

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

Office of The Chief Engineer
Maharashtra State Load Dispatch Center,
Thane-Belapur Road, P.O. Airoli,
Navi Mumbai Pin – 400 708.
Tele :91-22-27601765 / 1766
Fax :91-22-27601769
Email : ceslhc@mahaslhc.in

Ref: CELDK/ IT/ 2017/Laptop Upgradation/No. 970

Date-31.05.2017

To

WEBSITE FOR DISPLAY

Sub: e-Enquiry for up gradation of laptops and supply, installation of PC spares at SLDC Kalwa.

Dear Sir,

You are requested to offer your lowest rate for upgradation of laptops and supply, installation of PC spares as detailed in Annexure D & E at SLDC Kalwa Office, on terms & conditions mentioned in annexure B. The detailed scope of work is attached as Annexure A.

You are requested to quote your lowest rate for the same. The offer should be valid for at least 120 days from the due date of quotation. The quotations not complete in any respect or partial quotations will be totally rejected. No correspondence in this regard will be entertained

The sealed envelope marked as “**Up gradation of laptops and supply, installation of PC spares at SLDC Kalwa.**” must reach this office on or before **16.06.2017 upto 15:00 Hrs.** This quotation will be opened on Next working day i.e on **17.06.2017** ,if possible.

Thanking You,

Yours faithfully

SD/-
Superintending Engineer(SCADA/IT)
MSLDC, Airoli, M.S.E.T.C.L

Encl: Annexure ‘A’ -Scope Of Work
‘B’ - Terms & Conditions
‘C’ - Undertaking from Bidder
‘D’ - Data Sheet
‘E’ - Price Schedule

Copy to: 1) AGM (F&A), MSLDC Kalwa
2) Master File.

ANNEXURE 'A'

Scope of Work

MSETCL is looking to select the Company/Agency for the works of Up gradation of existing Laptops & Supply, installation of the PC Spares at SLDC Kalwa office.

Scope of this work includes but not limited to following works,

1. Up gradation of existing Laptop & supply, installation of PC spares as per the Annexure D on terms and conditions as per annexure B and scope of work as per annexure A.
2. Agency/Company should transfer the data from old Laptop to new Laptop.
3. Agency/Company should install and configure all existing applications/software available on old Laptop to new Laptop including Microsoft Office/Outlook/Scada application/Operation Section application etc.
4. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories normally provided with such equipment's and/or needed for erection, completion and safe operation of the equipment's as required by applicable codes though they may not have been specifically detailed in the enquiry document, unless included in the list of exclusions. All similar standard components/parts of similar standard equipment's provided shall be interchangeable with one another.
5. The Bidder shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfill the intent of ensuring operability, maintainability, and reliability of the complete equipment covered under this specification within his quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.
6. The bidder shall also be responsible for deputing qualified personnel for installation, testing, commissioning and other services under his scope of work. All required tools and tackles for completing the scope of work as per the specification is also the responsibility of the bidder.
7. Material should be supplied in a ready to use condition along with all cables, Connectors, Software drivers, Manuals and Media etc.
8. The agency/company should integrate the hardware with the existing LAN/WAN infrastructure. UTP CAT 6 patch cord (3 meter) should be supplied along with each PC, Laptop.
9. The installation of equipment shall be accepted only after installation tests are over.
10. Onsite warranty for all installation and material delivered for minimum one year and extended as per OEM guarantee/warranty offered.

11. Onsite Technical Support/maintenance for the period of ONE YEAR from the date of installation accepted by the MSETCL.
12. The offered material shall be of good quality, reputed brand and approved by the competent authority.
13. The vendor shall provide all standard Media for Operating system, Driver Software as supplied by the OEM.

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ANNEXURE 'B'

TERMS and CONDITIONS:

1) ELIGIBILITY CRITERIA:

(a) The Vendor should submit copies of following along with quotation :

- i. Certificate of the registration under VAT/CST.
- ii. Certificate of the registration under Service Tax
- iii. PAN /TAN registration certificate
- iv. Proof of firm being registered as shop establishment/firm/company as applicable
- v. The Vendor should have experience of successful completion of the similar works involving best latest Practices in last three financial year. **The cost of such similar works should not be less than 50% of estimated cost for order of similar supply material.** Work Order Copies/Experience certificates to be enclosed.
- vi. Audited annual accounts including balance sheets and other financial Statements for past Two financial years OR valid income tax clearance certificate (ITR) from income tax department for past Two financial years (2014-15, 2015-16).

Failure to provide the desired information and documents may lead to disqualification of the Bidder.

