

EE/BKR/TS/T-15

Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		28-11-2024 02:04:26
Tender Code	EE/BKR/TS/T-15	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	E-Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division.	
Estimated Cost (In Lakhs)	4.75	
Basis of prices	NA	
Tender Validity	NA	
Delivery Requirement (In Months)	NA	
Tender on rate contract basis	NO	
Tender Fee (In INR)	500	
GST In INR (@18% on Tender Fee: SAC No.	90	
Total Tender Fee Amount including GST in INR.	590	
Contact	Mahesh Bhangе , 7030941183 ,eebhokar@gmail.com	
Pre-Qualifying Req	AS PER TENDER DOCUMENT	
Budget Type	NA	
Scheme Code	null	
Scheme Name		
Department	Distribution Department	
Office Type	DIVISION	
Location Type	Bhokar Division	
Designation	Assistant Engineer(Distribution)	
Pre-Bid Meeting Address	BHOKAR	
Bid Opening Address	ONLINE	
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	28-11-2024 14:10	
Tender Sale End Date	05-12-2024 14:30	
Bid Start Date	28-11-2024 14:15	
Bid End Date	05-12-2024 15:00	
Pre-Bid Meeting Date	04-12-2024 11:00	
Techno-Commercial Bid opening on	05-12-2024 16:00	
Price Bid opening on	10-12-2024 11:00	
Annexure C1 Opening Date	NA	

Winner Selection Date	16-12-2024 11:00
Can Bidder Opt EMD Exemption	N

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

**Data:-**

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

Offers received are as under:

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

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

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

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

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

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

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

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

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

SEAL & SIGNATURE OF THE TENDERER



**Maharashtra State Electricity Distribution Co. Ltd.**

**Executive Engineer,  
(O & M) Division.Bhokar**

**Technical-Bid**

**E-Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division.**

**Tender No-EE/BKR/TS/T-15**

**Area of operation : All Unit Offices, Sub-Division Offices & Division Office under Bhokar Division.**

Tender sale from : - 28.11.2024

Tender sale closing Date: -28.11.2024

Submission closing Date: - 05.12.2024

Technical openingDate:-

Estimated cost:- Rs. 4.75 Lakhs

E-Tender purchase cost Rs.590/- Including GST

E.M.D : Rs.4750/-

Office of the **Executive Engineer**  
Maharashtra State Electricity Distribution Co. Ltd.,  
Nanded Road,Bhokar-431801,  
Bhokar

1Seal & Signature of the Tenderer



**Maharashtra State Electricity Distribution Co. Ltd.**

**Executive Engineer**, Office of the **Executive Engineer**  
 Maharashtra State Electricity Distribution Co. Ltd.,  
 Kantewar Complex, Old Mondha Area, Bhokar-431717,  
 Bhokar

**Tender No-EE/BKR/TS/T-15**

**I N D E X**

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

**Tender No-EE/BKR/TS/T-15**

**E-Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division.**

E -Tender purchase cost : Rs.590/-  
E.M.D : Rs.4750/-  
Estimated Cost : Rs.4.75 Lakhs

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TO BE FILLED IN BY THE TENDERER:

Name & Address of the Tenderer

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Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ E-mail \_\_\_\_\_

Address of the Factory Unit: \_\_\_\_\_

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Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E.M.D. Paid Rs.

Vide BG / DD No. \_\_\_\_\_

Date:- \_\_\_\_\_

3Seal & Signature of the Tenderer

**IMPORTANT NOTES:**

- 1) Only registered Contractors with M.S.E.D.C.L shall be participated in the tender. Renderer must submit all the tender documents on online system of MSEDCL. (<http://works.mahadiscom.in/eTender/etender>) website
- 2) Rates should be filled in the prescribed schedule, in both i .e. in figures and in words, attached with this tender and on online.
- 3) This tender document contains 26 pages duly numbered (including cover pages). Tenderers are requested to check the complete tender document available on line

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OPENED online on

4Seal & Signature of the Tenderer

## Invitation for Bids on e-Tendering Basis

The Executive Engineer (O&M Division, Bhokar), on behalf of MSEDCL (the Employer) invites sealed Tender No-EE/BKR/TS/T-15/2024-25 from eligible tenderers for **Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division**. The Tenders will be processed only in Electronic Tendering mode and open for registered contractors on e-Tendering system for work contracts of MSEDCL. The bid documents will be available on website from 28.11.2024. The last date for submission of tenders is **Dt .05.12.2024 up to 15.00 Hrs.** Tenders will be opened on **Dt.05.12.2024** at **16.00** Hrs. if possible or next working day.

