

## MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.

### Enquiry notice for Purchase of Stationary and Printing Material for Corporate Office

The Summary of the enquiry notice is as under:

Sr. No.	Enquiry Reference	Particulars
1	Enquiry No.	SP/P&C/E-01/1025/PM [1 <sup>st</sup> Call]
2	Name of work	Supply of Stationary and Printing Material for Corporate Office, MSETCL, Mumbai
3	Place of supply	1) <u>For Corporate Office</u> : HR- Registry Section, MSETCL Prakashganga, Plot No. C-19, E-Block, Bandra- Kurla Complex Bandra(E), Mumbai-400051
4	Estimated Cost of Enquiry	<b>Rs. 7,73,800</b> (Seven lakhs Seventy Three Thousand Eight Hundred Only) (Inclusive of all Taxes)
5	Enquiry Fee	Nil
6	Period / Value of contract	One year from the date of Letter of Award (LOA) or value upto Rs. 10 lakhs whichever is earlier.
7	EMD	<b>Rs. 7738/-</b> (Rs. Seven Thousand Seven Hundred Thirty Eight) (@1% of estimated value of the tender)
8	Date and time for sale of bid Documents	From 04.10.2025, 15:00 Hrs.
9	Place of Submission of offers	The Executive Engineer (P&C), CPA, Prakashgad, 1 <sup>st</sup> Floor, Plot No. G-9, Anant Kanekar Marg, Bandra (East), Mumbai : 400 051
10	Last date and time for submission of offer	17.10.2025 upto 17.00 Hrs
11	Due date & time of opening of part-I (Techno-Commercial bid) of offer	17.10.2025 at 17.15 Hrs.
12	Place of opening of offers	As at Sr. No. (8) above
13	Due date & time of opening of part-II (Price bid) of offer	Will be informed later
14	Down loading from website	The enquiry document can be down loaded from MSETCL website 'www.mahatransco.in' on all days and time. The same is to be submitted alongwith the offer in Part-I Envelop (Techno-Commercial bid).



# **MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**

## **CENTRAL PURCHASE AGENCY**

**SPECIFICATION NO. MSETCL/CPA/P&C/2025/1**

### **TECHNICAL SPECIFICATION FOR SUPPLY OF STATIONARY ITEMS AND PRINTING MATERIAL**

Address :  
Plot No. 9, Prakashgad, 1<sup>st</sup> Floor,  
Station Road, Bandra (East),  
Mumbai - 400 051

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## TECHNICAL SPECIFICATION FOR STATIONARY ITEMS

### 1.0 **SCOPE:**

The scope of works covers Supply of Stationary items and Printing Material to Maharashtra State Electricity Transmission Company Limited (MSETCL) Corporate Office Prakashganga, Mumbai and in the Seven EHV PC O&M Zonal field offices throughout Maharashtra.

### 2.0 **TECHNICAL SPECIFICATIONS:**

The Technical Specification of Stationary items are as under :