- 2) **Supply of Material:** Materials offered should be strictly as per specification mentioned in Annexure 'D' & 'E'. The material shall be subject to approval of consignee after testing.
- 3) The quotations will be evaluated on the basis of specification/brand/make of the product as per MSETCL requirement. If considered necessary, the MSETCL committee may take the decision in this regards and decision of Committee would be final and binding to bidder.
- 4) When the configuration/ feature required is not available in a particular model, next available higher configuration model shall be offered.
- 5) **Delivery Period:** The material should be delivered to the consignee within 45 days from the date of issue of order.
- 6) **Destination For Supply:** The material should be supplied at SLDC Kalwa office during working hours 10:00 Hrs. to 17:00 Hrs. on working day.
- 7) Your representative shall also deliver following document:
 - i) Final invoice in triplicate.
 - ii) Delivery Challan
 - iii) Work Completion report.
- 8) **Acceptance of Quotation:** The company does not bind to accept the lowest or any quotation 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.

- 9) **Security Deposit:** You will have to pay security deposit amounting to **5% of the ordered value**. In case it is not paid, it will be deducted from your bill. The same will be refunded to you one year after satisfactory execution of the order. In the event of unsatisfactory performance of the contract or non-compliance to T&C, Scope of Works this amount will be forfeited. No interest will be allowed on this deposit.
- 10) **Terms of payments:** 100% payment will be affected to you within 30 days after supply, installation, testing and commissioning of all material & on the basis of actual measurement recorded by the engineer-in-charge. However release of payment may depend on availability of funds.
- 11) **Penalty for late delivery:** If the materials are not supplied 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. In case failing of supply goods from your side, the balance goods will be purchased from other agency & difference in cost will be recovered from your bill & SD in this case will be forfeited to company.
- 12) **Penalty for downtime:** Agency/Company should solve the problem within two working days from the time of issue reported. If this downtime exceeds more than two working days then Rs. 100/- per day will be charged as penalty, subject to 10% maximum of work order value.
- 13) **Quantity:** Material should be supplied as per specifications and quantity mentioned in enclosed Annexure 'D' & 'E' only.
- 14) If the materials are not approved/received in good condition, the same shall have to be replaced in part or in whole as per case.
- 15) **Warranty:** One year warranty from the date of commissioning of the Laptop/PC Spares. During the warranty period of you will replace/repair free of cost if material found defective in coordination with OEM.
- 16) Agency/ Company should submit the warranty certificate.
- 17) The warranty would be on-site and comprehensive in nature and back to back support from the OEM. The vendor will warrant all the hardware and software for OEM warranty period from the date of acceptance of the hardware.
- 18) The work should be done as per the specifications given in the Annexure –D & E and as per the scope of work. MSETCL will not accept the items with different specifications.
- 19) If any dispute arises, the decision of the undersigned is final and binding on you.
- 20) Partial supply/installation/configuration/commissioning will not be accepted by the MSETCL. No any payment will be made for partially executed work.
- 21) **Support Period:** You will provide onsite services for any technical problem in the executed work for the period of **One Year**.

- 22) **Transit Insurance:** Any damage during transit will not be the responsibility of MSETCL and bidder must agree to provide a replacement at his cost. Transit Insurance will be borne by bidder.
- 23) **Packing:** The material shall be packed suitably for Rail/Road worthy packing as per standard practice.
- 24) Income Tax & W.C.T. will be deducted from your bills as per rules.
- 25) No extra charges for transportation, T&P, labour, packing, insurance, excise, material etc. will be paid, it will be arranged by you only.
- 26) **Quality of work and Material:** Bidder will be responsible for quality of work and workmanship. The material should be supplied as per specification.
- 27) **Accident:** If any accident occurs to your labour skilled or unskilled, compensation if any, is to be paid by bidder only.
- 28) **Consignee for supply**
- The consignee are as below or his authorized representative
Chief Engineer(SLDC), State Load Despatch Centre, MSETCL, Thane Belapur Road,
Airoli, Navi Mumbai 400 708
- 29) 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.
- 30) 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.
- 31) Apart from the above points, all the terms and conditions published by MSETCL in booklet "Tender & Contract of Works" are applicable here also.
- 32) All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. shall be as those mentioned herein and no change in the terms & conditions will be acceptable
- 33) The enquiry should be completed with all particulars & Annexures (A, B, C, D, E). 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.
- 34) Right to reject any or all quotations is the reserved by the undersigned
- 35) MSLDC 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. MSLDC also has the right to re-issue the Enquiry without the Vendors having the right to object to such re-issue.
- 36) MSLDC may at its discretion abandon the Enquiry process any time before the issuance of Purchase Order.

- 37) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 38) Partial Bid will be summarily rejected without giving any reason/notice to the Bidder.
- 39) No increase, decrease, discount reduction or any other changes in the price will be acceptable after the opening of the quotation.
- 40) The rates quoted will be valid for 120 days from the date of opening of quotation
- 41) In case of dispute, if any, the legal jurisdiction of the court shall be Mumbai only.
- 42) **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
- 43) **Signing Of Contract Agreement:** In case order is placed, you will have to enter an agreement with MSETCL, in the prescribed format on bond paper of Rs. 500/- amount (Amendment vide Maharashtra Stamp Act, 20 of 2015) at your cost within 7 days from the date of the receipt of order as per the D O ltr no. Mudrank- 2009/2707/Pra.Kra./326/M-1 dtd 09.10.09. And Co. 's Adm. Circular no. 207 dtd 17.04.10. The MSETCL will not be liable to pay nor shall you be entitled to claim any bill amount due or payable under the contract until the agreement is executed with MSETCL. The necessary Stamp Duty for the agreement shall be borne by you.
- 44) Service Tax/VAT need to be specify clearly on quotation.
- 45) Other Conditions:
- (a) Bid should be free from correction and erasures. Corrections if any should be attested.
 - (b) The rate of Service Tax / VAT, Excise duty or other taxes prevalent on the date of enquiry, should be clearly indicated in the quotation itself, if it's not mentioned; it should be treated as inclusive.
 - (c) More than one bid shall not be accepted from one party.
 - (d) Conditional bids will not be accepted.
 - (e) Any bid received after the due date and time shall be rejected.

SD/-
Superintending Engineer(Scada./IT)
MSLDC, Airoli, M.S.E.T.C.L

Annexure 'C'
UNDERTAKING
(On Company's Letterhead)

To,
Chief Engineer(SLDC)
Maharashtra State Load Despatch Centre,
Kalwa, Navi Mumbai

Dear Sir,

I / We agree for “up gradation of laptops and supply, installation of PC spares at SLDC Kalwa.” 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 120 days from the 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:

**Data Sheet to be furnished along with Technical Bid
Annexure 'D'**

1. Laptop

Sr. No	Qty	Existing Configuration	Required Configuration(Upgradation)	Configuration offered
01	01	Lenovo L412, Intel Core i5 M460 @2.5GHz, 320 GB HDD, 3GB RAM	Processor: 4th Generation Intel® Core™ i7-4510U processor (4M Cache, up to 3.1 GHz) Memory : 8GB Single Channel DDR3L 1600MHz (8GBx1) HDD: 1TB 5400 rpm SATA Hard Drive Display: 15.6 inch LED Backlit Display with Truelife and HD resolution (1366 x 768) Video card: NVIDIA® GeForce® 840M 2GB DDR3L Wireless Connectivity: Integrated wireless Intel 802.11 b/g/n, Integrated Blue tooth 4.0 Optical Drive: Tray load DVD Drive (Reads and Writes to DVD/CD) Read/Write Speed: 8x Ports/Slots : USB Port/S:- 1 x USB 3.0, 2 x USB 2.0 One RJ45 LAN Port , HDMI Port Multi Card Slot: Media Card (SD, SDHC, SDXC) Audio: , One headset port , Other Ports: Security slot Operating system & Other software: Windows 8.1 Single Language (64Bit) English. Microsoft® Office trial McAfee® Security Center 15 month subscription Primary Battery: 40 WHr, 4-Cell Battery (removable) Battery Backup: Up to 4 hours Power Supply: 65 Watt AC Adapter Dimension and Weight: 381x267x25.6 mm 2.16 Kg (Approximately) Warranty: Minimum 1 Year Complete Cover Warranty	
02	01	HCL ME XITE - L1014, Intel Core i5-2410 @ 2.30 GHz, 500 GB HDD, 3GB RAM		

Date:

Place:

**SIGNATURE & SEAL
OF THE BIDDER**

Performa for quoting price to be furnished
Annexure – E

Up gradation of Laptops & and supply, installation of PC spares at SLDC Kalwa

Sr. No	Particulars	Sepecification	Quantity	Rate/Unit	Taxes	Total Rate
1	Up gradation of Laptop as per Scope of work.	As per specification in Annexure – D	2			
2	RAM 2GB	DDR 3 /532.0 Mhz (Core 2Duo Supported)	9			
		DDR3 /665.0 Mhz (Core i3 Supported)	1			
		DDR2 /400.0Mhz (Core 2Duo Supported)	3			
3	1 TB HDD	SATA	11			
4	Patch Cord	1 Meter	25			
		2 Meter	50			
		5 Meter	25			
5	USB DVD R/W	8X DVD+R, 8X DVD+RW, 24X CD-R, 24X CD-RW	1			
6	RJ45 Connector		50			
7	Multipurpose Magnetic Screw Driver		1			
8	PC Monitor	17" LCD	1			
	Grand Total					
Total Price In Words (Incl. Of Taxes) : Rupees						

Date:
Place:

**SIGNATURE & SEAL
OF THE BIDDER**