

Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		09-07-2024 01:02:07
Tender Code	EE/PNL-R/T/2024-25/T-05 VERSION- 3	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	Monthly meter reading through CMRI & Manual Meter Reading (in case of non-communicating meters only) in MR09 Format, data entry, bill printing, & bill distribution under Panvel-Rural Division.	
Estimated Cost (In Lakhs)	30	
Basis of prices	NA	
Tender Validity	NA	
Delivery Requirement (In Months)	NA	
Tender on rate contract basis	NO	
Tender Fee (In INR)	2500	
GST In INR (@18% on Tender Fee: SAC No.	450	
Total Tender Fee Amount including GST in INR.	2950	
Contact	Komal K Bhakare , 9029162783 ,eepanvelr2@gmail.com	
Pre-Qualifying Req	As per tender documents	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Technical	
Office Type	DIVISION	
Location Type	Panvel Rural Division	
Designation	Assistant Engineer(Distribution)	
Pre-Bid Meeting Address	Executive Engineer Maharashtra State Electricity Distribution Co. Ltd. Panvel – R Division Bhingari, Panvel, Dist- Raigad -410 206 (Maharashtra)	
Bid Opening Address	Executive Engineer Maharashtra State Electricity Distribution Co. Ltd. Panvel – R Division Bhingari, Panvel, Dist- Raigad -410 206 (Maharashtra)	
Version No	3	
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	28-06-2024 18:00
Tender Sale End Date	12-07-2024 11:00
Bid Start Date	28-06-2024 19:00
Bid End Date	12-07-2024 15:00
Pre-Bid Meeting Date	03-07-2024 11:00
Techno-Commercial Bid opening on	12-07-2024 16:00
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	Y



Maharashtra State Electricity Distribution Company Limited

Panvel-R Division

Tender for

Monthly meter reading through CMRI & Manual Meter Reading (in case of non-communicating meters only) in MR09 Format, data entry, bill printing, & bill distribution under **Panvel-R Division.**

Tender No. EE/PNL-R/T/2024-25/T-05

VOLUME-2

PRICE BID



**Executive Engineer
Maharashtra State Electricity Distribution Co. Ltd.
Panvel – R Division
Bhingari, Panvel, Dist- Raigad -410 206 (Maharashtra)**

Phone:022-27452898; Fax:022-27456839

PRICE SCHEDULE FOR Panvel-R DIVISION**Tender No. EE/PNL-R/T/2024-25/T-05**

Sr. No.	Name of Activity	Unit	Rate
1	2	3	4
1	Downloading of meter reading data through <u>CMRI/Laptop provided by Agency</u> with tamper & load survey data and uploading to M-DAS for all CMRI Compatible/Solar Net Meters including import/export reading in <u>MIDC/MINCIPAL AREA</u>	Per Consumer per month	100
2	Downloading of meter reading data through <u>CMRI/ Laptop provided by Agency</u> with tamper & load survey data and uploading to M-DAS for all CMRI Compatible/Solar Net Meters including import/export reading in <u>OTHER AREA</u>	Per Consumer per month	120
3	Downloading of meter reading data through <u>CMRI/ Laptop provided by MSEDCL</u> with tamper & load survey data and uploading to M-DAS for all CMRI Compatible/Solar Net Meters including import/export reading in <u>MIDC/MINCIPAL AREA</u>	Per Consumer per month	85
4	Downloading of meter reading data through <u>CMRI/ Laptop provided by MSEDCL</u> with tamper & load survey data and uploading to M-DAS for all CMRI Compatible/Solar Net Meters including import/export reading in <u>OTHER AREA</u>	Per Consumer per month	105
5	Manual Meter Reading in MR09 Format (In case of 20KW above load non communicating meters or communication problem only) <u>MIDC/MINCIPAL AREA</u>	Per Consumer per month	30
6	Manual Meter Reading in MR09 Format (In case of 20KW above load non communicating meters or communication problem only) <u>OTHER AREA</u>	Per Consumer per month	40
7	Bill Printing on both sides of pre-printed stationary provided by MSEDCL	Per bill	0.60
8	Energy Bill Distribution & taking acknowledgement from consumer <u>MIDC/MINCIPAL AREA</u>	Per bill	15
9	Energy Bill Distribution & taking acknowledgement from consumer <u>OTHER AREA</u>	Per bill	20
10	Reading through Mobile App in <u>MIDC/MINCIPAL AREA</u>	Per Consumer Per Month	6
11	Reading through Mobile App in <u>OTHER AREA</u>	Per Consumer Per Month	8.25

I am ready to work **as per**
above by _____ % _____ **(in words)**
below by _____ % _____ **(in words)**
of schedule rate

Please mention GST extra or included in rate: _____

UNDERTAKING: I/We are ready to undertake the work as mentioned above, at the lowest acceptable rate received in the tender if contract is awarded to me/us on the same terms and conditions.