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

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

Executive Engineer  
(Bhokar Division)

5Seal & Signature of the Tenderer



**Tender No-EE/BKR/TS/T-15****PROCEDURE TO SUBMIT THE ONLINE TENDERS:**

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

The tender is to be submitted online on or before due date and time of submission on the website. It is advisable to submit the digitally signed offer sufficiently in advance of due date and time so as to avoid last minute trafficking at server. The entire tender shall be submitted **online only**.

**No physical submission of tender is permitted and such tender shall not be considered for opening.**

Only the **Price schedule (Rate of Schedule)**, duly scanned, and shall be submitted as part of **COMMERCIAL BID**.

All other documents shall be submitted as part of **TECHNICAL BID**. Wrong submission of bids may result in opening of the wrong bid for which MSEDCL will not be responsible. This may also result in rejection of the bid.

**[a] Physical Submission of Documents:-**

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

1. Tender No.
2. Due Date & time of submission.
3. Due Date of opening

**OPENING OF TENDER:**

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

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**EVALUATION OF TENDER:**

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

**Note:-**

The Tenders will be processed only in Electronic Tendering mode and open for registered contractors on e-Tendering system for work contracts of MSEDCL. The bid documents will be available on website <http://works.mahadiscom.in/eTender/etender> from 28.11.2024. The last date for submission of tenders is **05.12.2024 up to** 15.00 Hrs. Tenders will be opened on **05.12.2024** at 16.00 Hrs. if possible.

***SEAL & SIGNATURE OF THE TENDERER***

7Seal & Signature of the Tenderer



## E-TENDER NOTICE

### Tender No-EE/BKR/TS/T-15

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

Tender No	Nature of Work	Estimated Amount Rs. in Lakhs	Amount of EMD In Rs.
EE/BKR/TS/T-	E-Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division	4.75	4750/-

### TERMS & CONDITIONS:-

- Blank E-Tender documents will be available on Company's website <http://works.mahadiscom.in/eTender/etender> from 28.11.2024 to 05.12.2024 2 up to 15:00 Hrs. Tenderer are requested to purchase tender through online only by paying tender fees Rs.1180 /-.
- The amount of EMD Rs. 5000/- should be submitted in the form of B.G. / D.D./ of any nationalized bank, drawn on or before the date of submission, i.e.05.12.2024, payable at Bhokar, in the name of the **Executive Engineer, MSEDCL, O&M Division, Bhokar**. No Cheque for above will be accepted and no interest will be paid on EMD. Tender offer without Demand Draft / BG for Earnest Money Deposit will not be considered. Parties claiming exemption from payment of E.M.D. shall give sufficient proof in support of their claim. The envelope containing documents like (in addition to online submission), original DD / BG towards EMD etc. shall be submitted to the office of the Executive Engineer, MSEDCL, O&M Division Bhokar before due date i.e. **05.12.2024 up to 15.00 Hrs.** physically.
- Last date to quote the E-Tender is 05.12.2024 up to 15.00 Hrs. (online only).
- Date of opening of Technical Bid:- 05.12.2024 at 16.00 Hrs. (online only) if possible. or any working day.
- Tender forms will not be sent or accepted by post/courier/fax.
- E.M.D. will be forfeited in following cases :-
  - If the Tenderer fails to pay security deposit, if the contract is placed with him.
  - If the Tender offer is withdrawn before taking decision regarding his tender by this office.
  - If the successful Tenderer refuses to sign and complete the contract documents/ agreement.

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- 7) Current Solvency Certificate from any nationalized bank for an amount of 50% of tender value should be submitted along with tender.
- 8) The successful tenderer will have to give acceptance of the order within 7 (seven) days from the date of receipt of LOA. Agency have to execute the agreement as per tender LOA condition.
- 9) The successful tenderer will have to deposit an amount of the tune of 10 % of the order value towards Security Deposit. The SD is to be paid in the form of Demand Draft / BG of any Nationalized Bank payable to the Executive Engineer, MSEDCL, O&M Division, Bhokar. Also undersigned has all rights regarding the acceptance of form of SD amount.
- 10) The offer must be valid up to 90 (Ninety days) from the date of opening of the tender.
- 11) Tender which do not fulfill all or any of the above conditions or incomplete in any respect are liable to be summarily rejected.
- 12) MSEDCL will not be bound to accept the lowest bid. Further the undersigned reserves the right to bifurcate the Tender order to more than one agency.
- 13) Other than above, the contract will be governed as per General Terms and Conditions of Maharashtra State Electricity Distribution Company Ltd. The terms and conditions as per G.O.(II) are applicable to this tender.
- 14) List of orders executed shall be submitted along with detailed work Order copies with their completion certificates issued not below the rank of Executive Engineer, failing which their experience claims will not be considered for evaluation.
- 15) The tenders, which are not quoted as per our specifications, will be rejected.
- 16) MSEDCL reserves the right to accept any E-tender or to reject any or all E-Tenders without assigning any reason thereof. Contact Person: Executive Engineer Office, O&M BHOKAR Division,office Dist: NANDED. Phone No-7875764407.

**Executive Engineer,  
Division, BHOKAR**

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## **INSTRUCTIONS TO THE E-TENDERER**

### **1. SCOPE OF BID**

The Maharashtra State Electricity Distribution Company Ltd. (M.S.E.D.C.L.), represented by the Executive Engineer Bhokar division (here in after referred to as "the Employer"), wishes to receive bids for **Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division** with transportation of material to the work site under Bhokar Division. The work should be carried out after the call letter or phone call of concern SDO /Section Head. The work should be carried out within reasonable time as demanded by concern SDO /Section Head within 48 hours from intimation from concerned officer.

- 1.1 Bids shall be complete and cover all Works described in the Price Bid. Partial bids, or bids Which do not cover the entire scope of the project will be treated as incomplete and not responsive to the terms and conditions of bidding and are liable to be rejected.

### **2. ELIGIBLE BIDDERS**

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

- 2.1 Copy of the valid Shop Act Registration ( On-Line Only )  
 2.2 The preference will be given to bidders who have the experience of the Tendered work. Experienced bidder should submit the copies of work orders received/executed by him. Attested copies of work orders should be submitted, failing which, their experience claims will not be considered for evaluation. (On-Line Only)

### **Experience**

- 2.2.1 **Specific Experience** The bidder should have experience in the similar **works** executed for equivalent to 15 % of bid amount during last three financial years together Attested copies of work orders with completion certificate should be submitted, failing which, their experience claims will not be considered for evaluation.(On-Line Only).
- 2.2.2 **General Experience** The bidder should have executed either
- (i) One work order/contract (denotes executed only) equivalent to at least 20% of the estimated cost of the tender or
  - (ii) Two work orders/ contract (denotes executed only) equivalent to at least 25% of the estimated cost of the tender or
  - (iii) Three work orders/ contract(denotes executed only) equivalent to at least 30% of the estimated cost of the tender in any sector, during the last preceding five financial years(Bidder should note that the actual value of works executed during preceding 3 financial years mentioned herein shall only be considered)
- (IV) Such annual maintenance contract should have covered more than 2 different locations and at least 25 Personal Computer systems at one single location.
- 2.3 E-Tender purchase fee of Rs. 1180/- through online only
- 2.4 BG / DD/Reciept /Bankers cheque drawn towards EMD. (On-Line + Physical)

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- 2.5 IT return submitted for last 3 Assessment Years with Copy of PAN Card. (On-Line Only)
- 2.6 Copies of Registration certificates for Electrical license, supervisor license, GST & Provident Fund etc as may be applicable as per the relevant acts. (On-Line Only )
- 2.7 Solvency certificate of amount equivalent to 50 % of estimated tender cost from **Nationalized/Scheduled Bank**. If,a tenderer opts to participate in more than one tender, then Solvency certificate should be equivalent to 50 % of all tender's estimated cost. (On-Line Only)
- 2.8 Duly filled & signed **Sample Forms & Annexure** (On-Line Only).
- 2.9 A written power of attorney authorizing the signatory of the bid to commit the bid.  
(On-Line Only) (if necessary).
- 2.10 Bidder must submit the receipt of current paid energy bill of residence and office premises.
- 2.11. Positive Net-worth & turnover of last three Year.