Sr. No.	Item	Specification
(1)	(2)	(3)
1	Imprest Book (100 Pages)	(12.5x8 inches), paper quality (90 GSM ledger paper), binding (e.g., hardbound, half canvas), page count (50x2=100 pages), Duplicate Copy and content fields such as date, sender/source, subject, and department (AS PER SAMPLE)
2	Stationary Requisition Book in triplicate 22.5cms x 18cms	(7x8.5 inches), paper quality (e.g., 70-75 GSM ledger paper), binding (e.g., hardbound, half canvas), page count (e.g., 50x3 = 150 pages), Triplicate Book and content fields such as date, sender/source, subject, and department (AS PER SAMPLE)
3	Box File	Box File (Index Lever File) size 28 x 34.5 cms filled with clip, 0.90 KG equal to 32 Ounce i.e. (1806 GSM) straw board. Duly printed with Company's Name & Emblem. (AS PER SAMPLE)
4	Plastic File Cover A4 size	Plastic File Covers size 30cm x 25cm suitable for A-4 size paper with sturdy plastic clip. on subsection one half size pocket as per sample. Duly printed with Company's name & Emblem in Marathi. Plastic clip shall be so fitted that A4 paper shall not come out side of file from top or lower side Packing in Bundle of 50 nos. of file cover each.
5	Inward Register (400 Pages)	(8.5x11 inches), paper quality (e.g., 70 GSM ledger paper), binding (e.g., hardbound, half canvas), page count (e.g., 200 pages Front/Back printing), and content fields such as date, sender/source, subject, and department (AS PER SAMPLE )
6	Outward Register (400 Pages)	(8.5x11 inches), paper quality (e.g., 70 GSM ledger paper), binding (e.g., hardbound, half canvas), page count (e.g., 200 pages Front/Back printing), and content fields such as date, sender/source, subject, and department (AS PER SAMPLE)
7	Service Book 11" x 8.5" (36 Pages) Printing on both side (For Corporate Office & All Zones)	(11"x8.5" inches), paper quality (e.g., 70-75 GSM ledger paper), binding (e.g., hardbound, half canvas), page count a) 1 colour, 4 cover pages, 350 GSM ( $\pm 4\%$ Tolerance), Duplex Board & Back cover red cloth pasting. b) 1 colour, 40 inner pages, 95 GSM ( $\pm 4\%$ Tolerance), Ledger paper. and content fields such as date, sender/source, subject, and department (AS PER SAMPLE )

### 3.0 **SAMPLE:**

It is mandatory for all bidders to submit two dummy samples of each item complete in all respect except actual printing to enable the purchaser to judge the **quality and workmanship** of material. The matter for printing of dummy samples shall be collected by the bidder from HR-Claims section Corporate office, MSETCL, Prakashganga, 7<sup>th</sup> floor, BKC, Bandra (East) Mumbai-51 well in advance so as to print and submit the same with their offer. **The enquiries without dummy samples would be summarily rejected.**

### 4.0 **PROOF/DELIVERY PERIOD:**

The manuscript for printing items shall be collected from Manager (HR-Claims) MSETCL Prakashganga, BKC, Bandra (East), Mumbai-51 immediately after issue of LOA and proof shall be submitted within **10 days** from the date of Letter of Award (LOA). The supply should be completed within **30 days** after final proof is OK. **The delivery of the material should be with the labour for loading & unloading of the material (till placing the material at storage Place) and it should be on working hours & working days.**

### 5.0 **PRICE :**

- a) The enquiry is invited on Item wise Rate basis. The price shall be quoted in prescribed format enclosed herewith as price bid (**SCHEDULE – B**).
- b) The rates shall be quoted on ‘**FIRM**’ Price basis. The price will be valid for any increase or decrease in quantity of any item.
- c) The quotations with conditional discount on any account viz. payment, quantity etc. shall be rejected.
- d) In case of any variation in Statutory taxes / duties / levy etc or any new tax / duty / levy is introduced or any existing tax / duty / levy is revoked by the Government, the same shall be passed through on either side upon production of valid documentary proof in this regard.
- e) The offer in which the price bid is not submitted as stated above or rates are ambiguous or conditional or are without inclusion of any of taxes/charges as on date, would be rejected.
- f) Any variation in the rate will not be allowed on any ground such as mistake, misunderstanding etc. after the date and time of submission of enquiry.

### 6.0 **EARNEST MONEY DEPOSIT (EMD):**

- i) The tenderers shall pay the Earnest Money Deposit @1% of estimated value of the tender i.e. **Rs. 7738/-** (Rs. Seven Thousand Seven Hundred Thirty Eight) and the same shall be paid by Demand Draft in favour of **MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD, Mumbai** alongwith their offer in physical form.
- ii) Failure to make payment of Earnest Money Deposit shall result in disqualification and rejection of offer thereof.

- iii) Earnest Money Deposit shall stand forfeited in the event of the following:
  - a) Offer is withdrawn after opening of the technical bid
  - b) Offer is withdrawn during validity period
  - c) Offer is withdrawn before the Tenderer receives formal intimation of decision taken in this regard to this tender
  - d) Tenderer fails to accept L.O.A (Letter of Award) in part or full
  - e) Non execution of order in part or full
  - f) Poor Quality of supplied material
- iv) In such events Purchaser shall be entitled to recover the amount of EMD paid or by resorting to any other remedy available under the law.
- v) Earnest money deposited shall be returned to the unsuccessful tenderer as soon as possible after the tender has been decided and on submission of receipt of EMD payment to the office of the purchaser.
- vi) Earnest money deposited shall be returned to the successful tenderer after satisfactory execution of the order and on submission of receipt of EMD payment to the office of the purchaser.

**7.0 QUANTITY REQUIRED & ESTIMATED RATE:**

- a) The itemwise quantity required with Estimated rate is as given below :

Item No.	Item	Quantity (in Nos.)	Per Unit Estimated Rate (in Rs.)	Value (in Rs.)
(1)	(2)	(3)	(4)	(5)
1	Imprest Book (100 Pages)	50	177	8,850
2	Stationary Requisition Book in triplicate 22.5cms x 18cms	50	212	10,600
3	Box File	2500	64.90	1,62,250
4	Plastic File Cover A4 size	5000	16.50	82,500
5	Inward Register (400 Pages)	200	212.00	42,400
6	Outward Register (400 Pages)	200	212.00	42,400
7	Service Book 11" x 8.5" (36 Pages) Printing on both side (For Corporate Office & All Zones)	9000	47.20	4,24,800
<b>Total</b>				<b>7,73,800</b>

- b) The tendered has to **offer full quantity** for the item(s) quoted, as mentioned in column (3) of table above.
- c) The Purchaser reserves the right to place an order for any quantity in excess to the extent of 50% or any less quantity, of the quantities offered by the tenderer. However, in such case, the total value of order(s) placed against the enquiry shall be limited to Rs. 10 lakhs
- d) The quantity specified may be for despatch and delivery to one destination or several places.

8.0 **QUANTITIES OFFERED:**

The quantity offered should be filled in prescribed format **SCHEDULE- C**.

9.0 **AMBIGUITY IN QUOTATION OR DEVIATIONS:**

The tenderer shall ensure that he should quote the tender in clear terms and only fill in the blanks wherever required. Any ambiguity in the terms and conditions may lead to rejection of tender.

10.0 **SUBMISSION / SUPERSCRIBING OF THE BID DOCUMENTS:**

The offer is to be submitted as follows:

a) **Techno-Commercial Bid** (Part-I)

This part shall contain all Technical and Commercial aspects of the Bid and documents supporting the same except the price bid along with samples.

b) **Price Bid** (Part-II)

This part shall contain only the Price Bid, strictly in the prescribed format i.e. 'SCHEDULE - B'.

- c) The offer shall be submitted by the bidder in physical form (in duplicate) separately for Techno-Commercial bid (Part-I) and price bid (Part-II) in a sealed envelope. These two sealed envelopes shall in turn be submitted in a single common envelope duly sealed. Full name and address of the bidder shall be written on the bottom left hand corner of all the sealed envelopes and following details shall be mentioned on the right hand corner of the main envelope. :

<b><u>Quotation for Enquiry No. SP/P&amp;C/E-01/1025/PM [1<sup>st</sup> Call] for Stationary and Printing Material at C.O. Mumbai</u></b>
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i) Due date and time of submission :
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ii) Due date and time of opening of part-I of offer:
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- d) Envelope as above shall be opened on the scheduled date of opening of Techno-commercial Bid (Part-I).
- e) In respect of bidder whose techno-commercial bid is acceptable, their Price Bid (Part-II) shall be opened at a later date. This date shall be intimated to such bidders separately.

11.0 **INSTRUCTIONS TO THE BIDDERS:**

- a) The bid in sealed envelope shall be submitted to the following upto due date and time as given in the enquiry notice.

The Executive Engineer (P&C)  
M.S.E.T.C.L., C.P.A., Prakashgad, 1<sup>st</sup> Floor,  
Anant Kanekar Marg, Bandra (E),  
Mumbai : 400 051

- b) Offers received after due date and time shall be rejected forthwith. The bidders are requested to submit their offers in person or by registered post.
- c) The offer which is submitted by the bidder will become the property of the MSETCL and the MSETCL shall have no obligation to return the same to the bidder.
- d) Before quoting the rates, bidder is expected to go through the requirements and condition of contract and inspect the sample to get acquainted with the work.
- e) Corrections where unavoidable shall be made by crossing out and rewriting and attested with full signature of the bidder or his representative who is signing the offer.
- f) Bidder shall furnish full information regarding his name, postal address, phone number and email ID in his offer.
- g) In case of any doubt regarding the bid document, the bidder may submit to the official inviting enquiry a written request at address mentioned above or by email on 'eepc@mahatransco.in' for clarification within 3 days from the date of enquiry notice. The clarification will be issued to all bidders.
- h) MSETCL reserves the right to postpone the date of receipt and opening of offers or cancel the enquiry without assigning any reason whatsoever.
- i) The offers will be opened on due date and time in the presence of attending bidders. The representative attending the opening of the enquiry shall have authorisation and signature attested by the person who has signed the bid documents.
- j) The bidder shall submit a copy of this enquiry notice along with the Techno-Commercial Bid, with each page duly signed by the authorized signatory (who has signed the Bid) in token of bidders confirmation to accept the terms and conditions and other provisions contained in it. In absence of above, the offer may be considered incomplete.
- k) Conditional bids shall not be considered and will be rejected out-rightly at the first instance.
- l) The offers shall be deemed to be under consideration immediately after they are opened and until such time the official intimation of award / rejection is made by the purchaser to the bidders. While the offers are under consideration, the bidders and / or their representatives or other interested parties are advised to refrain from contacting by any means, the purchaser and / or his employees / representatives on matters related to the enquiry under consideration. The purchaser, if necessary, shall obtain clarifications on the offer by requesting for such information from any or all the bidders in writing, as may be necessary. All unsolicited correspondence, discussions etc. by the bidder after opening of the price bid shall be treated as post enquiry development / information and shall not be considered for enquiry evaluation purpose.

## 12.0 **OPENING OF BIDS:**

- a) The offers shall be opened at scheduled date and time mentioned in Enquiry Notice or as intimated. The Bidder's representative may attend the enquiry opening with authorization letter and signature attested by the person who has signed the bid documents.
- b) During the enquiry opening as above, the envelopes containing Techno-Commercial Bid (Part-I) shall be opened. The envelopes containing Price Bid (Part-II) shall be signed by all the members of enquiry opening committee and kept unopened for opening at later stage.
- c) The date and time of opening of Price bid shall be informed to all such bidders who qualify in technical evaluation. The bidder's representative may choose to attend the opening of Price bid with authorisation letter and signature attested by the person who has signed the bid documents.

## 13.0 **EVALUATION AND AWARD OF CONTRACT:**

### a) **TECHNO-COMMERCIAL BID:**

- i) The preliminary scrutiny of the Techno-Commercial Bid shall be made first to check whether all pages of the Bid are properly signed and whether the samples submitted are as per Purchasers requirement.
- ii) The bidders who meet stipulated qualifying requirements and whose submitted samples are found to be acceptable and in line with Purchasers requirement shall be considered as Technically Responsive bidders and their offers shall be considered for opening of Price Bid.

### b) **PRICE BID:**

The price bid of only those bidders would be opened whose offer meets stipulated Qualifying Requirements.

- c) **AWARD OF CONTRACT** : The techno-commercially qualified bidder who quotes the **lowest rate for each item** (as per the format given in Schedule B), would be the **L1 bidder** and shall be considered for **award of contract**.

## 14.0 **TERMS OF PAYMENT:**

100% payment will be released within 45 days from the submission of bills. The bills shall be submitted complete in all respects, in triplicate to the Manager (HR-Claims) which will be forwarded to Manager (ET), MSETCL, Prakashganga, 6<sup>th</sup> floor, Bandra (E) Mumbai-51 duly certified for arranging payment.

The following documents shall be enclosed with the bill :

- (i) Bill / Invoice prepared on the basis of rates accepted as per A/T.
- (ii) Certified copy of receipt of the Material.

## 15.0 **LANGUAGE OF THE BID:**

The offer submitted by the bidder and all correspondence & documents relating to the

enquiry exchanged between the bidder and Purchaser shall be written in English language. Any document furnished alongwith the offer in a local vernacular language shall be accompanied with the English translation.

16.0 **JURISDICTION OF CONTRACT:**

Any disputes or difference arising under, out of or in connection with this enquiry or contract if concluded, shall be subject to the exclusive jurisdiction of the Courts in Mumbai.

17.0 **BID VALIDITY:**

The bidder shall keep the offer valid for acceptance upto and including last date of calendar month, covering the date of completion of **90 days** (Ninety days) from the date of opening of the enquiry and shall also agree to extend the period of validity required by the Purchaser. The bidder shall not be allowed to modify or change the conditions of the offer while extending the period of validity.

18.0 **TERMINATION OF CONTRACT:**

In case the Contractor/Supplier fails to deliver the stores/material or any consignment thereof or to make good the shortages/breakages/damages and the other terms of the enquiry documents within the contracted period of delivery or in case the Stores/materials are found not in accordance with the prescribed specification and the approved samples (if applicable), the Purchaser shall exercise its discretionary power either, (a) to purchase from elsewhere, after giving 15 days notice to the Contractor, such stores/material not so delivered or other of similar description, in respect of consignment not yet due for delivery (b) to cancel the contract after giving 15 days' notice to the Contractor, reserving Purchaser's right to recover damages.

Notwithstanding that the powers under (a) and (b) referred above are in addition to the rights and remedy available to the Purchaser under the General Law of India relating to contract.

19.0 **QUANTITY DISTRIBUTION:**

The techno-commercially qualified bidder who quotes the **lowest rate** for the item as per the format given in Price Bid (Schedule B), would be the L1 bidder and shall be considered for award of contract for the respective item.

20.0 **ACCEPTANCE OF TENDER:**

The Purchaser does not bind itself to accept the lowest or any tender neither will any reasons be assigned for the rejection of any tender or part of tender. It is also not binding on the Purchaser to disclose any analysis report on tender / samples. The tenderer on the other hand binds himself to supply any item or items selected from his offer in part or whole at the option of the Purchaser.

21.0 **DEBARRING / BLACKLISTING OF AGENCIES:**

MSETCL's Policy and Procedure for Debarring/Blacklisting of Agencies from Business Dealings with MSETCL shall be applicable to this tender. The same is available online on following MSETCL website:

[https://www.mahatransco.in/information/details/MSETCLdebaring\\_policy](https://www.mahatransco.in/information/details/MSETCLdebaring_policy).

Bidders shall note that aforesaid Policy titled “The Policy and Procedure for Debaring/ Blacklisting of Agencies from Business Dealings with MSETCL” shall be applicable to this Tender in addition to stipulations under this tender document.

