

Maharashtra State Electricity Distribution Co. Ltd.

Tender Details		21-06-2024 12:44:15
Tender Code	EE/NERUL/TENDER/T-2/2024-25	
Tender Type	Works Tender	
Type Of Bid	Two Bid	
Description	Annual Maintenance of PCs, Printers, Scanners, UPS System, all associated equipment's & Networking located under Nerul O&M Division	
Estimated Cost (In Lakhs)	5	
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	Mr J D Ambade , 9930269515 ,eenerul@gmail.com	
Pre-Qualifying Req	as per Section I, Instructions to bidders, clause no. 3 of tender and qualifying requirements	
Budget Type	Revenue	
Scheme Code	NA	
Scheme Name	NA	
Department	Technical	
Office Type	DIVISION	
Location Type	Nerul Division	
Designation	Additional Executive Engineer(Distribution)	
Pre-Bid Meeting Address	THE EXECUTIVE ENGINEER, MSEDCL, 1ST FLOOR, 33 / 11 KV S/S, OPP. NRI COMPLEX, PALM BEACH ROAD, NERUL, NAVI MUMBAI – 400 706	
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	21-06-2024 13:00	
Tender Sale End Date	27-06-2024 12:00	
Bid Start Date	21-06-2024 13:30	
Bid End Date	27-06-2024 14:00	
Pre-Bid Meeting Date	24-06-2024 15:00	
Techno-Commercial Bid opening on	27-06-2024 15:00	

Price Bid opening on	Will be declared later
Annexure C1 Opening Date	NA
Winner Selection Date	Will be declared later
Can Bidder Opt EMD Exemption	Y



TENDER NO. EE/NERUL/TENDER/T-2/2024-25

TENDER FOR

**Annual Maintenance of PCs, Printers, Scanners, UPS
System, all associated equipment's & Networking
located**

UNDER (O&M) DIVISION, Nerul

**Maharashtra State Electricity Distribution Co. Ltd.
O&M Division, Nerul**

OFFICE OF THE EXECUTIVE ENGINEER
MSEDCL, 1ST Floor, 33/11 KV S/S, Sector-50,
Opp. NRI Complex, Palm Beach Road,
Nerul, Navi Mumbai – 400 706.
Tel . No.s :- 022-27724349, 27701183
E-mail:-eenerul@ho.mahadiscom.in,@gmail.com

**O & M NERUL DIVISION**

1. **Tender No.** : **EE/NERUL/TENDER/T-2/2024-25**
2. **Subject** : **Annual Maintenance of PCs, Printers, Scanners, UPS System, all associated equipment's & Networking located under Nerul O&M Division.**
3. **Type of Bid** : **Two Bid**
4. **Estimated cost of Work** : **Rs. 500000/- (Rs. Five Lakhs only)**
5. **Earnest Money Deposit** : **Rs. 5,000/- (Rs. Five Thousand only)**
6. **Date of Issue of Tender** : **21.06.2024**
7. **Last date of Sale of Tender** : **27.06.2024**
8. **Last date of submission of Tender** : **27.06.2024 up to 14.00 Hrs**
9. **Probable date of Opening of Technical Bid** : **27.06.2024 at 15.00 Hrs.**
10. **Probable date of Opening of Commercial Bid** : **28.06.2024 at 14.00 Hrs. (if possible)**
11. **Cost of Tender** : **Rs. 1000 /- + 18% GST = Rs. 1180/- (Rs. One Thousand One Hundred Eighty only) (Non Refundable)**
14. **Validity Of the Offer** : **90 Days from the date of opening of the Tender up to & including last day of the month.**

**Executive Engineer
MSEDCL, Nerul Division**

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.**O & M DIVISION, NERUL****TENDER NO. EE/NERUL/TENDER/T-2/2024-25**

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Section 2	Conditions of Tender contract.
Section 3	Sample forms.
VOLUME-II	
Section 1	Activity, Price & other Schedules.

VOLUME-I**SECTION -1****INSTRUCTIONS TO BIDDERS****TABLE OF CLAUSES**

Clause No.	Description
1	Invitation of tender
2	Prices
3	Pre-qualification requirements
4	Quotation
5	Ambiguity in quotation
6	Filling in of annexure/questionnaire
7	Additions / alterations prohibited
8	Signing of the tender documents
9	Earnest money deposit
10	Refund of earnest money of unsuccessful tenderer
11	Superscripting of the tender documents
12	Timely submission of offer
13	Opening of tender
14	Disregard of tender conditions
15	Acceptance of tender
16	Validity of the tender

SECTION 1

INSTRUCTIONS TO BIDDERS

1. **INVITATION OF TENDER:-** Two Bid Tenders are invited from the experienced contractors only, for the Annual Maintenance of PCs, Printers, Scanners, UPS and associated equipment & networking for the quantity as specified in the Annexure 'E' of this tender document. Bidders are requested to note that the quantity mentioned is tentative and subject to upward revision.
2. **PRICES:** - Prices are acceptable only on firm quotation basis as per Price Schedule 'A' exclusive of all taxes & duties at site as indicated in the Annexure-'E'. It shall be noted that quotations not confirming to firm price basis and for the unit as specified in Price Schedule 'A' shall not be considered even though they may be lowest. Therefore, the prices shall be quoted only in the form of Price Schedule 'A' of the tender documents.

3. **PRE-QUALIFICATION REQUIREMENTS:**

- a) EMD submission in physical or online is MUST before tender submission. Refer point no. 9 for details.
- b) To judge the capacity and capability of the tenderer for maintenance of PCs, Printers, Scanners, UPS Systems and associated equipment & networking, the tenderer should have successfully executed **Annual Maintenance Contract** work of 30% of Tender value for similar equipment's in *last 3 years*. Indicating the name of the firms and the order value along with the performance certificate from the concerned firms.

OR

The tenderer should have successfully executed maintenance of PCs, Printers, Scanners, UPS Systems and associated equipment & networking for an amount of 30% of Tender value in *1 year* out of *last 3 years*.

- c) Experience / Work completion Certificate from Firms or Organization for similar works duly certified by the authorized signatory of Firm / Organization.

OR

AMC Contract copies/Orders duly attested, year wise duplicate copies of bills raised by tenderer for an amount of 30% of Tender value per year.

- d) The tenderer should furnish the details of manpower, various equipment held by them, etc. for maintenance of PCs, Printers, Scanners, UPS Systems and associated equipment.
- e) Company Registration Certificate.
- f) GST Registration certificate.
- g) PAN Card registration
- h) IT Returns of last 3 years i.e FY 2021-22, 2022-23, 2023-24.
- i) Balance Sheets of last three financial years duly certified by CA.
- j) Turnover of at least 30% of the Bid value for last three financial years i.e FY 2021-22, 2022-23, 2023-24
- k) Positive Net worth as on 31.03.2024
- l) Duly signed and stamped Form A as per format along with Annexure I, II & III.

The Employer reserves the right to call /accept deviations which do not materially affect the substantial responsiveness of the Bid. The authority to relax any of the condition of the qualifying bid in the interest of MSEDCL is kept reserved by the undersigned.

4. **QUOTATION:-**

- i. Tenderers shall quote the offer rate as percentage (%) above / below the schedule rate, excluding GST for all items as a whole specified in Price Schedule 'A', in figures as well as in words. Any variation in the rates, etc. will not be allowed on any ground such as

mistake, misunderstanding, etc. after the tender has been submitted. The quoted rate must include all charges including free transportation of spare parts.

- ii. Bidders are advised to carry out the onsite inspection of the equipments during office hours if they desire before submitting the bids. Any variation in the rates will not be allowed after the tender has been submitted
- iii. In case of difference between rates in figures and words, it will be considered to read the rates advantageous and economical to the Company
- iv. Supplier's printed terms and conditions will not be considered as forming part of the tender

5. AMBIGUITY IN QUOTATION:

Tenderers are requested to please make a note that in case of ambiguous terms in respect of, GST, Basis of Price (i.e. firm/variable) or if the blanks are not filled in /answered, the offer/tender shall be rejected.

6. FILLING IN OF ANNEXURE/QUESTIONNAIRE:

Tenderers are requested to ensure that the comments against each and every item/clause of the Annexure/Questionnaire shall be clearly filled in and answered. Any item/clause shall not be left blank or unanswered. If any item/clause is not applicable, the words "Not Applicable" shall be written against it. No place in the offer should be left blank.

7. ADDITIONS / ALTERATIONS PROHIBITED:

Tenderers shall not make any additions, alterations or changes in the tender form and the conditions of tender and supply including the description of the material mentioned in Price Schedule 'A'.

8. SIGNING OF THE TENDERER DOCUMENTS:

Offers must be submitted along with the tender documents only and be clearly and legibly filled in with all the Schedules and Annexure etc. complete in all respect and must be either in ink or type written. Offer and all documents comprising of tender details, Tender form, conditions of tender and supply, Schedules, Questionnaire, Annexure, Test Certificates and other documents should be duly signed on each page as required and bear seal of the Tenderer. There should be no over writings. Whenever required, the overwriting should be avoided and new details be given. Corrections if any to the information filled in should be initialed by the tenderer. Tenders not signed as above shall be liable to be rejected.

9. EARNEST MONEY DEPOSIT:

The tenderer should pay the Earnest Money Deposit of Rs. 5000/-. Earnest Money shall be paid by way of Online Transaction/Demand Draft/Banker's Cheque/Bank Guarantee drawn in favor of Ex Engineer, MSEDCL, Nerul O&M Division, on any Nationalised / Scheduled Bank payable at Nerul before the due date and time of the tender. The relevant amount and receipt No. should be mentioned in the tender. Interest shall not be paid on E.M.D. Tenders received without E.M.D. payment shall be summarily rejected. Earnest Money Deposit shall be forfeited in case-

- i) The tenderer withdraws the tender/offer after the due submission time of the bids or-
- ii) The tenderer fails to pay the Security Deposit if the contract is awarded.