(Seal & Signature of the Tenderer)



Maharashtra State Electricity Distribution Company Limited
Panvel-Rural Division

Tender for

Monthly meter reading through CMRI & Manual Meter Reading (in case of non-communicating meters only) in MR09 Format, data entry, bill printing, & bill distribution under Panvel-Rural Division.

Tender No. EE/PNL-R/T/2024-25/T-05

VOLUME-1
TECHNICAL BID



Executing Agency

Executive Engineer
Maharashtra State Electricity Distribution Co. Ltd.
Panvel – R Division
Bhingari, Panvel, Dist- Raigad -410 206 (Maharashtra)

Phone:022-27452898; Fax:022-27456839

SEAL & SIGNATURE OF THE TENDERER

Tender No. EE/PNL-R/T/2024-25/T-05

For

Contract for Monthly meter reading through CMRI & Manual Meter Reading (in case of non-communicating meters only) in MR09 Format, data entry, bill printing, & bill distribution under Panvel Rural Division.

Tender Price	Rs: 2500 +GST (Pay Online Only)
Tender sale	29.06.2024 TO 09.07.2024
Pre-bid meeting	03.07.2024 at 11.00 hrs.
Last date of submission	09.07.2024 up to 16.00 hrs.
Date of opening	10.07.2024 up to 11.00 hrs. (if possible)
E.M.D.	Rs. 30000/-
Estimated Cost	Rs. 3000000/-



TENDER NOTICE

Executive Engineer, MSEDCL, Division-Panvel-R invites Tender from reputed e-registered contractors with MSEDCL for Monthly meter reading through CMRI & Manual Meter Reading in MR09 Format, data entry, preparation of reports & bill distribution under Panvel-R Division.

Tender No.	Description of Work	Estimated Cost	EMD
EE/PNL-R/T/2024-25/T-05	Monthly meter reading through CMRI & Manual Meter Reading (in case of non-communicating meters only) in MR09 Format, data entry, bill printing, & bill distribution under Panvel-R Division	30.00 lakhs (Rs. Thirty Lakh only)	30000 (Rs. Thirty Thousand only)

Bid documents will be available on website from **29.06.2024 TO 09.07.2024 up to 16.00 Hrs.** Last date for submission is on **09.07.2024 up to 16.00 Hrs.** Details are available on our website <https://etender.mahadiscom.in/eatApp/> . For any additional information please contact office of the Executive Engineer, MSEDCL, Division – Panvel-R, Bhingari, Panvel, Dist- Raigad -410 206 (Maharashtra) during office working hours.

Contact person: Mr. Komal Bhakare 9029162781
Phone No. 022-27452898

PRO-

Executive Engineer
Division Panvel-R

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Volume - II			
1	Rate Schedule	Attached separately	

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.**Panvel-R DIVISION****INVITATION TO TENDER AND INSTRUCTION TO TENDERERS
TENDER FORM (NOT TRANSFERABLE)
(TO BE RETURNED DULY FILLED IN AND SIGNED)****ANNEXURE 'A'****TENDER FORM****To be duly filled in, signed & submitted on web site of MSEDCL****Tender No.: EE/PNL-R/T/2024-25/T-05**

Returnable not later than the date mentioned in the tender details enclosed. The tenderer or his representative may remain present at the time of opening of the tender at the specified time and date, if he so desires.

Please quote your lowest **Net payable price** for providing the services for reading of consumers through CMRI & on MR9 in Panvel-R Dn., The Meter Reading Instruments (CMRI) as per **Annexure 'B'**. The tender documents duly filled-in, signed are to be submitted on web site of MSEDCL before due time & date of the submission of tender in prescribed form.

. This tender document shall be downloaded from our website www.mahadiscom.in

The tender fee Rs.2500/- to be paid online in favor of MSEDCL, on the website of MAHADISCOM.

