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MAHAVITARAN
(A Govt. of Maharashtra Undertaking)
CIN : U40109MH2005SGC153645

Office of the
Chief Engineer (Distribution)
Plot No. G-9, 'Prakashgad'
Prof. Anant Kanekar Marg,
Bandra (E), Mumbai-400051

No. CE (Dist.)/RE-III/Tenders/

No 19875

Date:-

20 JUN 2014

To,
All SEs O&M Circle,

Sub:-Guidelines for submission of proposals for approval to Ag. Turnkey contracts.

Ref:-1) Director (Finance)/5921 Dated:-08-11-2012.

2) CE (Dist.)/RE-III/Gen./266 Dated:-04-01-2013.

3) Director (Projects)/Infra-II/2737 Dated:-27-01-2013.

4) Office Note No. CE (Dist.)/RE-III/Tenders/ Dated:-06-05-2014.

As per directives given vide letter (1) under reference, tender proposals above Rs. 10.00 lakhs are submitted by field offices to this offices for according approvals. However, due to incomplete information/documents/Cost-Data, it becomes difficult to process the proposal to the Competent Authority.

To avoid back query and delay, following guidelines and uniform procedure for submission of proposal for approval of the Competent Authority was submitted by this section vide reference under (4). The Competent Authority approved the guidelines as under.

- 1) Estimate should be prepared using latest Cost-Data circulated by H.O. Quantity and rate should not be changed/alterd. Unit of HT, LT line should be taken in KM and not in no. of poles.
- 2) DTC Metering activity should not be included in estimate as already informed vide Circular (3) u/r. Dist. TF should be proposed (mounted) on RSJ poles only.
- 3) Except coastal area i.e. Konkan, Bhandup & Kalyan Zone, in all other places, 140 kg. 8 M PSC Poles should be used for LT line.
- 4) Other activity like Single Pole Cut Point Set, HT & LT Guarding should be considered on realistic basis. As far as possible energy meters should be provided by MSEDCL.
- 5) Tender amount should not be on lumpsum basis but should be worked out as per paid pending list scope of work (Sample estimate enclosed). Cost of Services (centages) @ 30.50% of the material cost should be taken.
- 6) Tender should be floated as per tender document prepared for Infra-II works. No changes/modifications in the conditions should be made at local level.
- 7) Proposals without Administrative Approval & Financial Tie-Up, should not be sent to this office.
- 8) If tenders for Infra-II works have already been awarded by Head Office or awarded by field office for U&M and new service connections and offer rate is comparatively lower, Ag. Connection may be added in it, otherwise reason for non inclusion in Infra order may be brought out in the proposal. Further note that, funds under Backlog and DPDC Grant to be fully utilised.

- 9) Proposals should be thoroughly technically scrutinized and duly audited at Circle/Zone level and should be routed through respective RED.
- 10) Following relevant documents must be invariably enclosed with the proposal.
- i) Paid pending list with scope of work in excel sheet (HT, LT line & DTC).
 - ii) Copy of Qualifying Requirement in Technical Bid. All documents in r/o L-1 bidder as per Qualifying Requirement (QR) of tender. Price Bids of all bidders, audited Comparative Statement etc.
 - iii) Itemwise detail Activity Sheet and BOQ (scope of work) matching with the tender estimate.
 - iv) Detail reason for dis-qualifying bidder if any, may be brought out in the proposal. However, before dis-qualifying the bidder, we may ask clarification and may accept historical documents/papers in hard copy as per tender condition. Further, it is also seen in some of the Circle Offices that, bidder is qualified and its price bid is opened. But subsequently disqualified for one or the other reason, which is grave mistake and the same can be viewed seriously.
 - v) The information regarding financial linkage should be included in the prescribed format circulated vide T.O. letter No. (2) cited above (copy again enclosed).
- 11) Generally, 50% extension to the old tender should not be proposed. As an exception, proposals for 50% extension may be sent in case of urgency only and immediately after completion of original work order. It should be specifically brought out in the proposal that, "there is no significant downward trend in prices". Reasons for not including the proposed 50% extension work in the original proposal should be mentioned. Copy of the original order with rate and scope of work, consent letter of the bidder and recommendation of the forwarding authority should be submitted.
- 12) Complete documents should be neatly binded in a suitable file duly labelled with Tender No. alongwith Technical & Price Bids, audited Comparative Statement etc.

It is requested to follow above guidelines scrupulously. Proposals without fulfilling above conditions will be returned back and concerned office will be held responsible for any delay in according approval.

(S.S. Dhande)

Chief Engineer (Distribution)

Encl:-As above.

Copy s.w.r.to:-

- 1) The Director (Finance), MSEDCL, Corporate Office, Mumbai.
- 2) The Director (Operations), MSEDCL, Corporate Office, Mumbai.
- 3) The Director (Projects), MSEDCL, Corporate Office, Mumbai.
- 4) The Regional Executive Director-I/II/III, MSEDCL, Kalyan/Pune/Nagpur.

Copy f.w.c.to:-

- 1) The Chief Engineer, MSEDCL, _____ Zone.
- 2) The Chief General Manager (I/A), MSEDCL, Corporate Office, Mumbai.