

Enquiry notice for hiring of photocopy machine with Annual Maintenance Contract (AMC) at CPA, MSETCL, Prakashgad office, Bandra (E)

- Enquiry No.** : SP/P&C/E-01/0221/PM dt. 23.02.2021
1. Name of work : Hiring-cum-AMC of Photocopying machine (1 No.)
2. Place of work : At Central Purchase Agency, Prakashgad, 1st Floor,
Plot No. G-9, Anant Kanekar Marg, Bandra (East),
Mumbai : 400 051
3. Enquiry Fee : Nil
4. Period / Value of contract : One year from the date of award of contract or value upto
Rs. 3 lakhs whichever is earlier.
5. Last date & time for submission : 02.03.2021 upto 17.00 Hrs.
of offer
6. Place of Submission of offers : The Executive Engineer (P&C),
CPA, Prakashgad, 1st Floor, Plot No. G-9,
Anant Kanekar Marg, Bandra (East),
Mumbai : 400 051
7. Due date & time of opening of : 02.03.2021 at 17.15 Hrs.
part-I (Techno-Commercial bid)
of offer
8. Place of opening of offers : As at Sr. No. (6) above
9. Due date & time of opening of : Will be informed later.
part-II (Price bid) of offer
10. Down loading from website : The enquiry document can be down loaded from our website
'www.mahatransco.in' on all days and time. The same is to be
submitted with Schedule - D of the enquiry notice along with
Part - I of the offer.
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Enquiry Notice for Hiring of Photocopy Machine with Annual Maintenance Contract (AMC) at CPA, MSETCL, Prakashgad office, Bandra (E)

1.0 SCOPE:

The work comprises installation of one (1) Photocopier Machine on hire basis. The same shall be installed at the designated room on 1st Floor, Prakashgad Office of CPA, MSETCL and operated by the contractor or his people from 10.00 hours to 18.30 hours on all working days of MSETCL. However, depending on the requirement of urgent work, the Photocopier Machine might be required to be operated on Saturdays, Sundays, Holidays, and beyond 18.30 hours or before 10.00 hours on working days of MSETCL also. It would be the responsibility of the contractor to maintain his Photocopier Machine with the help of his own people or through the authorized representatives of the Photocopier Machine manufacturer, at his own cost. MSETCL shall provide paper, electricity and rent free room to the contractor. The contractor shall bear the cost of toner, cartridge and maintenance of the machine.

2.0 SPECIFICATION OF THE PHOTOCOPIER MACHINE:

- a) The Photocopier machine shall be for making black & white copies on document sizes FC, A-4 & A-3 and shall be of any brand.
- b) The Photocopier machine should not be more than two years old at the time of installation. The contractor will provide a photocopy of Purchase Order of the machine to be installed in order to verify the model/year. Once installed, the machine can be used throughout the contract/extended contract period.
- c) Minimum guaranteed uptime of the Photocopier Machine should be 95%.
- d) The Photocopier machine should be capable to handle work load of at least 2000 (Two thousand) copies per day.
- e) The Photocopier machine shall have an inbuilt facility for following types of automatic copying on document sizes FC, A-4 & A-3, in single operation:
 - i) Copying from single side original to single sided copies.
 - ii) Copying from single side original to two sided copies
 - iii) Copying from double side original to single sided copies
 - iv) Copying from double side original to two sided copies
- f) The Photocopier machine must have facility for reduction and enlargement from 50% to 200% with option of 1% increment or decrement in size.
- g) The Photocopier machine must have arrangement for automatic document feeding and sorting.

- h) The photocopy should be clear, dark, sharp and of good consistent quality.
- i) The copy density control should be such that a good resolution photocopy is obtained even from dirty and grey originals.