**22.0 INFORMATION TO BE FILLED / SUBMITTED INVARIABLY BY THE BIDDER:**

For ready reference of the bidder, the items of information/documents (in duplicate) required to be invariably furnished by the bidder in his offer in physical form duly sealed and signed on each page on or before the scheduled date of submission of the bid, are as listed below :

**i) In Part-I Envelop (Techno-Commercial bid):**

- 1) List of order for Supply of Printing Material for at least one year with a Government Department/Public Sector Undertaking in Mumbai or Mumbai Metropolitan Region (MMR) in prescribed format (Schedule A).
- 2) Turnover Certificate for previous 3 years duly certified by the Chartered Accountant.
- 3) Undertaking by bidder declaring that bidder is not debarred/ blacklisted by government / semi-government / other power utilities in prescribed format (Schedule C)
- 4) Certificate from the bidder who has downloaded enquiry document from MSETCL website in prescribed format (Schedule D)
- 5) This enquiry notice with each page duly signed by the authorized signatory.
- 6) Copy of Goods & Services Tax registration (GSTIN) / GST Exemption Certificate as the case may be.
- 7) Copy of PAN card
- 8) Confirmation for Quantity offered in prescribed format SCHEDULE- C

**ii) In Part-II Envelop (Price Bid):**

- 1) Price bid in prescribed format (Schedule B).

iii) Offers without the above information or with incomplete information may be rejected.

**23.0 QUALIFYING REQUIREMENTS:**

The Bidders shall be required to fulfil the qualifying requirements stated hereunder:

- 23.1 The tenderer should have proven experience of not less than 3 years in printing and supply of same / similar type of stationary items. The tenderer shall furnish full details of experience in Printing & Supply of stationary items of MSETCL or other Govt. organizations or other reputed organizations.

- 23.2 Tenderer must submit a detailed list of Machines, equipments, off-set printing methods etc they own and skilled Manpower that will be utilized for printing job to assess their capability.
- 23.3 The Tenderer should have a minimum turnover of 60% of the estimated cost of the offered Item/Items in any one financial year during the previous 3 years. Bidder should submit Turnover Certificate for previous 3 years duly certified by the Chartered Accountant with UDIN.
- 23.4 Tenderer shall submit Copy of Goods & Services Tax registration (GSTIN) / GST Exemption Certificate as the case may be.
- 23.5 Tenderer shall submit Copy of PAN card
- 23.6 The Tenderer is liable for disqualification on account of any of the following reasons:
- a) Poor quality and workmanship of the products previously supplied.
  - b) Tenderer against whom litigation is in process.
  - c) Tenderer, who in the opinion of the purchaser has malafied intensions,in the conduct of business with the company (MSETCL).
  - d) Tenderer who is declared to be a defaulter as per the term and condition laid down by the company (MSETCL)
- 24.0 **DELIVERY:**
- a) The deliveries will be made at MSETCL C.O., Prakashganga, Mumbai and of ‘Service Book’ at C.O. as well as in the MSTECL field offices throughout Maharashtra after obtaining Dispatch Instruction from P.R.O., Corporate office, MSETCL, Prakashganga, 7<sup>th</sup> Floor, BKC, Bandra (East) Mumbai-51.
  - b) Defective/rejected/damaged items shall be replaced free of cost within 10 days from the date of intimation.
  - c) The above deliveries shall be made with period mentioned at clause no. 4.0 above.
- 25.0 **LIQUIDATED DAMAGES :**
- i) In case the materials are not delivered within the period stipulated in the order, the contractor will be liable to pay at the discretion of the competent authority of the Purchaser, the liquidated damages to the Purchaser upto half percent per week or part of week on the price subject to a maximum of cumulative ceiling of 10% reckoned on the contract value of such completed portion or section of the plant, equipment or material delayed and also the portion supplied which could not be brought into commission due to any part thereof not having been delivered in time. Due consideration may be given in the levy of liquidated damages for reasons absolutely beyond the control of the supplier, for which documentary evidence shall be produced to the satisfaction of the competent authority of the Purchaser.

- ii) The Purchaser shall be entitled to deduct / recover the amount of liquidated damages from the current bill payable to the supplier or any other amount due or payable to him against this or any other contract.
- iii) For computing the liquidated damages for delayed supplies, the date of Railway Receipt or the date of receipt of material at Stores in case of Road Transport, shall be the date of delivery.
- iv) In case the Purchaser does not arrange for inspection of material within thirty (30) days from the date of receipt of inspection call in its office, the period of delay in inspection excluding 30 days shall be considered while calculating the liquidated damages. For computing the period taken for inspection in such cases, the relevant dates mentioned in the inspection certificate issued by the Inspecting Officers would be considered.

#### 26.0 **INSPECTION:**

As soon as the item(s) are ready for inspection, the printer shall intimate in writing to P.R.O., Corporate office, MSETCL, Prakashganga, 7<sup>th</sup> Floor, BKC, Bandra (East) Mumbai-51 for pre-despatch inspection at works / store.

#### 27.0 **DEVIATION BID:**

After opening of Techno-commercial bid of the tender, during evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The same will be advertised as 'Deviation Bid'.

The tenderer shall respond to the clarification(s) sought by the purchaser in 'Deviation Bid' within Three [3] working days.

The tenderer shall note the following in respect of deviation bid:

1. The deviation shall be accepted only in case of documents which pre-existed on date of submission of tender.
2. Any new document submitted in response to clarification sought shall not be considered for evaluation by the purchaser.
3. The deviation bid will be called Only Once.
4. No extension in due date & time of submission of deviation bid will be given by the purchaser.

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## **SCHEDULE - A**

### **TENDERER'S EXPERIENCE**

The tenderer shall submit the list of orders executed for Printing & Supply of stationary items to MSETCL or other Govt. organizations or other reputed organizations during the **last five years** in following format.

<b>Sr. No.</b>	<b>Name of Organisation</b>	<b>Order ref. No. &amp; date</b>	<b>Description of work</b>	<b>Order Quantity</b>	<b>Value of order</b>	<b>Period of supply</b>	<b>Name &amp; address of the person to whom reference to be made</b>

Note : To be submitted in **Part-I Envelop** (Techno-Commercial bid)

Name of Firm : \_\_\_\_\_

Signature of the Bidder : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Seal of Company : \_\_\_\_\_

## **SCHEDULE-B**

### **PRICE BID**

Item No.	Item	Quantity Offered (in Nos.)	F.O.R.D. Rate (in Rs./Unit)	Break-up of F.O.R. Destination price quoted in Column No. (4)			
				Unit Ex- Works price including packing charges but excluding duties & taxes etc (in Rs./Unit)	Freight charges (in Rs./Unit)	Transit Insurance charges (in Rs./Unit)	GST% @ 18% (in Rs./Unit)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Imprest Book (100 Pages)						
2	Stationary Requisition Book in triplicate 22.5cms x 18cms						
3	Box File						
4	Plastic File Cover A4 size						
5	Inward Register (400 Pages)						
6	Outward Register (400 Pages)						
7	Service Book 11" x 8.5" (36 Pages) Printing on both side						

Note : To be submitted in **Part-II Envelop** (Price Bid):

Name of Firm : \_\_\_\_\_

Signature of the Bidder : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Seal of Company : \_\_\_\_\_

### **SCHEDULE - C**

#### **Confirmation for Quantity offered**

<b>Item No.</b>	<b>Item</b>	<b>Unit</b>	<b>Quantity Advertised</b>	<b>Quantity Offered</b>
1	Imprest Book (100 Pages)	Nos.	50	
2	Stationary Requisition Book in triplicate 22.5cms x 18cms	Nos.	50	
3	Box File	Nos.	2500	
4	Plastic File Cover A4 size	Nos.	5000	
5	Inward Register (400 Pages)	Nos.	200	
6	Outward Register (400 Pages)	Nos.	200	
7	Service Book 11" x 8.5" (36 Pages) Printing on both side	Nos.	9000	

Note : To be submitted in **Part-I Envelop** (Techno-Commercial bid)

Name of Firm : \_\_\_\_\_

Signature of the Bidder : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Seal of Company : \_\_\_\_\_