he has quoted for taken together **or** Two work orders/ contracts (executed only) together equivalent to at Least 25% of the total estimated cost of the Tenders for all the Tenders he has quoted for taken together **or** Three work orders/ contracts (executed only) together equivalent to at Least 30% of the total estimated cost of the Tenders for all the Tenders he has quoted for taken together.
  - He has prior Specific experience, as set forth in sub-clause 5b of One work order/ contract (executed only) equivalent to at Least 15% of the total estimated cost of the Tenders for all the Tenders he has quoted for taken together.
- O. Registration under labour contract act (If Applicable).
- P. Valid Electrical Contract License ( If Available)
- Q. The undersigned reserves the right to accept or admit any paper / documents which were necessary but remained to submit/upload by the bidder. In this respect, the company will have un-disputed discretionary powers to accept such papers / documents before opening of price bid.**
- R. Bidders bank account details: - **It is mandatory for bidder to mention his/ Agency's bank account details in Form "G" mentioned with this tender documents so as to make payment of bills through RTGS/NEFT facility only. Bids received without mentioning details of bank accounts in Form "G" are liable for rejection.**

### 3. Prices:

Bidders shall quote their rates considering all taxes, duties, transportation, octroi etc. only in the format as given in Annexure B, (Price Schedule). The prices shall be quoted per item per bill. The net price per bill is considered for tender.



#### 4. Taxes and Duties:

Bidder shall indicate the taxes & duties against respective clauses in Annexure B without any ambiguity. In case, any of the taxes & duties are not payable, bidder shall indicate the reason thereof duly supported by documentary evidence.

#### 5. Quotation:

- Each bidder shall submit only one offer.
- Bidder shall quote his rate per consumer per item specified in **Schedule 'A'** in figures as well as in words. Any variation in the rate etc. will not be allowed on any ground such as mistake; misunderstanding etc. after the tender is submitted.
- In case of difference in the rates between the figures and words and /or difference between Net payable price and sum of its break up in taxes and duties etc. and/or if there is difference in the amount of taxes and duties worked out by Percentage calculations, then the rates advantageous to MSEDCL will be considered.
- The bidder is requested to ensure that the comments against each item clause of Annexure/Questionnaire shall be clearly filled in and answered. Any item/clause shall not be left blank or unanswered. If any item/clause is not applicable, the words **"Not Applicable"** shall be written against it.

#### 6. Earnest Money Deposit (EMD):

An EMD of 1% of the Tender value shall be paid along with the tender by Demand Draft in Favor of "Maharashtra State Electricity Distribution Company Limited" drawn on any Nationalized Bank /Schedule Bank situated in **KOLHAPUR District** or an **unconditional Bank Guarantee from any National/Scheduled Bank in favor of M.S.E.D.C.Ltd.** The EMD can also be paid in cash in the office of the Executive Engineer, Maharashtra State Electricity Distribution Company Ltd., Division office, Jaysingpur,

A reference to the Tender number should be given in case the E.M.D. is paid in Cash before the due date of the Tender and the relevant deposit amount and receipt No. should be mentioned in the Tender. The tender fees of **Rs. 1000/-** (+18% GST) should be paid online only & an EMD of 1% of the Tendered value, subject to Minimum of **Rs. /-** to be paid in the Office of Executive Engineer, **JAYSINGPUR** DIVISION, in the form of Cash / Pay Order / Demand Draft/BG in favor of Executive Engineer, Jaysingpur, MSEDCL payable at KOLHAPUR and the receipts of the same should be submitted along with the documents of qualifying bid. Tenders submitted without Earnest money are liable to be rejected. **Interest shall not be paid by us on this deposit.** The tender document will be available on our website <http://works.mahadiscom.in/e-Tender/etender>.

Earnest Money Deposit and performance guarantee shall be forfeited or adjusted in the following cases.

- In case the Bidder withdraws tender/offer during the validity period.
- In case the Bidder fails to pay the Security Deposit if the contract is awarded.

#### 7. Signing of the Tender Document:

Offer must be submitted along with the tender documents and be clearly and legibly filled in with all annexure etc. and must be either in ink or typewritten and all the documents should be sealed & duly signed on each page. Tender not signed and/or initialed as above shall be rejected. Tenders shall be signed by the person/s duly authorized by the company to submit the tenders on behalf of the company and shall be accompanied by certified true copies of resolution / special or general Power of Attorney clearly indicating the name and designation of the person/s signing the tender.

#### 8. Submission of bid:

The tender is to be submitted online bid on or before the due date and time for submission of the bid on the MSEDCL e-tendering 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.

a) Technical Bid [Qualifying bid] (Part I) – online only

This part shall contain all technical aspects of the bid. All pages of technical bid should be first downloaded, printed stamped & signed on each page, scanned and then uploaded with all other required documents supporting, except the Price Bid. The information pertaining to this Part I should given **section I. point no 2. Qualifying Requirement of the vendor of.** This tender document shall be downloaded from our website <http://works.mahadiscom.in/e-Tender/etender>.

b) Price Bid (Part II) – online only

This part shall contain only the Price Bid – Volume -2 strictly in the prescribed format i.e. ANNEXURE – B-(The rate is to be duly filled should be stamped & signed by the bidder on each page of this Volume –II.)

**9. Timely Submission of Offer:**

a. The E-tender, completed in all respect. The due date of submission of tender is **23.59 hours on 04.08.2024 and the technical bid shall be opened at 11.00 hours on 05.08.2024** The price bid shall be opened at **11.00 hours on dated 07.08.2024 in the presence of the** bidders or their representatives who opt to remain present. Tender submitted after the due date and time of submission shall not be opened and no correspondence will be entertained. MSEDCL shall not be responsible for any cause, arising out of such delay.

b. In case the date of opening happens to be holiday, or due to any unavoidable circumstances beyond our control, the tender shall be opened on the next working day at the same time.

c. MSEDCL reserves the right to reject any or all offers without assigning any reason whatsoever.

**10. Disregard of Tender Conditions:**

Tender containing any deviations/additions/alterations/changes in the general terms and conditions of tender shall not be acceptable. The bidder having signed all the tender documents indicates 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.

**11. Prohibition of 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.

**12. Notification of Award:**

Notification of Award of contract will be made by a letter of Award, to be sent by registered post or given by hand, to the successful bidder by MSEDCL. It could also be made by Fax to be confirmed in writing by registered post to the successful bidder by MSEDCL. The contract shall be considered as having come in to force from the date of Notification of Award.

**13. Earnest Money and performance guarantee of Unsuccessful Bidder:**

Earnest money and performance guarantee deposited shall be returned to the unsuccessful bidder as soon as possible after the tender has been decided and on submission of money receipt of EMD payment to the Ex. Engineer, JAYSINGPUR DIVISION, Tal: Shirol Dist: KOLHAPUR.

**14. Joint Ventures is not allowed for this tender**

**15. The proprietor/s of agency or agency/s against which action of Termination of Contract is initiated/ is in process /is completed by Executive Engineer, Jaysingpur Division within last THREE YEARS are not allowed to apply/participate the bid of this tender.**

