

From:- The Chief Engineer,  
EHV PC O&M Zone, Amravati.  
Office address-"A" Wing, "Prakash Sarita",  
220KV S/tn Amravati Campus, Welcome Point, Morshi Road, Amravati-444603.  
Email Id: ceamravati@mahatransco.in.

No. CE/EHV/PCO&M/Zone/Amt/No.0192

Date:-24.02.2021

### **E-Enquiry**

**Sub: - Supply, installation & Commissioning of Xerox Machine (Photocopier) at EHV PC O&M Zone, Amravati.**

**Dear Sir,**

Please quote your lowest rates for "Supply, installation & Commissioning of Xerox Machine at EHV PC O&M Zone, Amravati.", as per given in SCHEDULE "A" and subject to the terms and conditions given below. The quotation may please be submitted in a sealed envelope superscripted "Supply, installation & Commissioning of Xerox Machine at EHV PC O&M Zone, Amravati", so as to reach this office on or before 03/03/2021 up to 16:00 Hrs. Quotations will be opened on the same day at EHV PC O&M Zone, Amravati, if possible.

### **TERMS AND CONDITION.**

- 1. RATES:** The rate offered/quoted should be inclusive of all taxes & other charges such as packing, transportation, F&I, installation etc. The rate should be quoted on firm quotation basis.
- 2. TAXES:** Taxes which are applicable for the said work should be clearly mentioned in the bid/quotation.
- 3. DOCUMENTS:** While submitting the offer documents such Valid Shop & Establishment certificate as applicable, copy of valid GST registration certificate, copy of PAN card shall be enclosed, authorized letter from concerned authorized dealer/Manufacturer.
- 4. PERIOD OF CONTRACT:** The supply and installation as per SCHEDULE "A" shall be completed within 30 days from the date of order by the successful bidder.
- 5. SCOPE OF WORK:** Supply, installation & Commissioning of Xerox Machine for EHV PC O&M Zone, Amravati as per 'Schedule-A' enclosed herewith. Actual quantity of the work may be changed as per requirement.
- 6. SPECIFICATIONS:** The Xerox machine shall be supplied as per specification mentioned in enclosed Annexure-A. If the material is not found conforming to the specification, then the same will be liable for rejection.
- 7. PENALTY:** If you fail to execute the work within stipulated period mentioned, penalty @ of 1/2% per week maximum up to 10% shall be imposed on the cost of the work.
- 8. SECURITY DEPOSIT:** The successful bidder will have to pay security deposit amounting to **10%** of the total value of order by cash/BG/FDR. The same will be refunded without any interest after satisfactorily completion of work and finalization of

bills. Right to reject or accept any or all quotations without assigning any reasons thereof is reserved by the undersigned.

- 9. SIGNING OF CONTRACT:** Within 7 days from the date of the receipt of this work order, the contractor shall enter into an agreement with MSETCL on Govt. Stamp papers of Rs. 500/-, in the prescribed proforma. Until the agreement is executed, the Company will not be liable to pay, nor shall the contractor be entitled to claim amount due or payable under the contract. The necessary stamp paper, etc charges for the agreement shall be borne by the contractor. Agreement will be executed in EHV PC O&M Zone, Amravati. The disputes, if any, under this Enquiry shall be subjected to the jurisdiction of the Amravati Court only.
- 10. MSETCL RULES:** In addition to above, the contract will be governed by General terms and conditions mentioned in MSETCL booklet of contract terms and conditions.
- 11. DEDUCTIONS:** Income Tax & GST TDS will be recovered as per rule from your bills.
- 12. LOSS/DAMAGES:** For damages if caused to company's property during execution of work shall be at contractors account and will be recovered from your SD/Bills.
- 13. GAURANTEE / WARRANTY:** 1 years (onsite warranty) from date of Supply, installation & Commissioning Xerox Machine at EHV PC O&M Zone, Amravati.
- 14.** The work should be warranted for the period of 01 years from the date of Supply, Installation & Commissioning Xerox Machine. During this period if any defects arises in material and workmanship, those should be attended and rectified by you with free of cost immediately.
- 15. BILLS:** After satisfactory completion of the supply work, the bills in triplicate shall be submitted to this office along with necessary documents such as delivery challan, commissioning report etc. The bill will be recorded and processed for payments by this office.
- 16. CANCELLATION OF ENQUIRY:** The undersigned reserves the right to cancel this enquiry at any stage without assigning any reasons.
- 17.** 100% Payment will be made after receipt of materials.
- 18. JURISDICTION:** All disputes or difficulties arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of Amravati District.

**Yours faithfully,**

**-sd-**

**(R.N.Maske)**  
**Chief Engineer**  
**EHV PC O&M Zone,**  
**Amravati**

**Copy to:-**

- 1) The AGM (F&A) EHV PC O&M Zone, Amravati.
- 2) Notice Board.
- 3) Mahatransco website.

**Schedule “A”**

**Sub:-** Enquiry for Supply, installation & Commissioning of Xerox Machine (Photocopier) at EHV PC O&M Zone, Amravati

Sr. No.	Particulars	Qty	Rate	GST Tax with HSN Code	Final Amount (Rs.)	Remark
1	2	3	4	5	6=(3*4+5)	7
1	<b>Xerox machine (supply and installation)</b> <b>Model:-Canon or equivalent</b> DADF, Photocopier, Photocopy, Scanning, Duplex Printing, ADF scanner, network , wifi,. A3, A4. Accessories: 1. Trolley Stand 2. 2 KVA voltage Stabilizer	1				
<b>TOTAL (A)</b>						

**In Words. ....**

**NOTE:-**

- i) **Rate should be inclusive of all taxes.**
- ii) **Warranty: - 1 year onsite Warranty.**

-sd-

(R.N.Maske)  
Chief Engineer  
EHV PC O&M Zone,  
Amravati