10. REFUND OF EARNEST MONEY OF UNSUCCESSFUL TENDERER:

Earnest Money Deposit shall be returned to the unsuccessful tenderer as soon as possible after the tender is finalized by the Company for which the tenderer has to submit application along with original money receipt of E.M.D. payment to this office.

Earnest Money Deposit shall be returned to the successful tenderer after submission of Security Deposit as specified in Section 2, point no. 9 and execution of contract agreement for which the tenderer has to submit application along with original money receipt of E.M.D. payment to this office.

11. SUPERSCRIBING OF THE TENDERDOCUMENTS:**[a] Technical Bid – online only**

This part shall contain all technical documents of the bid with respect to the qualification criteria Mentioned in the Point No. (3) above except the Price Bid. **The tenderer are requested to submit their offers online as mentioned in point no.**

[b] Price Bid (Part II) – online only

This part shall contain only the Price Bid strictly in the prescribed format i.e. Price Schedule `A`

[c] Physical submission of documents (Part III)–

This part shall contain **EMD OR** supporting documents for exemption of EMD if any

12. TIMELY SUBMISSION OF OFFER:

Tenderers are requested to submit their tender/offer on or before the due date and time for submission as mentioned in tender notice.

- i) Telegraphic offer or offers received in the form of Telex or Fax message or by post will not be entertained or considered under any circumstances whatsoever.
- ii) Tender documents received late/after the due date and time will not be accepted on any ground.
- iii) Tender received after the due date and time of submission shall not be opened and no correspondence will be entertained. Company shall not be responsible for any loss arising out of such delay.
- iv) 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
- v) Tender will be opened on the date specified in the tender notice in presence of the tenderer or his representative(s)

13. OPENING OF TENDER:

It should be noted that, Technical bid will be opened first. MSSEDCL will examine the document under Technical bid of the bid in accordance with the requirements with the bid document. If any of the documents under Technical bid is found to be not complying with the requirement of the bid document the bid will be considered as non-responsive and price bid of the corresponding bid will not be opened for further evaluation.

14. DISREGARD OF TENDER CONDITIONS:

- a. The Company reserves the right to reject any tender, which does not confirm to any conditions/instructions etc.
- b. Tender containing any deviation/addition/alterations/change in the conditions will not be considered. The Tenderer should note that no correspondence shall be entertained or considered after the due date and time of submission of tender unless otherwise sought by the Company.

15. ACCEPTANCE OF TENDER:

The Company does not bind itself to accept the lowest or any/all tender(s), neither will any reasons be assigned for the rejection of any tender or part of tender. It is also not binding on the Company to disclose any analysis report on tender/samples. The tenderer on his part binds himself to undertake the work selected from his offer in part or whole at the option of the Company.

16. VALIDITY OF THE TENDER:

The tender offer shall remain open for acceptance by the Company for a period of **90 (Ninety)** days from the date of opening of tender. The tenderer shall be bound himself to supply at the same rate on acceptance by the Company during validity period.

SECTION - 2**CONDITIONS OF TENDER CONTRACT****TABLE OF CLAUSES**

Clause No.	Description
1	Scope of work
2	Manpower
3	Tools and plants
4	Prices
5	Call logging
6	Preventive maintenance
7	Stand by arrangements
8	Uptime guarantee
9	Response time
10	Penalty
11	Additional quantity
12	Inspection
13	Security deposit in lieu of performance guarantee
14	Contract agreement
15	Travelling expenses
16	Additional charges
17	Period of contract
18	Extension of contract
19	Special conditions of contract
20	Payments
21	Invoice
22	Accident liability
23	Insurance
24	Validity of the offer
25	Termination of contract
26	Jurisdiction

SECTION 2

CONDITIONS OF TENDER CONTRACT

1. SCOPE OF WORK:

- a. Scope of work includes all the field offices of MSEDCL under Nerul O&M Division. These were given various desktop computers, printers, scanners etc. for carrying out the various important day to day activities. The warranty of this IT infrastructure is over and this office intends to award contract for Annual Maintenance Contract (AMC) of One Year of these IT Infrastructure.
- b. The scope of work includes Annual Maintenance and services of different makes of PCs, Printers, Scanners & UPS Systems and associated equipment manufactured and supplied by different Vendors, and placed at locations stated therein. The maintenance cost shall be inclusive of all duties/charges and exclusive of GST.
- c. Maintenance services shall consist of preventive and breakdown maintenance of PCs, Printers, Scanners, UPS Systems, Stabilizers, Laser Printers and Plotters, Internet associated equipments like LAN switch, CAT cable etc.
- d. Checking of the electrical working, reading and voltage output of the Servo Stabilizers, UPS Systems, etc.
- e. Cleaning of the system to remove dust, dirt, lubrication of working assembly and cleaning of floppy drive head, CD/DVD Drives etc.
- f. Running diagnostic software to check CPU, floppy drive, hard disk and other system components.
- g. Labour charges for replacement of defective/worn out parts along with new and latest parts of same or better specification as per Price Schedule 'A'
- h. The parts which are replaced under the **WARRANT/GUARENTEE CARD MUST BE PROVIDED & THE REPLACEMET DATE MUST BE MENTIONED ON THE SYSTEM**

2. MANPOWER:

Contractor should post only qualified, experienced and skilled Engineers who should be competent to handle the maintenance activities as well as having knowledge about networking protocols including Internet Protocol.

