


MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED CORPORATE OFFICE, MUMBAI		
Office of the Executive Director- (Billing), Plot No. G-9, "Prakashgadh", Fifth Floor, Bandra(E), Mumbai-400 051	 <b>MAHAVITARAN</b> <small>Maharashtra State Electricity Distribution Co. Ltd.</small> (A Govt. of Maharashtra Undertaking) <b>CIN : U40109MH2005SGC153645</b>	Tel(O): 022- 26474211 Fax: 022 26478544, Email ID: edbillingho@gmail.com

Ref. No.: ED (Billing)/Pre-bid Query /016868

Date : 12-07-2018

Subject: Tender No ED/Billing/HO/T-01/2018-19 for “ **Centralized Printing of Electricity Bills in the Area of Pune Region of MSEDCL**” .

The Pre-Bid meeting of subject Tender was held on 27-06-2018 , at MSEDCL office HSBC Bldg , Fort Mumbai .The Pre-bid meeting was attended by 10 firms. A Power point Presentation was given in the meeting on the Tender scope of work , Qualifying Requirement and Tender conditions. Bidders were then asked to present their queries in the meeting as well as by E-mail within 2 days. Some of the bidder queries were clarified in the meeting. For some queries raised in the meeting and also received by Email , after proper review and discretion of Competent Authority the Clarification / Reply to the queries and Tender Revision is given as follows:

**Reply to Queries of Pre-bid meeting .**

Sr	Tender doc. page no	Tender clause no	Tender clause	Query of Bidder in Pre-bid meeting	Reply / Revision
1	8  21	Section-I clause 2-ii  Section-V clause 1	The Contractor shall have to carry out the Printing of Bills from one or more printing sites located within Maharashtra at every Circle of Pune Region.  Agency will have to set up at least one printing location in the jurisdiction of the Circle where Contract Activity (Printing of Bills) is to be executed.	Instead of 8 sites , only one site should be mentioned . Whether it is compulsory to setup the printing sites at all the circles of Pune region or vendor can print it form his single location ? Whether it is allowed to vendor print the bills from his outside of Maharashtra printing site ?.	<b>Revision in Tender</b> Agency will set up One or more Printing sites located anywhere within Pune Region provided the delivery of printed bills to concerned subdivision is within 36 Hrs time limit specified .
2	8	Section-I clause 2-iii	MSEDCL reserves the right for site inspection of printing set-up before finalizing the contract or at any time thereafter as deemed fit.	MSEDCL should also inspect the vendors site before assigning the tender work to the bidder.	<b>Reply to Query</b> Inspection of printing sites can be carried out after contractor set up the printing sites upon award of LOA.

3	8	Section-I clause 2-iii	The work of Printing Bills has to be executed by the Contractor himself and no work or part shall be sublet to subcontractor	Whether the work of printing can be outsourced/subcontracted to meet printing load	<b>Reply to Query</b> The Tender work of printing Bills and Distribution of printed bills upto Subdivision cannot be subcontracted.
4	8	Section-I clause 2-iii	The Contractor will have to set up printing sites and commence printing immediately upon placement of order.	After awarding the contract ; you have mentioned immediate set up and starting of execution which . is practically not possible.	<b>Revision in Tender</b> Time to set up printing sites will be maximum 30 days after issuing Letter of Award (LOA.).
5a	24	Section VI	The Stationary used for printing of the Electricity Bill shall be A4 , 21 cms X 29.7 cms size 80 GSM and should meet the following specifications:- Weight of paper- Minimim gram per sq meter – 80 .	Size should be A4. i.e 210 mm X 297mm ( minimum tolerance + - 10mm), and 80 gsm (Minimum tolerance + - 2 gsm) A Grade paper. In the above mentioned size and gsm should be under tolerance level, if it exceeds, 25% of total billing amount will be deducted .	<b>Revision in Tender</b> The Stationary used for printing of the Electricity Bill shall be A4 , 210 mm X 297 mm , white Printing. Paper, size Tolerance +/-10mm provided printing alignment should be proper. Paper should be of 80 GSM or more. The Paper to be procured from List of 14 Original paper manufacturers as: JK Paper Limited, Tamilnadu Newsprint & Papers Limited [TNPL],Ballarpur Industries Limited,ITC PSPD Limited ,Century Pulp & Paper ,The West Coast Paper Mills Ltd,Seshasayee Paper and Boards Ltd,International Paper APPM Limited,Orient Paper & Industries Limited.,Yash Papers Limited.,Khanna Paper Mills Ltd.,Star Papers Mills Ltd.,Trident Ltd. & Sirpur Paper Mills. The Bidder shall submit Undertaking from one or more

					original manufacturers /authorized dealer of paper manufacturers that they shall supply paper as per Tender specification to the Bidder upon placement of order.
<b>5 b</b>			Size should be A4 i.e. 210mm X 297 mm , 80 gsm , A Grade paper , Sample should have cut sheet with horizontal micro perforation at two places from bottom edge of paper. <b>(The perforation requirement is dotted line applicable For LT Bill only to be highlighted in revision to Tender document.)</b>	Perforation is needed at 2 place. Kindly clear. It is mentioned that the stationery has to be perforated at bottom 6cm. Presently the MSEDCL bills are not perforated. Is it compulsory?	<p><b>Revision in Tender.</b> Sample should have cut sheet with horizontal dotted line at two places from bottom edge of paper.</p> <p>Please Note in LT Bill format one space at front side and one space at the backside will be allowed for Commercial advertisement and third space at backside will be kept for messages from MSEDCL.</p> <p>All Commercial Advertisements on LT Bill should be got approved from CE[Commercial] &amp; Chief [Public Relation Officer] , MSEDCL , Prakashgad , Mumbai from time to time .</p> <p>The advertisement should not promote products injurious to health. Obscene/ Objectionable / banned advertisement shall not be published.</p> <p><b>HT Bill spaces for advertisement will be reserved for MSEDCL messages.</b></p>

6	8	Section-I clause 2-v	The Contractor shall make use of High Speed Laser jet printing Technology (Details of High Speed Laserjet printing Technology to be submitted by the Bidder in the Tender).	Online Web Offset & Online VDP , Digital printing , Inkjet , Wter resistant Inkjet	<b>Revision in Tender.</b> <b>Agency shall make use of any High Speed Printing Technology capable of printing one Lakh Bills daily on one machinery adhering to printing quality.</b>
7	8  24, 25	Section-I clause 2-vi  Section VI	During further period of contract when Bill format , design and colour is revised by MSEDCL , Contractor will have to make necessary changes on same rate terms and conditions of the Contract.  It is required to note that after the first lot approval , during further contract period matter on the bills and messages will have to be updated from time to time or as per specified time limit and got approved as per intimation by S.E. (Billing & Revenue), Joint Chief P.R.O. and CGM (IT). The printing matter may be changed to any extent as per the requirement, during the validity of contract. This must be acceptable to the firm.	The artwork for pre-printing of stationery should be given at at-least 15 days in advance so that the bidder can plan for printing and dispatch at their print centers.	<b>Reply to Query</b> The Agency shall obtain Art work approval (1st proof and corrected proof) for LT Bill and HT Bill within 10 days of LOA as per sample of Bill provided by B&R section in consultation with IT department & Commercial section.  Whenever there is revision in Bill format , the Art work will have to be got approved within 5 working days. and it will have to be implemented in next monthly bill . Considering Any revision of bill format and MSEDCL advertisement the pre-printed bill of more than one month requirement should not be stocked.
8	8, 22	Section-I clause 2-vii,  Section V Clause 7	MSEDCL-IT will daily sent the Bill printing files to the Contractor via Web-portal.  The contractor will collect Bill printing pdf files through Web-portal and print the Bills . For monitoring delay in printing of Bills , MSEDCL will provide app / web based print confirmation mechanism.	Data should be provided in Excel format as well for ease in downloading and time saving.	<b>Revision in Tender.</b> MSEDCL will give Bill file in PDF format only . Contractor will have to use suitable bandwidth to download the same.

<p>9</p>	<p>9</p>	<p>Section-I clause 2-xi -a</p>	<p>After the Printing of Bills within 24 Hrs , the Contractor will have to sort subdivisionwise/BU wise , pack and deliver the Bills within next 12 hrs to the concerned Subdivision of 166 subdivisions in Pune region on daily basis as per given in Detailed Order. List of subdivisions for Pune zone is detailed at Annexure VII. Upon delivery of printed bills to concerned subdivision , contractor will obtain necessary acknowledgment to confirm and record time of delivery. The subdivision offices will feed the receipt ack. of daily printed bills in SAP ERP immediately on same day of delivery.(Penalty for delay in Printing of Bills is specified in Section VII).</p>	<p>To plan delivery of bills, the tender only mentions the sub-division location name. We request MSEDCL to provide the complete address of these 166 sub-divisions with pin-code.</p> <p>As discussed in pre-bid meeting, data will be given 24 x 7 &amp; the bidder need to deliver the bills within office hours i.e. 9 .30 am to 5.30 pm to the sub-divisional offices. In above case, the bidder will not be able to deliver the bills, as MSEDCL sub-divisional offices will be closed. In cases mentioned above, we request MSEDCL to give delivery time till end of next working day.</p>	<p><b>Revision in Tender.</b> Address of location of all subdivisions under Pune region is included in Revised Tender document.</p> <p>Facility will be provided to Agency in App and portal to capture the delivery details at subdivision office of MSEDCL. The delivery of bills will be acknowledged in SAP by Subdivision. However the Agency will plan their work and ensure that delivery of Bills at concerned subdivision is during office hours prior to allowed time limit of 36 Hrs.</p> <p>If next day/days is public/Local Holiday of MSEDCL office , then concerned Subdivision officer must receive the printed Bill delivery on the Holiday without fail. Subdivision officer should keep track of delivery of printed bills by co-ordinating with Agency.</p>
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10	5  11	Special Instructions for submission of E-Tender document	EMD Bank guarantee should be drawn in favour of "Maharashtra State Electricity Distribution Company Limited" payable at Mumbai from a Nationalised / Public sector Bank located in India in the format as per Tender Annexure – II . In case of Joint venture lead partner may submit the EMD BG. No offer will be accepted without Earnest Money Deposit, unless exempted by the Company. If on opening of tender any discrepancy in EMD amount is noticed, the tender shall be rejected and returned to the bidder.	Can Firm registered under SSI avail EMD exemption Facility . Will bid get technically qualified without EMD BG	<b>Reply to Query</b> There is no exemption for EMD to SSI and other firms in Tender. <b>No offer will be accepted without Earnest Money Deposit .</b>
		Section II Clause 3 i&ii	The Earnest Money must be deposited in form of Bank guarantee payable at Mumbai in favour of MSEDCL of any Indian Public sector /Nationalized Bank.	Whether EMD Bank guarantee is allowed from ..... Pvt sector Bank of India .	<b>Revision in Tender.</b> The Bidder may submit EMD BG from Nationalized Bank / Public sector banks & Private sector banks of India. The Bank guarantee in favour of MSEDCL must be payable at Mumbai.
11	2 & 9	Tender details  Section-I clause xvi.	Estimated Cost in Rs Lakhs- <b>2682.00</b>	The tender estimated cost considers the cost of Stationery and cost of Variable Data Printing , however this estimation of Rs 1.04 per bill is on a very much lower side it seems the cost of delivery to 166 subdivisions with a new pattern of dynamic delivery within 36 hrs as per data uploaded in the central server is not taken into account.	<b>Reply to Query.</b> Tender estimated cost is arrived at considering the latest cost of printing and delivery from nearby subdivisions . The additional cost towards delivery to 166 subdivisions is also considered.

12	16	Section III clause 3.	The Contractor (successful bidder whose bid is accepted by the Company for issue of award for the Tender work ) shall have to furnish Performance Security Deposit @10% of the contract value in the form of Bank guarantee in the prescribed format from any Indian Public sector Nationalised Bank in favour of "Maharashtra State Electricity Distribution Company Limited" ,payable at Mumbai within 15(Fifteen) days from the date of Letter of Award. The said contract shall cover entire period of 3 year plus additional 3 months after the expiry of the 3year contract period .	Performance Bank Guarantee should be <b>the 5 % as is service not supplies</b> . You are demanding 10% BG as a performance Security. PI Clarify.....  SD value should be relaxed to 5% as in other tenders of Govt. of Maharashtra. .  Whether the performance BG can be submitted for initial one year and further renewed on yearly basis till expiry of contract	<b>Reply to Query</b> No change in Tender condition.  Agency will submit Performance Deposit of 10% contract value within 15 days of Award of LOA in form of Bank guarantee valid for entire contract period of three years and additional 3 months .  The Bidder may submit Performance BG from Nationalized Bank / Public sector banks & Private sector banks of India. The Bank guarantee in favour of MSEDCL must be payable at Mumbai.
13	19	Section IV Clause 3 -i & ii	Must have experience in field of printing of variable data on bills for consumers of any public utility and also for any of the MSEDCL offices,at <b>least for last three (03) years.</b> (ii) Must have have experience in execution of orders for any Govt / Semi-govt /PSU of minimum <b>Monthly 10.5 Lakh nos</b> of Printing of Bills/documents in last 3 financial years .	Must have experience in execution of orders for any Govt/ Semi- govt / PSU of minimum Monthly 10.5 Lakh nos/ Any single Order of Variable Printing of Rs Worth 1.5 Cr of Printing of Bills/documents in last 3 Financial Years.	<b>Revision in Tender.</b> An experience of printing minimum 10.5 Lakh bills/ documents of variable data or fixed data documents like publications of books . magazines, journals , periodicals, pamphlets etc in one month during last 3 years taking cumulative of various orders executed in that month for Public sector and Private sector firms will be considered . Necessary documentary evidence will have to be submitted.
14	19	Section IV , clause 3.	Technical Eligibility	Whether ISO certification is necessary from Bidder	<b>Reply to Query</b> No change in Tender condition. ISO certification of Bidder is not required.

15	24	Section VI clause 1a	Technical Specification / Requirement of Printing of Electricity Bill	Whether pre-printed format approval will be from Pune Region or from Head office at Mumbai	<b>Reply to Query</b> Bidder/ Agency will have to take bill format approval from B&R section at Head office Mumbai initially and during the contract period as intimated by B&R section of MSEDCL from time to time.
16	22	Section V clause 6	Bidder will be eligible for order in only one region if they have offered lowest rate in the region.	Can one bidder be eligible for other region Tender. Will be BG (EMD & Security) be separate for Tender of other Regions.	<b>Reply to Query</b> No change in Tender condition. Bidder will have to submit separate EMD BG's for if similar Tender is advertised for other regions in future.
17	9	Section-I clause xvi.	The Average Daily Bill printing work in Pune region would be 70 Lakh consumers/ 20 days = 3.5 Lakhs per day.	Whether the Billing period is 20 or 25 days in a month.	<b>Reply to Query</b> Presently Meter reading is to be completed upto 25 <sup>th</sup> of every month and Bill printing activity will be subsequent to Meter reading activity.

Bidder is requested to note the above points of revision in Tender which is incorporated in Tender document revision published on E-tendering website <http://works.mahadiscom.in/eTender/etender> separately.

The due date of submission of Tender is upto **18-07-2018**.

**S/d/-**

**S.E. (Billing & Revenue )**