Date.....**EXECUTIVE ENGINEER
Panvel-R DIVISION.**

This tender form consists of

1. Section I – General Terms and Conditions of Tender
2. Section II – Conditions of Contract
3. Annexure A – Questionnaire to Tenderer
4. Annexure B – Price Schedule

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 under this Division, through MRI, but the prevailing orders are about to finish. Hence It has been decided that the meter readings through MRI shall be continued further. 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:

The bidder shall fulfill following requirements:

- a. The minimum annual turnover of the bidder shall be 30% of bid Value in the last two financial years. The bidder shall enclose a copy of the turnover certificate certified by the Chartered Accountant / Chartered Engineer.
- b. The bidder shall be an established organization having minimum 3 years experience in similar work of MRI reading only within last 5 years of at least reading 50% of consumer count of tender. Bidder shall enclosed the experience Certificate for satisfactorily completion of work in MSEDCL for any one of last two year or completed work orders. Bidder shall enclose the necessary documents in support of this along with the offer.
- c. The agency must be having its Office in [Raigad/NAVI Mumbai/Thane](#).
- d. Valid Work Contract Registration Certificate and contractor license if applicable.
- e. Company Registration Certificate.
- f. Registration certificate for GST and Registration under PF & labor laws as may be applicable as per the relevant Act.
- g. Valid Income Tax clearance Certificate/PAN No./ last 3 years Income Tax paid Certificate/ITR.
- h. Details payment of EMD of tender Rs.30,000/-

3. Prices:

Bidders shall quote their rate only in the format as given in Annexure B, (Price Schedule). The prices shall be quoted per item. The prices are on FIRM quotation basis. The net price per bill is considered for tender.

- 1) The Competent Authority can split up the order on Items or on Value, if the bidders give his lowest parallel rate acceptance consent letter along with the offer.
- 2) If acceptable the Tenderer may give his consent to work at lowest parallel rate.

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:

- a) Each bidder shall submit only one offer. However, separate price schedule Annexure B shall be submitted for entire Sub-Division in separate envelopes in Part II as mentioned in Clause 8 below.
- b) Bidder shall quote his rate per consumer per item specified in **Annexure 'B'** 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.
- c) In case of difference in the rates between the figures and words 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.
- d) Tenderer's printed terms and conditions will not be considered as a part of the tender.
- e) The rates are called per consumer/ bill for Sub-Division. Quotations for the partial quantity in any annexure will be summarily rejected.
- f) 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 online in favor of Maharashtra State Electricity Distribution Company Limited. A reference to the Tender number should be given in case the E.M.D. The details of EMD to be mentioned, otherwise the offer will be rejected. Interest shall not be paid by us on this deposit.

The tender document will be available on our website www.mahadiscom.in. While submitting the tender please attach the tender form fee.

Tenders submitted without earnest money are liable to be rejected. Earnest Money Deposit and performance bank guarantee shall be forfeited or adjusted in the following cases.

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

7. E-Signing of the Tender Document:

Offer must be submitted on the web site of MSEDCL, along with the tender documents and be clearly and legibly filled in with all annexure etc. and all the documents should be duly e-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 / Super scribing of Tender Document:

The offer is to be submitted on the web site of MSEDCL in two parts as explained below:

[a] PART – I

Part-I shall contain all Technical and Commercial aspects of the Bid and documents supporting the same except the price bid. This part shall be superscribed as "Part – I Commercial Bid and Technical Bid of Tender No._____ due for opening on _____. All other papers/documents desired to be submitted should also be kept in this part.

[b] PART – II

This part shall contain only the Price Bid, strictly in the prescribed format i.e. Annexure – 'B', and consent letter to work at lowest parallel rate. This part shall be superscribed as "PART - II Price Bid of Tender No._____ due for opening on _____for Panvel-R-Division".

Method of Submission of Bid and Other Documents:

[a] The tender must be submitted on web site of MSEDCL only, with furnishing following information

[i] Tender No.

[ii] Due date and time of submission

[iii] Due date and time of opening

Documents pertaining to PART - I will be opened on the scheduled date of tender opening. In respect of tenderer whose technical and commercial bid is acceptable, the Second part containing the price bid i.e. PART-II shall be opened at a later date. This date shall be intimated to such tenderers separately.

9. Timely Submission of Offer:

a] No tender shall be submitted in person or by post/courier. The tender, completed in all respect, shall be submitted on web site of MSEDCL only. The acceptance shall be stopped at **as per schedule opening will be online**. 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.

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 tenderer 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 Tenderer should note that no correspondence shall be entertained or considered after the due date and time of submission of tender unless otherwise sought by the MSEDCL.