## SECTION II

### CONDITIONS OF CONTRACT

#### A. Scope:

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

1. **THE 0 PC READING SHOULD BE COMPLETED BETWEEN 1ST DAY TO 10TH DAY OF EVERY MONTH .MONTHLY AG READING SHOULD BE COMPLETED BETWEEN 20 TH DAY TO 30TH DAY OF ECH MONTH. QUARTERLY AG READING SHOULD BE COMPLETED BETWEEN 20TH DAY TO 30TH DAY OF LAST MONTH OF THAT QUARTER.** 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/Pen drive.
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/Pen drive 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/Pen drive 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 Dy. Manager (F & A) Jaysingpur /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 as per MSEDCL Rules. If reading in TOD format is not taken then you will be charged as per MSEDCL rules.
14. The reading should be submitted within stipulated time as per the work commencement letter, falling which you will be fined MSEDCL Rules
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.
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 (i.e. before month), 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 as applicable will be paid by you.
24. Income Tax shall be deducted as per the Income Tax Act applicable. (If you doesn't possess 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. The agency should inform Lock status consumers list to concern Sub-division officers with specific remarks if in such cases the meter is installed inside the premises. The concern MSEDCL Officer shall be responsible for timely shifting of meters to outside at safe place. Consumer should not be billed under Lock status for more than two billing cycle otherwise such consumers list must be Generated & Submitted to next authority. The agency should drop the lock cards to the premises of lock consumers so that the reading may be available from the consumers.
29. The respective IT Centers of MSEDCL which are attached to Billing Units will process the bills and will generate the bill file in PDF format.
30. Bidder shall depute his one supervisor or in person in respective Sub-division/IT Centre for co-ordination and submit the name, address mobile number to the Deputy. Exe. Engineer of **Vadgaon Sub-division** in Jaysingpur division.
31. The contract shall be for a period of 1 Year from the letter of award or end of order value whichever is earlier.
32. The printing matter as well as format may be changed by MSEDCL to any extent during the contract period.
33. Meter reading should be completed as per the program given by concerned Assistant Accountant of Subdivision. Agency has to take simultaneously the manual reading at the time of Photo reading and it should be submitted to Subdivision office at the time of submission of Soft copy of photo reading.
34. The consumers load up to 20KW reading should be taken manually and data entry should be done.
- 34. Reading Consumers through MRI for above 20KW**  
MRI will be supplied by MSEDCL & same should be handled carefully with routine battery checkups & charging. The required USER ID & PASSWORD allotted by MSEDCL for MRI, it should not be disclosed elsewhere. In case of any damage to MRI or to any of the seals, the agency will be treated as an offence and the agency will be responsible for the mishandling of unit and the consequences of it over the Meter reading. Cost of same will be recovered

through contractor's payment. If MRI is not provided by company then agency will have to use his own MRI.

### 35. Process for reading through MRI is as below

- 1) MSEDCL authorized staff and agency will open & re-seal MD reset button on meter during reading program, maintain seal serial number used account
- 2) Resetting MD
- 3) MD reading is to be taken through history re-setting.
- 4) Taking signature of consumer on format
- 5) Submitting MR-09 sheet to SDO.

### 36. Downloading of the Meter Data from MRI.....

- a) All data downloaded by MRI should be uploaded to PC. Reports of billing data, tampered data, load survey data etc should be prepared with hard and soft copy if essential /required by SDO and submit to concerned Billing In-charge.
- b) SDO should give reading program in 2 days advance in detail to the agency on each billing cycle.
- c) The agency should submit the ASCII data in time & as per schedule given by SDO otherwise penalty will be imposed on per day basis and it will be limited only for next 5 days, thereafter the agency will be terminated as per the recommendation of the concerned SDO
- d) Concerned SDO will necessarily add in his monthly agenda to take sub division wise meeting of entire team of Meter Readers/Bill distributors with the sub division staff & AE's. This may be taken while meeting on other agendas. Successful bidder will be informed & has to ensure presence of all the team during meeting for better co-ordination purpose.

### 37. Bill Distribution Activity:

Work of Distribution of Energy Bills is a very crucial activity, which needs to perform within time schedule & before incentive dates too. It is responsibility of AGENCY to collect 100% bills for distribution and if found validation below 100% same should be brought to noticed to the concerned S.D.O/ Billing In- charge and get their acknowledgment otherwise as per MSEDCL's terms & conditions penalty will imposed to the agency. It is mandatory to agency to distribute 100% bills in specified time i.e within 3 days from collection of bills from MSEDCL and 3 days before prompt payment date. Any complaints from consumer in this regard will be viewed seriously and appropriate penalty in percentage of revenue loss or blockage of MSEDCL.

38. Bill Printing activity to be made by agency on pre-printed stationary provided by MSEDCL.

### 2. Commencement of work:

The Letter of Award and the detailed order shall be issued by Executive Engineer, JAYSINGPUR DIVISION. The contract shall come into effect from the date of Letter of Award. However, the successful bidder shall start the work from the stipulated date mutually agreed between the Executive Engineer of the O & M Jaysingpur DIVISION and the Successful bidder. However, this period shall not be more than 15 days from the date of Letter of Award.



**3. Quantity:**

The quantity may vary as per time to time circulars of head office & CE (B&R) as it is learnt that the PC 0 consumers below 20 KW readings is going to divert in mobile app readings of RC PC cluster. In such a case the PC 0 reading count may reduce and it should be acceptable to bidder. For that bidder should submit in written that the reduced count of consumers or rate fixed by HO for readings by any reason is acceptable to him and there is no objection of him. This written statement should be attached with tender documents at the time of tender bid submission.

**4. 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. All the manpower that will be deployed by the Successful bidder shall be suitably qualified and trained for the job intended to be performed by them.
- c. The manpower should be conversant with Marathi language in addition to working knowledge of English, Hindi so as to interact with consumers in a proper and decent way.
- d. The deputed manpower should be extremely polite with consumers and should be able to address consumer grievances about bills issued.
- e. The manpower shall be properly dressed. It will be mandatory for employees of Successful bidder to display the Identity Card at all such times when they are on the field. The ID card will be jointly issued by respective Sub-Division of MSEDCL and the successful bidder.
- f. 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.
- g. Sufficient number of coordinators will have to be employed by successful bidder to ensure smooth working with different MSEDCL offices. Bidder shall depute his one supervisor or in person in respective sub-division /IT Centre for coordination and submit the name, address mobile number to the Deputy. Exe. Engineer of **Vadgaon** Sub-division.
- h. Serious action shall be initiated against the successful bidder if any of the manpower deployed by it misbehaves with any of the consumers/ MSEDCL officials or gets into any act which could hamper the image of MSEDCL.
- i. All the required instruments, machines, computers and printers along with the necessary consumables will have to be arranged by the successful bidder himself.
- j. All tools and plants should be provided by successful bidder. All the protective devices / tools should be provided by successful bidder.
- k. **Inform Theft of Electricity : Meter reader / Employee can submit the theft information along with geo-co-ordinate and photograph of theft cases in Mahavitaran Meter reading Mobile App. The meter reader should capture photo/video of the theft or tamper of meter case and submit the same to concerned officer of subdivision/Division**

l. Meter of every consumer to be read on scheduled date of or Billing program (+1 day tolerable) for scheduled billing cycle. In case of Quarterly billed consumers the meter reading will be carried out every quarter once in 3 months as per meter reading schedule given. It is probable that billing cycle of Quarterly may be changed to bimonthly or monthly any time during the contract period for which Agency will be informed for meter reading.

m. While taking meter reading if any illegal connection or unbilled consumer is found which is not found in the allotted Job list. The details of meter, location & reading of that meter will be informed through Web console or Mobile App. This will be a one time job. Photos of address locations of Non Traceable consumers with location should be submitted and informed to Sub-Division as well as Division Office.

- n. In case Agency finds incorrect Day group or mismatched BU of consumers, then after due verification, he should submit correct Day group, address of consumer to concerned Subdivision Officer (SDO). Subsequently SDO should correct the same before next billing cycle.
- o. **Reading Not taken by Meter reader** –The Reading job is to be completed in totality by the Agency on scheduled day. e.g. A job containing 50 consumers should be submitted with 50 readings only. If less than Total readings are submitted by meter reader in the job then the remaining will be treated as without reading –“Reading not taken.” for which no charges will be paid and penalty will also be deducted from monthly payment bill as per **section V**.
- p. The scope of meter reading work shall cover the consumers existing as on the date of award of the contract and in further period of contract shall also cover the new consumer's added and other category of consumers in MSEDCL. The Count of RF meter will increase progressively, in future it is expected that RF reading will be read through RF-DCU due to which work of RF meter reading will correspondingly decrease.
- q. Agency has to deploy manpower considering prescribed norms for meter reading per day per meter reader in urban /rural areas +5% contingency considering the Total number of Subdivision consumers allotted to Agency for reading on the day as per Centralized Billing reading schedule.
- r. The Agency shall not entrust the work on sub contract, transfer or assign the contract or any part thereof to any other party without consent / permission of MSEDCL competent Authority . In case if it is not followed it will be treated as breach of contract and contract will be terminated at contractor's risk and cost.
- s. The Agency must arrange their own Transport for manpower and Staff engaged in meter reading, collection of pre-printed stationary, delivery of printed Bills to Subdivisions, collection of printed bills for Distribution, Bill distribution to consumer along with the required material, equipment, mobile, etc. including HHU provided by MSEDCL. Hence Agency must consider all such costs at the time of quoting the rates in Tender.
- t. If it is noticed that the bogus readings are shown without visiting the consumer's premises & such bills are issued to consumers, FIR will be lodged against meter reader or Agency as found in the case. The Penalty of entering Bogus/Wrong reading will be recovered as per **Section-V** of Tender.
- u. If Agency or its staff i.e. (individual meter reader /bill distributor ) if found involved in any fraudulent practice being carried out by them , then Agency as well as individual will be liable for action on both fronts, i.e. civil (financial losses) & criminal (forgery, involvement/abetment in theft etc.).
- v. If any malpractice , fraud, bogus reading , intentional wrong reading is found , then the case will be examined, the say of the Agency shall be considered before proceeding for FIR and prior approval in writing of Corporate Office (Billing & Revenue) will be taken before lodging FIR against Agency.

