

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.00304**

Date: **26.02.2021**

Enquiry

**Sub:** Enquiry for Supply of printer & installation of EPABX System with Intercom service for EHV O&M Division Ratnagiri.

Dear Sir,

Please offer your reasonable rates in % percentage only for Enquiry for Supply of printer & installation of EPABX System with Intercom service for EHV O&M Dn. Ratnagiri.

**Terms and Conditions:**

- 1) Due Date: The quotations complete in all respects, dully sealed & super scribed should be submitted to this office on or upto **05.03.2021**, 18:00 Hrs.
- 2) Documents required: PAN/ TAN registration certificate, Valid GST registration certificate & Proof of firm being registered as shop establishment/firm/ Company as applicable.
- 3) Taxes: Rates are taken Inclusive of all taxes.
- 4) Working Period: The work should be completed within 15 days from the date of issue of order.
- 5) Your representative shall also deliver following document: i) Final invoice in triplicate. ii) Work Completion report iii) Agreement bond iv) Guarantee certificate.
- 6) Acceptance of Quotation: The Company does not bind to accept the lowest or any quotations neither will any reasons be assigned for rejection of any enquiry. It is also not binding on the company to disclose any analysis report of enquiry.
- 7) Security Deposit: The contractor should pay security deposit at the rate of 5% of the value within 7 days from the date of receipt of LOI, in the office of the Superintending Engineer EHV O&M Circle Kolhapur in form of cash/ DD of Nationalized Bank or Schedule Bank which will be refunded after completion of work successfully or completion of guarantee period.
- 8) Agreement Bond: The contractor will have to execute an Indemnity Bond on stamp paper of Rs.500/- within 7 days at his own cost after receipt of work order.
- 9) Terms of payments: 100% payment will be affected to you within 45 days after completion of work & on the basis of actual measurement recorded by the engineer-in-charge. However release of payment may depend on availability of funds.
- 10) Penalty for late delivery: If the work not completed within stipulated time limit, penalty at the rate 1/2% (Half Percent) per week delay will be recovered from your bill subject to 10% maximum of work order value. If work completed partly then, the balance work will be carried out from other agency & difference in cost will be recovered from your bill & SD in this case will be forfeited to company.

- 11) Quantity: Material should be supplied as per specifications and quantity mentioned in enclosed Schedule 'A'.
- 12) Guarantee: One year guarantee from the date of Supply of printer & installation of EPABX System with Intercom service. During the guarantee period you will replace/ repair free of cost if material found defective in coordination with OEM.
- 13) The work should be done as per the specifications given in the Schedule 'A' and as per the scope of work. MSETCL will not accept the items with different specifications.
- 14) If any dispute arises, the decision of the undersigned is final and binding on you.
- 15) Partial supply/installation/commissioning will not be accepted by the MSETCL. No any payment will be made for partially executed work.
- 16) Income Tax, Cess & W.C.T. will be deducted from your bills as per rules. You should mention PAN No., GST No., on your bills.
- 17) No extra charges for transportation, T&P, labour, packing, insurance, excise, material etc. will be paid; it will be arranged by you only.
- 18) Accident: If any accident occurs to your labour skilled or unskilled, compensation if any, is to be paid by bidder only.
- 19) Supervision of work: The work shall be carried out under supervision of Executive Engineer, EHV O&M Division, Ratnagiri.
- 20) For any loss to the company's property during execution of work, the bidder will be liable to pay the equivalent compensation as per the recommendation of concerned Engineer.
- 21) MSETCL will not be responsible for any accident (fatal or non-fatal) or injury to the personnel of the agency or any financial implication arising there from.
- 22) Apart from the above points, all the terms and conditions published by MSETCL in booklet "Tender & Contract of Works" are applicable here also.
- 23) Tools & Plant: All tools & machinery required will have to be arranged by you at your cost.
- 24) Insurance: Insurance of your labour will have to be done at you cost only. If fail the compensation/ claim arrears will be at your risk.
- 25) Site clearance: The contractor shall during the progress of work, keep the site reasonably free of all unnecessary obstruction and shall store the material neatly so as not to cause any obstruction for normal working.
- 26) The enquiry should be completed with all particulars. Wherever, it is mentioned the enquiry must be signed along with seal. Any document of the enquiry not bearing the signature of bidder is liable to be rejected.
- 27) This office does not bind itself to accept the lowest or any bid and reserves the right to reject all or any bid or cancel the Enquiry without assigning any reason whatsoever. This office also has the right to re-issue the Enquiry without the Vendors having the right to object to such re-issue.
- 28) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 29) Partial Bid will be summarily rejected without giving any reason/notice to the Bidder.
- 30) No increase, decrease, discount reduction or any other changes in the price will be acceptable after the opening of the quotation.

