

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

CIN NO. U40109MH2005SGC153646

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 : cesldc@mahasldc.in

Ref: CELDK/IT/2021/webcam/No. 348

Date- 12/02/2021

To

Website for display

Sub: e-Enquiry for Supply and Installation of web camera/speakers for Desktops and other IT equipments with onsite comprehensive support for One Year at SLDC Airoli.

Dear Sir,

You are requested to quote your lowest rate for Supply and Installation of web camera/speakers for Desktops and other IT equipments with onsite comprehensive support for One Year at SLDC Airoli as per the specification in Annexure C on terms & conditions as per Annexure B. The detailed scope of work is attached as Annexure A.

The offer should be valid for at least 90 days from the date of opening 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 “e-Enquiry for Supply and Installation of web camera/speakers for Desktops and other IT equipments with onsite comprehensive support for One Year at SLDC Airoli.” must reach this office on or before **22/02/2021 up to 17:00 Hrs.** This quotation will be opened on Next Working day i.e on **23/02/2021** ,if possible.

Thanking You,

Yours faithfully

SD/-
(Juelee Wagh)
Chief Engineer
MSLDC, Airoli, M.S.E.T.C.L

Encl: Annexure ‘A’- Scope Of Work
‘B’- Terms & Conditions
‘C’- Price Schedule
‘D’ – Undertaking

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

ANNEXURE 'A'

Scope of Work

1. The scope of works involves Supply and Installation of web camera/speakers for Desktops and other IT equipments with onsite comprehensive support for One Year at SLDC Airoli as per Annexure 'C'.
2. You should provide the Equipments as per the Annexure C.
3. You will be responsible for arranging all required material to complete the Scope of Work of enquiry.
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 tender 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 Company/Agency 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 Company/Agency shall also be responsible for deputing qualified personnel for installation, testing, configuring, 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 Company/Agency.
7. **Warranty:** You will Provide **Comprehensive 1 Year Warranty** on All the items mentioned in the Annexure 'C'.
8. Comprehensive support includes replacement of defective/worn out part with new and latest part of same or better specification will be free of cost.
9. Support Levels
 - Support Window : 24 X 7 supports
 - Response Time : 4 Hrs. (Max)
 - Resolution time : 24 Hrs. or Next Business Day
 - Call Registration Process : Telephonic or Email.
10. Service offered shall be in accordance with the service instructions and standard practice of original manufacturer

11. To co-ordinate with OEMs for support.
12. The Vendor shall provide a clear-cut escalation matrix to MSLDC.

SD/-
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Chief Engineer
MSLDC, Airoli, M.S.E.T.C.L

ANNEXURE 'B'

TERMS and CONDITIONS:

- 1) Bidder should submit copies of following along with quotation :
 - i. GST Registration certificate
 - ii. PAN
 - iii. Proof of firm being registered as shop establishment/firm/company, as applicable.
 - iv. Audited annual accounts including balance sheets and other financial Statements OR valid ITR for past three financial years.
 - v. Data Sheet / Specification of the offered equipment.

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

If required MSLDC may verify the authenticity of the documents submitted and if found fake documents or manipulated documents are submitted the vendor will be blacklisted by MSETCL.

- 2) **Supply:** Supply of the material should be strictly as per Technical specification mentioned in Annexure 'C' & shall be subject to approval of consignee after testing.
- 3) When the Configuration / Specification / feature required is not available in a particular version, next available higher configuration version shall be offered.
- 4) **Delivery Period:** The material should be delivered to the consignee within **30 days** from the date of receipt of order.
- 5) **Time Limit:** The time limit for completion of work under the scope of contract shall be One Month from the date of receipt of order. It is, however to be explicitly understood that, you will have to execute and complete the work under contract strictly in accordance with the time bound program and as directed by Engineer-in-charge.
- 6) **Security Deposit:** You will have to pay security deposit amounting to **5% of the ordered value** through Cheque/DD/Bank guarantee within 10(Ten) days from the date of receipt of order, otherwise it will be recovered from bills payable. The same will be refunded to you 1 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.
- 7) **Submission of bills and Payment-** You should submit your invoice in triplicate after successful completion of Work along with Work Completion report, Delivery Challan and payment will be made within 30 days subject to availability of fund.
- 8) **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.

- 9) **Technical Support:** You will provide onsite services for any technical problem in the executed work for the period of one year.
- 10) **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, maximum up to 10% of the order value. (During Technical Support Period)
- 11) **Quantity:** Material should be supplied as per specifications and quantity mentioned in enclosed Annexure 'C' only.
- 12) 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.
- 13) If any dispute arises, the decision of the undersigned is final and binding on you.
- 14) Partial supply/installation/configuration/commissioning will not be accepted by the MSETCL. No any payment will be made for partially executed work.
- 15) **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.
- 16) No extra charges for transportation, T&P, labour, packing, insurance, excise, material etc. will be paid, it will be arranged by you only.
- 17) **Quality of work and Material:** Bidder will be responsible for quality of work and workmanship. The material should be supplied as per specification.
- 18) **Accident:** If any accident occurs to your labour skilled or unskilled, compensation if any, is to be paid by bidder only.
- 19) **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
- 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) 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

24) In case of dispute, if any, the legal jurisdiction of the court shall be **Mumbai** only.

25) **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 tenders 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.

26) **Bidder Integrity:**

The bidder is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

27) **Bidder's Obligations during the Contract Period:**

The bidder is obliged to work closely with the MSLDC staff, act within its own authority and abide by the directives issued by the MSLDC.