**w.** Agency shall indemnify MSEDCL against any liability or damages from any wrong, fraudulent acts, crime committed by persons employed in Agency during execution of the contract work. Serious action shall be initiated against the Agency if any of the official & staff engaged by it misbehaves with consumers/ MSEDCL officials or gets into any act which may hamper the image of MSEDCL and causes any financial loss to MSEDCL.

**x) Scope of work for Printing of LT bills:**

- x.1 After the Bill generation, MSEDCL-IT will upload the Bill printing files on Web-console. MSEDCL will provide Bill file in PDF format only. Agency will have to use suitable bandwidth to download the same. After printing of bill file, Agency should intimate to Distributor and AA/SDO of concerned Subdivision about completion of printing of Bills and handover/Delivery printed Bills through Web console for respective PDF file.
- x.2 **After Bill printing PDF file is made available on Web console, Printing Agency will print and deliver the Bills to AA/SDO of concerned Subdivision within 24 Hrs.** Meter reading, Bill Distribution & Bill Printing work will have to be carried daily including Sundays except 26<sup>th</sup> January, 1<sup>st</sup> May, 15<sup>th</sup> August, Holi festival and if required some Important public holidays as intimated in advance by MSEDCL.
- x.3 Agency will be required to carry out Printing of Bills that is variable billing data on both sides (front & back) of the pre-printed LT Bill stationary provided by MSEDCL in first year.
- x.4 The Agency will install /own/hire or lease Laser printers at one or more printing locations in concerned Sub-division or Division Area so as to ensure prompt timely delivery of bills to consumers.
- x.5 The Printing sites will be established and managed by the Agency by arranging on their own all the machinery, printers, Standby printers, material, manpower, Electricity, standby power supply, Internet and Information Technology, etc. MSEDCL reserves the right to carry out inspection of printing set-up before placement of order and during the execution of contract at any time as deemed fit. The work of Printing Bills has to be executed by the Agency itself and no work or part shall be sublet to subcontractor.
- x.6 The Agency shall obtain from MSEDCL O & M Sub-Division sufficient pre-printed LT Bill stationary required for Monthly Bill printing and inform shortage well in advance during the contract period. The Agency shall arrange to collect the pre-printed stationary from concerned Sub Division /Division office as per requirement.
- x.7 The Agency shall make use of Laser Printers for Bill printing. (Details of Printers specifications and daily capacity to be submitted by the Bidder in the Tender). The Agency will require setting up printing machinery considering the daily total work received for printing of Bills in month for entire Subdivision consumers billed.
- x.8 The Agency shall print the variable Bill data with fonts in English & Marathi language, Bar code, QR code, MSEDCL messages to consumers as per the MSEDCL format and design approved at the start of contract. During further period of contract when Bill format, design and colour are revised by MSEDCL, Agency will have to make necessary changes on same rate terms and conditions of the contract.



- x.9 The Agency should be capable of handling increased print load without affecting the Distribution time specified.
- x.10 The Quality of print should be clear, visible, no ink spread and with 100% readability of bar code, QR code, etc. In case need arises, MSEDCL will depute a person to monitor the printing of bills. The Printing of variable Bill data should be properly aligned. For any misalignment by which the numeric figures of bill data are printed outside respective field or bill data figures are not legible due to over-printing.
- x.11 After Bill printing PDF file is made available on Web console, Agency will print and deliver the Bills to AA/SDO of concerned Subdivision within 24 Hrs.  
Agency will **immediately** update in Web console the status "Printed" upon printing for respective Bill printing file and status "Delivered" upon delivery or handover to subdivision or Bill distribution for respective Bill printing file. Further Agency will maintain record of stationary consumed for Bill printing work.

**y) Scope of work for Bill Distribution Activity.**

- y.1 Upon receipt of Bill Distribution job in Web console, Agency has to arrange to **immediately** collect the Printed bills from concerned Subdivision and start distribution of bills to consumers or consumer premises immediately so as to complete Distribution of bills **within two days/48 Hours for Urban area and within three days/72 hours for Rural from receipt of printed Bills**. After Bill Distribution to consumer/consumer premises, Bill Distributor will **immediately** update status in Web console "Distributed" for respective Bill group.
- y.2 If any complaint is received from consumers on MSEDCL customer care / website/portal that they had received the bills after prompt payment date or they have not received the bills for the month, then penalty as per Service level Agreement (SLA) in **Section-V** will be deducted from the Agency's bill.
- y.3 Agency has to deploy manpower considering prescribed norms to ensure 100% Bill Distribution with acknowledgement is completed within allowed 2 days for Urban area and allowed 3 days for Rural area +5% contingency considering the Total number of consumers allotted to Agency for Distribution on the day.

**Bill Distribution time up to within four days/96 hours from receipt of printed Bills will be allowed only for remote tribal and hilly locations in rural areas notified by respective Subdivision offices and Subdivision office will tag such consumers in IT system.**

**5. Fulfillment of statutory regulations and applicable acts:**

- a.** Successful bidder shall bear the entire responsibility, liability and risk relating to coverage of work force under different statutory regulations including but not limited to Workmen Compensation Act, ESI Act, Factory Act, Contract Labor Act 1970, etc. and any other relevant regulations, as the case may be, if applicable.
- b.** Successful bidder will indemnify MSEDCL against any liability or damages by way of compensation arising from any accident to person or property of persons in the Successful bidder Agency's employment.

**c.** Successful bidder 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 Successful bidder or MSEDCL.

**d.** Successful bidder shall be fully responsible for payment of benefits including but not limited to Provident Fund, Bonus, Retrenchment Compensation, Leave Encashment, etc. to its employees as per statutory provisions.

**e.** Necessary payment and liabilities to the Agency's workmen shall be the responsibility of Successful bidder irrespective of payment received from MSEDCL or otherwise.

#### **6. Successful bidder's Liability:**

The successful bidder is fully liable to MSEDCL for the fulfillment of the terms and conditions of the contract.

#### **7. Security Deposit:**

The successful bidder shall have to furnish security deposit @ 5% of the contract value in the form of Bank Guarantee in the prescribed format from the nationalized/ Scheduled bank within 14 (fourteen) days from the date of receipt of Letter of Award. The said bank guarantee shall cover a period of 3 months after the expiry of the contract period.

The bidder shall agree to extend the bank guarantee if required in future. The Security Deposit can also be paid in cash or in the form of Demand Draft

#### **8. Payment of Bills:**

**a.** The payment shall be made by NEFT/RTGS facility only, generally within 45 days (forty five) or availability of funds from the date of submission of clear invoices. The Successful bidder shall submit the original bills / invoices in triplicate along with the meter status report to the **VADGAON SUBDIVISION** office before 10th day of next month for recording the same in the Measurement Book / Separate Register/ Service entry sheet. The said sub-division office shall forward in the separate M.B. / Separate Register/ Service entry sheet to the Executive Engineer, Jaysingpur Division office. Dy. Manager (F&A) Rev. will scrutinize the bills & will sent to cashier after audit to make the payments.

