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| Name of Office : Office of the Chief Engineer, EHV PC O&M Zone, M.S.E.T.C.L. ,Nashik |
| Office address : 2 nd Floor, Administrative Building, Old Saikheda Road, Sailanibaba Stop, Jail Road, Nashik Road :- 422 101 |
| Contact No : 0253-2403010 (O), FAX : 0253- 2403000 |
| Email Id : cenashik@mahatransco.in |
| Website : www.mahatransco.in |

Ref : -CE/EHV PC O&M/Zone/ Nashik/1999

Date: 01/08/2024

E- enquiry

Sub: Non-comprehensive Annual Maintenance Contract (AMC) for intercom devices, allied peripherals along with rate list of related spares for EPABX/IPABX system installed at Administrative Building of Nashik Zone (For 01 Year Period).

Dear Sir,

Please offer your reasonable rates for the subject work. The detailed scope of work is given as per Annexure "A" and as given below: -

1) DUE DATE: - The quotations complete in all respects, duly sealed & super scribed should be submitted to this office on or before **09.10.2024** up to **17:00 Hrs.** positively.

2) SCOPE OF WORK: - EPABX (Existing System Make- MATRIX TELECOM, Model - ETERNITY)

1. Repair and maintenance:

- Includes all repairs and maintenance of EPBAX System intercom infrastructure carried-out for specified tender period.
- Includes monthly visit to location to check health of intercom infrastructure and EPBAX System.
- Includes as and when required visit to location to repair and maintenance of system.
- Include any caballing work and maintenance of intercom instruments within office premises.
- Include proper Tagging of cables with the associated intercom number.
- Include maintaining Intercom number directory for each & every user in offices under administrative building Nashik.

2. Configuration:

- If due to any reason the system is initialized, the vendor must configure the EPABX system as per requirement of MSETCL.

3) QUOTED RATES: - The quoted rates should include all skilled and unskilled labor and the requisite T & P, consumable, incidental charges etc. Also, the cost of items strictly as per specification. Taxes & Charges shall be mentioned clearly. If not mentioned it will be considered inclusive of all taxes & charges.

4) QUALIFYING REQUIREMENT:

a. Technical Qualifying Requirement/Criteria:

- I.** The Bidder should have, in last **03 years** executed the **in Annual Maintenance Contract (AMC) for intercom devices, allied peripherals along with rate list of related spares for EPABX/IPABX system installed at MSETCL/ other STU/ Govt Organization or any public Sector utility** for amounting as follows.
- (a) The agency should have successfully executed **three** similar works each costing not less than **40%** of the estimated cost of this enquiry.
- OR
- (b) **Two** similar works each costing not less than **50%** of the estimated cost of this enquiry.
- OR
- (c) **One** similar work costing not less than **80%** of the estimated cost of this enquiry.
- II.** The bidder should submit the end **user's Certificate for successfully / satisfactory completion of aforesaid work** issued by the authority not below the rank of Executive Engineer with detail work order copy.

Note: The original-colored scan copy should be uploaded as bid documents in support of Technical qualifying criteria. The attested / notarized photocopies of the same will not be entertained. Detailed communication address, e-mail ID and contact nos of the end users should be furnished for cross verification.

b. Financial Requirement:

- I. Turnover:** The average annual financial turnover of the bidder during last three financial years should not below than **60%** of estimated cost of subject enquiry. The bidder should submit the certificate of turnover through Unique Document Identification Number (UDIN) duly certified by Practicing Chartered Accountant for preceding (last) 03 financial year based on audited financial statement.
- II. Net-worth:** The bidder should have Net Worth (which is defined as “Equity share capital + Total Reserves - Revaluation Reserves - Intangible assets - Miscellaneous expenditure to the extent not written off and carry forward losses”) of not less than **25% (twenty Five Percent)** value of estimated cost of enquiry. The bidder should submit the statement of Net Worth through Unique Document Identification Number (UDIN) duly certified by the Practicing Chartered Accountant.
- OR
- The bidder should have submitted the valid Solvency certificate of **25%** of the estimated cost from any scheduled or Nationalized Bank. (Solvency Certificate validity should be valid for at least for 06 months from the closing date of bid submission date).
- III.** The Bidder shall submit Audited Annual Accounts including Balance Sheet, P&L A/c and Other financial statement for preceding three (03) financial years duly signed by Chartered Accountant (F.Y. F.Y. 2020-21, F.Y.2021-22, & F.Y. 2022-23)
- IV.** The bidder should upload the copies of ITR acknowledge for submission of income tax returns for the preceding three (03) years. (A.Y. 2021-22, A.Y. 2022-23 & A.Y. 2023-24)
(In case of proprietary/partnership firms/HUF etc. the copy of Tax Audit Report and audited financial statements submitted with return of Income shall be uploaded.

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If the audit under any statute is not applicable, the bidder shall submit the Financial Statements Certified by Chartered Accountants.)

Note: The original-colored scan copy should be uploaded as bid documents in support of Financial qualifying criteria. The attested / notarized photocopies of the same will not be entertained. The duly audited, verified and certified figures from chartered accountant will be considered for annual turnover and net worth. The provisional certificates (if any) will not be entertained.

- 5) **COMPLETION PERIOD:** - The total period of contract is 1 year from the date of handing over of site being annual contract.
- 6) **PAYMENT:** - The Quarterly bill in triplicate should be submitted to concern office (The Executive Engineer, EHV PC O&M Zone, Nashik). After scrutiny & recording of measurements/SAP SES by concerned engineer in-charge & same will be scrutinized, recorded, and get approved. The same will be forwarded to F&A section of Nashik Zone further process. After due audit, the original bill will be forwarded to SE, EHV O&M Circle Nashik for effecting the payment. The payment will be made subject to the availability of the funds at EHV O&M Circle, Nashik.
- 7) **SECURITY DEPOSIT:** - The successful bidder will have to pay an amount equivalent to 10% of contract value towards Security Deposit at Concern office.
- 8) **VALIDITY OF OFFER:** - The offer should be valid for our acceptance for a period of **60 days** from the Due date of same.
- 9) **DOCUMENT REQUIRED:** -
Bid shall be submitted containing the following 02 (two) Envelopes in it.

(a) **Compulsory Primary Documents in 1st Envelop:(Technical Bid)**

A separate sealed envelope attested copies of the following valid documents shall submitted mentioning on the top of the envelop "**TECHNICAL BID**": -

- a. Full name of Quotation submitting firm & full address of the same.
- b. Bank name, Bank address, Bank A/c. No.
- c. Shop Act/ Udyog Adhar License/NOC of gram panchayat for shop. The NOC of gram panchayat should valid and recent one.
- d. PAN Card.
- e. Photocopy of GST registration certificate (if applicable)
- f. Work experience along with Order copies of experience as per 4(a) for QR (Qualifying requirement).
- g. Successful work completion certificate for submitted Order copies (clause- f) above of supply of experience as per 4(a) for QR (Qualifying requirement).
- h. Financial Document should be submitted as per 4(b) for QR (Qualifying requirement).

If validity of any license/certificate expires during order period, you will have to renew the same & submit the copy to this office. Payment will be affected for valid period only.

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(b) Documents in 2nd Envelop:(Price Bid)

The rates should be quoted on your firm's letter head as per 'Schedule A' in sealed separate envelop mentioning on top of envelop **"COMMERCIAL BID"**.

Techno-commercial bid will be opened for all received bids. After verifying the all documents /certificates submitted in techno commercial bid for qualifying per-requisites as mentioned above, if it is found that, the enquiry fulfils the desired per-requisites; the price bid will be opened. If the same is not found to be meeting the prerequisite, the commercial bid shall not be opened. Enquiries with incomplete details or not submitted in prescribed enquiry form etc. will be liable for rejection.

NOTE: -

- a) Envelop No.2 (Price Bid- envelop) will be opened after qualifying in (Technical Bid) Envelop No.1.
- b) The bidder should note that, the document envelop ("Technical Bid"(i.e. Qualifying Document) shall be submitted in seal envelop No-1 only and "Price Bid" (i.e. Price Document) shall be submitted in seal envelop No-2 only and both seal envelop(Envelop No. 1 and 2) shall be submitted in big single envelop and should complete in all respect, **duly sealed and superscribed with enquiry number and date, subject work, name , email and address of participant bidder.** Failure to do so will entitle for rejection of bid.

10) The undersigned have the reserve right for relaxation of any condition mentioned above.

11) The undersigned reserved the rights for cancellation of any or all quotations without assigning any reason.

Encl: Annexure 'A'

Yours faithfully,
-sd-
Chief Engineer
EHV PC O&M Zone, Nashik

Copy to: -

- 1) The AGM (F&A) EHV PC O&M Zone, Nashik.
- 2) The Executive Engineer (Admin), EHV PC O&M ZONE, Nashik
- 3) The Executive Engineer, MSETCL, Telecom Division, Nashik
- 4) IT Department, EHV PC O&M ZONE, Nashik
- 5) Notice Board

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Annexure 'A'

Sub: - Non-comprehensive Annual Maintenance Contract (AMC) for intercom devices, allied peripherals along with rate list of related spares for EPABX/IPABX system installed at Administrative Building of Nashik Zone (For 01 Year Period).

1. Work portion:

| Sr. No | Particular | Unit | Basic Rate (Ex Works) In Rs. | GST rate in % (if any) | GST Amount | Rate Including GST |
|--------|---|--------------------|------------------------------|------------------------|------------|--------------------|
| 1 | Non-Comprehensive Annual maintenance contract for annual Labor charges for maintenance of Intercom infrastructure at Administrative Building Nashik Zone. (Approx. 150 Nos. of intercom instruments) | Annual (12 months) | | | | |

2. Rate list for spares of Intercom:

| Sr. No | Particular | Unit | Basic Rate (Ex Works) In Rs. | GST rate in % (if any) | GST Amount | Rate Including GST |
|--------|---|-------|------------------------------|------------------------|------------|--------------------|
| 1 | IC Mic and speaker | No. | | | | |
| 2 | Telephone Rosset Box | No. | | | | |
| 3 | Telephone Line cord | No. | | | | |
| 4 | Telephone Coil cord (Handset Cord) | No. | | | | |
| 5 | 2 Pair PVC Telephone cable with Laying | Meter | | | | |
| 6 | 5 Pair PVC Telephone cable with Laying | Meter | | | | |
| 7 | 10 Pair PVC Telephone cable with Laying | Meter | | | | |
| 8 | 20 Pair PVC Telephone cable with Laying | Meter | | | | |
| 9 | Telephone basic instrument | No. | | | | |
| 10 | Telephone Caller ID instrument | No. | | | | |

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**Chief Engineer
EHV PC O&M Zone Nashik**