3.0 QUALIFYING REQUIREMENTS:

The Bidder shall be required to fulfil the qualifying requirements stated hereunder:

- 3.1 Bidder/Company should be in existence for over 2 years in the business of providing Photocopying Services. Bidder shall furnish registration certificate alongwith their offer as proof of same.
- 3.2 The bidder/company should have a previous contract for providing Photocopying Services for at least one year with a Government Department/Public Sector Undertaking in Mumbai or Mumbai Metropolitan Region (MMR). Bidder shall furnish a copy of its contract document alongwith their offer as proof of same.
- 3.3 The photocopying machine to be installed against the Work Order should not be more than two years old at the time of installation in the Prakashgad Office of CPA, MSETCL. The bidder will provide with his offer a photocopy of Purchase Order of the machine to be installed in order to verify the model/year.
- 3.4 The bidder must be registered under Goods & Services Tax Act and furnish copy of GSTIN.
- 3.5 The bidder shall furnish copy of PAN card.

4.0 OFFICE ACCOMMODATION FOR THE MACHINE OPERATOR:

- 4.1 MSETCL will provide a rent free room along with power/electricity for installation of the Photocopier Machine at 1st Floor, Prakashgad Office. Though the Office building premises are guarded round the clock, it would be the responsibility of the contractor to take care of the security of the Photocopier Machine installed by him.
- 4.2 The room to be provided for installation of the photocopier machine, has fan, light and plug point for photocopier machine. Contractor will not be allowed to install any electrical gadget/appliance other than those mentioned above, in the aforesaid room.
- 4.3 The contractor shall at his own cost maintain sufficient no. of operators, technicians etc. for smooth and efficient running of the photocopier machine. The contractor shall be responsible for satisfactory service, conduct of his personnel. If the conduct of any personnel provided by the contractor is not found to be satisfactory, the contractor shall forthwith replace such person(s) on being advised to do so.
- 4.4 On expiry of the contract or after termination of the contract, the contractor shall vacate MSETCL's premises and give vacant, undisputed, peaceful possession within 7 days of expiry for termination of contract and remove all his belongings within the stipulated time, failing which, MSETCL shall remove all the belongings of the contractor at contractor's risk and cost and no damage or any cost shall be entertained. Before handing over the possession of the aforesaid room to MSETCL, the contractor must make good the damage, if any, caused by him.

5.0 WORKING HOURS:

- 5.1 The Photocopier Machine would be required to be manned and operated from 10.00 hours to 18.30 hours on all working days of MSETCL. If the volume of work so demands the contractor would be required to operate the machine beyond 18.30 hours and / or before 10.00 hours on working days. The contractor might be required to work on Saturdays, Sundays & holidays.
- 5.2 Only the authorized officials of MSETCL would be entitled to advise the operators of Photocopier machine either to report for duty on Saturday/Sunday/Holiday or to stay beyond office hours on week days and in that case such official would be required to send such advise in writing.

6.0 REQUISITION OF PHOTOCOPY :

Only authorized signatories of MSETCL would place requisition for the photocopying job. It would be the responsibility of the contractor or his operator(s) of the Photocopier machine to check the Authenticity of the signature of the authorized signatory of MSETCL. While handing over the photocopied paper(s) to the representative of MSETCL, signature of MSETCL's representative in confirmation of receipt of the same would be taken on the requisition slip itself, which would become the basis to raise the monthly bill. The exact modalities would be fine-tuned in consultation with the successful bidder.

7.0 CONTRACTOR'S / BIDDER'S COMMITMENTS:

- 7.1 The Contractor will abide by the Job Safety measures, comply with all Statutory Rules and Regulations in relation to works and labour contracts and will indemnify MSETCL from the demands and / or responsibilities arising out of accidents or loss of life, the cause of which is the Contractor's negligence. In such cases, the Contractor will not hold MSETCL responsible or obligated.
- 7.2 The Contractor shall alone be responsible for payment of wages and all other statutory payments / legal dues payable to its employees, who will be deployed under this contract. The Contractor shall be responsible for compliance and coverage of its employees under relevant statutory rules and acts as applicable viz. ESI, EPF, Payment of Bonus Act, etc. and will hold themselves responsible for any misdemeanors. The Contractor shall maintain proper Books of Account, Records and Documents and shall produce to MSETCL Authority as and when required. The Contractor shall obtain all requisite approvals, permission, license etc. from the appropriate authorities for meeting its commitments and for complying with the obligations on its part under the contract.
- 7.3 The Contractor will not disclose information, Confidential or otherwise relating to MSETCL, it might have or get access to and which may affect the reputation of the Organization, any time to other parties.
- 7.4 The Contractor shall Maintain cleanliness and ensure proper shredding of the waste papers.

8.0 DURATION OF CONTRACT :

The contract will be for an amount of **payment limited upto Rs. 3.00 Lakhs** or a **period of one year** from the date of award of contract, **whichever is earlier**. After expiry of one year period if the amount of payment made is less than **Rs. 3.00 Lakhs** and performance is satisfactory, then the contract can be extended for a further period of 1 year or till value of original + extension order reaches **Rs. 3.00 Lakhs**, on same terms and conditions as of original order.

9.0 PRICE :

- a) The price shall be quoted in prescribed format enclosed as SCHEDULE - B attached herewith.
- b) The rates shall be quoted on per copy basis applicable for all types of paper sizes i.e. FC, A4 and A3. The same shall be inclusive of charges for the operator, duties, taxes, insurance and transit insurance etc. and shall be inclusive of complete scope as above. No extra amount will be payable on any account like duties, taxes, insurance and transit insurance etc. The price quoted shall be on '**FIRM**' Price basis valid for entire contract period.
- c) In case of any variation in Statutory taxes / duties / levy etc or any new tax / duty / levy is introduced or any existing tax / duty / levy is revoked by the Government, the same shall be passed through on either side upon production of valid documentary proof in this regard.
- d) The offer in which the price bid is not submitted as stated above or rates are ambiguous or conditional or are without inclusion of any of taxes/charges on date, would be rejected.
- e) Any variation in the rate will not be allowed on any ground such as mistake, misunderstanding etc. after the date and time of submission of enquiry.

10.0 GENERAL TERMS AND CONDITIONS :

- a) The rate of hiring - cum- AMC will include hiring charges of photocopy machine including its comprehensive insurance, cost of the maintenance services, all the spares and consumables (except paper, electricity and operator) required for trouble free operation of the photocopy machine and will remain fixed throughout the contract period.
- b) The paper, electricity and rent free space will be provided by MSETCL.
- c) No subletting of work as a whole or in part by the bidder is permissible.
- d) The average total Photocopy per month is approximately 7,000 depending upon the current office work. However, there will be no Minimum/Maximum workload commitment. The work will be variable in quantity and generally A4 size paper will be used. However, sometimes, depending upon the functional requirement, A3, some other size of paper may also have to be used.

- e) The contractor shall employ only competent, skilful and orderly work men to perform the installation, preventive and breakdown maintenance job (without any further charges).
- f) The employer does not bind himself to accept the lowest offer and reserves the right to reject any or all the offers without assigning any reason whatsoever.
- g) In case of failure of machine or any other reasons of failure on part of contractor, photocopying work will be done by MSETCL from outside agency. The additional expenditure incurred i.e. the difference between the rate quoted by bidder and the amount actually paid by MSETCL, shall be recovered from the monthly bills of the Contractor.
- h) The bidder should submit an undertaking in prescribed Performa SCHEDULE - C with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of Maharashtra and no criminal case is pending against the said firm on the date of submission of this bid.
- i) If the agency denies / withdraws / refuses to accept the work order after its selection as successful bidder then he will be debarred / blacklisted for the similar works for a period of 2 years.

11.0 PENALTY:

- a) A penalty of 0.5% of the ordered value (Rs. 3 lakhs) will be imposed for delay of a week or part thereof subject to a maximum of 10% of the ordered value, if the machine is not commissioned in due time as per Work Order.
- b) If minimum guaranteed up time of the machine is less than 95% in a month, then 10% of the bill Amount for that month will be deducted.