**Tenderers are requested to submit original relevant documents as above only.**

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## **TERMS AND CONDITIONS OF CONTRACT**

### **A VALIDITY OF RATES:**

Accepted Rate will be valid for period of 365 days, from the date of issue of the order / Commencement of work, or exhausting of the order amount, whichever is later. The order is to be placed to the Contractor, for fixed amount and therefore, the work shall be limited to ordered value up to exhausting of order amount .

### **B SECURITY DEPOSIT**

B-1 The Contractor has to pay 10% of the contract value as a Security Deposit to MSEDCL before commencement of the work, within 14 days from the receipt of the order, in Cash/Demand Draft / Bank Guarantee.

The same shall be returned to the bidder after successful completion of the entire work to the fullest satisfaction of the Employer at the end of the contract period.

B-2 The Bank Guarantee in prescribed form, from any Nationalized Bank or Scheduled Bank valid for 12 months will be acceptable against Security Deposit.

However, such Bank Guarantee shall be submitted to the Executive Engineer of Division and got approved before commencement of the work.

The same will be returned to the contractor, after expiry of the schedule period of the order, & completion of the order successfully.

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

### **C. EFFECT OF CONTRACT:-**

The contract shall be considered as having come into force from the date of Notification of Award.

### **D. COMMENCEMENT OF WORK:-**

The Contractor shall commence the Works after there receipt to fa letter of award and in consultation with Executive Engineer, BHOKAR Division. The works shall be carried out under the supervision and entire satisfaction of concerned E.E./Dy.E.E/ AE/JE/concern section head.

### **E. SCOPE OF CONTRACT:-**

As stated in Clause 1 of INSTRUCTIONS TO THE E-TENDERER

The maintenance work should be completed within reasonable time (so as to not to hamper the work of Concern office)/immediately after receipt of complaint from the concern SDO /Section Head/Section In charge in writing or over the Telephonic message.. Time is essence of above contract no partial work will be accepted

I. The Scope (herein referred to as "The Works") of contract shall include the Work of Annual Maintenance & Upgradation of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division.

II A. M. C. :

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Maintenance service shall consist of Preventive and break down maintenance of PCs, Printer, Scanners UPS System, Laser Printer, Internet associated equipments like LAN switch, CAT cable etc.

**Note:- All the material / software should be genuine supported with original GST receipts & original warranty cards of manufacturers.**

**F. QUALITY OF SUPPLY:**

All materials supplied shall be strictly as per the standard laid down for them. All materials supplied must be of best quality and workmanship.

**G. VERIFICATION OF MATERIAL SUPPLIED:**

The material supplied should be routed through Division Office Bhokar. The Company/ company representative shall have option to test the samples selected at random from the supplies to ensure that the supplies confirm in quality and workmanship to the relevant specifications and drawings if any.

**H. LIQUIDATED DAMAGES FOR LATE DELIVERY:**

In case the works not completed within the period stipulated in the order, contract or will be liable to pay, at the discretion of the competent authority of the Company, the liquidated damages @ 1/2% per week or part thereof subject to a maximum of cumulative ceiling of 10% (Ten Percent) of the order value.

Due consideration may be given in the levy of liquidated damages for reasons absolutely beyond the control of the contract or for which documentary evidence shall be produced to the satisfaction of the Competent Authority of the Company.

The Company shall be entitled to deduct/recover the amount of liquidated damages from the current bills Payable to the contract or or any other amount due or payable to him against this or any other contract.

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

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

**J. WORK DETAILS:-**

As mentioned in Commercial Bid.

**K. TERMS OF PAYMENT:**

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

**L. PENALTIES:**

In addition to the liquidated damages as per clause H above, in case the Hon. Regulatory Commission penalizes MSEDCL, levies penalty/fine on account of non-compliance of Standard of Performance with respect to the Works executed under this contract, and where the Contractor is responsible for this, the same penalty / fine shall be to the account of the Contractor and it shall be deducted from the bills of the Contractor.

