

Tender Details		30-01-2024 03:59:59
Tender Code	EE/MOR/Tech/T-27 2023-24	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	Annual Contract for Quarterly meter reading at Ag consumer premises through MSEDCL's Updated Mobile App & bill distribution (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) and reading through HHU with all allied works of LT consumers (Ag.) under various Subdivision under Morshi Division.	
Estimated Cost (In Lakhs)	10	
Basis of prices	NA	
Tender Validity	NA	
Delivery Requirement (In Months)	NA	
Tender on rate contract basis	NO	
Tender Fee (In INR)	1000	
GST In INR (@18% on Tender Fee: SAC No.	180	
Total Tender Fee Amount including GST in INR.	1180	
Contact	H R GADBAIL , 7875763693 ,eemorshi2018@gmail.com	
Pre-Qualifying Req	All Technical Document	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Distribution Department	
Office Type	DIVISION	
Location Type	Morshi Division	
Designation	Deputy Executive Engineer(Distribution)	
Pre-Bid Meeting Address	Executive Engineer, MSEDCL, O&M, Morshi Division, Near Bus Stand, Main Road Morshi, Tq. Morshi, Dist. Amravati. 444905	
Bid Opening Address	Executive Engineer, MSEDCL, O&M, Morshi Division, Near Bus Stand, Main Road Morshi, Tq. Morshi, Dist. Amravati. 444905	
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	30-01-2024 15:59	

Tender Sale End Date	14-02-2024 18:00
Bid Start Date	30-01-2024 16:00
Bid End Date	14-02-2024 18:05
Pre-Bid Meeting Date	05-02-2024 11:00
Techno-Commercial Bid opening on	15-02-2024 11:00
Price Bid opening on	16-02-2024 11:00
Annexure C1 Opening Date	NA
Winner Selection Date	17-02-2024 11:00
Can Bidder Opt EMD Exemption	N

<b>T-27</b>
<b>2023-24</b>



## **BID DOCUMENT**

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

### **MORSHI DIVISION eTender for**

**ANNUAL CONTRACT FOR QUARTERLY METER READING AT  
CONSUMER PREMISES THROUGH MSEDCL'S UPDATED  
MOBILE APP & BILL DISTRIBUTION (WITH MOBILE  
COMPATIBLE TO HANDLE LATEST/UPDATED VERSION OF  
MSEDCL'S MOBILE APP) AND READING THROUGH HHU WITH  
ALL ALLIED WORKS OF LT CONSUMERS (AG.)  
FOR MORSHI SUB DIVISION**

### **General Instructions & Price Bid**

**BID NO.EE/MOR/TECH/2023-24/T-27**

**EXECUTING AGENCY**

**EXECUTIVE ENGINEER,  
O&M, M.S.E.D.C.L., MORSHI DIVISION**

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED.  
O&M DN, MORSHI**

**TENDER NO. EE/MOR/TECH /2023-24/ T-27**

- 1) **Name of work:** - Annual Contract for Quarterly meter reading at Ag consumer premises through MSEDCL's Updated Mobile App & bill distribution (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) and reading through HHU with all allied works of LT consumers (Ag.) under various Subdivision under Morshi Division.

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Executive Engineer  
O&M Dn. MSEDCL Morshi

# MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD. MORSHI DIVISION



## e-TENDER NOTICE

Separate e-Tenders are invited in two bid system from Registered, Licensed Electrical contractors, Suppliers, Manufacturers for the supply of following material /works to be carried out

- 1) Subject : Annual Contract for Quarterly meter reading at (Ag) consumer premises through MSEDCL's Updated Mobile App & bill distribution (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) and reading through HHU with all allied works of LT consumers (Ag.) under various Subdivision under Morshi Division.
- 2) Estimated cost of Labour Work : Rs.10,00,000/- (Rs. Ten Lakhs only)
- 3) Earnest Money Deposit : Rs.10,000/- (Rs. Ten Thousand only)
- 4) Tender Cost : Rs 1000/-+18% GST i.e. 1180/-) Non refundable
- 5) Tender sale Star date : 30.01.2024(Time 18.00 Hrs.)
- 6) Bid Start date & Time : 30.01.2024(Time 18.30 Hrs.)
- 7) Pre-bid Date : 05.02.2024 (Time 11.00 Hrs.)
- 8) Tender Sale End Date : 14.02.2024(Time 18.00 Hrs.)
- 9) Bid End Date : 14.02.2024 (Time 18.00 Hrs.)
- 10) Tech. Bid Opening Date & Time : 15.02.2024(Time 11.00 Hrs.) If possible.
- 11) Price Bid Open Date : Will be conveyed latter
- 12) Winner Selection Date & Time : Will be conveyed latter
- 13) Tender Purchased vide Money Receipt No. & Dt :
- 14) E.M.D. paid vide Money Receipt No. & Dt :
- 15) Validity Of the Offer : 180 Days from the date of Techno-comm opening of the Tender.

