

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
INTRA OFFICE COMMUNICATION**

Name of Office	: Executive Engineer, EHV Projects Division, Kolhapur
Office address	: Tarabai Park, Kolhapur.
Contact No.	: 0231- 2665320 (P), 0231- 2655937 (O)
E-Mail	: ee3610@mahatransco.in

Ref. : EE/EHV Projects/Dn./Kop/E-Enquiry/217

Date : 16.02.2023

Sub : Enquiry for work of Annual Maintenance Contracts for Computers, Printers & its accessories and Local Area Network (LAN) at EHV Projects Division, Kolhapur.

Dear Sir,

Please send your sealed quotation for the following work under given terms and condition, so as to reach this office on or before **Dt. 23.02.2023 up to 16.00 Hrs.**

Sr. No.	Description of work	Qty.	Unit	Rate per No.
1	Annual Maintenance of Local Area Network (LAN), Computers and Printers including the following activities, 1) Installation or up-gradation of Software, Problem related to hardware, formatting etc. 2) Troubleshooting of Network Problems. 3) IP Settings. 4) Outlook Configuration. 5) SAP Configuration.	15 Nos. of PC	Nos.	
2	Printers			
	i) Toner Refilling			
	a) Laser Jet HP 1020 -	20	Nos.	
	b) Canon LBP 2900	10	Nos.	
	c) Samsung SCX – 3200	5	No.	
	ii) Providing New Toners			
	a) Laser Jet HP 1020 -	5	Nos.	
	b) Canon LBP 2900	2	Nos.	
	c) Samsung SCX – 3200	1	No.	
	iii) Toner Repairs			
	a) Toner Drum Replacement	10	Nos.	
	b) Toner Wiper Blade Replacement	5		
	c) Magnetic Roller	5		
3	Providing New UPS 600 VA	5	Nos.	

TERMS AND CONDITIONS :

- 1) **Destination of Work** - EHV Projects Division, Kolhapur & Subdivision offices, Bapat Camp, Kolhapur.
- 2) **Offer** - Quotation in sealed envelope should be superscripted with the above referred enquiry Number and Name of work.
- 3) **Rate** - Rates should be inclusive of material required if any, labour charges etc. The taxes applicable if any should be quoted separately.
- 4) **Quantity** - The quantity shown in the above table is tentative & subject to variation on either side.
- 5) **Payment** - Payment will be released within 15 to 30 days considering availability of funds. No advance payment will be given.
- 6) **Security Deposit** - You have to pay 5% S. D. on ordered amount or will be deducted from your bill.
- 7) Please indicate in quotation PAN No. of income tax & WCT No., **GSTIN**.
- 8) **Validity** - The offer should be valid for our acceptance for a period of 60 days from the due date of opening.
- 9) **Guarantee** : The material/equipment to be supplied should be guaranteed for at least one year.
- 10) Quotation received late with incomplete details against above clauses will not be considered.
- 11) The period of the contract is Twelve Months from the **date of the work order**.
- 12) The incidental purchases items from schedule 'A' will be informed to agency as and when required.
- 13) You are not allowed to transfer contract to any other party, in the event of violation of this clause, the contract will be liable for termination without any liabilities on the part of MSETCL.
- 14) The work should be carried out within the office working hours on working days only i.e. Monday to Saturday between 10 AM to 6.00 PM.
- 15) The computer system and its accessories should be cleaned using blower once in quarter.
- 16) If any hardware part required to be replaced, the MSETCL shall bear its cost separately.
- 17) Register for history & maintenance shall be maintained with assistance from an TL (IT)/ASA(IT) from the office.
- 18) The traveling charges will not be paid separately i.e. Traveling expenses will not be paid by the MSETCL to your representative / labours for attending the work as well as no other extra charges will be payable even for services provided after normal working hours specified.
- 19) Any disputes or differences arising under, out of or in connection with the enquiry or contract if concluded, shall be subject to be exclusive jurisdiction of Karad court.

Thanking You.

Yours faithfully,


**Executive Engineer,
EHV Projects Dn. Kolhapur.**

Copy s.w.r.to :

The Superintending Engineer, EHV Projects Circle, Kolhapur.

Copy to :

- 1) The Manager (F&A), EHV Projects Division, Kolhapur.
- 2) The Addl. Executive Engineer, EHV Line / S/stn. Projects S/Dn./S&I S/Dn., Kolhapur.
- 3) The Head Clerk, EHV Projects Division, Kolhapur.

M/F.