**M. OTHER CONDITIONS:-**

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- i. The Contractor shall pay rates of wages to the Labour and observe conditions of MinimumWages Act if applicable.
- ii. The Contractor shall bear the entire responsibility, liability and risk relating to coverage of work for ce under different statutory regulations including but not limited to Workmen Compensation Act, ESI Act, Factory Act, Contract Labour Act 1970,etc.and anyother relevant labor laws and regulations, as the case may be.
- iii. Contractor shall indemnify Employer against any liability or damages by way of compensation arising from any accident to person or property of persons in the Contractor's employment either directly or indirectly.
- iv. The Contractor shall indemnify Employer against any liability or damages by way of compensation arising from any accident to any other person related to or unrelated to the Contractor or Employer.
- v. The Contractor shall require all his employees and direct and indirect labours too be all applicable law sand regulations concerning safety at work.Necessary payment and liabilities to the Agency's workmen shall be the responsibility of the Contractor irrespective of payment received from Purchaser or otherwise
- vi. Any loss or damage to MSEDCL's property will be recovered from you.

**N. SUBMISSIONOFBILLS:**

On completion of works under various offices, bills in triplicate, along with Work Completion report of concern officer should be submitted to this office. The (Service Entry Sheet) will be recorded by Concern Technical Officer at Division office,Bhokar.The Xerox copies of the PAN/GST etc Should be enclosed with the bill.

**O. PAYMENTOFBILLS:**

- i) MSEDCL LTD will make payment within reasonable time (Depending on availability of fund) after submission of correct bill as per MSEDCL rules.No interest or penalty will be payable by MSEDCL on account of non-payment of bills or delay in releasing the payment.Income tax and MVAT will be deducted from the bills as per the prevailing rules. **Payment will be effected through RTGS only.**

**P. TERMINATION OFCONTRACT:**

- i) In case the contract or fails to complete the work within the contract period or in case the work/materials are found not in accordance with the prescribed specification and the approved samples/drawing (if any), the Company shall exercise its discretionary powers either-
    - a) To recover from the contractor the liquidated damages as provided in the condition No.H of the "Conditions of Contract".
    - b) To complete the work from elsewhere,after giving due notice to the contractor on account of his failure ,at the risk and cost of contractor.
    - c)To cancel the contract reserving Company's rights to recover damages.
- Not withstanding that the powers under (a),(b) and (c) referred above are in addition to the right and remedy available to the Company under the General Law of India relating to the contract.

**NOTE:**

- i) In the event of risk purchase of stores of similar description ,the option of the

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Company shall be final .In the event of action taken under (a) or (b) above, the Contractor shall be liable for any loss which the Company may sustain on that account but the contractor shall not be entitled to any saving on such purchases made against default.

ii) The decision of the Company shall be final as regards the acceptability of the work/materials supplied by the contractor and the Company shall not be required to give any reason in writing or otherwise at any time for the rejection of the stores/materials.

**Q. JURISDICTION:**

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

**R. AGREEMENT:**

Stamped agreement for the work contract will have to be executed by you at your own cost within seven days if order is placed with you.

**S. INCOME TAX:**

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

**T. CONTRACT PERIOD:**

- a. The period of this contract will be maximum up to expiry of Tender value.
- b. The decision of the Executive Engineer in connection with Operating Schedule and instruction will be final and binding to the Agency.

**U. Shortage & Damages: - Defective, damaged materials detected after replacement, if any will have to be replaced immediately at your cost.**

**V. Guarantee: -You will have to give the guarantee of repaired material for 1 year from date of work.**

**W. SPECIAL CONDITIONS:**

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

**X. In addition to condition mentioned here in the General Terms & Conditions of MSEDCL will be applicable for this tender.**

**Y. All rights are reserved with this office to accept or reject any oral the offers without assigning any reasons therefore to terminate the contract at any stage without assigning any reasons.**

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

**Date:**

**Place:**

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**Signature of the Contractor**

**Name: Address:**

SEAL AND SIGNATURE OF TENDERER

**LETTER TO THE TENDERER**

To,

M/s \_\_\_\_\_,

\_\_\_\_\_

\_\_\_\_\_.

Dear Sir,

Please quote your lowest rates for “Work Contract for **Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division**” as detailed in attached schedule and submit return the tender documents as stated above.

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

Thanking you.

Yours faithfully,

Executive Engineer,

Bhokar Division

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**LETTER TO THE EXECUTIVE ENGINEER**

To,

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

Dear Sir,

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

I/We hereby agree to keep this offer open for 365 days after the due date of the tender and shall be bound by the communication of acceptance dispatched within the prescribed time.

