

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.

From: Office of the Superintending Engineer,
EHV (O&M) Circle, MSETCL, Ground Floor,
Administrative Building, Old saikheda road, Sailani baba Stop, Jail road,
Nasik Road - 422 101
mail id: se5100@mahatransco.in

Ref.No. SE/EHV/O&M/Circle NSK/TECH No - 0988 **DATE: -**

29 APR 2025

E-Enquiry

To,

Sub:- Quotation for providing printed registers and stationary for day to day work to the EHV O&M Circle office Nashik, EHV O&M Division office Nashik, EHV O&M Division office Babhaleshwar, 400kV Babhleshwar R.S & 400 kv Karjat S/stn for the year 2025

Dear Sir,

In connection with above, you are requested to quote your lowest rate on or before dt.06.05.2025 upto 15:00hrs as per specification in "Schedule - A" (Enclosed herewith) for providing printed register and stationary for day to day work with following terms and conditions in two bid.

TERMS & CONDITIONS:

1) Two separate sealed envelopes, one consisting "rate quotation" and other with "technical documents" should be submitted. Sealed envelope duly super scribed with all details i.e.

(i) E-Enquiry No & Date :- (ii) Due date :- (iii) Quotation for

2) While submitting the offer following documents shall be submitted in separate sealed envelope.

- a. Valid Shop act license.
- b. Pan Card.
- c. GST Registration certificate, if applicable.
- d. Bank Details: Name of bank, Bank address, Bank A/c no. etc.

3) Rates quoted should be on firm quotation basis.

4) The material shall be delivered within 30 Days from the date of receipt of order.

5) Quality material should be supplied. Bidder shall have to submit the sample of quoted product. If any defect observed in the material supplied by you, the same shall be replaced by you free of cost without delay.


6) Paper to be use for register printing as below:

- ❖ 80GSM for Vehicle log book diary, Outward register, Inward Register, Note Pad (Mahatransco Printed)

❖ 90GSM for Attendance Register

- 7) The work carried out should be as per standard practices of MSETCL & formats required for printing will be provided by MSETCL.
- 8) Quantities mentioned in our enquiry are tentative & subject to variation.
- 9) Payment will be effected after Successful completion of work & as per actual work done.
- 10) Validity of your quotation should be 90 days.
- 11) The successful Contractor(S) will have to submit Security Deposit at the rate of 5% of the value of the order, by cash /Demand Draft / Fixed Deposit / Bank Guarantee at the office of the Superintending Engineer, EHV O&M Circle Nashik, within 15 days from the date of receipt of letter of intimation. The detail order will be issued only after the payment of security deposit. The same will be refunded after 03 months from date of supply of stationery material otherwise order will be treated as cancelled.
- 12) It shall be the sole responsible of the contractor to observe all the relevant acts and regulations along with amendments thereto framed by the Government from time to time. The Owner shall not be responsible for violation of any of the above stated regulations / Acts etc. by the contractor.
- 13) Stationary / Printing Sample shall be got approved from Executive Engineer (Admin) & Manager (HR), EHV (O&M) Circle Nashik before submission of quotation. & it should be submitted in technical documents envelope only
- 14) You will have to arrange all tools, plants, manpower etc. to carry out the work at your own cost.
- 15) The payment shall be made only after satisfactory completion of work as certified by the concern Engineer In-charge.
- 16) The undersigned reserves the right to reject any or all quotations or cancel the requirement at his discretion without assigning reasons thereof.