Executive Engineer,  
O&M Division, Morshi.

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED.**  
**MORSHI DN**  
**TENDER NO. EE/MOR/TECH/2023-24/T-27**

**SPECIAL INSTRUCTIONS FOR SUBMISSION OF TENDER DOCUMENTS**

- Your offer should be submitted in Two Bid formats on Internet Only.
- You will have to pay e-Tender processing Fee (non-refundable) as mentioned earlier. Without payment of e-Tender processing fee, your offer will not be considered. Scan Copies of D.D./B.G./Cash Receipt of MSEDCL against EMD should be uploaded on website with tender documents. Original Copies of D.D./B.G./Cash Receipt of MSEDCL Must be submitted to the office before opening of Technical bid.
- D.D. should be drawn in favour of "MSEDCL, Morshi"
- "Technical Bid" should contain only documents mentioned in Tender.
- "Commercial Bid" should contain Rates offered in given Tender Format only.
- After receipt of full documents / Certificates as required in Technical Bid, then only Commercial Bid will be opened. Tenders will not be accepted without payment of EMD. For any further qualifying conditions & information regarding tender, the bidder may contact Dy. Exe Engineer (O), Morshi Division before opening of tender. Undersigned reserves right to reject any or all bids without assigning any reason thereof.
- For any queries please contact Dy. Exe Engineer (O), Morshi division before opening of tender.
- Before opening of Technical Bid, the bidder must submit original DD/BG/Cash receipt of EMD to this office without fail. Otherwise proposal will be treated as irresponsive.
- Bid only in electronic format will be accepted. No Hard Copy of Bid will be accepted in any case.
- While uploading Bids on our website, Technical Bid and Commercial Bid Should be uploaded separately. In Commercial Bid only Price Bid pages duly filled, Signed & Stamped should be uploaded.
- It is not necessary to upload all tender booklet on web site.
- Attempt should be made to upload tenders well in advance of Deadline. If any bidder is unable to upload tender due to Internet congestion, slow website or any other problem, MSEDCL will not be responsible for the same.
- The Tender documents shall be submitted **in following manner only.**

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED.**  
**MORSHI DIVISION**  
**TENDER NO. EE/MOR/TECH /2023-24/ T-27**

**FOLDER NO. 1 :- FOR QUALIFICATION BID.(Technical Bid)**

This FOLDER shall contain Scan copies of the following certificates. True – copies of the certificates should be attested by competent authority. The original certificates will have to be produced by the contractors if demanded before acceptance of the Tender. The details of EMD Paid (Scan Copies of DD/BG/MR No.& Date) should be Specifically uploaded with this folder.

The documents as below from 1 to 12 are compulsory primary documents to be uploaded in TECHNICAL BID.

1. The bidder should have at least 2 years of experience as a prime contractor in the field of Digital Photo meter reading & **Proposed Similar works out of last five financial years**. Preference shall be given to experienced agencies.
2. The bidder should have Average Annual Turnover during the last three financial years at least equivalent to 30% of the bid value.
3. General Experience:- The bidder should have executed either (i) a single order equivalent to at least 20% of the Estimated Cost of the Works, or (ii) two orders equivalent to at least 25% of the Estimated cost of the Works, or (iii) three orders equivalent to at least 30% of the Estimated Cost of the Works during the last five financial years for the Similar works of photo meter reading in MSEDCL.
4. The Bidder shall be an established organization having minimum two years of similar experience in providing photo meter reading activity services in MSEDCL for handling minimum 100% of consumers which are required to be billed in that sub division per month. Bidder will have to provide a certificate accordingly from an Officer not below the rank of SE/EE for **satisfactory execution** of works of photo meter reading in MSEDCL
5. Preference will be given to agencies having performance certificate (Certificate issued by officer not below the rank of Exe Engineer) of meter reading through mobile app with normal billing efficiency 95% or more including AG and the decision of Executive Engineer, Morshi Dn. will be final in this regards.
6. Bidder may bid for any one or more than one of the above described contracts (Bids).
7. Copy of registration certificate of Goods & Services Tax.
8. Copy of registration certificate of E.P.F.

9. Copy of registration certificate of ESIC/Workmen's compensation policy.
10. Solvency certificate equivalent to amount not less than 100% of the estimated cost of the Tender. It shall valid for current year.
11. Scan Copy of Demand Draft/ Cash receipt/B.G.(Valid for 150days) as a proof of E. M. D. amount paid. The price bid (Commercial Bid) will not be opened without payment of E.M.D and details thereof. Note : EMD should be paid separately.
12. Electrical Contractor License registration.
13. Annexure A
14. Annexure B

**Note 1:** *The company reserves the right to issue a trial order for two months in case if the prior experience is not sufficient. If the work in two months is satisfactory then only the balance order shall be issued otherwise the EMD/SD shall be forfeited.*

**Note 2:** *The company reserves the right to relax the condition of submitting documents giving due consideration to local requirements & prevailing situation. This is the work of inevitability.*

#### FOLDER NO.2 :- PRICE BID.(Commercial Bid)

This Folder shall contain the price bid duly filled in with rates, all schedules as applicable.

FOLDER No. 2, shall be opened only in r/o. such bidder who qualify after opening of FOLDER No.1(Technical Bid). Folder No 1 should clearly be mentioned as "TECHNICAL BID" and also " Qualification Bid" similarly FOLDER No 2 should clearly be mentioned as "COMMERCIAL BID" and also " Price Bid" . Putting wrong Words/Numbers on Folder shall be liable for total rejection of Tender.

Executive Engineer  
O&M Dn. MSEDCL Morshi



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED.  
MORSHI DN,**

**TENDER NO. EE/MOR/TECH/2023-24/T-27**

**INSTRUCTION TO THE TENDERERS.**

TENDER form complete with all prescribed particulars together with supporting documents as per tender notice, must uploaded on Company's e-tender website on or before date and time mentioned earlier.

In submitting the Tender the schedule should be strictly in the form given in the accompanying TENDER.

1. TENDERERS should carefully read the TERMS & CONDITIONS OF THE TENDER & follow the instructions contained therein scrupulously before submission of TENDER. After carefully reading & understanding all instructions in Tender Document Bidder should sign form in "Annexure A" and upload the same with Technical Bid. In case of any omission in the TENDER, the TENDER shall be liable for rejection.
2. If any doubt in respect of any of the conditions, same should be got clarified in writing from the office of the undersigned before submitting the TENDER.
3. Bidder shall not make any additions, alterations or changes in the tender form and the conditions of tender and supply including the description of material mentioned.
4. The TENDER must be accompanied by Earnest money of one percent (1%) of total estimated cost of work.
5. All corrections in the TENDER & particularly in the rates must be initiated & dated by the TENDERERS
6. The TENDER shall be strictly submitted in manner as specified in TENDER-Notice/Document.
7. The undersigned is not bound to place a contract order to the lowest TENDERER'S. It is the decision of the undersigned to whom the contract order is to be placed.
8. Advance payment will not be made for purchase of material or starting of work.
9. The Executive Engineer, Morshi Dn., reserves the rights to make the modification in terms & conditions of the contract if necessary in the interest of contract work.
10. Income Tax as per rules shall be deducted from bills as per Income – tax rules in force.
11. Rates quoted shall be firm & valid for 60 days from the date of bid.
12. General terms & conditions for the work contract supply printed in M.S.E.D.CO.LTD. Book let will also be applicable to this contract.
13. Power to reject or to accept any or all tenders are reserved by undersigned.
14. The undersigned reserves all rights to terminate this tender order at any stage without assigning any reasons thereof for unsatisfactory quality or unsatisfactory progress of works.
15. All the disputes & differences arising out of or in the connection with the contract shall be subject exclusively to the jurisdiction of AMRAVATI court.
16. Joint Venture (JV) not applicable for this tender.