Thanking you.

Yours faithfully,

Seal and Signature of the Tenderer

Name of the Tenderer

Address of the Tenderer:

17Seal & Signature of the Tenderer

**UNDERTAKING**

I/We, hereby submitting undertaking for work contract for **Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division** .The works specified in Tender specifications and conditions of this Tender, are accepted. I/We hereby agree to abide by and fulfill, with all terms and conditions of the tender if default where of I/We forfeit and pay to the MSEDCL the sum of money as mentioned in the said condition.

Seal & Signature of the Tenderer

Date :

Place:

18Seal & Signature of the Tenderer

**SAMPLEFORM- A****TENDER NO.EE/BKR/TS/T-15****Contractor's Personal Information.**

S.N.	Particular	To be filled by the tenderer
1	Name of the bidder	
2	Address of the bidder	
3	Telephone- Office	
4	Fax-office	
5	E-mail	
6	Contact person	
7	Constitution of firm	
8	Full name of proprietor who is authorized to sign the tender documents and agreement bonds Full address	
9	E-Tender purchase Cost (Details of the Online Purchase Receipt)	
10	EMD paid details B.G. /DD No. & Date	
11	Copy Of Shop Act Registration	
12	Terms of payment (The terms of Payment will be as per Tender condition i.e. through RTGS System)	
13	Experience of work executed in past if any. Work Done Certificate & order copies.	
14	GST No	
15	Copy Of PAN Card Submitted.	
16	Information regarding Current Litigation	
17	Agreed Terms of the Tender- Time limit for providing of work :- Ready to pay the Security Deposit :as per condition.	
18	Ready to work on lowest Offered rates (Yes/No):	
19	Bank Details of the Bidder Name of the Bank /MICR Code of the Bank Branch with Address Current Account Number	

NOTE: Please attach certified true copies of all registration/approval.

19 Seal & Signature of the Tenderer

## SEALAND SIGNATUREOF TENDERER

**SAMPLE FORM - B****TENDER NO.EE/BKR/TS/T-15**

Instruction: This information is required to be filled by tenderer 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 tenderer is incomplete and price bid will not be opened.)

**QUESTIONNAIRE TO E- TENDER**

Sr. No.	Particulars	Comments of the Tenderer
1.	Copy Of Shop Act Registration	
2.	Copy Of PAN Card Submitted	
3	Earnest Money Deposit: E.M.D. paid vide BG / DD No. & Date	
4	Type of Concern: Whether the unit is Proprietary / Partnership/ Private Ltd. or Limited Company. Please furnish the documentary evidence for the same.	
5	Experience of work executed in past if any . Work Done Certificate & order copies.	Yes / No
6	GST Registration Certificate No, (Please furnish the copies of the above certificates)	Yes / No
7	Validity of offer: Offer is valid for 365 days from the date of E-tender opening.	Yes / No
8	Whether agree to pay the required amount of Security Deposit as per Tender Condition.	Yes / No
9	Whether agree to pay liquidated damages for delay as per Tender Condition	Yes / No
10	Bank Details of the Bidder Name of the Bank /MICR Code of the Bank Branch with Address Current Account Number	Yes / No
11	Any other information:	Yes / No

20 Seal &amp; Signature of the Tenderer

**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 quoted on line his bid dated \_\_\_\_\_ for the Contract No. -----Dated-----for\_\_\_\_\_. Project. (Here in after called “the Bid”). KNOW ALL MEAN by these presents that We (name of Bank) having our registered office at \_\_\_\_\_ (hereinafter called “the Bank”) are bound unto Maharashtra State Electricity Distribution Company Ltd, Maharashtra State, India (hereinafter called “the Employer”) in the sum of \_\_\_\_\_ for which payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents. SEALED with the Common Seal of the said Bank this \_\_\_\_day of\_\_\_\_ 2024.