12.0 SUBMISSION / SUPERSCRIBING OF THE BID DOCUMENTS:

The offer is to be submitted as follows:

- a) **Techno-Commercial Bid** (Part-I)

This part shall contain all Technical and Commercial aspects of the Bid and documents supporting the same except the price bid.

- b) **Price Bid** (Part-II)

This part shall contain only the Price Bid, strictly in the prescribed format i.e. 'SCHEDULE - B'.

- c) The offer shall be submitted by the bidder in physical form (in duplicate) separately for Techno-Commercial bid (Part-I) and price bid (Part-II) in a sealed envelop. These two sealed envelops shall inturn be submitted in a single common envelope duly sealed. Full name and address of the bidder shall be written on the bottom left hand corner of all the sealed envelopes and following details shall be mentioned on the right hand corner of the main envelope. :

Quotation for Enquiry No. SP/P&C/E-01/0221 for utilization of services of Photocopying Machine

i) Due date and time of submission :

ii) Due date and time of opening of part-I of offer:

- d) Envelope as above shall be opened on the scheduled date of opening of Techno-commercial Bid (Part-I).
- e) In respect of bidder whose techno-commercial bid is acceptable, their Price Bid (Part-II) shall be opened at a later date. This date shall be intimated to such bidders separately.

13.0 INSTRUCTIONS TO THE BIDDERS:

- a) The bid in sealed envelop shall be submitted to the following upto due date and time as given in the enquiry notice.

The Executive Engineer (P&C),
M.S.E.T.C.L., C.P.A.,
Prakashgad, 1st Floor,
Anant Kanekar Marg, Bandra (E),
Mumbai : 400 051

- b) Offers received after due date and time shall be rejected forthwith. The bidders are requested to submit their offers in person or by registered post.
- c) The offer which is submitted by the bidder will become the property of the MSETCL and the MSETCL shall have no obligation to return the same to the bidder.
- d) Before quoting the rates, bidder is expected to go through the requirements and condition of contract and inspect the site to get acquainted with the work.
- e) Corrections where unavoidable shall be made by crossing out and rewriting and attested with full signature of the bidder or his representative who is signing the offer.
- f) Bidder shall furnish full information regarding his name, postal address, phone number and email ID in his offer.
- g) In case of any doubt regarding the bid document, the bidder may submit to the official inviting tender a written request at address mentioned above or by email on 'eepc@mahatransco.in' for clarification within 3 days from the date of enquiry notice. The clarification will be issued to all bidders.
- h) MSETCL reserves the right to postpone the date of receipt and opening of offers or cancel the enquiry without assigning any reason whatsoever.
- i) The offers will be opened on due date and time in the presence of attending bidders. The representative attending the opening of the enquiry shall have authorisation and signature attested by the person who has signed the bid documents.

- j) The bidder shall submit a copy of this enquiry notice alongwith the Techno-Commercial Bid, with each page duly signed by the authorized signatory (who has signed the Bid) in token of bidders confirmation to accept the terms and conditions and other provisions contained in it. In absence of above, the offer may be considered incomplete.
- k) Conditional bids shall not be considered and will be rejected out-rightly at the first instance.
- l) The offers shall be deemed to be under consideration immediately after they are opened and until such time the official intimation of award / rejection is made by the purchaser to the bidders. While the offers are under consideration, the bidders and / or their representatives or other interested parties are advised to refrain from contacting by any means, the purchaser and / or his employees / representatives on matters related to the enquiry under consideration. The purchaser, if necessary, shall obtain clarifications on the offer by requesting for such information from any or all the bidders in writing, as may be necessary. All unsolicited correspondence, discussions etc. by the bidder after opening of the price bid shall be treated as post tender development / information and shall not be considered for tender evaluation purpose.