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 delivery, to the successful tenderer by MSEDCL. It could also be made by Fax to be confirmed in writing by registered post to the successful tenderer 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 tenderer as soon as possible after the tender has been decided and on submission of money payment details with application to the **EXECUTIVE ENGINEER (O&M) Panvel-R DIVISION, Panvel.**

14. 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. It is also to not that the undersigned reserved rights to accept or call any documents from bidder after opening of bids for clarification, justification or any other reason.

Annexure “B”**CONDITIONS OF CONTRACT**

Applicable T&C mentioned in circular RD/KR/F&A/599A Dtd: 18/04/2018 are part of this tender.

1. Scope:

The scope of the work included under this contract for the areas in Panvel-R Division. will be as follows:

- 1) SCOPE OF WORK:** To take meter reading through CMRI, consumers in Panvel-R Dn., The Meter Reading Instruments (CMRI) in sufficient quantity are to be arranged by the agency. To overcome the situation of power failure during meter reading & data collection, suitable technical arrangements should be available with the agency so that the work may not be held up.
The reading is to be taken only through Meter Reading instrument. At present different makes of meters i.e. Genus, Secure, L&T, ABB and HPL etc. are installed to consumers. CMRI so used shall be capable to read such meters. Besides this, the billing para-meters, load survey & tamper information with analysis of each pc0 consumers are to be taken and to be handed over to the designated officer. The scope of work is however mainly the following comprise, but any other work, which is not specifically mentioned and essential to complete the work objectives are also deemed to have in scope of work.
- 2) Updating/preparing master database :** You shall carry out one time activity to verify/validate the current master database records to be provided by the Nodal officer, indicating Sr.No., make, year of manufacturing, class of accuracy of meter. Also make, ratio & multiplying factor of the CT-PT sets etc. for each consumer indicating name, consumer no., route-seq. & sanctioned contract demand etc.
- 3) Maintenance of Database:** You shall maintain the record of the meter reading, data collection for each consumers of existing & to be released during the contract period.
- 4)** To carry out meter reading of meter informed by MSEDCL.
- 5)** The billing parameters include kWh, kVAH, kVA reading and power factor. The load surveys include hourly analysis of demand, power and tamper count.
- 6)** Taking meter reading through CMRI as per billing program every month and down loading with base computer.
- 7)** Downloading of instantaneous parameter and load survey data from the meter with the help of CMRI.
- 8)** Wiring Verification.
- 9)** Uploading of CMRI data in base computer.
- 10)** Generation of wiring verification & load survey reports through computer.
- 11)** Submission of data output report and remedial action along with suggestive assessment against tamper observations.

- 12) In case of non-communicating meter, manual reading shall be acceptable. The list of non-communicating meters shall be informed to the concerned SDO & E.E. within 24 Hrs.
- 13) The agency shall furnish the billing parameters to the designated billing agency/officer and obtain receipt from there. The other report along with one copy of billing parameters and receipt of billing parameters from the designated billing officer (to be intimated by the nodal officer) shall be furnished to the concerned SDO & E.E.
- 14) The billing energy data shall be made available to concerned SDO and E.E. in the desired format in soft copy as well as in prints in duplicate. In addition to it, agency may be asked to send these data through E-mail to one or more offices if required.
- 15) **WIRING VERIFICATION:** You should have to carryout wiring verification of meter, metering equipments and should report immediately from such notice to concerned SDO & E.E. if any anomaly/irregularity is observed.
- 16) **LOAD SURVEY REPORT:** You should generate load survey report through computer every month.
- 17) **TIME FRAME:** The complete data may be collected by the agency shall be handed over periodically to the I.T. Centres through concerned Dy. EE. The reading of each consumer is to be taken and the parameters are to be sent to the concerned billing authority as per program every month. The other reports as per this specification so generated are to be furnished to concerned SDO & E.E. as per program.
- 18) **OUTPUT REPORTS:** The agency will have to develop the software to generate the necessary formats as may be directed by S.A. (IT) or concerned SDO free of cost if demanded. The agency will co-ordinate with S.A. (IT) for the various reports and actual soft data that may be required by MSEDCL.
- 19) You shall generate output soft data as per the Specifications and furnish the same to Nodal officer along with one copy to this office. You may be asked in later stage to furnish any other report related with this work from the designated billing officer.
- 20) **REPORTS TO BE KEPT CONFIDENTIAL:** You shall keep all reports/data/information strictly confidential and should not handover it to any outside agency/person in soft or hard copy or in any manner.
- 21) **NODAL OFFICER:** The concerned SDO/AE QC, Subdivision will be the Nodal officer who will monitor the complete activities of the agency on day-to-day basis. The Nodal Officer shall maintain the record of work done by you and shall provide all the inputs to be delivered by MSEDCL. He will also give complete billing program to you for meter reading and other activities to be done.
- 22) **SECURITY DEPOSIT/GUARNTTEE:** A Security Deposit in cash or by way of Demand Draft of amount @ 10% of contract value i.e. Rs. 250000/- (Rs. Two lacks Lakh only) shall be deposited by you at division Office within 7 days from the date of issue of this work order.

