

From:
Office of the Executive Engineer
EHV O&M Division, MSETCL, Mirjole Road,
MIDC, Ratnagiri – 415 639
Ph. No. 02352 – 231388
E-mail: ee3220@mahatransco.in
Website: www.mahatransco.in

Ref. No.: EE/EHV O&M DN/RTN/T/ **No.01288**

Date: **23.08.2023**

Enquiry

Sub: Enquiry for AMC of repairing & Maintenance of Computers at Division office & Desktop PC, Laptops at Subdivision office of EHV O&M Division, Ratnagiri.

Dear Sir,

Please offer your reasonable rates in % percentage only for Enquiry for AMC of repairing & Maintenance of Computers at Division office & Subdivision office of EHV O&M Dn. Ratnagiri.

Terms and Conditions:

- 1) **Due Date:** Sealed & Super scribed quotations complete in all respect are invited, so as to reach this office on or before **30.08.2023** upto 18:00 Hrs. The envelope should be superscribed as “Quotation of AMC of repairing & Maintenance of Computers under EHV O&M Division, Ratnagiri on following terms & conditions and as per schedule ‘A’ mentioned below.

The bidders are requested to go through the following instruction in case of any doubt, get them clarified in writing or in person from the office of the Executive Engineer, EHV O&M Division, Ratnagiri in advance before three days.

Quotations should be submitted in sealed cover subscribed with following particulars:

Consisting of two separate envelopes with

- i) Technical qualifying documents
- ii) Price bid documents

Envelope 1:

This envelope should contain qualifying documents mentioned in Terms & Conditions Sr. No. 2.

Envelope 2:

This envelope should contain only price bid in % percentage for given schedule ‘A’.

Above both “Envelope 1 & Envelope 2” shall be enclosed in one envelope in sealed & superscribed.

After verifying the full documents in Envelope 1, if it is found that, the bidder fulfills the desired pre-requisites & qualifies then Envelope 2 will be opened. If the same is not found meeting the pre-requisite, Envelope 2 will not be opened.

Quotations with incomplete details or submitted without sealing or superscribing or not submitted in prescribed form etc. are liable to reject. **Offer on fax or Email will not be accepted. This office will not be responsible in delay in postal transit.**

2) Eligibility Criteria:

- 1) The vendor should have at least 01 year experience of annual maintenance contracts of computers, printers etc.
- 2) The vendor should submit the following documents along with their quotation otherwise quotation will not be accepted in any case.

- a) Certificate of registration under GST.
 - b) PAN/ TAN registration certificate.
 - c) Firm registration certificate as shop establishment/firm/ Company.
 - d) Experience certificate & work order against same from any Govt./ Semi Govt. Sector/ Banking Sector (Nationalized/ Scheduled banks).
 - e) Bidders have to submit an undertaking in the attached Proforma 'ANNEXURE-G' declaring that their Firm is not Debarred/Blacklisted by Govt./Semi Govt./Other Power Utilities, anywhere.
 - f) Bidders have to submit an undertaking in attached proforma “Annexure H” on Non-judicial stamp paper of Rs.500/-.
- 3) **Scope of work:** The scope of work involves comprehensive annual maintenance (on site) of computers & its accessories at EHV O&M Division, Ratnagiri.
- Maintenance services shall consist of preventive, breakdown and comprehensive maintenance (on site) of computers & its accessories as mentioned in annexure 'I'. The maintenance cost shall be inclusive of taxes, labour, service engineer charges, travelling, transportation if any. No extra charges will be paid at any cost from MSETCL.
- Replacement of defective/ worn out part with new parts of same specification and of standard make shall be provided by you free of cost, if failed within guarantee period i.e. one year from date of replacement. The replaced part (old) to be handed over to operating authority i.e. Substation/ Subdivision/ Division In-charge of site.
- 4) **Preventive maintenance service (quarterly):** It should be done quarterly for each and every computer and its accessories at various sites under EHV O&M Division Ratnagiri. During the visit following activities should be carried out at EHV O&M Division Ratnagiri.
- 1) Checking of software update, status/ health of computer hardware, installation of standard antivirus if not installed (Antivirus will be provided from MSETCL).
 - 2) Carry out tests, if required for proper functioning of hardware system.
 - 3) Checking of LAN connections, modem and all the equipment installed in U Rack.
 - 4) Checking of all the equipment should be done thoroughly.
 - 5) If any fault is detected during diagnostic then take necessary step to rectify it and replace it, if required.
 - 6) Removing of dust, dirt inside the CPU, printer, keyboard with the help of blower and cleaning of LCD screen with liquid.
 - 7) Removal of unwanted software, corrupted file/data, defragmentation/ cleaning of drives.
 - 8) Minimizing excessive loading of computer to enhance fast processing/ working of computer.
- All the above activities should be carried out in presence of MSETCL personal and joint measurement certificate should be submitted alongwith the bills.
- 5) **Breakdown maintenance:** On receipt of call from MSETCL person the service engineer shall reach the site and shall carry out following activities.
- 1) Checking the error and determine the status / health of hardware system.
 - 2) Execute tests for proper functioning of hardware and its component.
 - 3) Take action to restore the system to normal/ working condition after replacement/ repairs of the faulty component of hardware.
 - 4) The part replaced should be of standard make and of good quality. Replaced part should be handover to concern officer.
 - 5) The problem should be attended within 8 hrs. from the time of receipt of call.
- 6) **Contract period:** The contract will be valid for 1 year or the exhaust of contract amount whichever is earlier.
- 7) **Security Deposit:** The contractor should pay security deposit at the rate of 10% of the value of the order within 7 days from placing of LOI in the office of the Superintending Engineer EHV O&M Circle Kolhapur. The S. D. will be refunded after satisfactory completion of contract.
- 8) **Agreement Bond:** The contractor will have to execute an Indemnity Bond on stamp paper of Rs.500/- at own cost if order is placed.