THE CONDITIONS of this obligation are:

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

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

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

DATE\_\_\_\_\_ SIGNATURE OF AUTHORISED SIGNATORY \_\_\_\_\_

Name and Designation:

21Seal & Signature of the Tenderer



Seal of Bank

Bank Address:

WITNESS:

(Signature)

Name & address:

22Seal & Signature of the Tenderer

**SAMPLE FORM -D**

**LETTER OF ACCEPTANCE**

**By Regd Post A/D**

**Date**

**Tender No-EE/BKR/TS/T-15**

To: \_\_\_\_\_ (Name and address of the Contractor)

Dear Sirs,

This is to notify you that your bid dated \_\_\_\_\_ for **Short Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under Bhokar Division** defined in the bid document for Contract Price (amount in figures and words), as corrected and modified in accordance with the instructions to Bidders is hereby accepted by us.

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

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

Yours faithfully,

Signature

Name

Title

Employer

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

Copy to:

1. The Add. Executive Engineer- Bhokar Division office.
1. The Dy. Executive Engineer (O&M), Sub- Division MSEDCL, BHOKAR, BILOLI, NAIGAO, DHARMABAD, MUKHED.
2. The Dy. Manager (F&A), MSEDCL, Bhokar Division

23Seal & Signature of the Tenderer

**SAMPLE FORM – E****FORM OF CONTRACT AGREEMENT**

This agreement made this \_\_\_\_ day of \_\_\_\_\_ 2019, between the Maharashtra State Electricity Distribution Company Limited Represented by the Executive Engineer, Bhokar (here in after called “the Employer”) of the one part an \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called “the Contractor”) of the other part.

Whereas the Employer desires that the work for **Short Tender for Annual Maintenance of Office Computers & Printers in all Unit Offices, Sub-Division Offices & Division Office under BHOKAR Division** should be executed by the contractor and has accepted a Bid by the contractor for the execution of such works and the remedying of any defects therein. The Employer and the Contractor agree as follows:

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

1. The following documents shall be deemed to form and read and constructed as part of this Agreement.
  - (a) The Letter of Award no. \_\_\_\_\_ dated \_\_\_\_\_
  - (d) The Bid dated \_\_\_\_\_
  - (c) The Conditions of Contract (Annexure A, B, C)
  - (d) The Completed Schedules, and
  - (e) The Contractor’s Proposal.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned. The Contractor hereby covenants with the Employer to execute and complete the works. Remedy any defects therein and maintain the completed Facilities in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the works, the remedying of defects therein and guarantee of the completed Facilities, the amount of **5.00 Lakhs** or such other Sum as may become payable under the provisions of the Contract at the times and the manner prescribed by the Contract.

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

Authority signature of Contractor

SEAL

In the presence of:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Authority signature of Employer

SEAL

In the presence of:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

24Seal & Signature of the Tenderer

## SAMPLE FORM – F

## SECURITY DEPOSIT (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,  
M.S.E.D.C.Ltd. Division Office  
BHOKAR

WHEREAS M/s \_\_\_\_\_  
(hereinafter called “the Contractor”) has undertaken, in pursuance of **E-TENDER NO. EE/BKR/TS/T-15. Annual Maintenance of Office Computers & Printers in all Unit Offices , Sub-Division Offices & Division Office under Bhokar Division** , as defined in the bid document.AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by Scheduled / Nationalized Bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract.

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

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

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

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

This guarantee shall be valid up to & including date \_\_\_\_\_.

## SIGNATURE OF AUTHORISED SIGNATORY AND SEAL OF THE BANK:

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

Address \_\_\_\_\_

Date \_\_\_\_\_

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

Name and Address.

25Seal & Signature of the Tenderer

## MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

## O &amp; M DIVISION, Bhokar Division

All Unit Offices &amp; Sub-Division Offices/Division, Office under Bhokar Division.