**b.** The generated reports in soft copy should be handed over to respective billing unit and the receipt of the same should be attached with the monthly bill.

Without receipt of reports handing over the bill will not be processed.

**c.** IT report of billing status of respective PC should be attached with the bill otherwise the bills will not processed.

**d.** Income Tax will be deducted from the monthly bills as per rule of Income Tax. Successful bidder has to submit your **PAN No.** on Bill.

**e.** The bills submitted should be certified by system analyst (IT) and same should be recorded through SAP.

**f.** Similarly, we also penalize if the meter reading is below 95% and the rate of penalty will be as follows:

01	If Agency does meter reading below and including 80%	20% of Invoice
02	If Agency does meter reading below and including 83%	16% of Invoice
03	If Agency does meter reading below and including 85%	12% of Invoice
04	If Agency does meter reading below and including 87%	8% of Invoice
05	If Agency does meter reading below and including 89%	4% of Invoice
06	If Agency does meter reading below and including 94%	2% of Invoice

### 9. Guarantee:

All the services to be provided shall be highly professional and shall be guaranteed for correctness and conductance as per the acceptable norms. In case the successful bidder fails to deliver the services up to the satisfaction of MSEDCL, MSEDCL reserves the right to terminate the contract at the risk and cost of the Successful bidder.

### 10. Liquidated Damages:

The essence of this contract is that the successful bidder issues the bills to the consumers in stipulated time period and also that the bill is absolutely correct in all respects. Thus it will be mandatory on part of the Successful bidder to carry out the work of allotted quantity as per the scope (in totality) and as per the billing cycle of the **VADGAON** sub-division within the specified time. A weekly compliance shall be given by the Successful bidder to the respective Addl. Executive Engineer / nominated authority.

- a. *If the reading program and submission of validation report not operated as per schedule given by the concerned billing unit, a penalty of 500/- per delayed day will be deducted from the bidder's bill. If the agency fails to execute the work in time then same work will be got executed by other agency at risk and cost of this agency. If performance of agency is found not satisfactory then contract will be terminated with levy of Liquidated damages in addition to forfeit of performance Security Deposit.*
- b. *If any discrepancies observed by MSEDCL while cross checking the bills, penalty @ 100/- shall be recovered for each occurrence from the bidder's bill.*
- c. *100% readings are to be taken by the agency. In case of Lock, RNA, RNT, No Meter, No Display, Meter Inaccessible, photographic proof should be submitted by the agency, otherwise penalty will be @ five times of rate for reading will be recovered from the bills of contractor. B-30 reports of respective P.C. Should be got certified by concerned PC holder, Assistant Auditor & S.D.O after validation of all status & before processing in I.T.*
- d. *For each B-80 due to mistake of Bidder, concerned SDO will inform to the bidder in writing & ask the reply from bidder. On receipt of the reply from bidder's side, concerned SDO will decide the responsibility in the presence of representative of bidder and take sign of him; then penalty Rs.250 /- per B-80 will be proposed for deduction in the Bills of Bidder. Bidder can appeal for review of the same penalty to the Executive Engineer at Division level while passing of the bill.(For Slotwise -MR 9 reading)*
- e. *Penalty of Rs.10/- per undistributed bill as a fine will be imposed to the Agency in the bills raised by the bidder.*
- f. *The maximum penalty amount will not be exceeded 25% of the total amount of bill. 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. If the wrong billing exceeds 5% (in quantity) during a particular month, the contract is liable to be terminated and MSEDCL shall be entitled to deduct/recover the amount of liquidated damages from the bills payable to the Successful bidder or any other amount due or payable to him against this or any other contract. (Deduction of one division against the payment of any other division for the same successful bidder) If any discrepancies observed by MSEDCL while cross checking, the penalty at rate of Rs. 100/-per consumer will be recovered from the payables to you for each occurrence. 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. For wrong meter reading penalty of minimum 50 times at the rate of meter*

*reading per each wrong meter reading without any upper limit will be imposed. For Every bill correction of wrong reading this penalty will be imposed.( FOR MRI READING)*

- g. If agency shows bogus reading without visiting the consumer premises & if such bills are issued to consumers, the agency should lodge FIR against his employee who is indulged in such activity.*
- h. The meter reader against whom FIR is lodged will not be in any case employed by the agency and if found so, this contract will be terminated.*
- i. If repeated mistakes are observed against the same agency, this shall be treated as utter failure of the agency and FIR will be lodged / contract will be terminated along with black listing of the same.*

#### **11. Force Majeure:**

MSEDCL will not be in any way liable for non-performance either in whole or in part of any contract or for any delay in performance thereof in consequence of strikes, shortage, non-availability of raw materials, combination of labor or workmen or lockout, breakdown or accident to machinery or accidents of whatever nature, delay in arranging the transportation of any instrument / system, subject to the provision and stipulation made in condition No. 10 as stated above i.e. Liquidated damages. However, due consideration may be given in the levy of liquidated damages for reasons absolutely beyond the control of the Successful bidder, for which documentary evidence shall be produced to the satisfaction of the Competent Authority of MSEDCL.

#### **12. Termination of Contract:**

In case the Successful bidder fails to deliver the work within the specified time during the contract period or in case the services are found not in accordance with the prescribed norms, the MSEDCL shall exercise its discretionary power to avail from elsewhere, after giving due notice to the Successful bidder, at the risk of Successful bidder, such services and to cancel the contract reserving MSEDCL's right to recover damages, notwithstanding that the powers referred above are in addition to the rights and remedy available to the MSEDCL under the General Law of India relating to contract. Normal billing goes down below 90% for continuous three months, and then Competent Authority can take a decision for termination of contract.

#### **NOTES:**

- a. In the event of risk purchase of services of similar description, the option of the MSEDCL shall be final. In the event of such action taken, the Successful bidder shall be liable for any loss which the MSEDCL may sustain on that account but the Successful bidder shall not be entitled to any saving on such purchases made against default.
- b. MSEDCL reserves its right not to deal with the Successful bidder, whose contract is terminated for whatsoever reasons, for a period from the date of cancellation of contract as may be deemed fit.
- c. MSEDCL may also blacklist the Successful bidder whose contract is terminated for whatsoever reasons on giving opportunity to show cause for such action to the Successful bidder.
- d. Normal billing percentage should not be less than previous month.
- e. After commencement of two months, normal rise in billing should be 2% per month up to 95% of normal billing and 1% per month after that.

f. Monthly performance report as per IT report should be submitted to Dy. Manager(F&A) Division Office, JAYSINGPUR DIVISION to check the performance of the agency.

**13. Jurisdiction:**

Any disputes or difference arising under, out of or in connection with this tender or contract if concluded, shall be subject to the exclusive jurisdiction of the "Courts" in KOLHAPUR.

**14. One Bid per Bidder:** - Each bidder shall submit only one bid for one project. More than one bid is disqualified both the bids.

**15. 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.

**16. Site Visit:**

The Jurisdiction of work is **Vadgaon** Sub Division. The Bidder is therefore advice 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 Sub Division areas are given below:

<b>Sr. No.</b>	<b>Name of SDO</b>	<b>UP TO 20KW Consumers</b>	<b>Above 20KW Consumers</b>	<b>Quarterly reading AG Consumers</b>
<b>1</b>	<b>Vadgaon</b>	<b>992</b>	<b>274</b>	<b>6515</b>

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.

**17. 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.

**18. 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.

**19. Rates to be quoted**

- 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 "Annual Contract For Monthly Manual/with MRI Meter Reading, bill printing and bill distribution of consumers in 0 PC and AG consumers in **Vadgaon** SUBDIVISION under Jaysingpur Division".
- 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.

**20. Bid Validity:** - Bids shall remain valid for a period of 180 days after date of opening.



## 21. 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.

## 22. 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.

## 23. 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.

## 24. Opening of Tenders:

Tenderer's 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 will not be entertained or considered under any circumstances whatsoever.
- a) First, the Technical bids will be opened online on the date & time specified in presence of the tenderer who wish to attend the process online or else in absence of the participated bidders.
- b) 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.
- c) 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.

## 25. 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 tenderer's 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.