- 9) **Payment Terms:** Bill in triplicate should be submitted alongwith the joint measurement certificate of preventive and breakdown work to the concern supervising authority for certification. Bills will be released for payment after receipt of certified bill with necessary documents & SAP entry/ creation of PMO by the concern officer. Bill should be submitted after very preventive maintenance i.e. quarterly.
- 10) **Penalty:** If the preventive maintenance is not carried out in time or if problem informed to you is not attended within time, the penalty will be charged at ½ % of work order amount per week, maximum to 10% of work order amount.
- 11) **Rates:**
- 1) The vendor may visit the sites mentioned in Annexure 'I' for inspection of the same, before quoting the rates.
 - 2) No increase, decrease, discount or any other changes in the quoted price will be accepted during the contract period.
 - 3) Any variation in the rate will not be allowed at any ground such as mistake, misunderstanding etc after submission of quotation. The quoted rates must include all the charges including free replacement of spare parts.
- 12) **Travelling expenses:** Except charges mentioned in Schedule 'A', no extra travelling expenses will be paid to the service engineer for visiting for maintenance work.
- 13) **Termination:** The contract will be reviewed in terms of performance and maintenance service provided by you every quarter from the start of contract period. If the performance is not found satisfactory, the contract can be terminated by giving 15 days' notice. In this case the SD will be forfeited.
- 14) The annual maintenance contract covers maintenance of the computer and its accessories as mention in Schedule 'A' as per actual requirement of at site. The annual maintenance contract includes routine check, repairs & replacement of faulty parts, components and all the activity to keep the equipments in working condition.
- 15) MSETCL will prepare the schedule for preventive maintenance work to be carried out during the entire period of maintenance contract.
- 16) Any parts/ spare are required for restoration of computers and its accessories in the event of preventive/ breakdown maintenance shall be provided by you.
- 17) Right to reject any or all quotations is reserved by the undersigned.
- 18) If any loss occurs to the MSETCL property during execution of works, you should make it good at your cost.
- 19) **Income Tax:** All the taxes, rates, duties, Cess by whatever may it called in India at prevailing rate will be applicable to this enquiry & will be deducted from bill.
- 20) **Jurisdiction:** All disputes, differences related to the contract if any, the legal jurisdiction of the court shall be Ratnagiri only.

Thanking You.

Encl: Schedule 'A' & Annexure 'I'
Annex-G & Annex-H

sd/-
(R.V. Gaikwad)
Executive Engineer
EHV O&M Dn., Ratnagiri

Copy s.w.r. to: The Superintending Engineer, EHV O&M Circle, Kolhapur.

Copy to: Dy. Manager (F&A) EHV O&M Division, Ratnagiri / Notice Board.

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV O&M Division, Ratnagiri

Name of work: AMC of repairing & Maintenance of Computers at Division office & Desktop PC,
Laptops at Subdivision office of EHV O&M Division, Ratnagiri.

SCHEDULE 'A'

Sr. No.	Particulars	Unit	Qty	Unit Rate Incl. GST
	Service Part:			
1	AMC for installation OR up-gradation of software problem related to hardware, formatting etc. Agency should visit compulsory at every substations & Subdivision/Division office per quarter (i.e. during 3 months). Also attend the emergency calls as & when required by users.	No. (Annual Rate)		3294.09
2	Repairing of UPS including replacement of UPS battery	No.		1298.00
3	Repairing of Mother board	No.		1770.00
4	Providing & fixing of Hard disk 500 GB SATA	No.		3540.00
5	Providing & fixing of SMPS	No.		1062.00
6	Repairing of Monitor	No.		1322.89
7	Providing & fixing of DVD writer	No.		2006.00
8	Providing & fixing of RAM 1GB/2GB DDR2/DDR3/DDR4	No.		1281.50
9	Providing & Fixing Mother Board	No.		3835.00
	Material Part:	No.		
1	15.6" LED Monitor	No.		5026.04
2	18.5" LED Monitor	No.		5116.31
3	Laptop Battery	No.		3524.61
4	Laptop Mother board	No.		6572.60
5	Display TFT screen for Laptop	No.		6136.00
6	4GB RAM for Laptop	No.		1654.95
7	500GB Laptop HDD	No.		2360.00
8	Laptop Keyboard	No.		2655.00
9	Laptop Charger	No.		1349.92
10	Laptop DVD writer	No.		1239.00