14.0 TERMS OF PAYMENT:

100% monthly payment will be released within 15 days from the submission of bills. The bills shall be submitted complete in all respects, in triplicate to the Executive Engineer (P&C), CPA, MSETCL, Prakashgad, Bandra (E) which will be forwarded to Manager (ET), MSETCL, Prakashganga, 6th floor, Bandra (E) Mumbai-51 duly certified for arranging payment. The bills shall be submitted on monthly basis. No advance amount shall be paid.

The following documents shall be enclosed with the bill :

- (i) Bill / Invoice prepared on the basis of rates accepted as per A/T.
- (ii) Certified copy of number of photocopies made during the month.

15.0 LANGUAGE OF THE BID:

The offer submitted by the bidder and all correspondence & documents relating to the enquiry exchanged between the bidder and Purchaser shall be written in English language. Any document furnished alongwith the offer in a local vernacular language shall be accompanied with the English translation.

16.0 JURISDICTION OF CONTRACT:

Any disputes or difference arising under, out of or in connection with this enquiry or contract if concluded, shall be subject to the exclusive jurisdiction of the Courts in Mumbai.

17.0 BID VALIDITY :

The bidder shall keep the offer valid for acceptance upto and including last date of calendar month, covering the date of completion of **90 days** (Ninety days) from the date of opening of the tender and shall also agree to extend the period of validity required by the Purchaser. The bidder shall not be allowed to modify or change the conditions of the offer while extending the period of validity.

18.0 OPENING OF BIDS :

- a) The offers shall be opened at scheduled date and time mentioned in Enquiry Notice or as intimated. The Bidder's representative may attend the tender opening with authorisation letter and signature attested by the person who has signed the bid documents.
- b) During the tender opening as above, the envelopes containing Techno-Commercial Bid (Part-I) shall be opened. The envelopes containing Price Bid (Part-II) shall be signed by all the members of tender opening committee and kept unopened for opening at later stage.
- c) The date and time of opening of Price bid shall be informed to all such bidders who qualify in technical evaluation. The bidder's representative may choose to attend the opening of Price bid with authorisation letter and signature attested by the person who has signed the bid documents.

19.0 EVALUATION AND AWARD OF CONTRACT :

a) TECHNO-COMMERCIAL BID :

- i) The preliminary scrutiny of the Techno-Commercial Bid shall be made first to check whether all pages of the Bid are properly signed and all documents as stated in clause no. 21.0(i) hereunder are enclosed. The bids found deficient in this regard shall be summarily rejected at this stage.
- ii) Subsequent to the above, eligibility of bidders as per Qualifying Requirements stipulated in clause no. 3.0 above shall be examined and evaluated.
- iii) The bidders found eligible shall be considered as Technically Responsive bidders and their offers shall be considered for opening of Price Bid.

b) PRICE BID :

The price bid of only those bidders would be opened whose offer meets stipulated Qualifying Requirements. The techno-commercially qualified bidder who quotes the lowest rate of photocopying service per page as per the format given in Schedule B, would be the L1 bidder and shall be considered for award of contract.

20.0 TERMINATION OF CONTRACT :

20.1 The contract may be terminated by giving one month's notice anytime within the currency period of the contract by MSETCL at its sole discretion for any of the following factors & for such cancellation, MSETCL will under no circumstance be liable for any financial repercussion to the contractor:-

- a) In case services are found unsatisfactory.
- b) Breach of any terms and conditions of contract.
- c) Any unlawful act of the contractor entailing any damage/loss to the property/material of MSETCL or any inconvenience to MSETCL.

In such case, the machine shall be removed from the premises within a week's time without fail.

20.2 In event of above, the contractor shall be debarred for similar works for a period of 2 years.

21.0 INFORMATION TO BE FILLED / SUBMITTED INVARIABLY BY THE BIDDER:

For ready reference of the bidder, the items of information/documents (in duplicate) required to be invariably furnished by the bidder in his offer in physical form duly sealed and signed on each page on or before the scheduled date of submission of the bid, are as listed below :

i) In Part-I Envelop (Techno-Commercial bid):

- 1) Statement of Photocopying Services for at least one year with a Government Department/Public Sector Undertaking in Mumbai or Mumbai Metropolitan Region (MMR) in prescribed format (Schedule A).
- 2) Copy of work order of above orders executed.
- 3) Undertaking by bidder declaring that bidder is not debarred/ blacklisted by government / semi-government / other power utilities in prescribed format (Schedule C)
- 4) Certificate from the bidder who has downloaded enquiry document from MSETCL website in prescribed format (Schedule D)
- 5) This enquiry notice with each page duly signed by the authorized signatory.
- 6) Purchase Order copy of the machine to be installed for verification of model/year.
- 7) Copy of Goods & Services Tax registration (GSTIN) / GST Exemption Certificate as the case may be.
- 8) Copy of PAN card

ii) In Part-II Envelop (Price Bid):

- 1) Price bid in prescribed format (Schedule B).

iii) Offers without the above information or with incomplete information may be rejected.

SCHEDULE - A

BIDDER'S EXPERIENCE

The bidder shall submit the list of orders executed/under execution for Photocopying Services for atleast one year with a Government Department/Public Sector Undertaking in Mumbai or Mumbai Metropolitan Region (MMR) in following format:

| Sr. No. | Name of Organisation | Order ref. No. & date | Period of contract | Remarks (if any) |
|----------------|-----------------------------|----------------------------------|---------------------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note : Bidder shall furnish a copy of work order alongwith their offer in support of above.

Name of Firm : _____

Signature of the Bidder : _____

Designation : _____

Date : _____

Seal of Company : _____

SCHEDULE- B

PRICE BID

| Sr. No. | Description of Work | Price per copy in Rs. (incl. of GST) |
|---------------------------|--|---|
| 1 | Hiring of photocopy machine (1 No.) with Annual Maintenance Contract (AMC) at CPA, MSETCL, Prakashgad office, Bandra (E) | |
| In Words : _____ Per copy | | |

- Note :** 1) The rate quoted should be FIRM and in Indian Rupees inclusive of all taxes, duties, insurance and transit insurance etc.
2) In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail.

Name of Firm : _____

Signature of the Bidder : _____

Designation : _____

Date : _____

Seal of Company : _____

SCHEDULE- C

(To be filled in by Bidder)

UNDERTAKING BY BIDDER DECLARING THAT BIDDER IS NOT DEBARRED / BLACKLISTED BY GOVERNMENT / SEMI-GOVERNMENT / OTHER POWER UTILITIES

I/We hereby declare that I/We is/are participating in MSETCL's Enquiry Tender No._____. As on date of submission of this Enquiry I/We hereby declare that My Firm/We is/are not Debarred/Blacklisted by Any Government / Semi-Government / Other Power Utilities, anywhere.

The above declaration is true to the best of My/Our knowledge and belief.

I/We hereby agree that in case My Firm/We are Debarred/Blacklisted by Any Government / Semi-Government / Other Power Utilities, anywhere, My/Our Offer is liable for rejection at any stage of Tendering process as per Tender Conditions.

Further, I/We hereby understand and agree that in case My Firm/We are Debarred/Blacklisted by Any Government / Semi-Government / Other Power Utilities, anywhere, My/Our Order is liable for termination at any stage of Order execution process and My Firm/We shall be solely responsible for the consequences arising out of it.

Name of Firm : _____

Signature of the Bidder : _____

Designation : _____

Date : _____

Seal of company : _____

SCHEDULE- D

CERTIFICATE FROM THE BIDDER WHO HAS DOWNLOADED TENDER DOCUMENT FROM MSETCL WEBSITE

This is to certify that I/We have downloaded this tender document from MSETCL website and is being submitted without tampering on any page. Further we understand that in the event of such tampering being detected at any stage or time, MSETCL has the right to terminate this work and our firm can be black listed.

Name of Firm : _____

Signature of the Bidder : _____

Designation : _____

Date : _____

Seal of company : _____