- 31) The rates quoted should be valid for 90 days from the date of opening of quotation.
- 32) In case of dispute, if any, the legal jurisdiction of the court shall be Ratnagiri only.
- 33) General Conditions: Bidder will be deemed to be fully aware of the MSETCL's General conditions of contract for the supply of plant, equipment and material particularly in respect of security deposits, terms of payment penalty for late delivery etc. Any ignorance of these conditions will not exempt you from your liability to abide by the same. General conditions are applicable as per MSETCL Rules and regulations. Moreover, the right to reject any or all enquiries in part or full without assigning any reason is reserved by the undersigned. Also the undersigned reserve the right to alter/amend /cancel any or all the terms and conditions stipulated above at any time in the interest of company without assigning any reasons thereof.
- 34) GST need to be specified clearly on quotation.
- 35) Undersigned reserves the right to cancel order in part or full at any time without giving any notice.

Thanking You.

Encl: Schedule 'A' & Annexure 'A'

Yours faithfully

Sd/-  
(Vijaykumar A. Nikam)  
Executive Engineer  
EHV O&M Dn., MSETCL,  
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.

**ANNEXURE 'A'**

**UNDERTAKING**

(On Company's Letterhead)

To,  
Executive Engineer  
EHV O&M Division, MSETCL,  
Mirjole Road, MIDC,  
Ratnagiri – 415 639

Dear Sir,

I/We agree for “Supply of printer & installation of EPABX System with Intercom service for EHV O&M Division Ratnagiri” at the rates herein tendered by me / us subject to the conditions of the enquiry/tender and supply above which I/We have carefully read and which I/We have thoroughly understood and to which I/We hereby agree.

I/We hereby agree to keep this offer open for 90 days from the due date of the enquiry/tender and shall be bound by communication of acceptance dispatched within the prescribed time.

I/We hereby declare that I/we have not been blacklisted by the registering authority or any department of the Central /State Government, Semi-Government, public undertakings, corporate etc.

The information given by me is true and in future if it is found that the information given by me is false then MSETCL is free to take legal action including termination of the contract, against me.

Yours faithfully,

Seal & Signature of the Bidder

Date:

Place:

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

Name of work: Supply of printer & installation of EPABX System with Intercom service for EHV O&M Division Ratnagiri.

**SCHEDULE 'A'**

Sr. No.	Particulars	Qty	Unit	Unit Rate Incl. GST	Rate in % (Above/ Below)
1	A4 Colour Laserjet All in one printer	1	Each	12862.00	
2	EPABX System with caller ID configuration for 3 trunk 8 extension	1	Each	15304.00	
3	Telephone instrument with caller ID & speaker	2	Each	1424.99	
4	Express Telephone instrument	5	Each	510.00	
5	2 pair Telephone cable (with laying charges (casing fitting))	150	MTR	54.00	
6	Primary protection model (over protection unit)	1	Each	1121.00	
7	Telephone Rosset box	7	Each	29.50	
8	EPABX system installation & Programming charges	1	JOB	2360.00	

**Note:**

- 1) Taxes if any should be quoted separately otherwise it will be presumed that the rates are inclusive of all taxes.
- 2) Above rates are inclusive of taxes (Cess 1% & GST 18%).
- 3) Schedule is enclosed for reference only.

The total value of order is Limited upto Rs. 45353/- (Rs. Forty Five Thousand Three Hundred Fifty Three only) including of all taxes.

Sd/-  
(Vijaykumar A. Nikam)  
Executive Engineer  
EHV O&M Dn., MSETCL,  
Ratnagiri