3. TOOLS AND PLANTS:

All the servicing tools required for carrying out the work will have to be provided by the contractor. Company will not issue any tools & plants required for the work.

4. PRICES:

Prices are on FIRM price basis excluding GST. Income Tax & Surcharge thereon and applicable taxes will be deducted from the bills as per provision of Income Tax Act 1961.

5. CALL LOGGING:

The contractor is expected to promptly attend the equipment. In order to provide efficient service, the contractor must obtain the name, address, phone no, and other contact details of the person in possession of the equipment. He will be required to keep this list up-to-date at all times. The contractor shall submit the up-to-date information along with the bills. The contractor shall provide the name and address, mobile no. of the Service Engineer and a central contact no. for logging the calls. The contractor shall keep a register of all the details of calls and submit the copy of the same along with the bills. Also the contractor shall obtain the certificate duly signed from equipment in-charge as per Annexure 'D'

6. PREVENTIVE MAINTENANCE:

This must be carried out once in a month for each PCs/Peripheral including Printers/ Stabilizers. You will have to check all the equipment thoroughly using latest

diagnostic software and equipment and submit the report accordingly. This covers following activities:-

- a. **Disk space utilization (File management), running defragmentation and disk management programs**
- b. **Check and purge log files**
- c. **All preloaded software shall be reloaded whenever required**
- d. **Updating of anti-virus software, checking & cleaning of hard disk for virus**
- e. **Installing any new software provided by MSEDCL**
- f. **Any other check / service that will make the equipment to work smoothly and as per rated performance.**
- g. **Cleaning of the system to remove dust, dirt, lubrication of working assembly**

7. STAND BY ARRANGEMENTS:

If any unit remains unrepaired beyond 24 hours, standby arrangements will have to be made with same or better configuration equipment. Failure to arrange for the repair / replacement within this time will be liable for a penalty of Rs.50/- per day per item.

8. UPTIME GUARANTEE:

The contractor shall ensure that the hardware shall execute without defect or interruptions for 98% uptime for 24 x 7 operation of the equipment calculated on quarterly basis.

9. RESPONSE TIME:

The contractor shall respond to a site visit and commence repair work within 2 hours of being notified of equipment malfunction.

10. PENALTY:

The AMC are payable for maintaining the system up & the surety with reasonable downtime limits. The penalty will be levied on the basis of % downtime of the system. The penalty will be charged as given below:

You have to guarantee 98% uptime, hence no penalty will be charged for first 2% downtime. If down time is greater than 2%, proportionate deduction of AMC charge will be made on pro-rata basis.

The percentage of down time shall be calculated as given below.

% Down Time = (No. of Hrs. the system down/ Total No. of Hrs. the system used in Qtr.)X100

The penalty will be deducted from your payment. Penalty will be 1% per week if problem is not resolved within 48 Hrs.

11. ADDITIONAL QUANTITY:

If MSEDCL desires, it will be informed to the contractor from time to time to cover any number of additional similar PC/Equipment under this contract. You should accept to cover all such equipments at the same rate, quoted by you.

12. INSPECTION:

An opportunity will be given to the contractor to inspect the machines, peripherals etc. prior to putting them under the contract to ascertain its completeness in configuration and that it is in working order or maintainable.

13. SECURITY DEPOSIT IN LIEU OF PERFORMANCE GUARENTEE:

Bank Guarantee equivalent to 10% (ten percent) of contract value having validity 3 month beyond contract period will have to be furnished within 14 days after award of contract. Such Bank Guarantees should be on any Scheduled Bank/Nationalised bank in Nerul and in the proforma enclosed as per Annexure 'E'. Performance guarantee will be refunded only on the fulfillment of the conditions of contract and after expiry of the contract period.

14. CONTRACT AGREEMENT:

Within 14 (fourteen) days of receipt of the Letter of Award, the successful bidder shall sign the Form of Contract Agreement on Stamp Paper (non-judicial) borne by the contractor as per the rate specified in **Bombay Stamp Act 1958** issued in Maharashtra and return it to the Employer.

15. TRAVELLING EXPENSES:

No traveling expenses will be reimbursed or paid to the Services & Maintenance Engineers or Staff for visiting any office of the Purchaser for maintenance work.

16. ADDITIONAL CHARGES:

No other extra charges will be payable even for services provided after normal working hours specified.