Sr. No.	Particulars	Unit	Qty.	Unit Rate Incl. GST
11	Mouse Pad	No.	As per actual	21.00
12	Bios Battery	No.		52.00
13	LED VGA cable	No.		149.00
14	Sata Cable	No.		43.00
15	ECI VGA Card	No.		847.00
16	Motherboard RAM slot	No.		371.00
17	Keyboard	No.		306.00
18	Wired Mouse	No.		299.72

- Above rates are inclusive of all taxes.
- **Schedule is enclosed for reference only.**
- Taxes if any should be quoted separately otherwise it will be presumed that the rates are inclusive of all taxes.

The total value of order is limited upto Rs.3.0 Lakhs (Rs. Three Lakhs only) including of all taxes.

sd/-
(R.V. Gaikwad)
Executive Engineer
EHV O&M Dn., Ratnagiri

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV O&M DIVISION, RATNAGIRI

Name of work: AMC of repairing & Maintenance of Computers at Division office & Desktop PC,
Laptops at Subdivision office of EHV O&M Division, Ratnagiri.

ANNEXURE -'I'

List of Sites/ Division/ Subdivision:

Sr. No.	Site	Taluka	District
1	Line Maint. Sub-Division New Koyna	Chiplun	Ratnagiri
2	220 kV Dasturi S/s	Khed	
3	220 kV Lote S/s	Khed	
4	110 kV Arawali S/s	Sangameshwar	
5	220 kV Niwali S/s	Ratnagiri	
6	110 kV Ratnagiri S/s	Ratnagiri	
7	EHV O&M Division Ratnagiri	Ratnagiri	
8	220 kV Pawas S/s	Ratnagiri	
9	220 kV Oni S/s	Lanja	
10	220 kV Kharepatan S/s	Vaibhavwadi	
11	132 kV Kankavali S/s	Kankavali	Sindhudurg
12	132 kV Kudal S/s	Kudal	
13	220 kV Insuli S/s	Sawantwadi	
14	132 kV Talebazar S/s	Devgad	
15	EHV Line Maint. Sub-Division Kankavali	Kankavali	

Sd/-
(R.V. Gaikwad)
Executive Engineer
EHV O&M Dn., Ratnagiri

Sub: Bidders Debarred/ Blacklisted by Government/ Semi-Government/Other Power Utilities --- Prohibiting participation of such Firms in MSETCL Tenders

ANNEXURE-G

Undertaking to be submitted by the Bidder declaring that Bidder is not Debarred/ Blacklisted by Government/ Semi-Government/Other Power Utilities

I/We hereby declare that I/We is/are participating in MSETCL's E-Enquiry.

As on date of submission of this Tender, I/We hereby declare that My Firm/We is/are not Debarred/ Blacklisted by Any Government/ Semi-Government/Other Power Utilities, anywhere.

The above declaration is true to the best of My/Our knowledge and belief.

I/We hereby agree that in case My Firm/We are Debarred/ Blacklisted by Any Government/ Semi- Government/Other Power Utilities, anywhere, My/Our Offer is liable for rejection at any stage of Tendering process as per TenderConditions.

Further, I/We hereby understand and agree that in case My Firm/We are Debarred/ Blacklisted by Any Government/ Semi-Government/Other Power Utilities, anywhere, My/Our order is liable for termination at any stage of Order execution process and My Firm/We shall be solely responsible for the consequences arising out of it.

Signature & seal of the Tenderer

ANNEXURE “H”

Non-judicial Stamp of appropriate amount
(Presently Rs.500/-)

UNDERTAKING

I/We, _____ authorized signatory of M/s _____ solemnly declare that:

- 1) I/We am/are submitting the bid against the tender no. _____ & I/We offer to execute the work in accordance with all the terms, conditions & provision of the bid.
- 2) I/We hereby confirm that all the documents submitted by us in hard as well as soft form (self-documents & third party documents) are genuine, authentic, true & valid.
- 3) I/We am/are obliged to present the original documents/certificates for verification, wherever called for, by any authority of MSETCL.
- 4) Further, all information furnished by us in respect of fulfilling of eligibility criteria & qualification information of this tender is complete, correct & true to the best of our knowledge and belief and nothing has been concealed therein.
- 5) If any information or document submitted is found to be false/incorrect/misleading/misrepresenting any time, MSETCL may reject my bid & take action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues including Earnest Money/ Security Deposit & debarring/ blacklisting of our firm.

Yours faithfully,

(Authorized Signatory)

Name, Signature & Seal/Stamp of the bidder

Place:

Date: