



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.  
EHV (O&M) DIVISION, BULDHANA**

*Office of*  
**Executive Engineer**  
**EHV (O&M) Division, Buldhana**  
Behind Vidyut Bhawan, Chikhali Road, Buldhana – 443 001  
Email Id.: ee1220@mahatransco.in  
Website: www.mahatransco.in

No. : EE/EHV/O&M/DN/BLD/Tech/01348 Date: 5 AUG 2023  
**\*e-ENQUIRY (First Call)\***

Subject:- Annual Maintenance contract (AMC) for PC, Printers, Photocopier machine & refilling of Toners, etc. at EHV (O&M) Division Office Buldhana.

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. Buldhana.

**Terms and Conditions:**

1) **Due Date:** The quotations complete in all respects, dully sealed & super scribed should be submitted to this office on or before **12.09.2023 upto 17:00 Hrs.**

**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 of similar work in any Govt./ Semi Govt./Private sector organisation

3) **Scope of work:** The scope of work involves comprehensive annual maintenance (on site) of computers & its accessories at EHV O&M Division, Buldhana. Maintenance services shall consist of preventive, breakdown and comprehensive maintenance (on site) of computers & its accessories. 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 Buldhana. During the visit following activities should be carried out at EHV O&M Division Buldhana.

- 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 .
- 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 along with 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 3% of the value of the order within 7 days from placing of order/LOI in the office of the Executive Engineer EHV O&M Division, Buldhana. 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 along with 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 every 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 charge at ½ % of work order amount per day, 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) Any parts/ spare are required for restoration of computers and its accessories in the event of preventive/ breakdown maintenance shall be provided by you. Right to reject any or all quotations is reserved by the undersigned.

16) If any loss occurs to the MSETCL property during execution of works, you should make it good at your cost.

17) **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.

19) **Jurisdiction:** All disputes, differences related to the contract if any, the legal jurisdiction of the court shall be Buldhana only.

Encl:- Schedule A

(131)  
**Vinod J Hambarde**  
**Executive Engineer**  
**EHV (O&M) Division**  
**Buldhana**

**Copy s.w.rs.to:**

1) The Superintending Engineer EHV (O&M) Circle Akola

**Copy to:**

1) The Dy. Manager (F&A), EHV (O&M) Division, Buldhana.

2) Mahtransco website & Notice Board.

3) Master File.


**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**  
**EHV O&M DIVISION BULDHANA**

**SCHEDULE A**

Sub:- Annual Maintenance Contract (AMC) for work of Maintenance of PC, Printers, Refilling of Toners etc. at EHV O&M Division Office Buldhana

Sr. no.	Particulars	Qty	Unit	Ex-work Rate in Rs.	Rate inclusive of GST @18%	Amount in Rs.	Remark
<b>A</b>	<b>Supply Portion</b>						
<b>I</b>	<b>Spares required for Personnel Computer/ Laptop</b>						
1	2 GB DDR3 RAM		Nos.	867.80	1024.00		
2	4 GB RAM	As per Actual	Nos.	1503.39	1774.00		
3	7V 12A Battery-600VA UPS		Nos.	461.86	545.00		
4	Laptop battery		Nos.	1850.00	2183.00		
5	PC Keyboard		Nos.	259.32	306.00		
6	PC Mouse		Nos.	245.76	290.00		
7	Cat-6 UTP Cable		m	14.41	17.00		
8	400W SMPS		Nos.	462.71	546.00		
9	DVD Writer External		Nos.	1155.93	1364.00		
10	DVD Box		Nos.	7.63	9.00		
11	16GB Pen Drive		Nos.	289.83	342.00		
12	Network I/O Box for N/w Connectivity		Nos.	230.51	272.00		
13	Wireless PC Keyboard		Nos.	491.53	580.00		
14	Wireless Mouse		Nos.	404.24	477.00		
15	ITB External HDD		Nos.	2427.97	2865.00		
16	PC Processor		Nos.	2312.71	2729.00		
17	Cabinet w/o SMPS		Nos.	490.68	579.00		
18	Laptop Charger		Nos.	1011.86	1194.00		
19	Quickheal Antivirus		Nos.	506.78	598.00		
20	NP Antivirus		Nos.	346.61	409.00		
21	Printer Toner Drum		Nos.	173.73	205.00		
22	Toner PCR		Nos.	144.07	170.00		
23	HP Printer Black Cartridge Magnet Rod		Nos.	144.07	170.00		
24	Laser Printer Toner Viper Blade		Nos.	99.15	117.00		
25	Printer Teflon		Nos.	404.24	477.00		
26	Printer Paper Feed Roller		Nos.	433.90	512.00		
27	Laser Printers Power Board		Nos.	867.80	1024.00		
28	Laser Printer Logic Board		Nos.	1561.02	1842.00		
29	Printer Scanner Assy		Nos.	2601.69	3070.00		
30	6A Spike Guard wt 5 socket		Nos.	144.07	170.00		
31	LED VGA Cable		Nos.	173.73	205.00		
32	Xerox Machine Drum		Nos.	173.73	205.00		
33	Canon Photocopier M/c Fixing Film		Nos.	2572.88	3036.00		
34	PhotoCopier Magnetic Sleeve Unit		Nos.	2458.47	2901.00		
35	Photocopier Toner Wifer Blade		Nos.	2805.08	3310.00		
36	HP PRO 8620 Printer color Cartridge		Nos.	260.17	307.00		
37	HP PRO 8620 Printer Black Cartridge		Nos.	1098.31	1296.00		
38	Canon Photocopier M/c paper tray		Nos.	1619.49	1911.00		
39	Multimedia 104 keys Keyboard wt USB port		Nos.	491.53	580.00		
40	Multiple USB devices Connector		Nos.	694.07	819.00		
41	1 TB Desktop HDD		Nos.	144.07	170.00		
42	Canon Photocopier M/c Toner		Nos.	2427.97	2865.00		
43	HP 12A Black Laserjet Toner Cartridge		Nos.	2891.53	3412.00		
44	HP 49A Black Laserjet Toner Cartridge		Nos.	1908.47	2252.00		
45	HP 56A Black Laserjet Toner Cartridge		Nos.	3180.51	3753.00		
46	Computer Power cord		Nos.	2427.97	2865.00		
47	Computer Formating System		Nos.	86.44	102.00		
48	Photocopier Toner Powder		Nos.	193.22	228.00		
49	Cat-5 Cable (D-link)		KG	405.93	479.00		
50	Printer Toner powder		m	212.71	251.00		
51	600VA single phase UPS		KG	170.34	201.00		
52	24 Port 10/100/1000 MBPS Switch		Nos.	1379.66	1628.00		
53	Dlink Switch DGS-3120-24TC/EI		Nos.	5189.83	6124.00		
54	8 Port Gigabit Ethernet Switch		Nos.	2101.69	2480.00		
55	PC Motherboard		Nos.	722.88	853.00		
			Nos.	9199.15	10855.00		
<b>Total Amount of Estimate limited to Rs. 2.0 Lakhs inclusive of GST</b>							Ref (1)

Sr. no.	Particulars	Qty	Unit	Ex-work Rate in Rs.	Rate inclusive of GST @18%	Amount in Rs.	Remark	
56	Intel Core i5 Processor		Nos.	7227.97	8529.00	Total Amount of Estimate limited to Rs. 2.0 Lakhs inclusive of GST	Ref (1)	
57	PC Memory		Nos.	3285.59	3877.00			
58	1 TB Laptop HDD		Nos.	4336.44	5117.00			
59	Display TFT Screen for Laptop		Nos.	3941.53	4651.00			
60	Laptop Leyboard		Nos.	1904.24	2247.00			
61	3m Cat-6 UTP Patch Cord		Nos.	77.97	92.00			
62	HDMI Cable		Nos.	143.22	169.00			
63	CISCO 24 Port Network Switch		Nos.	11630.51	13724.00			
64	HP LJ MFP 1536 Fuser Assy		Nos.	6107.63	7207.00			
65	PC montitor LCD Screens Power Board		Nos.	1008.47	1190.00			
66	SMPS	As per Actual	Nos.	1705.93	2013.00			
67	Cabinet wt SMPS		Nos.	821.19	969.00			
68	2TB SATA HDD		Nos.	2987.29	3525.00			
69	2TB Desktop HDD		Nos.	2861.02	3376.00			
70	Windows OS Software		Nos.	8213.56	9692.00			
71	32GB Pen Drive		Nos.	493.22	582.00			
72	64 GB pendrive		Nos.	755.93	892.00			
73	22" LCD Monitor		Nos.	5660.17	6679.00			
74	24" LED Monitor		Nos.	6397.46	7549.00			
75	2 TB External HDD		Nos.	3252.54	3838.00			
76	Set of USB Keyboard & Mouse		Nos.	930.51	1098.00			
<b>B</b>	<b>Labour portion/Service Charges</b>							
1	AMC of Computer	As per Actual	Each	195.33	1545.00			
2	AMC of laptop		Each	190.79	1333.00			
3	AMC for all in one & Network Printer		Each	390.66	373.00			
4	AMC of Local area Network (LAN)		Each	408.33	1599.00			
<b>Total Amount of Estimate limited to Rs. 2.0 Lakhs inclusive of GST</b>								
<b>Remark:</b> The quantities considered in estimate are tentative and may or may not be used during execution of work order. The quantities are considered tentatively for estimation only. The payment will be done as per actual only.								

  
 Executive Engineer  
 EHV O&M Division Buldhana

**Form to be filled by bidder:-**

**Form for quoting % rate for item included in Schedule 'A'**

Name of work :-

Estimated Cost :-

I, am ready to execute the work on \_\_\_\_% Above (In words \_\_\_\_\_) the estimated cost Or  
AT PAR (In words \_\_\_\_\_)  
Or \_\_\_\_% below (In words \_\_\_\_\_) the  
estimated cost.

Date :-

Signature of Bidder :-

1. If the percentage variation is more than 5% detail justification of rate analysis should be submitted along with your offers.