## 26. 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.

### **27. 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.

### **28. 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.

### **29. 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.

### **30. 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

1. To be eligible in accordance with provisions as per terms conditions.
2. Qualified in accordance with provisions as per terms conditions.

### **31. 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.

### **32. 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 or up to the order amount whichever comes earlier The decision of the Executive Engineer in connection with operating schedule and instruction will be final and binding to the Agency.

### **33. Manpower:**

1. All manpower employed by the Agency should be suitably qualified and trained for the job intended to be performed by them.
2. The manpower should be conversant with local language in addition to working knowledge of English, Hindi & Marathi so as to interact with consumers.
3. The deputed manpower should be extremely polite with consumers and should be able to address consumer grievances about bills issued.
4. It will be mandatory for employees of Agency to display the Identity Card certified by MSEDCL LTD.
5. MSEDCL LTD will carry out independent checks, as required.
6. Sufficient number of coordinators will have to be employed by Agency to ensure smooth working with different MSEDCL LTD offices.

7. 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.

**34. GUARANTEE:**

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

**35. 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.

**36. 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 **Deputy. Executive Engineer, VADGAON SUBDIVISION** and subject to terms and conditions as he may prescribed.

**37. Payment Terms**

1. 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 by making Service entry sheets through ERP system, bills by the SDO concerned in triplicate should be submitted to this office on monthly basis.
2. Work is to be measured as per standard procedure.
3. The Contractor shall be directly responsible for payment of wages to his workmen.
4. 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 through ERP system and forward the same to the Division office for payment.
5. 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.

**6. Below 10KW consumers reading should be taken manually slotwise . If slotwise reading & MRI reading is not possible then and then only reading should be taken as as the rates given for mobile app and uploading of reading data of consumers to server.**

**38. 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.

### 39. 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, Urban Division, Kolhapur is final binding on agency.

### 40. Rate:-

Agency shall quote all-inclusive rate per consumer per bill with 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.

### 41. Termination of Contract:

In case the Successful bidder fails to deliver the work within the specified time during the contract period or in case the services are found not in accordance with the prescribed norms, the MSEDCL shall exercise its discretionary power to avail from elsewhere, after giving due notice to the Successful bidder, at the risk of Successful bidder, such services and to cancel the contract reserving MSEDCL's right to recover damages, notwithstanding that the powers referred above are in addition to the rights and remedy available to the MSEDCL under the General Law of India relating to contract. Normal billing goes down below 90% for continuous three months, and then Competent Authority can take a decision for termination of contract.

### 42. NOTES:

- a. In the event of risk purchase of services of similar description, the option of the MSEDCL shall be final. In the event of such action taken, the Successful bidder shall be liable for any loss which the MSEDCL may sustain on that account but the Successful bidder shall not be entitled to any saving on such purchases made against default.
- b. MSEDCL reserves its right not to deal with the Successful bidder, whose contract is terminated for whatsoever reasons, for a period from the date of cancellation of contract as may be deemed fit.
- c. MSEDCL may also blacklist the Successful bidder whose contract is terminated for whatsoever reasons on giving opportunity to show cause for such action to the Successful bidder.
- d. Normal billing percentage should not be less than previous month.
- e. After commencement of two months, normal rise in billing should be 2% per month up to 95% of normal billing and 1% per month after that.
- f. Monthly performance report as per IT report should be submitted to Dy. Manager (F & A) JAYSINGPUR DIVISION to check the performance of the agency.

**43. Jurisdiction:**

Any disputes or difference arising under, out of or in connection with this tender or contract if concluded, shall be subject to the exclusive jurisdiction of the "Courts" in KOLHAPUR.

**44. Right to cancel the contract.**

The Employer (MSEDCL) shall have the right to cancel the contract wholly or in part in the event it is obliged to do so, on account of any decline, diminution, curtailment or stoppage of work (s) by giving **2 months' notice and MSEDCL will not provide any compensation to the Agency.** This is in addition to the Right towards termination of Contract upon written notice of breach of contract terms or Non-satisfactory performance of Agency.

**45. Willful unconditional exit of contract to Agency.**

If Agency requests to terminate the contract then Agency will be allowed to exit the contract **upon expiry of 6 months' notice period** due to any reason, then the Employer (MSEDCL) may terminate the contract without compensation to the Agency reserving right to recovery of penalty /damages incurred if any from the Performance security deposit and balance Performance SD will be released

**46. DISPUTE RESOLUTION BEFORE ARBITRATION.****Settlement of Disputes:**

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the work or after its completion and whether before or after the determination of the contract, shall be referred by the contractor to the Executive Engineer.

**a) Dispute Resolution Committee:**

A three Member Dispute Resolution Committee shall be constituted with one member representing the bidder & the two members of MSEDCL (including one member from Account Department). The Committee shall (within 120 days) after receipt of the contractor's representation make and notify decisions of all matters referred to by the contractor in writing. In case the Dispute resolution committee fails to resolve the dispute, the matter shall be resolved by arbitration as stipulated under the Arbitration Act 1996.

**47. Penalty For Meter reading work:****These clauses will be applicable to mobile app reading only.**

These clauses will be applicable to mobile app reading only.

Sr. No.	Details of Default or work not carried out as per Tender forming part of Service level agreement.	Penalty to be applicable								
1	<p>If Meter reader takes reading of IR/RF meter in Mahavitaran Mobile App without MSEDCL Permission.</p> <p><b>It is allowed to take RF reading through Mobile App till the said RF meter is read through RF-DCU.</b></p>	40% monthly rate of Mobile App reading per consumer.								
2	<p>If Meter reader does not take photo of meter or the KWh reading in photo of meter is not visible in Meter reading by Mahavitaran Mobile App.</p> <p><b>If meter in field are on height or on place below stair case, in corner, on the well, etc, in such cases the photo of the meter is not clear, the reading is visible to the meter reader and to maintain normal billing efficiency the reader punches the reading.</b></p> <p><b>Penalty will not be applicable till such meters are made accessible/visible by concerned Subdivision. Concerned subdivision / Division office will tag such consumers and scope will be given to Empanelled maintenance Agency for shifting of meter location.*</b></p>	50% of monthly rate of Mobile App reading per consumer.								
3	<p>If Meter reader enters Wrong reading in Mahavitaran Mobile App and it is found in Validation. And Or If Meter reader enters wrong meter status in Mahavitaran Mobile App and it is found in Validation or at the time of subsequent bills.</p>	<p><b>Penalty:</b></p> <table><tr><td>Total Percentage of Wrong reading and Wrong meter status work in the billing month of reading taken</td><td>Penalty applicable @monthly rate of Mobile App reading per consumer.</td></tr><tr><td>Upto 0.25%</td><td>No Penalty</td></tr><tr><td>0.25% to 0.50%</td><td>5 times</td></tr><tr><td>0.50% to 1%</td><td>10 times</td></tr></table>	Total Percentage of Wrong reading and Wrong meter status work in the billing month of reading taken	Penalty applicable @monthly rate of Mobile App reading per consumer.	Upto 0.25%	No Penalty	0.25% to 0.50%	5 times	0.50% to 1%	10 times
Total Percentage of Wrong reading and Wrong meter status work in the billing month of reading taken	Penalty applicable @monthly rate of Mobile App reading per consumer.									
Upto 0.25%	No Penalty									
0.25% to 0.50%	5 times									
0.50% to 1%	10 times									

		<div> <div>Above 1%</div> <div>50 times</div> </div> <p>The percentage of Wrong reading will be reviewed every month and if trend of wrong reading is found to be increasing with no improvement, then show cause notice will be issued to Agency on the basis of monthly/quarterly report.</p>
4	If Meter reader enters wrong reading in Mahavitaran Mobile App and it is found in Check reading.	If in Check reading it is found that Reading entered by Meter reader is wrong then Penalty of 1% Monthly Bill will be charged if error percentage is more than 5%. Further If error percentage is found more than 10% then notice for contract termination to be issued.
5	If Meter reader does not take Reading (RNT) of consumers after initial 2 month of contract	Agency will receive Nil payment for reading not taken and in addition from 3 <sup>rd</sup> month, penalty will be deducted from payment bill amount at 50% rate of Mobile App reading per RNT. [e.g. 50% of Rs 5.50 = Rs 2.75 per RNT will be deducted from bill].
6	<p>If Meter reader does not upload reading taken in Mobile App immediately or carries out bulk/batch uploading of reading data on same day.</p> <p>Meter reader does not upload reading data taken in HHU of IR&amp; RF meters after completing 500 to 1000 readings as per determined limit of consumer batch size <u>then it will be allowed till end of the second (2<sup>nd</sup>) day up to 5.30 p.m.</u></p> <p><b>*Subdivision officer will certify areas having network connectivity problems and tag such consumers in IT system for relaxation of penalty to Meter readers facing difficulties in immediate uploading of meter readings.*</b></p>	Rs. 1.00 per consumer reading.

