



MAHA TRANSCO

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.



From:

Office of The Superintending Engineer

Protection, Automation & Communication Circle,

Prakashkumbh, Block No. 12, MSETCL, Near Durgamata Mandir, Old

Saikheda Road,

Jail Road-422 101

Email Id: se5500@mahatransco.in

Ref. No. SE/PAC/CIRCLE/NSK/T-19/ 3 6 2 = -
E-Enquiry

Date: 21 AUG 2025

To,

Sub: - Quotation for providing printed registers and stationary for day to day work to the PAC Circle Nashik, PAC Division Nashik, PAC Division Ahilyanagar & PAC Division Dhule for the year 2025-26.

Dear Sir,

In connection with above, you are requested to quote your lowest rate on or before dt.30.08.2025 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.

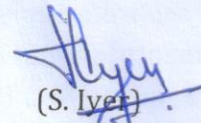
TERMS & CONDITIONS:

- 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 used 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 The CHIEF ENGINEER CAFS NASHIK ZONE MSETCL, 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 Superintending Engineer (Admin) & LDC (HR), PAC 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.

Encl: - Schedule-A

Yours faithfully,



**Superintending Engineer (I/C)
PAC Circle MSETCL, Nashik**

Copy s.w.rs. to:

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

Copy to:

1. The Manager F&A, (CAFS) EHV PC O&M Zone, Nashik.
2. The LDC (HR), PAC Circle, Nashik.
3. The Notice Board.

Schedule-A

Sub: - Providing printed registers and stationary for day to day work to the PAC Circle Nashik, PAC Division Nashik, PAC Division Ahilyanagar & PAC Division Dhule for the year 2025-26.

Sr No	Description of Goods	SAP Material no.	Total Qty	Unit rate Without GST	GST (%)	Rate With GST	Total Amount
1	Clip File / Spring File No.1 with Printing Mahatransco	500008560	167				
2	Register Good Quality 2 Quire Sundaram (140 Pages)	500019461	84				
3	Register Good Quality 3 Quire Sundaram (188 Pages)	500013595	81				
4	JK A4 paper RIM RED 75gsm	500013728	88				
5	JK F/S Paper (Green Legal Paper 75gsm) RIM	500023307	3				
6	JK F/S Paper(white copier legal Paper 75gsm) RIM	500023317	3				
7	JK Ledger Paper Green A-4 Size Paper 80gsm RIM	500027166	5				
8	Box file Indrayani (Kangaro clip)	500013100	226				
9	A4 KENY P.File Clip File (Plastic file A-4)	500013082	223				
10	Four Flap file Port Folio (with Rexin Cover)	500013082	69				
11	Two Flap file Port Folio	500018177	86				
12	Less File With Less Big Size (with Printing Mahatransco)	500013039	73				
13	Tag Bundle Half Size (Nilon8)	500008626	11				
14	Tag Bundle Full Size (144 PC Per Pkt)	500008568	19				
15	10X1 MM STAPLER PIN BOX KANGARO	500012960	29				
16	24X6 MM STAPLER PIN BOX KANGARO	500012961	29				
17	Pencil Box = APS Platinum Extra Dark	500012964	43				
18	Kangaro Staplers No.10 ST	500008544	34				
19	Kangaro Staplers HP-45 S	500023232	24				
20	Stamp Pads No.2 (Medium) Size 108mm x 65mm	500018560	39				

21	stamp pads Size BIG No.3 Camel	500008563	6				
22	Panching Machin Kangaro DP-480	500008627	22				
23	Camel Gum 150 ml Bottles	500012966	19				
24	Camel Gum 700 ml Bottles	500013084	15				
25	11x5 80GSM Kraft ENV(27x12) with Printing Mahatransco	500015396	230				
26	9.5x4.5 80GSM kraft ENV(20x10)with Printing Mahatransco	500015396	200				
27	14x10 Cloth Pkt Size 30*25 CM (A-4 Size Green Pocket)	500027165	185				
28	16 x 12 Cloth Pkt Size 40*30 CM (Big Size Green Pocket)	500013071	185				
29	Stamp Pad INK Bottel 100 ml Blue (Camlin)	500012850	20				
30	Sup DeluxMargin folder f/s 888 (Plastic U Folder Full SIZE)	500027648	127				
31	Kangaro PIN Remover Stapler SR-300	500024968	21				
32	St it N Pad(f) 19mm*76mm (Flage Office Mate Stacy notes)	500022555	55				
33	Cello Plastic Tape 1 Inch (24mm)	500026576	33				
34	Cello Plastic Tape 1/2 Inch (12mm)	500015403	32				
35	Cello Plastic Tape 3 ' (72mm) Packing TAPE Brown	500026577	38				
36	Vheicle Log BOOK Dairy 100 Pgs (Vhe.Entry Register)	500013024	41				
37	Daily Tapal Dairy Office Use	500013023	23				
38	Dairy Note PADS(Mahatransco Printed)with Spiral 200 Pages	500015399	56				
39	Inward Register (f-N-40)-200 Pgs	500012998	16				
40	Outward Register (f-N-41)200 Pgs	500012999	16				
41	Attendance Ragister 100 Pgs	500013062	18				
42	Printed OT Bill Register	500013020	17				
43	Printed post stamp register	500013017	11				
44	Printed Temporary imprest register	500013022	9				
45	Printed Permanent imprest register	500013022	9				
46	Printed cheque register	500013014	7				
47	Stapler Pin Box 23X17- Heavy Duty	500027039	17				

48	Canvas C rulled register		19				
49	C Rulled Cloth 4Q		24				
50	Punching M/s Dp-800		7				
51	Heavy Duty Stapler		8				

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