

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

<b>From : Executive Engineer</b>
<b>Name of Office : EHV Project Division, Sangli</b>
<b>Office address : Office of the Executive Engineer, 2<sup>nd</sup> Admin. Bldg., V'bag, Sangli – 416415.</b>
<b>Contact No. 0233 – 2301187, 0233 – 2302997 (P)</b>
<b>Email Id: ee3620@mahatransco.in, Website : www.mahatransco.in</b>

**Ref.: EE/EHV PD/SGL/No.1775**

**Date: 15.12.2017**

**E-ENQUIRY - 16**

Sub : Providing Local Annual Maintenance Contract for Computers & LAN  
for EHV Project Division, Sangli & Sub-Division offices.

Sir,

Please offer your reasonable quote for the subjected work as per schedule 'A' given below. The scope of work is also mentioned therein.

**Schedule 'A'**

Sr. No.	Particulars of work	Unit	Qty	Ex-works	GST @18% Amount	Rate/ Unit	Total amount
1	AMC for installation or up gradation of Software problem related to hardware, formatting, Trouble shooting of Network / LAN problem, IP Setting , Outlook Configuration and SAP Configuration etc. Agency should visit compulsory at every computer and Offices Per Monthly. Also attending Emergency Calls as and when required by users.	Nos.	19	2200.00	396.00	2596.00	49324.00
<b>2</b>	<b>Refilling</b>						
a.	Printer Make-HP Laser Jet P2050	Nos.	7	333.33	60.00	393.33	2753.31
b.	Printer Make-HP Laser Jet 1020	No.	54	333.33	60.00	393.33	21239.79
<b>3</b>	<b>Drum Replacement of printers</b>						
a.	Printer Make-HP Laser Jet P2050	Nos.	2	288.89	52.00	340.99	681.78
b.	Printer Make-HP Laser Jet 1020	No.	8	288.89	52.00	340.99	2727.12
<b>4</b>	<b>Providing &amp; Installation of Net Protector Antivirus – Total security</b>	Nos.	30	466.67	84.00	550.67	16520.12
<b>5</b>	<b>Providing &amp; fixing of battery of UPS</b>	Nos.	8	888.89	160.00	1048.89	8391.12
<b>6</b>	<b>Providing New Toners: Laser jet - HP 12A</b>	Nos.	4	3111.11	560.00	3671.11	14684.44
<b>7</b>	<b>Providing New UPS 600 VA:</b>	Nos.	1	1777.78	320.00	2097.78	2097.78
<b>8</b>	<b>Providing 1 TB Hard disk of approved make.</b>	Nos.	2	4400.00	792.00	5192.00	10384.00
						<b>Total:</b>	<b>1,28,803.45</b>

I am ready to execute the above work with :

----- Atpar to estimated cost

----- % Above (in words -----% above)

-----% Below (in words -----% below)

the estimated cost.

-Sd/-

**Executive Engineer  
EHV Projects Dn., Sangli**

**Seal & Signature of Agency**

## 2) Places of computers

SR. No.	Name of office	No. of computers	Addresses
1	EHV Project Dn., Sangli	12	Office of the Executive Engineer, 2 <sup>nd</sup> Admin. Bldg., Vishrambag, Sangli - 416415.
2	EHV Line Project S/Dn., Sangli	1	Office of the Addl. Executive Engineer, Near 110 KV S/s. Vishrambag, Sangli - 416415.
3	EHV S/s. Project S/Dn., Sangli	2	Office of the Addl. Executive Engineer, Near 110 KV S/s. Vishrambag, Sangli - 416415.
4	S & I S/Dn., Sangli	1	Office of the Addl. Executive Engineer, Behind Admin. Bldg., Vishrambag, Sangli - 416415.
5	EHV Line Project S/Dn., Satara	3	Office of the Addl. Executive Engineer, M.S.E.B. campus, Krishna nagar, Satara.- 415003

### 3) To & Fro charges - No any To & Fro charges will be paid .

- Due Date** - The quotations complete in all respects, duly sealed & super scribed should be submitted through post or courier or in exceptional case, by hand delivery to this office on or before **dt:22.12.2017 at 17:30 Hrs.**
- Quantity** - Quantity are tentative & may vary as per actual requirement within work order amount.
- Contract period** - Contract period should be one year from the date of work order or limited to work order amount whichever is later.
- Validity of offer** - The offer should be valid for our acceptance for a period of 60 days from the date of opening of bid.
- Terms & Conditions - Documents** - The general terms & conditions are given in Annexure-W  
- Attach the following documents alongwith quotation -  
a) GST Registration certificate  
b) PAN Xerox copy,  
c) Registration under Bombay Shop & Establishment Act 1948.  
d) Experience Certificate - as per the clause no.8 Annexure W.

The undersigned reserves the right to reject any or all quotations without assigning any reasons.

Thanking You,

Yours Faithfully,

Encl.: As above.

Copy to -  
The Manager (F&A) EHV Project Dn., Sangli  
Notice Board  
M/f.  
13.12.2017

**-Sd/-**  
**Executive Engineer**  
**EHV Project Dn., Sangli.**

**ANNEXURE (W)**  
**GENERAL TERMS AND CONDITIONS**

**1) Supervision of the works :**

The works shall be under the overall supervision and shall be subject to the approval of the Executive Engineer concerned, or his designated representative. The material to be used in execution of the works must be got approved from him in advance, and only the approved material should be used. All the material should be kept in the custody of the contractor till the completion of the work. The computer system and its accessories should be cleaned using blower once in quarter.

**2) Contractor's Employees :**

The contractor shall employ and provide onsite only such employees as are skilled and experienced for execution and supervision of works.

**3) Damage to persons and property :**

The contractor shall indemnify the Company against any losses and claim in respect of injuries or damage to any persons, material or physical damage to any property whatsoever, which may arise out of or in consequence of the execution of the work.

**4) Site Clearance :**

On completion of the works, the contractor shall clear away and remove from the site all surplus materials, rubbish and temporary work of any kind. The site should be kept clean.

**5) Sub-letting of contract :**

The contract or any part thereof shall not be assigned, transferred, or sub-let without the prior written permission of the undersigned. Even if such permission is granted, it shall be the responsibility of the principal contractor to whom the work order was originally issued, to execute the works as per the terms of the contract.

**6) Security Deposit :**

The contractor should pay security deposit at the rate of 5% of the value of the order within 15 days from the date of receipt of order. Security Deposit is payable by (a) Cash (b) D.D. from a nationalized / scheduled bank (c) FDR. The S.D. will be refunded after satisfactory completion of the work / guarantee period.

**7) Payment Terms :**

- i) The tax invoice in triplicate, advance stamp receipt, along with the certification from the Engineer-in-charge for having completed the work satisfactorily, M.B. recording will be made against submission of tax invoice as per availability of funds. No advance payment will be released.
- ii) 100% payment will be made against submission of bills as per availability of funds.

**8) Experience :**

The contractor should have experience of similar work in MSETCL, MSEDCL or any Govt. organization successfully. The contractor should have submit experience certificate alongwith quotation. The experience certificate should be issued by the Ex. Engineer or above.

**9) Tax deduction at source:**

In accordance with I.T. Act 1961, I.T. will be deducted at source at the prevailing rates from the bills. Similarly any other tax deductible at source, (such as W.C.T.) if applicable to this particular contract, as per statutory provisions (laid down by Central or State Government) will also be deducted from the bills at the prevailing rates.

**10) Liquidated damages for delay in execution :**

If contractor fail to complete the works in the stipulated time period, he shall be liable to pay to the Company, the sum equal to one percent of the contract sum (for the delayed portion of work) per week delayed, subject to a maximum of ten percent as liquidated damages, and subject further to Force Major conditions.

Further, if the contractor, after having accepted the contract, is unable to execute the same in full, the Company's reserves the right to get it executed either departmentally or by any other agency, the cost and risk of which shall be borne by the contractor.

**11) In case of computer & its accessories AMC, following clauses should be included in AMC .**

a) After registering complaint by MSETCL employee (substation/office) to Agency, Agency should attend the call in following slab

- 1) 0 - 50 KM --> Within 24 hrs
- 2) 50-100 KM --> Within 48 hrs
- 3) Above 100 Km --> within 96 hrs

If Agency is unable to reach within time limit and fails to produce justified answer for delay ( like natural disaster , unavoidable situation etc. ), penalty may be imposed

Penalty should be 1% of respective portion of that order value. For eg. If call is registered for computer problem and AMC value 1200 Rs. for each computer in order, then after time limit as mentioned above, penalty will be 12 Rs per day.

b) Before starting of work, Agency should inform to zonal IT team (MSETCL) by mail and must obtain NOC after completion of work from zonal IT team.

**11) Termination of contract :**

The undersigned reserves the right to cancel the contract, after giving due notice to the contractor, in the event of the breach of contract in any respect if awarded.

**12) Applicability of general conditions of contract :**

Notwithstanding anything stated herein, the Company's General Conditions of contract shall be applicable to the contract, as far as they are applicable, in respect of this order.

**13) Jurisdiction :**

All disputes, differences related to the tender / contract shall be subject to the exclusive jurisdiction of Sangli District Courts.

**14) The competent authority reserves the right to relax any of the above conditions without assigning any reason thereof.**

**15) Agreement :**

You have to execute indemnity cum agreement bond on Stamp paper of Rs.500/- in prescribed format, if work order awarded.

-Sd/-  
Executive Engineer  
EHV Project Dn., Sangli.