Executive Engineer  
O&M Dn. MSEDCL Morshi

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED.  
MORSHI DIVISION**

TENDER NO. EE/MOR/TECH /2023-24/ T-27

**GENERAL TERMS & CONDITIONS OF TENDER**

- 1) **EARNEST MONEY DEPOSIT** : All Tenderer's are required to pay E. M. D. as per existing rules to the extent of 1% of the estimated value of the Tender.  
**Mode of payment** : E.M.D. may be remitted up to Time & Date mentioned earlier at our office by Cash/D. D./B.G.(Valid for 150 days) of any Nationalized / Scheduled Bank, in the name of Executive Engineer, O&M Morshi division E. M. D. remitted in any other than prescribed form will not be accepted.  
 The Tender offer without E. M. D. will be liable for rejection.
- 2) **eTENDER PROCESSING FEE (COST OF TENDER)**: All Tenderer's are required to pay Cost of Tender as mentioned earlier ONLINE only. Tender Cost remitted in any other than prescribed form will not be accepted. The Tender offer without Cost of Tender will be liable for rejection.
- 3) **REFUND OF EARNEST MONEY DEPOSIT** : Bidder should surrender the original Money Receipt issued by this office to facilitate refund of E. M. D. Therefore, the Bidders are advised to preserve the Money receipt properly. Bidder should submit the application along with original money receipt for refund of E. M. D. No interest will be payable by the purchaser on the E. M. D.
- 4) **VALIDITY** :- The offer shall remain valid for 120 days from the date of opening. Thereafter also, it will be treated as valid until withdrawn by the Tenderer by giving notice in written to this office.  
 In case, the Tender offer is withdrawn between date of opening & expiry of 120 days of validity period or in the event of refusal to accept the order or to pay the security deposit as per clause within stipulated period as mentioned in detail order, the E. M. D. deposited by the Tenderer will be forfeited & no claims there off will be entertained.
- 5) **LIQUIDATED DAMAGES: (PENALTY)**
  - a) **Wrong Billing:**  
 If any discrepancy is observed by MSEDCL while cross checking the readings taken by the Agency, penalty as per the circular of MSEDCL per case shall be recovered from agency for each occurrence
    - i) The agency should take 100% meter reading. The normal billing percentage should not be less than 95% audit will be binding on the agency. If any deviation in the percentage below the 95% of meter reading, the double penalty will be imposed as per the rule of MSEDCL.
    - ii) If any instructions received from higher authority time to time regarding percentage of normal billing, accordingly it will be binding on the agency to maintain normal percentage meter reading otherwise the penalty will be imposed as per the rule of MSEDCL.
    - iii) If the agency provided the lock status reading & it's no of consumer thereof, accordingly the reading provided by MSEDCL staff against the lock status, then the amount of penalty per no of consumer should be deducted from agency as per rule.
  - b) **Delay Bill:**  
 Bill must be distributed three days before incentive date otherwise Rs 2/- (two) per bill per delayed day subject to maximum of 25% of the bill amount shall be deducted as penalty.
  - c) Similarly, we also penalize if the normal billing is below 95% and the rate of penalty will be as MSEDCL's Rule and as per instructions of Competent authority.

(A Normal bill shall display a clear Meter reading , Meter Serial Number, Consumer no, Billing Unit No and DTC code on the sticker are visible in the photograph and the same reading is punched ). If sticker is missing, it should be provided by agency during same billing cycle.

- d) Non distribution of bills: Rs 20/- per non distributed bill on written complaint from consumer. If bills in bunch, undistributed and found lying at pan shop, tea shop or anywhere else a lump-sum fine of 25% of bill amount for that period shall be levied. Second such instance may lead to cancellation / termination of contract and forfeiture of Security deposit
- e) If Normal meter is shown "Faulty", and it is noticed in cross checking/ consumer complaint / or found Normal in subsequent billing cycle, the Penalty of Rs 100/- per case shall be imposed.
- f) The essence of this contract is that the Contractor issues the bills to the consumers in stipulated time period and also that the bill is absolutely correct in all respects. Thus it will be mandatory on part of the Contractor 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 Contractor to the respective Executive Engineer / nominated authority, in case of failure to carry out the allotted quantity of work / issue the bills within the stipulated time period,
- g) 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 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. **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 Contractor or any other amount due or payable to him against this or any other contract (Deduction of one Division against the payment of any other Division for the same Contractor) The total penalty will be limited upto 25% of contract value.
- h) These Penalty will be without prejudice to MSEDCL's rights of any other action / recourse permitted under the law.
- i) No payment will be released for R.N.T. If R.N.T. status increases above 1% then additional penalty of Rs. 5 per consumer will be imposed
- j) The agency should co-ordinate with MSEDCL/agency engaged for faulty / stop meter replacement and other abnormality if observed
- k) The agency should coordinate with section office / Sub Div. Office before starting the reading program to make meters accessible and for meter replacement report so as to stop average billing.
- l) **If agency brings billing less than 95% (or as per directives of competent authority) of normal billing continuously for more than two months / two billing cycles then their contract will be liable for termination.**

#### 6) **Payment of Bills:**

**6.1** The payment shall be generally made within 60 days (Sixty) from the date of submission of clear invoices. The Contractor shall submit the original bills / invoices in triplicate to the respective sub-division office for recording the same in the ERP. The said sub-division office shall forward the bill through ERP/SAP to the Executive Engineer of respective division office who in turn will make the payments.

**6.2** **Web console reading Job status report will be considered only for making payments.** The contractor should bring readings of all the consumer in the particular P.C.

**6.3** No payment will be released for R.N.T. If R.N.T. status increases above 1% then additional penalty of Rs. 5 per consumer will be imposed.

**6.4** **The copy of billing program given by sub division & copy of billing program executed by agency should be submitted with bill with job finished status.**

**6.5** The generated reports in soft copy should be handed over to respective billing unit & the receipt of the same should attach with the Quarterly bill. Without receipt of report handing over the bill not be processed.

**6.6** I.T. report of billing status of respective P.C. should be attached with the bill otherwise the bill not be processed.

**6.7** Income tax will be deducted from the Quarterly bill as per rules of Income Tax.

**6.8** Contractor shall submit Goods & services tax challan & P.F. challan along with subsequent bills.

- 7) Sub-letting the contract to any other party will not be permitted.
- 8) For improper execution of the contract, the S. D. held with Company will be forfeited.
- 9) The value of this order is as mentioned earlier. However Goods & Services Tax as applicable will be paid extra.
- 10) The contractor's bill will be subject to recovery of Income – Tax (at source) as applicable & other statutory recovery, if any.
- 11) Any amount or amounts which becomes payable by the supplier to this office under particular contract may be deducted by this office from any amount / amounts due or becoming due for payment by this office to the supplier under the same or any other contract with M.S.E.D.CO.LTD.
- 12) **TERMINATION OF CONTRACT** :- The under signed reserves the rights to terminate the contract / order at any stage without assigning any reasons thereof.
- 13) Conditional tenders will be rejected out rightly & earnest money is likely to be forfeited.
- 14) Tenderer is requested to go through the tender documents carefully & if the any doubts regarding the meaning of any clause of the tender or of the specification, he should contact the undersigned & get it clarified in writing before tenderizing. If any point is raised after tendering or during the contract period, the verdict of the undersigned thereof will be final & binding on the contractor.
- 15) The interpretation of the undersigned on any matter or decision on any disputable points will be final and binding on the contractor.
- 16) **Tenderers should sign "Annexure A" in token of having read & accepted the all tender conditions.** They should also fill in all details as asked in tender & should be submitted while tendering.
- 17) All disputes or differences arising under, out of or in connection with the contract, if concluded shall be subject to the exclusive jurisdiction of the AMRAVATI Court only.
- 18) The tender documents are not transferable.
- 19) Other terms & conditions if any will be incorporated in the detailed order at the time of order.
- 20) This work should be carried out as per the directives of concerned Divisional/Sub-Divisional officer.
- 21) The contractor will have to execute the works as described in details under head **"Scope of Work"** attached.
- 22) The MSEDCL reserves the right to add/omit any term/terms found necessary for the work or to cancel the full order without assigning any reason.
- 23) **Security Deposit** : The contractor whose tender has been accepted shall be required to deposit 5% of the order value as security deposit (S.D.) in the form of Cash / B.G. within 7 days of intimation of acceptance of Tender. Balance 5% will be recovered proportionately from R.A. bills. Failure will result in forfeiture of EMD.
- 24) **AGREEMENT** : The contractor will have to sign an agreement on Court Stamp Paper of appropriate value in prescribed format. The cost of stamp paper will be in the contractor's account.
- 25) **PERIOD OF CONTRACT** : The period of contract will be for 12months from the date of commencement of work or exhaustion of Order amount whichever is earlier. However the undersigned reserves the right to extend the period of contract at his discretion so that the extended work done by the contractor does not exceed 50 % of the value of contract awarded to him and the contractor is bound to carry out this work at the same rates , terms and conditions

**26) 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 labour 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. 9 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 Contractor, for which documentary evidence shall be produced to the satisfaction of the Competent Authority of MSEDCL.

**27) Obligations of Contractor**

**a)** MSEDCL reserves its right not to deal with the Contractor, whose contract is terminated for whatsoever reasons, for a period from the date of cancellation of contract as may be deemed fit.

**b)** MSEDCL may also blacklist the Contractor whose contract is terminated for whatsoever reasons on giving opportunity to show cause for such action to the Contractor.

**c)** Normal billing percentage should not be less than previous month.

**d)** Quarterly performance report as per I.T. report should be submitted to be respective Billing Incharge to check the performance of Agency.

**29) Jurisdiction:**

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

**30) Joint Venture (JV) not applicable for this tender.****Signature of Tenderer**

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

Executive Engineer  
O&M Dn. MSEDCL Morshi



MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
MORSHI DIVISION  
TENDER NO. EE/MOR/TECH / 2023-24/ T-27

## CONDITIONS FOR EXECUTION OF WORKS

- 1) The work should be strictly carried out as per MSEDCL's method of work.
- 2) The area Dy Executive Engineer, MSEDCL concerned or any other person authorized by Executive Engineer/ Dy Executive Engineer will supervise the work.
- 3) The list of meter readers should be submitted to concern sub division office in the Annexure Attached herewith for ease of job allotment for meter reading.
- 4) No tools, tackles & plants will be provided by MSEDCL.
- 5) The problem of labour, their lodging, boarding, medical aids, their payments, accident compensation, etc. will be entirely contractor's responsibility and MSEDCL will not be a party to it.
- 6) The contract or part thereof shall not be sub-let.
- 7) In the event of any dispute arising out of the validity of the claim or as to the amount to be paid or allowed in respect thereof, the decision of the Executive Engineer shall be final and binding.
- 8) All disputes of difference arising under, out of or in connection with the contract if concluded shall be subject to the exclusive jurisdiction of the AMRAVATI court.
- 9) In the case of failure to cope-up in execution of any of the work orders, the same will be got done through other Agencies even at higher rates and the difference in amount will be recovered from your bills or any other means available.
- 10) The estimated cost and area of work of this tender is as mentioned earlier . However, the work involved may be distributed in any/all the sections under this Division. The tenderer will have to carry out the work as per M.S.E.D.C.L.'s requirement.
- 11) Any accident occurred during course of execution of work to your labour or outsider will be totally your responsibility and MSEDCL will not be a party to it anyhow.

*Seal & Signature of Tenderer*

Executive Engineer  
O&M Dn. MSEDCL Morshi

TENDER NO. EE/MRO/TECH / 2023-24/ T-27

## *Measurements & terms of payments*

1. Payment will be made to the contractor on completion of work by the Executive Engineer, O&M Morshi Division, according to the procedure. Following documents must be submitted with the bill
  - a. Bill in triplicate certified by concerned S.D.O. processed through ERP/SAP and dully signed by Concerned E.E
  - b. Certificate of security deposit
  - c. Advance Stamped Receipt
  - d. Xerox copy of Pan Card
2. 95% Payment will be made against each R.A. bill as per tender rate for all the works done according to the specifications & measurements (5% shall be deducted on part of Security Deposit).

### ADDENDA / CORRIGENDA

1. Addenda / Corrigenda to the tender documents may be issued prior to the date of opening of the tenders to clarify documents to reflect modifications in the contract terms.
2. Addenda / Corrigenda if necessary will be issued in triplicate to each person or organization to which a set of tender documents has been issued. Each recipient will retain one copy of each addendum / Corrigendum and submit two copies along with his tender. All Addenda / Corrigenda issued shall become part of the tender documents.

### ***Seal & Signature of Tenderer***

Executive Engineer  
O&M Dn. MSEDCL Morshi

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
MORSHI DIVISION  
TENDER NO. EE/MOR/TECH / 2023-24/ T-27

### Scope of work

Work Contract for Quarterly meter reading at Ag consumer premises through MSEDCL's Updated Mobile App (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) and reading through HHU with all allied works of LT consumers (Ag.) under Morshi Division

- 1) The successful agency should follow following sequence of operations
  - a) To take photograph of meter through MSEDCL's Updated Mobile App (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) in such a way that Meter reading, Meter Serial Number, Consumer no, Billing Unit No and DTC code on the sticker are visible in the photograph/ image along with date & time stamp. The contractor must ensure that the work of taking meter reading through MSEDCL's Updated Mobile App (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) shall be scheduled in such a way that the period of load Shedding in particular area is avoided. If the sticker is not visible, the agency should take care to fix the same during the same billing cycle. Concerned S.D.O. will provide detail list of consumers whose reading is to be taken with DTC location details before scheduled date of reading.
  - b) The camera to be used for this operation should be of 10.0 Mega Pixels or higher
  - c) The Updated Mobile App will be available on MSEDCL's official website and on play store for modification and latest updates.
  - d) Suitable training will be given by the local IT centers of MSEDCL to the representatives of contractors for operation of MSEDCL's Updated Mobile App (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) /data entry software& Data validation software free of cost.
  - e) To enter proper meter status codes by referring image of meter while entering the data. Meter Status list is attached as schedule I
  - f) The meter reading through MSEDCL's Updated Mobile App (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) must be taken in LIVE/Immediate mode, if reading taken in Offline Mode it must be certified by concern SDO. To hand over the duly validated B-30 data along with challan in prescribed format on CD/DVD to the respective Billing Unit Office along with the images of the photographs duly indexed with consumer No.
  - g) To generate and print the Exception reports ( as per Schedule I List) & hand over the same to respective Billing Unit Office on completion of meter reading for a particular processing cycle
  - h) Submit separate list for tampered meters & hand over the same to respective Billing Unit Office along with images. Also the list of inaccessible meter should be submitted to concern section office.
  - i) The respective IT centers attached to Billing units will process & generate the bills. The Billing unit will arrange to hand over the printed bills to contractor for Distribution purpose.
  - j) The Contractor will distribute the printed bills to the consumers at their premises / address as printed on the bill within stipulated period considering the mandatory period permitted for distribution of such bills by MERC. The contractor will keep the



record of bills distributed to consumers. MSEDCL may verify this record time to time.

- k) The printing matter or the format may be changed by MSEDCL to any extent during contract period.

## 2) Special Conditions

- a) The eligible agency must provide mobile compatible to handle MSEDCL's latest/updated mobile app equipped with camera for best quality photograph and internet connectivity like GPRS/EDGE/3G/Wi-Fi/4G etc.
- b) While meter reading, the consumer's mobile number can be updated.
- c) The contractor shall have to maintain the confidentiality of the billing information. Leakage of the same will be treated as breach of contract.
- d) All the manpower deployed by the contractor shall be suitably qualified and trained for the job intended to be performed by them.
- e) All the manpower deployed by the contractor should be well conversant with Marathi and working knowledge of English & Hindi.
- f) All the manpower deployed by the contractor should be extremely polite with the consumers.
- g) All the manpower deployed by the contractor should be well dressed displaying the Identity card when on field. The ID card will be jointly issued by MSEDCL & Contractor
- h) Serious action will be initiated against the contractor if any of the manpower deployed by it misbehaves with any of the consumers / MSEDCL officers or get into any act which could hamper the image of MSEDCL.
- i) It will binding on agency to take meter reading through Updated Mobile App (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) launch by MSEDCL as per circular and instruction at the rate decided by Competent Authority /(H.O.) as schedule rate.( The rate quoted will be Above or Below of rate decided by competent authority)

Executive Engineer  
O&M Dn. MSEDCL Morshi

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
MORSHI DIVISION  
TENDER NO. EE/MOR/TECH / 2023-24/ T-27

*SCHEDULE 'I'*

**METER STATUS**

- 0 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

**LIST OF EXCEPTIONAL REPORTS**

- 1) List of consumers having excessive consumption (4 times)
- 2) List of consumers having abnormal consumption
- 3) List of consumers having zero consumption
- 4) List of consumers having 1 to 30 units consumption in a month
- 5) List of consumers with Tampered meters, broken glass
- 6) List of consumers having 25% variation in consumption compared with last month
- 7) List of consumers whose Meter is changed but data not fed to IT
- 8) List of consumers whose Meter is not read with reason
- 9) Statistics for Total No of Consumers, Consumers read, Consumers not read
- 10) Statistics of Meter Status wise, No of Consumers,

Note : The stationery for above reports will be at the cost of contractor. Standard stationery paper should be used by the contractor.

Executive Engineer  
O&M Dn. MSEDCL Morshi

## ANNEXURE A

## Self Declaration

(On Bidder's Letter head)

**Annual Contract for Quarterly meter reading at Ag consumer premises through MSEDCL's Updated Mobile App (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) and reading through HHU with all allied works of LT consumers (Ag.) under various Subdivision under Morshi Division.**

TENDER NO. EE/MOR/TECH / 2023-24/ T-27

I have under gone through all the contents of Tender form .I have carefully read and understood all the terms and conditions mentioned therein. I agree with all the terms and conditions mentioned therein. Hence I am signing & submitting this form In lieu of signing & uploading every page of Tender Document.

Signature  
Name & designation

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

**ANNEXURE B**  
**(On Bidder's Letter head)**

To,  
The Executive Engineer,  
O&M, MSEDCL,  
Division, Morshi.

**Sub- Annual Contract for Quarterly meter reading at Ag consumer premises through MSEDCL's Updated Mobile App (with mobile compatible to handle latest/Updated version of MSEDCL's Mobile App) and reading through HHU with all allied works of LT consumers (Ag.) under various Subdivision under Morshi Division.**

**Ref.:-TENDER NO. EE/MOR/TECH / 2023-24/ T-27**

Dear Sir,

Having examined the above tender Specification including terms & Conditions of Contract, specifications as per schedules & billing of quantities there in, I/We hereby offer to execute the whole work as described in work schedule according to the specifications & conditions referred to there in with rates entered in the attached sheet of the work.

I/We hereby undertake to commence & to complete the work as per schedule within stipulated period from the date of receipt of your letter of Intent / firm order.

If my / our tender is accepted I /We will provide the performance security equal to \_\_\_\_\_ percent of contract price i.e. Rs. \_\_\_\_\_.

I /We agree to abide by this tender for the period of days from the date fixed for tender closing & it shall remain binding upon me / us & may be accepted at any time before the expiration of that period.

I /We attach the tender form duly completed & signed.

Placement of work order, receipt of S. D. your acceptance together shall constitute a contract between me / us which will be follow by agreement.

I /We understand that you are bound to accept the lowest - priced or any other tender that you may receive.

I /We, enclosed herewith a Demand Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ as Earnest money deposit.

I /We have paid Earnest money deposit in Cash vide M. R. No. \_\_\_\_\_ Date \_\_\_\_\_.

Thanking You

Date :-

Signature of Tenderer

NAME & ADDRESS :-

**SAMPLE FORM OF AGREEMENT**

This Agreement made at Morshi ----- day of ----- between M/s -----, (herein after called "The Contractor") which expression shall unless excluded or repugnant to the context, include successor, of permitted assign on the one part and the M.S.E.D.C.L. (herein after called the "company" ) which expression unless excluded by or repugnant to the context, include its successors and assigns on the other part .

WHEREAS the Executive Engineer , Morshi Division , M.S.E.D.C.L., Morshi invited Tender according to the powers delegated to him as per rules for the work of -----at----- in accordance with specification connected thereof and where as the said Tender was accepted by M.S.E.D.C.L. vide Order No EE/MOR/Tech/----- dt----- and contract placed with the said contractor on the terms & conditions specified in the Tender and aforesaid letter of the Indent No ----- dt ----- and in the printed booklet, "Tender & Contract for Works" forming the part of Tender.

NOW THIS AGREEMENT WITNESSED AND it is hereby agreed and declared as under :-

- 1) In consideration of the value of contract Rs. ----- placed with the contractor on the terms and conditions specified in this contract, the contractor here by convents with the Company that he shall and will duly complete the work as per order and he shall do and perform all other works and things on the contract mentioned and described which are implied there from or any reasonably be necessary for the completion of the said work within and at the time and in the manner and subject to the terms and conditions and stipulation contained in this contract and the Company shall pay the contractor all the sums of money as and when they become due and payable under the provision only.
- 2) The Contractor shall undertake the work of ----- at -----.
- 3) The Contractor shall indemnify the Company for "----- and injury caused to any person whether workmen or not, while in or upon the works or the site and the Workmen's Compensation Act and Contractor shall be liable for all such claims.
- 4) The accepted tender along with the Terms and Conditions specifications and the period booklet mentioned here before shall be deemed to be part of this contract. The said paper are signed by the contractor for M/s ----- and by Executive Engineer , Morshi Division , M.S.E.D.C.L., Morshi for and on behalf of Company and for the purpose of Identification.

Work Order No EE/MOR/Tech/ ----- dt-----

IN THE WITNESS WHERE OF THE Parties here to have set their hands to this agreement on the dates respective mentioned against their signatures.

Date \_\_\_\_\_ Signed and delivered by shri -----  
Place \_\_\_\_\_ for -----

Date \_\_\_\_\_ Contractor  
Place \_\_\_\_\_ Signed and delivered by shri -----  
for M.S.E.D.C.L.  
Executive Engineer  
O&M Morshi Dn.

In Presence of

1) \_\_\_\_\_ 2- \_\_\_\_\_

**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. (Hereinafter called "the Bid"). KNOWALL MEAN by these presents that We (name of Bank) having our registered office at (herein after 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 2011.

THE CONDITIONS of this obligation are:

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

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

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

DATE SIGNATURE OF AUTHORISED SIGNATORY

Name and Designation:

Seal of Bank

Bank Address:

WITNESS:

(Signature)

Name & address

## Annexure - D

List of meter reader for O&M Sub Division-

Billing program for the M/o-

SN	Name of meter reader	Mobile No	e-mail ID	PC	DTC	Village Code

Seal & Sign of Contractor



**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.  
O&M DIVISION MORSHI**

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**(Price Bid) – ANNEXURE-A**

**Tender No. EE/O&M/Morshi/T/2023-24/T-27 for Morshi Division**

Sr. No	Type of Consumers	Work	Rate (Per Consumer)
1	2	3	4
A.	Agriculture (Three Phase) Consumers for Morshi Dn.	Meter reading through MSEDCL's Mobile App and Bill Distribution	11.50
	<b>Goods &amp; Services Tax (Inclusive/ Exclusive)</b>		EXTRA as applicable

Above mentioned rates are provided as per H.O. circular P.com/meter reading/22667 dt 12.08.2013 (for HHU) and for Mobile App as per H.O. circular P.com/Mobile App/Reading Rates/2668 Dt.04.02.17. Considering above rates as 100%, the bidders are requested to quote their rates in PERCENTAGE on Total of employers rates quoted above.

I/We hereby offer to complete the above described Works contained in this, for the price of :

\_\_\_\_\_ % (\_\_\_\_\_ percent) above/below the cost of Employer's Estimate for a total amount of Rs \_\_\_\_\_ Lakhs.

(Rupees \_\_\_\_\_ only), excluding the cost of Goods & Services Tax.

Signature of Bidder: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Company \_\_\_\_\_

Executive Engineer  
MSEDCL, Morshi Division



## LIST OF SERVICES

SR. NO.	SERVICE NAME	ACTIVITY NUMBER	UOM	SAC CODE	REQ. QTY	VERSION	MATERIAL TYPE
1	40402412 Meter Reading by AG	ADM 064	Days	998514	36		null

Required Documents (To be uploaded online)				
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Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	Price bid	Price Section	40402412 Meter Reading	Price bid
2	ALL TECHNICAL DOCUMENT	Technical Section	40402412 Meter Reading	Shop Act, GST, Experiance Certificate, Work Order Copies etc
3	ALL COMMERCIAL DOCUMENT	Commercial Section		Income Tax Return, Balance sheet, Networth, Turn over etc