## TENDER No- EE/BKR/TS/T-15

Sr.No	Particulars of the work	Unit	Base Rates in Rs.	Rates Offered %
1	2	3	4	5
A	<b>Replacement of RAM</b>			
	Replacement of RAM DDR-3 (4 GB)	Per No	1000.00	
	Replacement of RAM DDR-3 (8 GB)	Per No	1200.00	
	Replacement of RAM DDR-4 (4 GB)	Per No	1800.00	
	Replacement of RAM DDR-4 (8 GB)	Per No	2300.00	
B	<b>Replacement of HDD/SSD</b>			
	Replacement of Hard Disk (1 TB, 7200 RMP or more)	Per No	4500	
	Replacement of SSD (256 GB) NVMe / M.2	Per No	2600	
	Replacement of SSD (500 GB) NVMe / M.2	Per No	4200	
	Replacement of SSD (512 GB) SATA	Per No	3500	
	Replacement of Hard Disk / SSD service charge	Per No	100	
C	<b>Replacement of Mother Board</b>			
	Replacement of Motherboard for Core i3	Per No	6800.00	
	Replacement of Motherboard for Core i5	Per No	8400.00	
	Replacement of Mother Board Charges	Per No	100.00	
D	<b>Replacement of Processor</b>			
	Replacement of Intel Core i3 10th Gen Processor	Per No	7200.00	
	Replacement of Intel Core i5 10th Gen Processor	Per No	9200.00	
E	<b>Replacement of SMPS</b>	Per No	690.00	
F	<b>Replacement of ATX cabinet</b>	Per No	1800.00	
G	<b>Replacement of Monitor</b>			
	Replacement of Monitor- 21.5" wide	Per No	8500.00	
	Replacement of Monitor- 18.5" wide	Per No	6200.00	
H	Replacement of Mother Board Battery Cells	Per No	10.00	
	Replacement of UPS ( 600 VA)	Per No	2000.00	
J	Replacement of Mouse ( I ball)	Per No	305.00	
	Replacement of Wireless Mouse ( I Ball )	Per No	640.00	
	Replacement of Mouse ( Dell)	Per No	370.00	
K	Replacement of Key Board ( I Ball )	Per No	450.00	
	Replacement of Key Board Dell /HP /Lenovo	Per No	650.00	
	Replacement of wireless Key Board ( I Ball)	Per No	690.00	
L	<b>Annual Maintenance of Computer Printer Consists of :-</b>			
1	Replacement of Power Cable	Per No	59.00	
2	Replacement of Printer USB Cable	Per No	80.00	
3	Replacement of DRUM	Per No	225.00	
4	Replacement of Dot Matrix Printer Cartage	Per No	225.00	
5	Replacement of Dot Matrix Printer Ribbon	Per No	60.00	
M	<b>Replacement of all types of Printers parts</b>			
1	Replacement of printer main board		6070.00	
2	paperlift mechanism		2750.00	
3	Replacement of printer power supply		2580.00	
4	Replacement of Scanner (Canon Lide 110)	Per No	3950.00	
N	Refilling of the INK( HP & Canon)	Per No	249.00	
	Refilling of the INK( Samsung / Brother)	Per No	925.00	
1	Replacement of Chip Samsung Printer	Per No	550.00	
2	Replacement of PCR	Per No	75.00	
3	Replacement of Magnet Rod	Per No	95.00	
4	Replacement of Wiper Blade	Per No	55.00	
5	Replacement of Doctor Blade	Per No	60.00	
6	Replacement of Tafflon	Per No	950.00	
7	Replacement of Pressure Roller	Per No	525.00	
8	Replacement of Magnet Bush	Per No	40.00	
O	<b>Replacement of Net Cable &amp; Networking</b>			
1	Replacement of LAN CARD	Per Mtr	225.00	
2	Replacement of Cat 6 Cable ( Net cable)	Per Mtr	30.00	
3	Replacement of Switch ( 8 Port)	Per No	725.00	
4	Service Charge for above (a,b & c)	Per No	140.00	

P	Installation of Software / Antivirus			
1	Anti Virus ( Net Protector)	Per No	<b>450.00</b>	
3	Installation of Software ( Format & Installation) charges	Per No	<b>250.00</b>	
4	Installation of Printer Software & Servicing	Per No	<b>100.00</b>	
6	Installation of Windows 11 Licensed copy	Per No	<b>4600.00</b>	
6	Installation of MS Office Licensed copy Home / Pro	Per No	<b>5000.00</b>	

Note: All the material / softwares should be genuine supported with original GST receipts & original warranty cards of manufacturers

**Executive Engineer,**

MSEDCL Bhokar Division

## LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40402438 Maintenance Office	ADM 042	Activity unit	998313	1		null

Required Documents (To be uploaded online)				
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Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	AS PER TENDER DOCUMENT	Price Section	40402438 Maintenance	AS PER TENDER DOCUMENT
2	AS PER TENDER DOCUMENT	Technical Section	40402438 Maintenance	AS PER TENDER DOCUMENT
3	AS PER TENDER DOCUMENT	Commercial Section		AS PER TENDER DOCUMENT