7	Uploading of Mobile App reading data on next day of reading. <u>Uploading HHU reading of IR &amp; RF meters after second day of reading date.</u>	Rs. 1.50 per consumer reading.
---	---	--------------------------------

100 % AG reading should be completed within given schedule time strictly otherwise heavy penalty near about 50 times of AG meter rate will be applied.

48 Meter Reading Quality will be monitored by way of Exceptional readings after Validation process, 5% check reading, count of Reading not taken (RNT) and consumer complaints. Reading of IR & RF meters not taken by HHU without specific reason and permission will be monitored through IT system.

Agency is allowed to carry out Validation of Readings on second day of reading for 6 hrs ( 6.00am to 12.00 PM) so as to rectify the Wrong Reading or wrong meter status and also read the Reading not taken & Lock status consumers in Mobile App if possible. By this provision Agency can avoid penalty caused by any inadvertent error or due to reading not taken.( provision is also mentioned at Section –III ,clause 6.2.1)

#### **49 Penalty for Bill Printing work.**

Sr.No.	Details of Default or work not carried out as per Tender forming part of Service level agreement.	Proposed Penalty to be applicable
1	After Bill printing PDF file is made available on Web console, Agency will print and deliver the Bills to AA/SDO of concerned Subdivision within 24 Hrs.	Rs. 0.10 per Bill per day
2	The Printing of variable Bill data should be properly aligned. For any misalignment by which the numeric figures of bill data are printed outside respective field or bill data figures are not legible due to over-printing.	Rs. 0.05 per Bill
3	If printing of Bill is not clear, faintly visible, having ink spread, bar code /QR code is not readable and figures of reading data and various Energy charges and Bill amounts in Rs. is slightly legible.	Rs. 0.05 per Bill
4	If Agency wastes Pre-printed stationary supplied by MSEDCL by more than 2%.	Rs 0.47 per wasted bill (MSEDCL procurement cost including GST) after accounting the excess stationary demanded by Agency.

49.2 Bill Printing will be tracked and monitored through web console report for counting the delay in printing delay and Print quality observed by MSEDCL staff and consumer complaints. Bill printing quality and wastage of stationary will be inspected by Sub Division at printing and Distribution centre.

#### **50 Penalty for Bill Distribution up to consumer /consumer premises.**

Sr. No.	Details of Default or work not carried out as per Tenderforming part of Service level agreement.	Proposed Penalty to be applicable
1	<p>If Bill is not distributed to consumer within Two days/48 hrs (Urban area) and Three days/72 Hrs(Rural area) from receipt of printed bills along with acknowledgement.</p> <p><b>Bill Distribution on up to within four days /96 Hours from receipt of printed bills will be allowed only for remote tribal and hilly locations in rural areas notified by respective Subdivision offices and Subdivision office will tag such consumers in IT system.</b></p>	Rs. 0.10 per Bill per day
2	Non Distribution of Bill to consumer/consumer premises.	Rs. 2.00 per Bill

50.2 The Complaints of Bill Distribution delay or Non Distribution will be monitored through consumer complaint vide Email, Mobile App, Web self-service and consumer phone call

Received on customer care /help line number in reply to system generated sample SMS sent to different consumers in rotation every month.

50.3 The penalty for any default in work as per section V of the tender contract for Meter reading, Bill printing and Bill Distribution will be calculated for Performance monitoring but **will not be imposed to Agency till completion of first 2 months** only and will be applicable from start of 3<sup>rd</sup> Month from the date of issue of LOA for both 3 year and 1 year (Sub-Division where RF-DCU work is in progress) Tender contract.

50.4 In case of major natural disaster/calamities occurs in tender area beyond control of agency decision for exemption in penalty will be taken by Billing & revenue section Corporate Office.

## 51 Breach of SLA.

In case the Agency does not meet the service levels mentioned above for three (3) continuous time-periods as specified in the relevant clause, the MSEDCL will treat it as a case of breach of Service Level Agreement.

The following steps will be taken in such a case:-

1. MSEDCL issues a show cause notice to the Agency.
2. Agency should reply to the notice within three working days.
3. If the MSEDCL authorities are not satisfied with the reply, the MSEDCL will Initiate termination process as per Tender.

**CERTIFICATE:**

I/We agree to supply the services at the rates herein tendered by me/us subject to the terms and conditions of tender Section I of this tender which I/We have carefully read and which I/we have thoroughly understood and to which I/we agree. I/we hereby agree to keep this offer open for acceptance up to and including last date of calendar month covering the date of completion of 180 days (One eighty days) from the date of opening of the tender and shall be bound by communication of acceptance dispatched within the validity period.

Address of the firm:

Yours Faithfully,

Date Signature of Bidder

Full name of signatory: .....

Designation: .....

Seal of the Company: .....



### SCHEDULE -I

#### Meter Status -

- 0 or Space Normal Meter Reading
- 1 Faulty Meter, Reading is required to be entered
- 2 Lock
- 3 Overflows
- 4 Meter Change
- 5 Meter not accessible, Glass broken, burnt meter etc.
- 7 No Meter
- 9 Tampered Meter

#### List of Exceptional Reports

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 Consumers with Tampered meters.
6. List of Consumers having 25% variation in consumption compared with last month/ cycle.
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.
11. List of Consumers having electromagnetic meters.
12. List of Energy Meters at site which are not being billed.
13. List of consumer of RNA (Reading not available)
14. List of Report as per Management Requirement as define time to time.



## QUESTIONNAIRE TO BIDDER

### ANNEXURE - 'A'

(To be returned duly filled in & signed in Cover-'I')

Sr. No.	Particulars	Comments of the Bidder
---------	-------------	------------------------

#### 1. EARNEST MONEY DEPOSIT:

Whether Earnest Money Deposit as required has been paid by you and if so, indicate D.D. no./ B.G. No./ Receipt No. & date (Please refer Cl. No 8 of Sec-I).

#### 2. TYPE OF CONCERN:

- a) Please indicate the type of concern, i.e. whether proprietary, partnership, private limited or limited company. Please furnish these details for each of the partner separately.
- b) Please indicate full address of the registered office. Please furnish these details for each of the partners separately.
- c) Please indicate full addresses for correspondence against this tender and against the contract, if awarded. Telegraphic address, Fax, telephone nos. etc. as may be available be also indicated. Please furnish these details for each of the partners separately.
- d) Please give the names & full addresses of all the partners in case, yours is a partnership firm. Similarly, please indicate the names & full addresses of the Proprietor / Directors of your concern in case your concern is a proprietary, private limited or limited company.

e) In case yours is a proprietary concern please state that you have not participated against this tender in the name of other company of which you are the sole proprietor.

#### 3. NAME OF AGENT/ REPRESENTATIVE:

Whether you have appointed any agent / representative and if so, please mention the name and full address of the agent / representative. (Note: Bidders are requested to note that in case the agent / representative is changed after the submission of the offer, such changes will be notified by the Bidders immediately).

#### 4. PAST PERFORMANCE:

Whether you have received any order / orders for the services offered from MSEDCL (MSEB), other Electricity Boards, Public Undertakings, Government Departments, Other organizations etc. and if so, please furnish the order reference, value of the order; details of execution etc. please furnish these details for each of the partners separately.

#### 5. OTHER DETAILS:

(Readable attested photocopies of the following documents should be submitted).  
 Certificate of Incorporation / Memorandum of Understanding / Partnership Deed (In case such licenses / certificates are in vernacular, English translation should accompany.) Please furnish these details for each of the partners separately.

