

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
(CIN NO U40109MH2005SGC153646)

Name of Office: Office of the Chief Engineer (AC&I)	
Office Address: Prakashganga, Ground floor, Plot C -19, E - block, BKC, Bandra (E), Mumbai:- 400051.	
Contact No.:	(O) 022 - 2659 5137, (P) 022 – 2659 5158, Fax: 022 - 26598587
E-Mail Id:	ceaci@mahatransco.in
Website:	www.mahatransco.in

MSETCL/CO/CE/IT/53

Date: 25/03/2021

E- Enquiry

Subject: Quotations for “Supply 50 nos. of Microsoft 365 Business Basic Microsoft Teams licenses for 02 years at Prakashganga, MSETCL, Mumbai.”

Sir,

Sealed & super scribed quotations are invited from the reputed experienced / registered contractor for the work as described in Schedule ‘A’ is enclosed herewith:

Terms & Conditions: -

1. The prescribed form i.e. Schedule ‘A’ duly filled in with the rates written in words & figures & signed should be sent by registered post or in person to Office of the Chief Engineer (AC&I) Prakashganga, Ground floor, Plot C -19, E - block, BKC, Bandra (E), Mumbai: -400051 on or before 01/04/2021 upto 17:00 Hrs.
Contact Person: Atul Warjurkar, System Analyst (IT), CO Mumbai
Mobile: 8554989257, mail: sait1000@mahatransco.in
2. Please super scribe the offer with following details :
Quotation for: “Supply 50 nos. of Microsoft 365 Business Basic Microsoft Teams licenses for 02 years at Prakashganga, MSETCL, Mumbai.”
Due Date: 01/04/2021 upto 17:00 Hrs.
Name of Bidder:
3. **Scope of Work:**
 - a) Supply 50 nos. of Microsoft 365 Business Basic Microsoft Teams licenses for 02 years at Prakashganga, MSETCL, Mumbai.
 - b) Materials offered should be strictly as per specifications mentioned in Schedule 'A'.
 - c) Support Period: You shall provide support for the period of 2 years from the date of commissioning.
4. **Estimated Cost :** Estimated cost for the material mentioned in the schedule ‘A’ is **Rs.2,36,000/-** [Two Lakh Thirty Six Thousand Rupees only (inclusive of GST)]
5. **Documents required:** PAN registration certificate, Valid GST registration Certificate.
6. **Supply of Material/Licenses:** should be strictly as per specifications mentioned in Schedule ‘A’.
7. 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.

8. **Delivery Period:** The material/licenses should be delivered to the consignee within 10 days from the date of issue of order.
9. **Destination For Supply:** The material/licenses should be supplied at Office of the Chief Engineer (AC&I) Prakashganga, Ground floor, Plot C -19, E - block, BKC, Bandra (E), Mumbai: -400051
10. **Contract Period:** The Contract shall be for period of 2 (Two) years. The decision to continue /discontinue rests solely with the competent authority of MSETCL. The agreed price would be applicable; however if the prices are reduced on any account benefit of the same should be passed on to MSETCL.
11. **Submission of Invoice:** The invoice in triplicate for the work completed should be submitted to the Nodal Officer/authorized representative from IT dept., who will certify the bills and provide the Certificate of Satisfactory Work completion for payment.
12. **Payment Term:** Yearly advance payment will be affected to you within 30 days after supply of licenses, installation, testing 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.
13. **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.
14. **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.
15. **Security Deposit:** The contractor should pay security deposit at the rate of 10% of the value within 7 days from the date of receipt of LOI which will be refunded after completion of guarantee/ contract period, otherwise same will be deducted from 1st bill.
16. **Quantity:** Material should be supplied as per specifications and quantity mentioned in enclosed Schedule 'A' only & quality as per sample approved.
17. Agency/ Company should submit the warranty certificate, wherever applicable.
18. The warranty would be on-site and comprehensive in nature and back to back support from the OEM.
19. The work should be done as per the specifications given in the Schedule 'A'. MSETCL will not accept the items with different specifications.
20. If any dispute arises, the decision of the undersigned is final and binding on you.
21. Partial supply/installation/configuration/commissioning will not be accepted by the MSETCL. Payment will not be made for partially executed work.
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 & any other applicable taxes 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. **Accident:** If any accident occurs to your labour skilled or unskilled, compensation if any, is to be paid by bidder only.
27. 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.
28. 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.

29. 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.
30. Right to reject any or all quotations is the reserved by the undersigned.
31. 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.
32. This office may at its discretion abandon the Enquiry process any time before the issuance of Purchase Order.
33. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
34. No increase, decrease, discount reduction or any other changes in the price will be acceptable after the opening of the quotation.
35. The rates quoted should be valid for 180 days from the date of opening of quotation.
36. The disputes / arbitration etc. if any, against this contract will be subject to the jurisdiction of the Mumbai Court.
37. GST need to be specified clearly on quotation.
38. Apart from the above points, all the terms and conditions published by MSETCL in booklet "Tender & Contract of Works" are applicable here also.

Thanking You.

Encl: 1) Schedule 'A'
2) Annexure 'B'

Yours Faithfully,

Sd/-

**Chief Engineer (AC&I)
Prakashganga, MSETCL,
Corporate Office, Mumbai.**

Copy to:-

- 1] The CGM (F&A), MSETCL, Prakashganga, Bandra, Mumbai 400051
- 2] Notice Board
- 3] Web Master

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED (CIN
NO U40109MH2005SGC153646)**

SCHEDULE - 'A' Price Schedule

Subject: Quotations for “Supply 50 nos. of Microsoft 365 Business Basic Microsoft Teams licenses for 02 years at Prakashganga, MSETCL, Mumbai.”

Sr. No.	Description	Quantity	Unit Rate Per Year (Rs.)	GST 18%	Unit Rate with GST (Rs.)	No of years	Total Amount in (Rs.)
(A)	(B)	(C)	(D)	(E)	(F=D+E)	(G)	(H=G*F* C)
1.	Supply 50 nos. of Microsoft 365 Business Basic Microsoft Teams licenses for 02 years at Prakashganga, MSETCL, Mumbai						
Total (in words) (inclusive of GST) Rs.						Total	

- * GST Number must be quoted on letter head and quotation in above format.
- * All the valid relevant papers (Xerox Copy) should be enclosed with quotation i.e. GST, Pan Card.

**Sd/-
Chief Engineer (AC&I)
Prakashganga, MSETCL,
Corporate Office, Mumbai.**

ANNEXURE 'B'

UNDERTAKING

(On Company's Letterhead)

**To,
The Chief Engineer (AC&I),
Corporate Office,
MSETCL, Prakashganga,
Plot No. C-19, E Block,
BKC, Bandra East
Mumbai 400 051**

Dear Sir,

I/We agree for “Supply 50 nos. of Microsoft 365 Business Basic Microsoft Teams licenses for 02 years at Prakashganga, MSETCL, Mumbai.” at Prakashganga, Plot No. C-19, E Block, BKC, Bandra East , Mumbai 400 051 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 60 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: