

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
CIN NO-U40109MH2005SGC153646

Executive Engineer, MSETCL, EHV O&M Dn., Sangli Office building, Vishrambag, Tal- Miraj Dist. Sangli- 416415 Contact No. —0233-2305816 (O), 0233- 2304872 (P), 0233-2304873 (F) E-mail ID – ee3120@mahatransco.in Website – www.mahatransco.in		
EE/EHV O&M/DN/SGL/T/No.	584	Date 29/04/2024

Subject:- Enquiry for the Work of Printing & Supply of Stationary for various S/Stns under EHV O&M Division, Sangli.

Estimated Amount limited up to Rs. **2,82,211/-** Including of all Taxes

1. Detail

1.Enquiry No.	Enquiry
2. Name of the Work	Work of Printing & Supply of Stationary for various S/Stns under EHV O&M Division, Sangli.
3.Date for download of Enquiry documents	From 30 /04/2025 to 06/05/2025
4. Date for online submission of Tender Documents	On or before 06/05/2025 up to 18:15Hrs.
5. Date & Time (Hrs.) for online opening of Enquiry Documents.	a)Technical Bid Opening:- 07/05/2025 at11:00 Hrs onwards; if possible b)Commercial Bid Opening:-07/05/2025 at14:00 Hrs onwards; if possible
6. Enquiry Amount	Rs.2,82,211/- Including of GST

TOR. **Following documents should be attached with the quotation

- 1) Valid Bombay Shop Act License.
- 2) GST Registration, if applicable,
- 3) PAN CARD document.

2. SCOPE OF WORK:- Work of Printing & Supply of Stationary for various S/Stns under EHV O&M Division, Sangli. An enquiry made by the contractor and accepted by the competent authority, duly authorized by the company, must be executed at the agreed rates and delivered to the specified location within the time frame outlined, without any additional charges or expenses to the company, except for those specified in the accepted tender. Work should be done as per scope of work in Schedule "A".

3. COMPLETION PERIOD :- Work should be completed within 90 days.

4. VALIDITY OF OFFER :- The offer should be valid for our acceptance for a period of 180 days from the due date of opening.

5. OPERATING AUTHORITY:- Dy. Manager (HR) within EHV O&M Division, Sangli.

6. GUARANTEE/WARRANTEE:- Material/Service should be Guaranteed/Warranted for 12 Months from date of work done

Please offer your reasonable rates for the subjected work as per Schedule 'A' given below.
The scope of work is also mentioned therein.

SCHEDULE 'A'

Sr. No.	Description	Unit	Qty	MSETCL Rate / Unit without GST	Agency Rate/Unit		
					Excl. of GST	% GST	Incl. of GST
1	Log Book Register -200Pages	No	106	450.00			
2	H.V. Tripping Register-200Pages	No	22	450.00			
3	L.V. Tripping Register-200Pages	No	34	450.00			
4	Daily Battery Maintenance Register-200Pages	No	34	450.00			
5	Weekly Battery Maintenance Register-200Pages	No	5	450.00			
6	Daily Loss Register-200Pages	No	19	450.00			
7	Monthly Loss Register-200Pages	No	16	450.00			
8	Load Factor Register-200Pages	No	30	450.00			
9	Maximum Minimum Register-200Pages	No	92	450.00			
10	Attendance Register-100Pages	No	19	380.00			
11	Permit Book-100Pages	No	102	280.00			
12	Gate Pass Book-150Pages	No	17	250.00			
13	100 Pages Register (White Paper with Blue Ruling)	No	194	80.00			
14	200 Pages Register (White Paper with Blue Ruling)	No	163	120.00			
15	A-4 Size Paper Rim (Printout Paper)	Packet	200	230.00			

Note:- 1) Rate should be quoted in figure reference with given schedule "A".

Encl. 1) Annexure "W"

Yours faithfully,

Sd/-
**Executive Engineer,
M.S.E.T.C.Ltd,
EHV O&M Dn, Sangli**

ANNEXURE (W)
GENERAL TERMS AND CONDITIONS

1) SUPERVISION OF THE WORKS:

The works shall be under the overall supervision, and shall be subject to the approval of the Executive Engineer concerned, or his designated representative. The material to be used in execution of the works must be got approved from him in advance, and only the approved material should be used. All the material should be kept in the custody of the contractor till the completion of the work.