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**  
**O&M Division, JAYSINGPUR**

SAMPLE FORMS OF BID, QUALIFICATION INFORMATION, SECURITIES, LETTER OF ACCEPTANCE, CONTRACT AGREEMENT

(Bidders are advised to note the contents of the following Sample forms, which form the part of Bidding Document.)

<b>Sr. no</b>	<b>Form Number</b>	<b>Description</b>
1	Form "A"	Bid Form
2	Form "B"	Qualification information
3	Form "D"	Contract Agreement
4	Form "E"	Performance Security
5	Form "F"	Personal Information
6	Form "G"	Bidder's Bank Account Details

Sample Form Description

**SAMPLE FORM- "A"**  
**Bid Form**

BID NO. \_\_\_\_\_  
**(On Bidder's Letterhead)**  
For. \_\_\_\_\_

**To,**  
**The Executive Engineer**  
**O&M Dn. MSEDCL,**  
**JAYSINGPUR DIVISION- 416101.**

Sir,

I/We the undersigned have carefully examined and understood the bid documents. I/We hereby agree for Annual Contract For Monthly Manual/with MRI Meter Reading, bill printing and bill distribution of consumers in 0 PC and AG consumers in Vadgaon SUBDIVISION under JAYSINGPUR Division as defined in the bid document and in accordance with the conditions of the contract and other prices identified in the Contract Data accompanying the bid.

This bid and written acceptance shall be the basis for Contract Agreement. I/We understand that you are not bound to accept the lowest or any bid you receive of assign any reason thereof.

I/We further agree to sign an agreement to abide by the General Conditions of Contract and carry out all works according to specific clauses.

I/We, agree to keep this Bid open for acceptance for 180 days from the date of opening thereof and also agree not to make any modification in its terms and conditions on my/our own accord.

Signed this day \_\_\_\_\_ of 2024

Yours faithfully,

Witness: 1) \_\_\_\_\_  
2) \_\_\_\_\_

Signature.

Name

Address :

Signature  
Date

Address of the company  
Seal of the Company

**SAMPLE FORM-"B"****(On Bidder's Letter head)**

BID No. \_\_\_\_\_

**Qualification Information**

(The information to be filled in by the bidder in the following pages will be used for purposes of post qualification)

For individual Bidders

## 1.1 Constitution of legal status of Bidder (Attach copy)

Place of registration: \_\_\_\_\_

Principal place of business: \_\_\_\_\_

Power of attorney of signatory

Of bid (Attach copy)

## 1.2 Total annual Turnover volume of Years &amp; Amount

Works performed in last Three years by Prime contractor.

2022-2023 -----

2023-2024 -----

2024-2025 -----

## 1.3 Work performance as prime / sub contractor on works of a similar nature and volume over the last two years.

Project Value of	Client name	Type and quantity of	Nature of Contract
Contract		Work performed	
		With Year of Completion	

1)

2)

## 1.4 Qualification and experience of key personnel proposed for administration and execution of the

contract. Attach details.

Position experience	Name	Years of Experience	Years of
		(General)	in the

I, the undersigned hereby certify that (name of the Contractor) has been incorporated and registered in (name of the eligible source state), has its appropriate facilities for providing the services in (name of eligible source) and actually conducts its business there".

Signature

Name &amp; designation

Date:

Name of Co.:

Place:

Address:

**SAMPLE FORM-D****CONTRACT AGREEMENT****(To be executed on non-judicial stamp paper of appropriate value)**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ Between (The Executive. Engineer, MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED, O&M Division, JAYSINGPUR, of (Maharashtra State, India) ( hereinafter "the Employer" of the one part And M/s \_\_\_\_\_ (name of Contractor) of (city and Country of Contractor) (hereinafter "the Contractor") of the other part.

WHEREAS the Employer is desirous that certain Contracts should be executed by the Contractor, viz, Annual Contract For Monthly Manual/with MRI Meter Reading, bill printing and bill distribution of consumers in 0 PC and AG consumers in Jaysingpur SUBDIVISION under Jaysingpur Division as defined in the bid document and has accepted a bid by the Contractor for the execution of the Contract in the sum of Rs. \_\_\_\_\_ in words (Rs. \_\_\_\_\_ only) (Hereinafter "the Contract Price")

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

The tender document shall be deemed to form and be read and construed as part of this Agreement, viz.

- a) Section I, II, III of Bid document.
  - b) Employer's Letter of Acceptance.
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 the Contract and to remedy defects therein in conformity in all respects with the provisions of the Contract.
  3. The Employer hereby convenience to pay the Contractor in consideration of the execution of the Contract and the remedying of defects therein, the Contract Price of such other sum as may become payable under the provisions of the Contract at the times in the manner prescribed by the Contract.

IN WINTNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

**Signed, Sealed and Delivered by the said**

**Executive Engineer,**  
**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**  
**O&M Division, JAYSINGPUR.**

**In the presence of:****Signed sealed and delivered by the said M/s.:**

In the Presence of: \_\_\_\_\_

**SAMPLE FORM – E****PERFORMANCE SECURITY (BANK GUARANTEE)**

(To be executed on non-judicial stamp paper (of appropriate Value) purchased in the name of issuing bank)

To,  
 The Executive Engineer,  
 O&M Dn. MSEDCL,  
**JAYSINGPUR.**

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

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 with 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 demands for the sum specified herein.

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

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

**SIGNATURE OF AUTHORISED SIGNATOTY AND SEAL OF THE BANK:**

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**IN WITNESS WHEREOF THE SURETY HAS WEXECUTED THIS DEED IN****PRESENCE OF WITNESS:**

**(Signature)** \_\_\_\_\_

**Name and Address.**

**SAMPLE FORM – F**

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**  
**O&M Division, JAYSINGPUR**

**Tender No.** EE/JSP/VDG/PC-0/T-06/2024-25

**Contractor's Personal Information.**

Name of Work: Annual Contract For Monthly Manual/with MRI Meter Reading, bill printing and bill distribution of consumers in O PC and AG consumers in VADGAON SUBDIVISION under JAYSINGPUR Division

1. Name of the registered firm :  
Registered Address
2. Whether the firm is proprietary :  
or Partnership.
3. Full name of proprietor who is :  
authorized to sign the tender  
documents and agreement bonds.  
Full address
4. Telephone No. Office/ :  
Fax No., Residence No.
5. Company Registration No :
6. Registration under labour contract act :  
( If Applicable)
7. Registration under PF act :
8. Registration under PT act :
9. Valid Electrical Licence ( If Available) :
10. PAN No :
11. Whether the firm is registered for :  
Work contract tax, if so registration No.
12. Agreed terms of the tender:
  - a) Time limit for providing of workers :
  - b) Ready to pay the Security Deposit : as per condition.
  - c) Terms of payment (The terms of :  
payment will be as per tender condition,  
however the contractor can quote his  
terms of payment which may or may  
not be accepted by the company)
  - e) Penalty : as per tender condition.