28) **Confidentiality:**

The bidder will treat all data and information about the MSLDC obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the MSLDC.

29) **Indemnity:**

The bidder shall indemnify the Government against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the bidder in execution of or in connection with the work of this contract and against any loss or damage to the Government in consequence to any action or suit being brought against the bidder for anything done or committed to be done for the execution of this contract.

The bidder will abide by the job safety measures prevalent in India and will free the MSLDC from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Service Provider's negligence. The bidder will pay all indemnities arising from such incidents without any extra cost to MSLDC and will not hold the MSLDC responsible or obligated.

The MSLDC may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the bidder or single in case the latter chooses not to defend the case.

30) **Termination Clause:**

MSLDC can terminate the work order by giving one months notice in advance, in case MSLDC observes that the services are not as per the requirements. In case of termination security deposit shall be forfeited.

31) Any parts/spares etc required for system restoration in event of Breakdown shall be provided by Vendor.

32) Office space and normal office facilities shall be provided by MSLDC.

- 33) Income tax will be deducted at the prevailing rate.
- 34) All the expenses shall be borne by the Vendor.
- 35) **Travelling Expenses:-** No travelling expenses will be reimbursed or paid to the services & Maintenance Engineers or any other staff for visiting offices of the MSLDC for maintenance work.
- 36) Any loss occurs to MSLDC property during execution of works, you should make it at good at your cost.
- 37) **If any accident occurs to the contractor's labor, while on duty, department will not be responsible in any way either legal or financial for the accident to the contractor's labor and the same shall be at the risk and cost of the contractor. The contractor will have to pay the compensation as per workman's compensation Act to the labors.**
- 38) No increase, decrease, discount reduction or any other changes in the price will be acceptable after the opening of the quotation.
- 39) During the period of contract, no upward revision of charges will be accepted.
- 40) You shall abide to M.S.E.T.C.L. standard terms and conditions regarding work contract.**
- 41) **SITE VISIT:** Bidder are advised to inspect, examine the site / equipments and its surrounding and satisfy themselves before submitting their enquiry. A vendor shall be deemed to have full knowledge of the site / equipments whether he inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed.
- 42) Right to reject any or all quotations is the reserved by the undersigned
- 43) 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.
- 44) MSLDC may at its discretion abandon the Enquiry process any time before the issuance of Purchase Order.
- 45) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 46) Only one rate should be quoted against each item; quoting of multiple rates against a single item will amount to violation of the enquiry clauses and the bid will be rejected.
- 47) Partial Bid will be summarily rejected without giving any reason/notice to the Bidder.
- 48) Bid should be in the format provided in Price Schedule (Annexure C) only any other format for bid will be summarily rejected without giving any reason/notice to the Bidder.

49) No increase, decrease, discount reduction or any other changes in the price will be acceptable after the opening of the quotation.

50) The rates quoted will be valid for 90 days from the date of opening of quotation.

51) Any variation in the rates, etc. will not be allowed on any ground such as mistake, misunderstanding, typographic etc. after the Enquiry has been submitted. The quoted rate must include all charges including free replacement of spare parts.

52) If any dispute arises, the decision of the undersigned is final and binding on you.

53) 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.

54) Other Conditions:

- (a) Bid should be free from correction and erasures. Corrections if any should be attested.
- (b) The rate of GST 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/-
(Juelee Wagh)
Chief Engineer
MSLDC, Airoli, M.S.E.T.C.L

Annexure 'C'
PRICE SCHEDULE

| Sr. No. | Particulars | Qty | Make & Model | HSN / SAC Code | Per Unit Rate | GST % | Per Unit GST Amt | Total Rate |
|-----------------------------|--|-----|--------------|----------------|---------------|-------|------------------|------------|
| 1 | Web camera with Mic | 4 | | | | | | |
| 2 | Speakers with power adaptor | 4 | | | | | | |
| 3 | 1TB Sata HDD | 4 | | | | | | |
| 4 | 21" MONITOR Dell/HP/Lenovo | 2 | | | | | | |
| 5 | USB KEYBOARD Logitech/Dell/HP/Lenovo | 2 | | | | | | |
| 6 | SMPS Model: LPE223-400 iBALL ATX 24-4 Pin | 1 | | | | | | |
| 7 | USB Mouse Logitech/Dell/HP/Lenovo | 3 | | | | | | |
| 8 | Cat6 Patch cord of length 5meter | 20 | | | | | | |
| 9 | LAN Switch 16 ports (Unmanaged) | 2 | | | | | | |
| 10 | LAN Cable CAT-6 box of length 300mtr | 2 | | | | | | |
| 11 | Pen drive 64GB USB3.1 (Type A & C) | 2 | | | | | | |
| 12 | Document Scanner | 1 | | | | | | |
| 13 | Desktop PC Power cable | 10 | | | | | | |
| | Total Cost Inclusive of GST | | | | | | | |
| In Words: _____ (Incl. GST) | | | | | | | | |

I certify that all the terms and conditions of the e-Enquiry documents are acceptable to us.

Date:

Place:

Signature

Seal of the Firm

Annexure 'D'

UNDERTAKING
(On Company's Letterhead)

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

Dear Sir,

I / We quote our firm rates for Supply and Installation of web camera/speakers for Desktops and other IT equipments with onsite comprehensive support for One Year at SLDC Airoli with scope of work and terms and conditions mentioned in the enquiry document.

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 date of opening of enquiry 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: