

From:  
Office of the Executive Engineer  
EHV O&M Division, MSETCL, Mirjole Road,  
MIDC, Ratnagiri – 415 639.  
Ph. No. 02352 – 231388.  
E-mail: ee3220@mahatransco.in  
Website: www.mahatransco.in

Ref. No.: EE/EHV O&amp;M DN/RTN/T/ No. 00411

Date: 17.03.2023

Enquiry

**Sub:** Enquiry for Supply of Desktop Computers of branded make i.e. Lenovo/ HP/ Dell only, laser jet printers & A3 All in one color Inkjet printer for EHV O&M Division office Ratnagiri.

Dear Sir,

Please offer your reasonable rates in % percentage only for Enquiry for Supply of Desktop Computers of branded make i.e. Lenovo/ HP/ Dell, laser jet printers & A3 All in one color Inkjet printer for EHV O&M Division office Ratnagiri

**Terms and Conditions:**

- 1) Due Date: The quotations complete in all respects, dully sealed & super scribed should be submitted to this office on or before 24.03.2023\_upto 18:00 Hrs.
- 2) Documents required: 1)PAN/ TAN registration certificate, 2)Valid GST registration certificate, 3)Proof of firm being registered as shop establishment/firm/ Company as applicable should be submitted & 4)The specification details or pamphlets of product being provided to be submitted for approval.
- 3) Supply of Material: Materials offered should be strictly as per specification mentioned in Schedule 'A'. The material shall be subject to approval of consignee.
- 4) 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.
- 5) Delivery Period: The material should be delivered to the consignee within 7 days from the date of issue of order.
- 6) Destination For Supply: The material should be supplied at EHV O&M Division office Ratnagiri during working hours 10:00 Hrs. to 18:00 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 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.
- 9) 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, in the office of the Superintending Engineer EHV O&M Circle Kolhapur in form of cash/ DD of Nationalized Bank or Schedule Bank which will be refunded after completion of work successfully or completion of guarantee period.

- 10) Terms of payments: 100% payment will be affected to you within 30 days after receipt of all material in good condition & 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) Quantity: Material should be supplied as per specifications and quantity mentioned in enclosed Schedule 'A' only.
- 13) 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.
- 14) Warranty: You have to furnish the warranty of material as per manufacturing standard & company manufacturer's policy from the date of receipt of material against any manufacturing defect etc. The undertaking as such should be send alongwith the bills.
- 15) Agency/ Company should submit the warranty certificate for minimum one year.
- 16) Scope: Scope of the work includes providing equipments with necessary software if any at EHV O&M Dn Ratnagiri.
- 17) The work should be done as per the specifications given in the Schedule 'A' and as per the scope of work. MSETCL will not accept the items with different specifications.
- 18) If any dispute arises, the decision of the undersigned is final and binding on you.
- 19) Partial supply/ configuration will not be accepted by the MSETCL. No any payment will be made for partially executed work.
- 20) Support Period: You will provide onsite services for any technical problem in the executed work for the period of **One Year**.
- 21) 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.
- 22) Packing: The material shall be packed suitably for Rail/Road worthy packing as per standard practice.
- 23) Income Tax & W.C.T. will be deducted from your bills as per rules. All the taxes, rates, duties, cess whatever may it called in India at prevailing rate will be applicable to this enquiry.
- 24) No extra charges for transportation, T&P, labour, packing, insurance, excise, material etc. will be paid, it will be arranged by you only.
- 25) Quality of work and Material: Bidder will be responsible for quality of work and workmanship. The material should be supplied as per specification.
- 26) Accident: If any accident occurs to your labour skilled or unskilled, compensation if any, is to be paid by bidder only.
- 27) Consignee for supply: Office of The Executive Engineer, EHV O&M Division Ratnagiri, MSETCL, Mirjole MIDC road, Near Kanchan Hotel, Kuwarbav, Ratnagiri.
- 28) 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.
- 29) 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.

- 30) Apart from the above points, all the terms and conditions published by MSETCL in booklet "Tender & Contract of Works" are applicable here also.
- 31) 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.
- 32) 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.
- 33) Right to reject any or all quotations is reserved by the undersigned.
- 34) 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.
- 35) This office may at its discretion abandon the Enquiry process any time before the issuance of Purchase Order.
- 36) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 37) Partial Bid will be summarily rejected without giving any reason/notice to the Bidder.
- 38) No increase, decrease, discount reduction or any other changes in the price will be acceptable after the opening of the quotation.
- 39) The rates quoted should be valid for 60 days from the date of opening of quotation.
- 40) In case of dispute, if any, the legal jurisdiction of the court shall be Ratnagiri only.
- 41) 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.
- 42) GST need to be specified clearly on quotation.

Thanking You.

Encl: Schedule 'A' & Annexure 'A'.

Yours faithfully

Sd/-  
(Jitendra J. Pathare)  
Executive Engineer (I/C)  
EHV O&M Dn., MSETCL,  
Ratnagiri

**ANNEXURE 'A'**

**UNDERTAKING**

(On Company's Letterhead)

To,  
Executive Engineer  
EHV O&M Division, MSETCL,  
Mirjole Road, MIDC,  
Ratnagiri – 415 639

Dear Sir,

I/We agree for “Supply of Desktop Computers of branded make i.e. Lenovo/ HP/ Dell only, laser jet printers & A3 All in one color Inkjet printer at EHV O&M Division Ratnagiri" 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:

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**  
**EHV O&M DIVISION, RATNAGIRI**

Name of work: Supply of Desktop Computers of branded make i.e. Lenovo/ HP/ Dell only, laser jet printers & A3 All in one color Inkjet printer for EHV O&M Division office Ratnagiri.

**SCHEDULE 'A'**

| Sr. No. | Particulars                                                                                                                                                                                 | Unit | Qty | Unit (Rs.) Incl. GST 18% | Rate in % (Above/ Below) |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|--------------------------|--------------------------|
| 1.      | Supply of i5, 11th Generation , 8GB DDR4 RAM, 500GB SSD, Window 11 pro , 17.5" Monitor, Desktop Computer of Lenovo/HP/Dell makewith USB Keyboard and Optical USB mouse with 3 year Warranty | Nos  | 2   | 60266.87                 |                          |
| 2.      | Supply of Duplex Network A4 size, dpi 600 x 600 (min), monochrome Laserjet Printer Heavy Duty 2-sided network                                                                               | Nos  | 3   | 15797.09                 |                          |
| 3       | Supply of standard make Color inkJet printer, dpi 1200 X 6000 upto 35/27 PPM, A3 & legal size printing, Scan, copy ( all in one)                                                            | Nos  | 1   | 17140.47                 |                          |
| 4       | Supply of A4 size, dpi 600 x 600 (min), monochrome laserjet printer                                                                                                                         | Nos  | 2   | 12877.23                 |                          |

**Note:**

- 1) Taxes if any should be quoted separately otherwise it will be presumed that the rates are inclusive of all taxes.
- 2) Above rates are inclusive of all taxes.
- 3) Schedule is enclosed for reference only.

The total value of order is **Limited upto Rs. 2,10,820/-** (Rs. Two Lac Ten Thousand Eight Hundred & Twenty only) including of all taxes.

Sd/-  
(Jitendra J. Pathare)  
Executive Engineer (I/C)  
EHV O&M Dn., MSETCL,  
Ratnagiri