17. PERIOD OF CONTRACT:

Period of contract shall be of one year (12 Months) from the date of letter of award.

18. EXTENSION OF CONTRACT:

If desired by MSEDCL, the contract may be extended for 3 months after its expiry, on same terms and conditions. Contractor should confirm the same.

19. SPECIAL CONDITIONS OF CONTRACT:

- a) The Agency should carry out inventory and inspect the Computers, printers, scanners etc. before 15 days of commencement of contract and inform to division office with detail report.
- b) In case of replacement of faulty/defective spare parts of any equipment, the agency may replace the spare parts of reputed brand with prior permission of the concern Section In-charge and may claim bills for reimbursement. The MSEDCL may reimburse the bills of replacement of spare parts as per availability of funds.

20. PAYMENTS:

Payment of monthly maintenance charges shall be claimed only after completion of invoice amount of **Rs. 5000/-** or more. The Payment will be made by this Office as per availability of funds. A consolidated invoice should be submitted in triplicate to this office along with satisfactory maintenance/service completion certificates from respective equipment In-charge. The bill should indicate PAN no. GST no. of the Agency. The bill will be recorded at Sdn & Division office. The payment will be generally made within 45 (forty five) days (Depending on availability of fund) of 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. The bills shall also be enclosed with the relevant documents of taxes paid. The bidder is instructed to update the vendor details to Division office and obtain the **Vendor Code** of ERP system prior to submission of Bills. The bidder should clearly indicate the Vendor Code and P.O. number on each bill before submission. The payment will be effected through ERP system only.

21. INVOICE:

It is necessary to obtain Certificate in Annexure 'D' of concern section/equipment in charge, where work has been done & the Annexure 'D'/Certificate shall also be duly signed by concern office in-charge. Invoice shall be done only after certification of concerned section where the work is carried out. The Certificate shall consist of the amount of work done and quantity of material consumed & its amount in total.

22. ACCIDENT LIABILITY:

The contractor shall be responsible towards Liability of accident & Labour Insurance while working on site. MSEDCL shall not be responsible for liability of accident thereafter.

23. INSURANCE:

The contractor at his cost shall arrange, secure and maintain insurance as may be necessary and for all such amounts to protect his interests and the interests of the owner against all risks. He should obtain the Insurance Policy of Contractors all risk (CAR) from the insurance company approved by Director of Insurance, Govt. of Maharashtra. Otherwise 1% amount of the contract value will be recovered from the running bill and deposited to Director of Insurance.

24. VALIDITY OF THE OFFER:

The offer shall be kept valid for acceptance up to 90 days from the date of tender opening.

25. TERMINATION OF CONTRACT:

The contract can be terminated by M.S.E.D.C.L. by giving one month notice to the contractor. In the event, employer decides to cancel the contract due to unsatisfactory performance, the Bank Guarantee will be en-cashed by the employer. In case of failure to carry out the work of PC maintenance satisfactorily, then the work for remaining period will be allotted to the other agency at the Contractor's risk and cost and an additional 15% (fifteen percent) supervision charges will be deducted from the pending bills of Contractor. In addition to cancellation of the contract, company reserves right to recover damages 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 services of similar description, the option of the Company shall be final. In the event 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 services 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.

26. 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 Vashi.

SECTION 3

SAMPLE FORMS

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

Sample Form Description

Form Number	Description
Annexure 'C'	Questionnaire to tender
Annexure 'D'	Certificate
Annexure 'E'	Performance security (bank guarantee)
Form	Form 'A'
Annexure	Annexure -I, II, III

Bidders should not complete unconditional performance security format this time. Only the successful bidder will be required to provide performance security in accordance with the sample or in a similar form acceptable to the Employer.

ANNEXURE 'C'**QUESTIONNAIRE TO TENDER**

Sr. No.	Particulars	Comments of the Tenderer
1	Purchase of Tender: Please quote Money Receipt No. & Date against which Tender is purchased	
2	Earnest Money Deposit: E.M.D. paid vide Money Receipt No. & Date (if by cash) D.D. No. & Date (if by D.D.)	
3	Type of Concern: Whether the unit is Proprietary / Partnership/ Private Ltd. or Limited Company. Please furnish the documentary evidence for the same.	
4	Contact No. Landline & Mobile Email id:	
5	Past Performance: Whether you have executed orders for similar services to any of the MSEDCL offices / other organizations in past two years? (Please enclose a copy and give details of orders executed and name & address of the reference person)	
6	Performance Certificate: Please enclose the performance certificate from MSEDCL offices / other organizations for the tendered work executed in past two years	
7	Validity of offer: Offer is valid for 90 days from the date of tender opening.	Yes/No
8	Company Registration Certificate /SSI Certificate	
9	GST Registration certificate	
10	Balance Sheets and P & L Statement of last three years duly certified by CA	
11	Income Tax Clearance Certificate: Please enclose latest I.T. Clearance Certificate / attested Copy of PAN Card	
12	Any other information:	

Annexure 'D'**CERTIFICATE**

Name of Agency	
Name of Section	
Name of Section Head	
Work carried out date & time	

Nature of Work carried out				
Sr. no.	Particulars	Qty	Rate in Rs.	Amt.
1				
2				
3				
4				
5				
	Total Amount in Rs.			

Section Head's Stamp & Signature

Agency Stamp & Signature

Annexure 'E'

PERFORMANCE SECURITY (BANK GUARANTEE)

Proforma for Bank guarantee towards Performance Security Deposit to be submitted upon award of Order/ Contract.

(To be stamped in accordance with Stamp Act, the Non-Judicial Stamp Paper of Rs. 500/- or appropriate value should be in the name of the issuing Bank. This guarantee shall be valid for entire contract period and further extended until the date of issue of work completion certificate)

Bank Guarantee No.:

Date:

To: The Executive Engineer,

Maharashtra State Electricity Distribution Company Limited O&M Division Nerul,
MSEDCL, 1ST Floor, 33/11 KV S/S, Sector-50, Opp. NRI Complex, Palm Beach Road
Dist.-Thane, Pin- 400 706

WHEREAS M/s ----- (here in after called "the Contractor") has undertaken, in pursuance of Contract No. _____

dated _____ for "Annual Maintenance of PCs, Printers, Scanners, UPS System, all associated equipment's & Networking located under Nerul O&M Division" as defined in the bid document.

AND WHEREAS it has been stipulated by you in the said Contract between Maharashtra State Electricity Distribution Company Limited Represented by the Executive Engineer, Maharashtra State Electricity Distribution Company Ltd; Nerul Division, Navi Mumbai (a corporation constituted under Indian Electricity Act 2003) having its office at 33/11 KV S/S, Sector-50, Opp. NRI Complex, Palm Beach Road, Nerul, Navi Mumbai (MSEDCL) and M/s , Name of the Agency, having its principal place of business at (Insert address of the Agency), and registered office at (Insert registered office address of the Agency) the Agency concerning the work (indicate brief scope/Name of work of Tender) for the complete execution .

Or in case of joint venture performance security shall be in name of joint venture .

We refer to the contract signed on (Insert date of contract) Between Maharashtra State Electricity Distribution Company Limited Represented by the Executive Engineer, Maharashtra State Electricity Distribution Company Ltd; Nerul Division, Navi Mumbai (a corporation constituted under Indian Electricity Act 2003) having its office at 33/11 KV S/S, Sector-50, Opp. NRI Complex, Palm Beach Road, Nerul, Navi Mumbai (MSEDCL) and M/s , Name of the lead partner of Agency , having its principal place of business at (Insert address of the lead partner), and registered office at (Insert registered office address of the lead partner) and other partner in association (Name of the other partner of Agency), having its principal place of business at (Insert address of the other partner), and registered office at (Insert registered office address of other partner), the Agency/partners in Agency concerning the work (Indicate brief scope/ Name of work of Tender) for the complete execution.

That the Agency 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 the undersigned have agreed to give the Agency such a Bank Guarantee; (Name and address of the issuing Bank) having its Registered/Head Office at (insert address of registered office of the bank)..... (hereinafter called "the Bank"), NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of amount of guarantee) _____ (in words) _____, i.e. Ten percent (10%) of the Contract price until 90 days beyond the defect liability period, i.e. up to and inclusive of date

Seal & Signature of the Tenderer

..... (dd/mm/yyyy) and shall be extended from time to time for such period (not exceeding one year) as may be desired by M/s on whose behalf this letter of guarantee is given and we undertake to pay you at Mumbai, 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 Agency 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 Agency 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 that has executed this deed in presence of WITNESS:

For and on behalf of the Bank

[Signature of the authorized signatory (ies) of Bank]

Signature:

Name:

Designation:

POA number:

COMMON SEAL OF THE BANK

Contact Number Tel:, Mobile

Email address.

Address of Bank branch issuing BG:

[Witness-1]

Signature:

Name:

Address:

Contact Number Tel:, Mobile

Email address.

FORM 'A'**(On Bidder's Letterhead)****TENDER NO. EE/NERUL/TENDER/T-2/2024-25**

1	Offer submitted duly digitally signed	YES/NO
2	Status of the firm.	Partnership/proprietor
3	Factory address through which offer submitted indicated in latest approved on line vendor registration profile.	
4	Whether Tender Fees and EMD paid against / Exempted.	
5	If Tender Fees and EMD paid, Copy of Money Receipt/D.D./Acknowledgement /on-line Successful transaction receipt against which Tender documents are purchased and EMD paid is attached.	
6	Tender Fees And Exempted Fees	
7	Certificate duly certified by Chartered Engineer/Accountant that the investment of the company as per the latest audited financial year is within permissible limit of Micro	
8	Balance sheet and profit and loss account	
9	Turn over certificate of last three years	
10	Experience Details/List of Orders Executed	
11	Whether certificate duly certified by Chartered Engineer/Accountant in respect of person /entity does not have controlling stake in other company who has participate in this tender found in order.	AS PER Annx I
12	Whether the bidder has submitted the declaration regarding not been debarred & not been either jointly or severally guilty of malpractices during the last five years.	AS PER Annx II
13	Undertaking certifying that bidder has not approached any one for undue influence.	AS PER Annx III
14	Notarized Power of Attorney in favour of appointed agent/representative submitted	
15	GST Registration Number is indicated and copy of GST registration Certificate submitte	
16	Confirmation for Normal (full) rate of IGST/ (CGST+SGST) applicable is indicated in confirmation details.	
17	Documentary evidence in case IGST/ (CGST+SGST) is concessional/exempted or Exemption Certificate under GST if any.	

18	Whether delivery period is indicated in Delivery details.	
19	No deviation schedule in respect of commercial/technical are submitted	
20	Whether full copy of valid ISI License submitted.	
21	Validity of offer is as per tender details.	
22	Real Time Gross Settlement [RTGS] details.	
23	Whether offer is meeting Qualifying Requirements as per Tender.	
24	Whether all amendments submitted	

Annexure I

To: The Executive Engineer,

Maharashtra State Electricity Distribution Company Limited O&M Division Nerul,
1ST Floor, 33/11 KV S/S, Sector-50,
Opp. NRI Complex, Palm Beach Road,
Nerul, Navi Mumbai – 400 706.

Debar undertaking Declaration (On firm's letter head)

Ref : Tender No. EE/NERUL/TENDER/T-2/2024-25

I/We, certify that,

a. The business dealings with our firm / agency M/s..... have not been debarred by any Ministry of GoI / GoM / Other State Govts/State owned electricity distribution utility/Other Public Utilities and still in force.

b. The Directors, Proprietors, Partners, Employee(s) or owner of our firm / agency M/s.....have not been either jointly or severally guilty of malpractices in relation to its business dealings with the Government or MSEDCL during the last five years.

I hereby certify that I am duly authorized representative of M/s.-----
- whose name appears above my signature.

Bidders Name:

Authorized representative's signature:

Authorized representative's Name:

Seal of the company

Name and address of the Bidder

Date:

Annexure II**Undertaking of absence of Conflict of Interest with other firms submitting the Tender****To: The Executive Engineer,**

Maharashtra State Electricity Distribution Company Limited O&M Division Nerul,
 1ST Floor, 33/11 KV S/S, Sector-50,
 Opp. NRI Complex, Palm Beach Road,
 Nerul, Navi Mumbai – 400 706.

Declaration (On firm's letter head)

Ref : Tender No. EE/NERUL/TENDER/T-2/2024-25

I/ We _____ authorized signatory of M/s. _____ hereby certify that M/s. _____ is not related with other firms who have submitted tenders for the same items under this Tender. Our partners or Directors do not have controlling stake in more than one entity applied for this Tender No. _____ .
 If it is found that this information is wrong or misleading then our offer shall be summarily rejected.

Date.....

TENDERERS SIGNATURE AND SEAL

TENDERER'S ADDRESS:-

.....

Annexure III

Undertaking certifying that bidder have not approached any one for undue influence.

To: The Executive Engineer,

Maharashtra State Electricity Distribution Company Limited O&M Division Nerul,
1ST Floor, 33/11 KV S/S, Sector-50,
Opp. NRI Complex, Palm Beach Road,
Nerul, Navi Mumbai – 400 706.

Declaration (On firm's letter head)

Ref : Tender No. EE/NERUL/TENDER/T-2/2024-25

I/ We _____ authorized signatory of M/s. _____ hereby
certify that M/s. _____ have not approached any one for undue influence
under this Tender.

If it is found that this information is wrong or misleading then our offer shall be summarily
rejected.

Date.....

TENDERERS SIGNATURE AND SEAL

TENDERER'S ADDRESS:-

.....
.....
.....



O&M NERUL DIVISION

TENDER NO. EE/NERUL/TENDER/T-2/2024-25

VOLUME II

ACTIVITY SCHEDULE (PRICE BID)

LETTER TO THE EXECUTIVE ENGINEER

To,

THE EXECUTIVE ENGINEER,

MSEDCL, 1ST FLOOR, 33 / 11 KV S/S,

OPP. NRI COMPLEX, PALM BEACH ROAD,

NERUL, NAVI MUMBAI – 400 706.

Dear Sir,

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

We hereby agree to keep this offer open for 90 days after the date of opening of the tender and shall be bound by communication of acceptance dispatched within the prescribed time.

Yours faithfully,

Date:

Name and address of the tenderer



O & M NERUL DIVISION

TENDER NO. EE/NERUL/TENDER/T-2/2024-25

OFFER FROM TENDERER

I/We hereby tender for the execution of **Work under Nerul division** of Maharashtra State Electricity Distribution Co. Ltd. against Tender **EE/NERUL/TENDER/T-2/2024-25** for the **Tender Cost of Rs. 5 Lakhs Excl. GST.**

We are ready to carry out the work as per the actual quantity required.