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

3) ELECTRICITY RULES, ACTS AND REGULATIONS : All works shall be carried out in accordance with the latest provision of the Indian Electricity Act/ Electricity supply act and Indian Electricity Rules and Rules made there under applicable in the state of Maharashtra

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 Assistant Engineer, of respective Sub-division.
- h. Serious action will 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 itself.
- j. All tools and plants should be provided by successful bidder. All the protective devices/tools should be provided by successful bidder.

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 of State & Central Government , as the case may be.
- 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. and severally 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 @ 10% of the contract value in the form of Bank Guarantee in the prescribed format from the nationalized bank within 15 (fifteen) days from the date 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 online only, generally within 45 days (forty five) from the date of submission of clear invoices. The Successful bidder shall submit the original bills / invoices in triplicate to the respective sub-division office for recording the same in the SAP within a week period from completion of work. The said sub-division office shall forward the scrutinized, recorded bill to the **EXECUTIVE ENGINEER (O&M) Panvel Rural - DIVISION), , Panvel.** Who in turn will make the payments.
- b. The retrived data 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 process.
- d. Income Tax will be deducted from the monthly bills as per rule of Income Tax.

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 is responsible for issuing 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 respective sub-division within the specified time. A weekly compliance shall be given by the Successful bidder to the respective Executive Engineer / nominated authority. In case of failure to carry out the allotted quantity of work within the stipulated time period, liquidated damages shall be levied. The bidder should take 100% total metering of all consumers PC wise If the bidder is not submitting total consumers reading, penalty will be charged maximum **Rs. 1000/- per consumer or maximum 25%** of bill amount .Also the liquidated damages for any wrong bill will be 5 times the rate payable to agency for such wrong bill, whichever is higher. 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 Sub Division against the payment of any other Sub Division for the same successful bidder). If any discrepancies observed by MSEDCL while cross checking penalty @ **5 times the rate payable to the agency** per consumer shall be recovered 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.

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.

If 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.

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f. Monthly performance report as per IT report should be submitted to respective Dy. Ex. Engineer 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 “**District Court ALIBAG, Raigad**”.

14. If any accident occurred to your labor at the time of work all compensation will be borne by you.

Please note: For any documents, exemptions, certificates must be before tender submission date, agencies claiming exemptions should fulfill conditions. The decision of undersigned will be final & binding on all.

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 here by under take to register & furnish the contract agreement under Mumbai Stamp Duty Act 1958 clause 63 (as per the letter of Assistant District Registrar Class-I, Raigad, Alibag.). 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 90 days (Ninety 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,****Signature of Tenderer****Date****Full name of signatory:****Designation:****Seal of the Company:**

SCHEDULES AND ANNEXURES

Annexure “C”

Contractor's Personal Information.

1. Name of the registered firm :
2. Registered Address
3. Whether the firm is proprietary or Partnership. :
4. Full name of proprietor who is authorized to sign the tender. documents and agreement bonds. :
5. Telephone No. Office/ Fax No., Residence No. :
6. Company Registration No. :
7. Registration under labor contract act :
8. Registration under PF act :
9. Registration under PT act :
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 work on lowest rates (Yes/No) :

Schedule 1**Consumer Data Profile**

The following details are to be collected from the field

- a) Proforma No
- b) Circle Name
- c) Division; Sub Division; Sub-Station Name
- d) Feeder; Transformer Name
- e) Consumer No.; Consumer Name; Address
- f) Meter No; Meter Make; Meter Class; Meter CT Ratio (A); Meter Constant
- g) Meter Type; Meter Year of Mfg;
- h) Working status: Meter; Display; Display Switch; MD Reset Switch
- i) Status of Termination of CT Wire, PT Wire and Seal
- j) CT Make; CT Ratio (A) ; CT Class
- k) MF in Billing; Calculated MF
- l) CD (kVA)
- m) Cons Category; Industry Type
- n) No of Shifts; Time_Shift1; Time_Shift2; Time_Shift3; Weekly Off
- o) Contact person; Telephone No; Mobile Number; Fax Number; Website / Email-Id
- p) Capacitor Bank Capacity (kVAR)
- q) Generator Capacity (kVA); Generator Meter Availability
- r) Industry Status
- s) Download Status; Photo Taken Status; Bill Collected Status

Schedule 3

Exception / Anomaly Reports

- a) PT Unbalance - Nominal: List of Consumers whose Phase Voltage difference between two phases is 10 V and above.
- b) PT Unbalance - Severe: List of consumers where any one of the Phase Voltage is less than 170 V.
- c) CT Unbalance - Severe: List of Consumers whose Line Current is less than 1A when the Other Phase Current is more than 10A.
- d) CT Reversal: List of Consumers whose CT Found Reversal when the PF is more than 0.5lag.
- e) Very Low Load Utilization: List of Consumers whose %of Slots <20% of CD is 50 and above.
- f) Load Survey Value is Zero in all the Slots: List of Consumers whose Every Slot value in Load Survey Data is Zero for the Availability Number of Days.
- g) All the Parameter Values are Zero in Inst. Parameter: List out the Consumers for whom all the Instantaneous Parameter Values are Zero even after the restoration of power.
- h) Tamper Event Not Restored: List of Consumers where Tamper Event occurred but not restored (all tamper events occurred during the last three days from the date of reading are not considered).
- i) Tamper Event Occurred Intermittently: List of Consumers where Tamper Event occurred intermittently in the previous month and the duration is more than 24 hrs.
- j) Power Factor less than 0.5 for more than 50% of total used slots: List of Consumers whose % of Slots <0.5 PF is 50 and above.
- k) Low Average Demand With Respect to Contract Demand: List of Consumers whose Average Demand is less than or Equal to 50% of Contract Demand.
- l) Maximum Demand Exceeded Contract Demand: List of Consumers whose Maximum Demand Exceeded Contract Demand.
- m) High No Load and Blackout Slots: List of Consumers whose sum of No load and Black out duration is 10% and above calculated for each slot.
- n) RTC Corrupted: List of Consumers whose RTC found Corrupted (RTC Drift is more than Month).
- o) Meter Faulty: List of Consumers whose Meter found Faulty (Even after Getting the Supply Voltage, Meter is not Energized).
- p) Meter Display Problem: List of Consumers whose Meter Display found Problem (Clarity is not Good).
- q) Electro Mechanical Meters: List of Consumers whose Meters are Electro-mechanical.
- r) Electronic Meters without Optical Port: List of Consumers whose Meters are Electronic, but it does not have Optical Port.
- s) Data Pro and Duke Arnics Meters: List of Consumers whose Meters are either Duke Arnics or Data Pro or other than ABB, Elyster, Secure, L&T & Genus make.
- t) Meters with one TOD slot: List of consumers with only one TOD slot.

Schedule 4

Meter Status

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

Specifications for Electronic Meter Data Conversion software

- 1.0 **Introduction:** All consumers in MSEDCL are fitted with electronic meters.
 - 1.1 The special features of metering system and related functions are:
 - 1.1.1 These meters store Billing, Load-Survey and Tamper data in the memory for 45 days.
 - 1.1.2 These meters are fitted with IEC 1107 / ANSCI / PACT protocol compliant optical ports for data downloading using Common Meter Reading Instrument (CMRI).
 - 1.1.3 The CMRI is loaded with meter-manufacturer specific software for downloading the data from the meter memory to CMRI memory.
 - 1.1.4 The meter data from the CMRI memory is transferred to Base Computer System (BCS) hard-disk via standard RS-232 communication cables.
 - 1.1.5 The meter data is analyzed using meter-manufacturer specific BCS software.
 - 1.2 The following problems are being encountered in the existing system:
 - 1.2.1 The meter-manufacturer specific BCS software do not generate all the reports required by the utility.
 - 1.2.2 The billing data is not provided in the format, which can be directly interfaced with the utility billing software.
 - 1.2.3 The analysis of load-survey data of two industries with different makes of meters become difficult due to non-standard formats adopted by different meter manufacturers.
 - 1.3 In order to overcome all the above deficiencies and to provide a unified approach in data handling, it is proposed to develop EMDCARG software capable of
 - 1.3.1 Conversion of various formats of data of various meter manufacturers to a common format.
 - 1.3.2 Provide easy interface to MSEDCL's billing software, to avoid any manual intervention in handling of high revenue data.
 - 1.3.3 Generate all reports required by MSEDCL, using the common format data, to avoid dependencies on meter manufacturer.

- 1.4 The software should be compatible with the following makes of meters, available with the utility:
 - 1.4.1 Secure
 - 1.4.2 L&T
 - 1.4.3 ABB
 - 1.4.4 Genus
 - 1.4.5 Elster
 - 1.4.6 HPL

2.0 **Specifications:**

- 2.1 The EMDCARG software should be capable of primary functions like:
 - 2.1.1 Accept Billing, Load-Survey and Tamper data, generated by respective meter manufacturer's Base Computer System (BCS) software in ASCII format.
 - 2.1.2 The data format in different proprietary formats should be converted to a Common Data Format. The CDF should be well documented and submitted to the utility.

3.0 **Minimum Requirements:** The EMDCARG Software should have been tested and validated for various makes of meters and should meet the following qualifying requirements:

- 3.1 Should have been in use for at least two years. Supporting documents to be submitted along with the offer.
- 3.2 Should have tested for at least three makes of meters.
- 3.3 Should have been used for data analysis of at least 1000 consumers.

* No. of consumers may liable to increase/decrease due to new connections/disconnections.

Annexure - 10

Meter Faulty

Sr. No	Ref. No	Cons No	Consumer Name	Meter No	Supply Voltage(kV)	CD (kVA)	MF	Remarks
1								

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Annexure - 13

**Instantaneous
Parameter**

Sr No	Ref. No	Con No	Consumer Name	Meter No	MF	Seq	Phase Type	Rphase Voltage (KV)	Y phase Voltage (KV)	B phase Voltage (KV)	R phase Line Current (Amps)	Y phase Line Current (Amps)	B phase Line Current (Amps)	R phase Active Current (Amps)	Y phase Active Current (Amps)	B phase Active Current (Amps)	R phase PF	Y phase PF	B phase PF	Avg PF	Active Power (KW)
1																					

Annexure - 14

Wiring Verification Report

Sr. No	Ref. No	Cons No	Consumer Name	Meter No	Meter Make	Meter Type	Interval Period	Sequence	RTC	Wiring Status
1										

Annexure - 15

Brief Summary Report

Sr. No	Description	No. of Consumers	Remedial Solution
1			

SAMPLE FORM – A
Bid Form

BID NO. EE/PNL-R/T/2024-25/T-05

Tender for Monthly meter reading through CMRI & Manual Meter Reading in MR09 Format, data entry, preparation of reports, Bill printing, & bill distribution under Panvel-R Division

To:
The Executive Engineer,
MSEDCL, Panvel-R Division, Maharashtra.

Gentlemen,

I/We the undersigned have carefully examined and understood the bid documents. I/We hereby agree for the work of Annual Contract for Monthly Meter Reading of LT Consumers under Panvel-R Division, through MRI and allied works as defined in the bid document in accordance with the conditions of the contract and other prices identified in the Contract Data accompanying the bid.

This bid and your 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 or assign any reason thereof for the rejection.

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 60 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,
Signature of the Authorized Signatory

Name of the Authorized Signatory:
Designation :

Name & Address of the company:

Date

Seal of the Company

Witness:

1). Name : _____ Signature: _____
Address: _____

2). Name : _____ Signature: _____
Address: _____

(To be filled in by the Bidder, together with his particulars and date of submission at the bottom of the Form of Bid.)

SAMPLE FORM - B**Check list Qualification Information**

(Tenderer is specifically requested to check the list before submitting the tender)

S. No.	Particulars	Remarks
1	Tender purchased M.R. No./D.D. No. & Date	
2	EMD paid details Dt.	
3	Experience	
4	Any other registration	
5	Solvency Certificate, net worth, Turnover	
6	Registration of Service Tax	
7	PF Registration No.	

SAMPLE FORM –C**BANK GUARANTEE**

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

WHEREAS, (Name of bidder) (herein called “the Bidder”) has submitted his bid dated _____ for the Contract No. -----Dated-----for_____. Project.
(Hereinafter called “the Bid”).

KNOW ALL MEN by these presents that We (name of Bank) having our registered office at _____ (hereinafter called “the Bank”) are bound unto Maharashtra State Electricity Distribution Company Ltd, Maharashtra State, India (hereinafter called “the Employer”) in the sum of _____ for which payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this ____ day of _____ 2022.