2) OTHER TERMS & CONDITIONS:-

1. The agency should be registered under the Bombay Shops & Establishment Act, 1948.
2. The interpretation of undersigned on any matter of decision given by him on any disputed point will be final and binding on Contractor.
3. The documents of an offer shall be written legible and free from erasures, over writing or conversion of figures, corrections where unavoidable shall be made by crossing out, rewriting, initialing and dating.
4. If the bidder has any doubt the meaning of any portion of the enquiry conditions / specifications, he should get it clarified from the office of the undersigned before submission of the offer.

3) CONTRACTOR'S EMPLOYEES:

The contractor shall employ and provide on site only such employees as are skilled and experienced for execution and supervision of works. He shall also make suitable arrangement for the accommodation of his employees.

4) DAMAGE TO PERSONS AND PROPERTY:

The contractor shall indemnify the Board against any losses and claim in respect of injuries or damage to any persons, material or physical damage to any property whatsoever, which may arise out of or in consequence of the execution of the work.

- 5) COMPLETION PERIOD:-** Work Should be completed within 90 Days from Handing over of Site. Period specified shall be strictly adhered to the being, the essence of contract.

- 6) QUALITY& QUANTITY:** Material should be supplied/ work should be carried out as per specifications enclosed in schedule "A" with necessary test certificate & documents. The quantity considered in schedule 'A' are subjected as per actual work done and with in limited up to work order value.

- 7) PENALTY FOR LATE EXECUTION OF WORK:-**In case of work is not completed as per schedule in specified time, the contractor shall be liable to pay penalty @ 1/2% per delayed week subject to maximum 10% of order value.

8) SITE CLEARANCE:

On completion of the works, the contractor shall clear away and remove from the site all surplus materials, rubbish and temporary work of any kind. The site should be kept clean.

9) SUB-LETTING OF CONTRACT:

The contract or any part there of shall not be assigned, transferred, or sub-let without the prior written permission of the undersigned. Even if such permission is granted, it shall be the responsibility of the principal contractor to whom the work order was originally issued, to execute the works as per the terms of the contract.

10) SECURITY DEPOSIT:

The contractor should pay security deposit at the rate of 10 % of the value of the order within 7 days from the date of receipt of order. Security Deposit is payable by (a) RTGS/NEFT /Online (b) D.D/BG. from nationalized /scheduled Bank. The S.D. will be refunded after satisfactory completion of the work/guarantee period if asked for.* **FDR against Security Deposit should not be allowed**

11) PAYMENT TERMS:

- i) The bills in triplicate, advance stamp receipt, along with the certification from the Engineer-In-Charge for having completed the work satisfactorily. Bill recording will be done by concerned LMSD In-Charge. Bank details on Letter head/Cancel Cheque should be submitted along with bill.
- ii) 100% payment will be made against submission of bills as per availability of funds.

12) TAX DEDUCTION AT SOURCE:

In accordance with I.T. Act 1961, I.T. will be deducted at source at the prevailing rates from the bills. Similarly any other tax deductible at source, if applicable to this particular contract, as per statutory provisions (laid down by Central or State Government.) will also be deducted from the bills at the prevailing rates.

13) LIQUIDATED DAMAGES FOR DELAY IN EXECUTION:

Should the contractor fail to complete the works in the stipulated time period, he shall be liable to pay to the Company, the sum equal to one percent of the contract sum (for the delayed portion of work) per day delayed, subject to a maximum of ten percent as liquidated damages, and subject further to Force Major conditions.

Further, if the contractor, after having accepted the contract, is unable to execute the same in full, the Company's reserves the right to get it executed either departmentally or by any other agency, the cost & risk of which shall be borne by the contractor.

14) TERMINATION OF CONTRACT:

The undersigned reserves the right to cancel the contract, after giving due notice to the contractor, in the even of the breach of contract in any respect.

15) APPLICABILITY OF GENERAL CONDITIONS OF CONTRACT:

Notwithstanding anything stated here in, the Company's General Conditions of Contract shall be applicable to the contract, as far as they are applicable, in respect of this order.

16) JURISDICTION:

All disputes, differences related to the tender/ Contract shall be subject to the exclusive jurisdiction of Sangli District Courts.

17) Please quote your PAN No, GST No. on your bill.

18) The Competent Authority reserves the right to relax any of the above Conditions without assigning any reason thereof.

Sd/-
**Executive Engineer,
M.S.E.T.C.Ltd.
EHV O&M Dn,Sangli**