Sr. no.	Particulars	Make/Specifications	Unit	Rate to be quoted
A	PC/Printer Repair & maintenance			
1	Laser Printer cartridge refilling	HP/Cannon/Samsung	No	
		HP/Samsung (MFP & other Series)		
2	Laser Printer Drum replacement	HP	No	
		Cannon	No	
3	Laser Printer cartridge chip replacement	All	No	
4	Laser Printer blade replacement	All	No	
5	Printer Pressure Roller & Teflon coating	All	No	
6	Replacement of Scanner	HP (MFP Series)	No.	
7	LaserJet Printer Power Supply card	HP (MFP & other Series)	No.	
8	LaserJet Printer USB Supply card	HP (MFP & other Series)	No.	
9	Mouse Replacement	Corded (HP/Dell/Logitech)	No	
10	Keyboard Replacement	Corded (HP/Dell/Logitech)	No	
11	Cordless Keyboard & Mouse combo	HP/Dell/Logitech	No	
12	Cable/Cords replacement	Power	No	
		USB printer	No	
		VGA (male to male)	Rmt	
		HDMI (male to male)	Rmt	
13	RAM replacement	1 GB	No	
		2 GB	No	
		4 GB	No	
14	SMPS replacement	All	No	
15	Hard Disk Replacement	1 TB	No	
16	Mother Board Replacement	All	No	
17	Replacement of 3V CR 2032 battery	All	No	

18	Replacement of UPS Battery up to 800VA	All	No	
19	Replacement of UPS (800 VA)	All	No	
20	Cooling fan	All	No	
21	SSD 250GB	All	No	
22	Replacement of CPU cabinet	All	No	
23	USB Lan card	All	No	
24	USB WIFI Dongle	All	No	
25	USB HUB	All	No	
26	Replacement / upgrading of processor	Intel I3	No	
		Intel I5	No	
27	Replacement of monitor 19" only	Dell	No	
		HP	No	
		ACER	No	
B	Software Installation/ Updating /Maintenance			
1	Recovery of OS & application S/Ws	Windows XP, 7, 8.1, 10	Per Job	
2	Installation of Antivirus/Updating (Quick Heal Total Security)	Quick Heal (3 User, 1 Year)	No.	
		Quick Heal (5 User, 1 Year)	No	
		Quick Heal (10 User, 1 Year)	No	
C	Networking & peripherals			
1	Networking Cable Cat 6	D-Link	Per Rmt	
2	Laying of LAN Cable in PVC Casing- Capping		Per Rmt	
3	RJ 45 Connector (Male)	Misc	No	
4	RJ45 Connector (Female with enclosure)	Misc	No	
5	Networking Switch 10/100 Mbps	D-Link	No	
D	Labour Charges			
1	Visiting & Labour Charges for preventive maintenance as per cl. No. 6 of Section 2, Conditions of tender and contract		Per Job	

- GST Extra as applicable
- **Material make should be mentioned along with quoted rate.**

Seal & Signature of the Tenderer

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)

Sr. No.	NAME	SECTION	ITEM	DESCRIPTION
1	Price bid	Price Section	40402438 Maintenance	Price bid
2	Duly signed and stamped Form A as per format along with Annexure I, II & III	Technical Section	40402438 Maintenance	Duly signed and stamped Form A as per format along with Annexure I, II & III
3	Experience / Work completion Certificate	Technical Section	40402438 Maintenance	Experience / Work completion Certificate
4	Company Registration Certificate	Technical Section	40402438 Maintenance	Company Registration Certificate
5	details of manpower	Technical Section	40402438 Maintenance	The tenderer should furnish the details of manpower, various equipment held by them, etc. for maintenance of PCs, Printers, Scanners, UPS Systems and associated equipment
6	performance certificate	Technical Section	40402438 Maintenance	performance certificate as per PRE-QUALIFICATION REQUIREMENTS point no. b
7	Tender Documents digitally signed	Technical Section	40402438 Maintenance	Tender Documents digitally signed
8	GST registration certificate	Commercial Section		GST registration certificate
9	receipt of EMD & tender fee	Commercial Section		receipt of EMD & tender fee
10	Turnover of at least 30% of the Bid value for last three financial years i.e FY 2021-22, 2022-23,	Commercial Section		Turnover of at least 30% of the Bid value for last three financial years i.e FY 2021-22, 2022-23, 2023-24
11	PAN Card registration	Commercial Section		PAN Card registration
12	Positive Networth 2023-24	Commercial Section		Positive Networth 2023-24
13	IT Returns of last 3 years i.e FY 2021-22, 2022-23, 2023-24	Commercial Section		IT Returns of last 3 years i.e FY 2021-22, 2022-23, 2023-24
14	Balance Sheets of last three financial years duly certified by CA	Commercial Section		Balance Sheets of last three financial years duly certified by CA