THE CONDITIONS of this obligation are:

- (1) If the bidder withdraws his Bid during the period of bid validity specified in the Form of Bid.
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of bid validity and
 - (a) Fails or refuses to execute the Form of Agreement in accordance with the instructions to Bidders, if required; or
 - (b) If the bidder does not accept the correction of his bid price pursuant to Clause 26 of Section –1 or
 - (c) Fails or refuses to furnish the performance Security, in accordance with the instruction to Bidders.

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

This Guarantee will remain in force up to and including the date 30 days after the deadline for bid validity as per clause 14 of the instructions to Bidders or as the Employer may extend it, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF AUTHORISED SIGNATORY _____

Name and Designation:

Seal of Bank

Bank Address:

WITNESS:

(Signature)

Name & address:

SAMPLE FORM -D**LETTER OF ACCEPTANCE
By Regd Post A/D**

Contract No.-----

Date

To: _____ (Name and address of the Contractor)

Dear Sirs,

This is to notify you that your bid dated _____ for contract for monthly meter reading of LT consumers under Panvel-R Division, Panvel through MRI as defined in the bid document for Contract Price (Ten lakhs), as corrected and modified in accordance with the instructions to Bidders is hereby accepted by us.

You are advised to submit performance security within 7 days and sign a contract agreement within 7 days from the date of this letter.

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

Yours faithfully,

Signature

Name

Title

Employer

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

Copy to:

1. The All SDOs (O&M), MSEDCL, Panvel-R Division.
2. The Dy. Manager (F&A), MSEDCL, Panvel-R Division.
3. The System Analyst (IT), MSEDCL, Pen Circle.

SAMPLE FORM - E
FORM OF CONTRACT AGREEMENT

This agreement made this ____ day of _____ 2022, between the Maharashtra State Electricity Distribution Company Limited Represented by the Executive Engineer (Panvel-R Division), Maharashtra State Electricity Distribution Company Limited, Bhingari, Panvel, Dist- Raigad -410 206 (Maharashtra) (hereinafter called "the Employer") of the one part and _____ of _____ (hereinafter called "the Contractor") of the other part.

Whereas the Employer desires that the work of Annual Contract for Meter Reading of LT Consumers of PC 0 under Panvel-R Division, through MRI & or MR9 should be executed by the contractor and has accepted a Bid by the contractor for the execution of such works and the remedying of any defects therein.

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and read and constructed as part of this Agreement.
 - (a) The Letter of Award no. _____ dated _____
 - (b) The Conditions of Contract
 - (c) Detail scope of work.
 - (d) Sample Forms.
 - (e) The Completed Schedules, Annexures and
 - (f) The Contractor's Proposal.
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned. The Contractor hereby covenants with the Employer to execute and complete the works. Remedy any defects therein and maintain the completed Facilities in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the works, the remedying of defects therein and guarantee of the completed Facilities, the amount of [*insert the Contract Price*] or such other Sum as may become payable under the provisions of the Contract at the times and the manner prescribed by the Contract.

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

Authority signature of Contractor

Authority signature of

Employer

SEAL

SEAL

In the presence of:

In the presence of:

Name _____

Name _____

Signature _____

Signature _____

Address _____

Address _____

SAMPLE FORM - F
PERFORMANCE SECURITY (BANK GUARANTEE)

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

To,

**The Executive Engineer,
MSEDCL, O & M Division, Panvel-R.**

WHEREAS M/s ----- (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ for Annual Contract for Meter Reading of Consumers under Panvel-R Division, Panvel through CMRI as defined in the bid document.

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

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

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

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

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

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

SIGNATURE OF AUTHORISED SIGNATORY AND SEAL OF THE BANK:

Name of Bank _____
Address _____
Date _____

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

Name and Address.

ANNEXURE 'G'

LETTER TO THE EXECUTIVE ENGINEER

To,

The Executive Engineer,
MSDCL,
O & M Division, Panvel-R

Dear Sir,

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

We hereby agree to keep this offer open for 30 days after the returnable date of the tender and shall be bound by communication of acceptance dispatched within the prescribed time.

Yours faithfully,

Date:

Name and address of the tenderer

Seal and signature of the tenderer.

LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40402403 Bill Printing on	ADM 067	Days	998912	1		null

Required Documents (To be uploaded online)

Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	Price bid as per SBD	Price Section	40402403 Bill Printing on	Price bid as per SBD
2	As per tender Documents	Technical Section	40402403 Bill Printing on	As per term and condition of tender documents
3	As per tender Documents	Commercial Section		As per term and condition of tender documents