**Signature of Bidder**

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

**SAMPLE FORM – “G”**

**Bidders Bank Account Details**

1. Name of The Bidder:-
2. Name of Bank:-
3. Bank Address:-
4. Current Account No.:-
5. RTGS No./(IFS Code):-
6. MICR code of the Bank: -
7. Companies email ID:-
8. Contact Name & Tel No.:-

**Signature of Bidder**



**CHECK LIST**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Enclosed YES/NO &amp; Details</b>
1	<b>Service Tax Registration</b>	
2	<b>Registration under shop &amp; establishment Act.</b>	
3	<b>Company Registration Certificate.</b>	
4	<b>The minimum annual turnover:</b> The average annual turnover of last financial 3 years (2022-2023,2023-2024, 2024-25) should be 30% of the Estimated cost. The bidder shall enclose a copy of the turnover certificate certified by the Chartered Accountant / Chartered Engineer.	
5	<b>General Experience:</b> The bidder should have executed either <b>i)</b> One work order/ contract (executed only) equivalent to at Least 20% of the estimated cost of tender <b>or</b> <b>ii)</b> Two work orders/ contracts (executed only) together equivalent to at Least 25% of the estimated cost of tender <b>or</b> <b>iii)</b> Three work orders/ contracts (executed only) together equivalent to at Least 30% of the estimated cost of tender during the last preceding five financial years.	
6	<b>Income Tax:</b> Valid <b>Income Tax</b> clearance Certificate/ <b>PAN No/TIN No/ PT/</b> last two year (2022-2023,2023-2024, 2024-25) Income Tax returns.	
7	<b>E.M.D:</b> Money Paid Receipt of <b>Tender Fee &amp; E.M.D.</b>	
8	<b>P.F. is as applicable. &amp; Workmen Compensation Act, 1923</b> Concerned documents should be provided by the bidder.	
9	<b>Net worth:</b> The Net worth should be positive of the bidding agency and bidder has to submit the financial statement ie. Profit & Loss A/c and balance sheet of the respective years, in addition to that certificate in this regard from practicing Chartered Accountant to be submitted by bidder.	
10	Registration under labor contract act ( If Applicable)	
11	Valid Electrical Contract License ( If Available)	
12	SAMPLE FORM- "A" i.e. Bid Form with Signature Attached	
13	SAMPLE FORM- "G" i.e. Bidder's bank account details	
14	<b>Specific Experience:</b> The Bidder should have prior experience in executing similar nature of work in distribution sectors/ systems of a minimum value of equivalent to at least 15% of the Estimated Cost of the Works, during the last three financial years (i.e., FY 2022-2023,2023-2024, 2024-25)	

Seal &amp; Signature of Bidder

**MAHARASHTRA STATE ELEC. DISTRIBUTION CO. LTD,  
O & M DIVISION, JAYSINGPUR**

**OFFICE OF THE EXECUTIVE ENGINEER  
VIDYUT BHAVAN, SHIROL WADI ROAD, JAYSINGPUR, DIST: KOLHAPUR -416101**

**Email:** eejayasingpur@gmail.com

**TENDER NO. EE/JSP/VDG/PC-0/T-06/2024-25**

**(PRICE BID)**

**ANNUAL CONTRACT FOR MONTHLY MANUAL/WITH MRI METER READING  
MANUAL/WITH MRI METER READING, BILL PRINTING AND BILL DISTRIBUTION OF  
CONSUMERS IN O PC & AG PC IN VADGAON SUBDIVISION UNDER JAYSINGPUR  
DIVISION**

To be submitted Online not later than **23.59 hrs. On Dtd. 04.08.2024**  
Online Tender price bid will be opened at **11:00 hrs. On Dtd. 07.08.2024** (If  
Possible)

E.M.D. **Rs** /-

**TENDER AMOUNT Rs. 10.00 Lakhs**

Issued to: - M/S \_\_\_\_\_

Tender Price **Rs. 5000 .00** per copy (+18% GST) (paid by online)

**SCHEDULE 'A'**  
**(To be submitted in cover-II)**

**SCHEDULE OF UNIT PRICE AND BREAKUP OF PRICES**

<b>Sr No.</b>	<b>Description of Work</b>	<b>Unit</b>	<b>Schedule Rate in Per consumer</b>	<b>Remarks</b>
1	Annual Contract For Monthly Manual/with MRI Meter Reading, bill printing and bill distribution of consumers in O PC & AG PC in Vadgaon Subdivision under Jaysingpur Division		As Mentioned in enclosed Annexure A on page 3 of price bid	<b>I am ready to work at _____ % _____ In Words ( _____ ) of the Schedule Rates.</b>

**I am ready to work at \_\_\_\_\_ % \_\_\_\_\_ In Words ( \_\_\_\_\_ ) of the Schedule Rates.**

The above rates are exclusive of all taxes.

**COMPANY Signature of  
 Authorized Signatory  
 (Name and Designation)**

**Annexure 'A'**
**SCHEDULE OF RATES FOR ACTIVITIES AS PER CIRCULAR/LETTER NO.**
**1. CE/Billing & Revenue/018431 dated 01.07.2019**
**2. CE (B&R) /SBD for Meter Reading Tender/18203 dated 28.06.2019**

<b>Sr. No.</b>	<b>Activity</b>	<b>Rate in Rs. / cons.</b>
<b>1</b>	<b>MRI with CMRI provided by MSEDCL in MIDC &amp; Municipal Corporation Area(Above 10 KW &amp; TOD meters )</b>	<b>85.00</b>
<b>2</b>	<b>MRI with CMRI provided by MSEDCL in Other area(Above 10 KW &amp; TOD meters )</b>	<b>105.00</b>
<b>3</b>	<b>MRI with CMRI owned by Agency in MIDC &amp; Municipal Corporation Area (Above 10 KW &amp; TOD meters )</b>	<b>100</b>
<b>4</b>	<b>MRI with CMRI owned by Agency in Other area(Above 10 KW &amp; TOD meters )</b>	<b>120</b>
<b>5</b>	<b>Recording of meter reading on MR9 sheet zone/slot wise &amp; punching if meter is not compatible with CMRI/AMR/Solar net meter in MIDC &amp; Municipal Corporation Area(Up to 10 KW)</b>	<b>30.00</b>
<b>6</b>	<b>Recording of meter reading on MR9 sheet zone/slot wise &amp; punching if meter is not compatible with CMRI/AMR/Solar net meter in Other area(Up to 10 KW)</b>	<b>40.00</b>
<b>7</b>	<b>Industrial single reading No slot reading i.e. KWh reading only below 10KW (The agency has to take photometer reading of such consumers where slot wise reading is not possible )Urban &amp; semi Urban Area</b>	<b>6.00</b>
<b>8</b>	<b>Industrial single reading No slot reading i.e. kWh reading only below 10 KW (The agency has to take photometer reading of such consumers where slot wise reading is not possible)Rural Area</b>	<b>8.25</b>
<b>9</b>	<b>Meter reading through mobile app for AG Consumers with data punching</b>	<b>10.50</b>
<b>10</b>	<b>Bill Distribution &amp; Acknowledgement receipt of delivery to consumer above 10 KW &amp; TOD meters in MIDC &amp; Municipal Corporation Area</b>	<b>15.00</b>
<b>11</b>	<b>Bill Distribution &amp; Acknowledgement receipt of delivery to consumer above 10KW &amp; TOD meters in Rural Area</b>	<b>20.00</b>
<b>12</b>	<b>Bill printing on Pre -printed stationary provided by MSEDCL.</b>	<b>0.60 Both side LT Bill</b>
<b>13</b>	<b>Bill Distribution of consumers below 10KW &amp; AG Consumers in MIDC &amp; Municipal Corporation Area</b>	<b>1.10</b>
<b>14</b>	<b>Bill Distribution of consumers below 10KW &amp; AG Consumers in Other Area</b>	<b>1.35</b>

**EXECUTIVE ENGINEER**  
**M.S.E.D.C.L. JAYSINGPUR DIVISION**

## LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40402412 Meter Reading by AG	ADM 064	Days	998514	100		null

## Required Documents (To be uploaded online)

Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	Price	Price Section	40402412 Meter Reading	ANNUAL CONTRACT FOR MONTHLY MANUAL/WITH MRI METER READING MANUAL/WITH MRI METER READING, BILL PRINTING AND BILL DISTRIBUTION OF CONSUMERS IN 0 PC & AG PC IN VADGAON SUBDIVISION UNDER JAYSINGPUR DIVISI
2	Tech	Technical Section	40402412 Meter Reading	ANNUAL CONTRACT FOR MONTHLY MANUAL/WITH MRI METER READING MANUAL/WITH MRI METER READING, BILL PRINTING AND BILL DISTRIBUTION OF CONSUMERS IN 0 PC & AG PC IN VADGAON SUBDIVISION UNDER JAYSINGPUR DIVISI
3	Comm	Commercial Section		ANNUAL CONTRACT FOR MONTHLY MANUAL/WITH MRI METER READING MANUAL/WITH MRI METER READING, BILL PRINTING AND BILL DISTRIBUTION OF CONSUMERS IN 0 PC & AG PC IN VADGAON SUBDIVISION UNDER JAYSINGPUR DIVISI