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|  | <p>MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD (Govt. of Maharashtra (Undertaking)) CIN. NO. U40109MH2005SGC153646 OFFICE OF THE EXECUTIVE ENGINEER, EHV PROJECTS DIVISION-III, SOLAPUR 132 kV, Navives S/Stn. Premises, old mill Compound, Solapur-413001; ☎ (0217) 2320181 E-Mail: ee6630@mahatransco.in</p> |  |
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No. EE/EHV/PD-III/Solapur/934

Date 12/08/2025

E-ENQUIRY

Sub: E-enquiry for the supply of office stationary material for the EHV Projects Div-III Solapur including underlying S/Dn offices for the Fy 2025-26.

Dear Sir,

Sealed and super scribed quotations are invited for the work as per enclosed Schedule 'A'. You are requested to quote your lowest rate for above work. The terms & conditions are as follows :

TERMS & CONDITIONS-

- 1) Rate shall be quoted on firm quotation basis. Item wise ex work & % of tax should be indicated separately in Schedule 'A' & the rates shall be given in figures.
- 2) The quotation should be sent under sealed cover duly super scribed as :
"QUOTATION for the supply of office stationary material for the EHV Projects Div-III Solapur including S/Dn offices for the Fy. 2025-26".
- 3) Your quotation should reach to this office **on or before 21.08.2025** and the same will be opened on next day, if possible.
- 4) Copy of valid documents of such as details of firm, Bank details, PAN Card, GST Registration certificate, ITR & GST returns for last one year, Bombay Shop act license & similar work experience should be enclosed with quotation.
- 5) The material shall be supplied within **15 days** from the date of receipt of this office order & as per instruction of Engineer in-charge; otherwise penalty @ 1% per week subject to max. 10% of the order amount will be levied at the discretion of the Competent Authority.
- 6) The undersigned reserves the right to place order either partly or fully or to reject any or all the quotations without assigning any reasons whatsoever.
- 7) Please quote your PAN & GST No. on the quotation
- 8) Payment of bill will be made after satisfactory supply of material at the direction of Engineer in charge & as per availability of funds.
- 9) In case of any dispute the decision of the Executive Engineer, EHV, PD-III, Solapur will be final and binding on the contractor.
- 10) Income tax at the prevailing rate on gross amount of bill would be recovered from you. Work tax will be deducted as per Govt. rules.

- 11) Contractor will have to pay 10% S.D. on value of the work order.
- 12) Contractor will have to sign at the end of Schedule "A" attached.
- 13) The rate should be inclusive of all mobilization charges and Transportation charges. No extra amount than work order cost will be paid by MSETCL.
- 14) Work order amount will be **limited to Rs. 3 Lakhs** only.
- 15) The right to place an order or to cancel any or all quotations without assigning any reason is reserved with this office.

Thanking you,

Yours faithfully

Sd/-
(Mr. S.F. Deshmukh)
Executive Engineer
EHV Projects Div-III, Solapur

Encl:- Schedule "A"

Copy to SWRS To :-The Superintending Engineer, EHV Projects Circle, Pune

Copy to :- 1) The Manager(F&A) EHV Projects Div-III, Solapur
2) Notice Board

MAHARSHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
EHV PROJECTS DIVISION-III, SOLAPUR

Schedule "A"

Sub: E-enquiry for the supply of office stationary material for the EHV Projects Div-III Solapur including S/Dn offices.

| Sr. No. | Particulars (Supply Portion) | Unit | Ex work Rate (Rs.) | GST % | Rate including GST | Qty. | Total Amount Rs. |
|----------------|--|-------------|---------------------------|--------------|---------------------------|-------------|-------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | A/4 Size Paper 80 GSM (Paper 1 Rim 500 Sheet) | Box | | | | 40 | |
| 2 | 75gsm Green Legal Paper (Paper 1 Rim 500 Sheet) | RIM | | | | 6 | |
| 3 | Highlighter | EA | | | | 40 | |
| 4 | Whitener Pen | EA | | | | 20 | |
| 5 | Scale (Steel) 12" | EA | | | | 22 | |
| 6 | Sketch pen (full set) | Set | | | | 12 | |
| 7 | Pencil (Apsara) Box | EA | | | | 40 | |
| 8 | Pencil Sharpner (Box) | Box | | | | 4 | |
| 9 | Eraser (20 Pieces / Box | Box | | | | 1 | |
| 10 | Fevistick/Glue stick | EA | | | | 15 | |
| 11 | Black Ink Ball Point Pen (10 Pcs) | BX | | | | 20 | |
| 12 | Blue Ink Ball Point Pen (10 Pcs) | BX | | | | 100 | |
| 13 | Red Ink Ball Point Pen (10 Pcs) | BX | | | | 11 | |
| 14 | Green Ink Ball Point Pen (10 Pcs) | BX | | | | 3 | |
| 15 | Permanent/CD Marker (Red/Black/Blue) | EA | | | | 22 | |
| 16 | Stamp pad ink | EA | | | | 18 | |
| 17 | Cello tape (1") White | EA | | | | 30 | |
| 18 | Cello tape (2") White | EA | | | | 35 | |
| 19 | 24" White 100 Tag Bundle | EA | | | | 10 | |
| 20 | Calculator Citizen CT-512 | EA | | | | 15 | |
| 21 | 28x34.25 cm Liver Box File | EA | | | | 500 | |
| 22 | Port Folio (9"x13") | EA | | | | 60 | |

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|----|--|-----|--|-----|--|--|--|
| 23 | Plastik file | EA | | 600 | | | |
| 24 | Paper Weight | EA | | 10 | | | |
| 25 | Scissor Big | EA | | 10 | | | |
| 26 | Pins (Tachani) | Box | | 30 | | | |
| 27 | Pin Cushion (Magnetic) | EA | | 11 | | | |
| 28 | Stapler Small Size (Kangaroo) 10 No | EA | | 25 | | | |
| 29 | Stapler Pins Box Big (Kangaroo) 24x6 mm | EA | | 15 | | | |
| 30 | Stapler Pins Box Small Size (Kangaroo) 10x1 mm | EA | | 5 | | | |
| 31 | Stapler Big (Kangaroo) 45P | EA | | 15 | | | |
| 32 | Stamp pad (Small size 90mm x159 mm) | EA | | 50 | | | |
| 33 | Camel Gum Pest Bottle (300ml) | EA | | 40 | | | |
| 34 | 32 mm Binder Clip box | EA | | 50 | | | |
| 35 | 25 mm Binder Clip box | EA | | 40 | | | |
| 36 | Colour flags | EA | | 80 | | | |
| 37 | 100 Pages Register 21x34 cm | EA | | 25 | | | |
| 38 | 200 Pages Register 21x34 cm | EA | | 25 | | | |
| 39 | Inward Register 28 x 45 cm | EA | | 7 | | | |
| 40 | Outward Register 28 x 45 cm | EA | | 2 | | | |
| 41 | Attendance Register 21x34 cm (200 Pages) | EA | | 2 | | | |
| 42 | Imprest Register (Duplicate Book) 21x34 cm | EA | | 12 | | | |
| 43 | Vehicle Log Book (100 Pages) | EA | | 5 | | | |
| 44 | Imprest CV Forms Pad (100 Pages) | EA | | 18 | | | |
| 45 | Envelope 6.5"x 13.5" | EA | | 200 | | | |
| 46 | Envelope 5"x 11" | EA | | 400 | | | |
| 47 | Punching Machine Big kangaro-500 | EA | | 10 | | | |
| 48 | Letter Trey (Plastic) | EA | | 17 | | | |
| 49 | U-Pins Box | Box | | 15 | | | |
| 51 | Day Book | EA | | 10 | | | |
| 52 | Docket Voucher | EA | | 20 | | | |

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|-----------------------|--------------------------------------|-----|--|-----|--|--|--|
| 53 | Income Tax Register | EA | | 5 | | | |
| 54 | Big Calculator Casio | EA | | 15 | | | |
| 55 | Envelop 10x15 Cotton Green Paper | EA | | 350 | | | |
| 56 | Envelop Legal Size brown paper | EA | | 200 | | | |
| 58 | Blue Double Side Carbon | EA | | 7 | | | |
| 59 | Rubber Band Small Size | Box | | 12 | | | |
| 60 | Rubber Band Big Size | Box | | 12 | | | |
| 61 | File Spring | EA | | 75 | | | |
| 62 | Cutter | EA | | 11 | | | |
| 63 | TA Bill Register | EA | | 2 | | | |
| 64 | Cheque register | EA | | 5 | | | |
| 65 | Legal Paper (Paper 1 Rim 500 Sheet) | Rim | | 30 | | | |
| 66 | Hand Delivery Book | EA | | 16 | | | |
| Grand Total Rs | | | | | | | |

Sd/-
(Mr. S.F. Deshmukh)
Executive Engineer
EHV Projects Div-III, Solapur