Yours faithfully,


SUPERINTENDING ENGINEER
EHV (O&M) Circle, Nasik

Copy s.w.r.s. to:

1. The Chief Engineer, EHV PC (O&M) Zone Nasik

Copy to:

1. The Manager (F&A), EHV (O&M) Circle, Nasik.
2. The Manager (HR), EHV (O&M) Circle, Nasik.
3. The Notice Board.

"Schedule – A"

r o	SAP Material No.	Particulars	Unit	Grand Total of Qty	Unit rate	GST %	Rate with GST	Total Amt.
					Without GST			
	500008560	Clip File / Spring File No.1 with Printing Mahatransco	Pcs	740				
2	500019461	Register Good Quality 2 Quire Sundaram	Nos	264				
3	500013595	Register Good Quality 3 Quire Sundaram	Nos	216				
	500013728	JK A4 paper RIM RED 75gsm	RIM	1500				
5	500023307	Bilt Matrix Tropical Green Legal Paper 75gsm RIM	RIM	8				
6	500023317	Bilt Matrix white copier legal Paper 75gsm RIM	RIM	11				
	500027166	Bilt Matrix Tropical Green A-4 Size Paper 75gsm RIM	RIM	8				
8	500013100	Box file Indrayani (Kangaro clip)	Nos	1060				
9	500013082	A4 R Clip File (Plastic file A-4)KENY P.File	Nos	500				
0	500013082	Port Folio Four Flap file (with Rexin Cover)	Nos	170				
1	500018177	Port Folio Two Flap file	Nos	216				
	500013039	Less File With Less Big Size with Printing Mahatransco	Nos	156				
3	500008626	Tag Bundle Half Size	Nos	48				
4	500008568	Tag Bundle Full Size	Nos	48				
5	500012960	10X1 MM STAPLER PIN BOX	Box	46				
6	500012961	24X6 MM STAPLER PIN BOX	Box	44				
7	500012964	Pencil Box = APS Platinum Extra Dark	Nos	32				
8	500008544	Kangaro Staplers No.10 ST	Nos	52				
9	500023232	Kangaro Staplers HP-45	Nos	26				
0	500018560	stamp pads Size 108mm x 65mm	Nos	44				
1	500008563	stamp pads Size BIG	Nos	17				
2	500008627	Panching Machin Kangaro DP-480	Nos	34				
3	500012966	Camel Gum 150 ml Bottles	Nos	24				
4	500013084	Camel Gum 700 ml Bottles	Nos	24				

Sr No	SAP Material No.	Particulars	Unit	Grand Total of Qty	Unit rate	GST %	Rate with GST	Total Amt.
					Without GST			
25	500015396	11x5 80GSM Kraft ENV(27x12) with Printing Mahatransco	Nos	3500				
26	500013887	9.5x4.5 80GSM kraft ENV(20x10)with Printing Mahatransco	Nos	3500				
27	500027165	A-4 Size Green Pocket 14x10	EA	364				
28	500013071	Big Size Green Pocket (16 x 12)	EA	364				
29	500012850	Stamp Pad INK Bottel 100 ml Blue	Nos	26				
31	500024968	Stapler PIN Remover Kangaroo SR-300	Nos	40				
32	500022555	Flage Office Mate Sticy notes	Nos	230				
33	500026576	Cello Plastic Tape 1 Inch	Nos	32				
34	500015403	Cello Plastic Tape 1/2 Inch	Nos	32				
35	500026577	Packing TAPE Brown	Nos	32				
36	500013024	Vehicle Log BOOK Dairy 100 Pgs	Nos	68				
37	500013023	Daily Tapal Dairy Office Use	Nos	144				
39	500012998	Inward Register 200 Pgs	Nos	24				
40	500012999	Outward Register 200 Pgs	Nos	24				
41	500013062	Attendance Ragister 100 Pgs	Nos	94				
42	500013020	Printed O T Bill Register	Nos	34				
43	500013017	Printed post stamp register	Nos	8				
44	500013022	Printed Temporary imprest register	Nos	16				
45	500013022	Printed Permanent imprest register	Nos	8				
46	500013014	Printed cheque register	Nos	24				
47	500027039	Stapler Pin Box 23X17- Heavy Duty	Nos	3				

Note: Paper to be use for register printing as below:

- 1.Vehicle log book diary- 80GSM
- 2.Outward register- 80GSM
- 3.Inward Register- 80GSM
- 4.Attendance Register- 90GSM
5. Note Pad (Mahatransco Printed)- 80GSM

Sign & Seal of

Bidder