

From:
Office of the Executive Engineer
EHV O&M Division, MSETCL, Mirjole Road,
MIDC, Ratnagiri – 415 639.
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Ref. No.: EE/EHV O&M DN/RTN/T/ **No.01352**

Date: **20.11.2025**

Enquiry

Sub: Enquiry for Printing of log sheets (A3 size) & Registers for various office, EHV substations & subdivisions, under EHV O&M Division Ratnagiri.

Dear Sir,

Please offer your reasonable rates in % percentage only for Enquiry for Printing of log sheets (A3 size) & Registers for various office, EHV substations & subdivisions, under EHV O&M Dn. Ratnagiri.

Terms and Conditions:

- 1) **Due Date:** Sealed & Super scribed quotations complete in all respect are invited, so as to reach this office on or before dt. **26.11.2025** upto **18:15 Hrs.** The envelope should be superscribed as “Quotation for Printing of log sheets (A3 size) & Registers for various office, EHV substations & subdivisions, under EHV O&M Division Ratnagiri on following terms & conditions and as per schedule ‘A’ mentioned below.

The bidders are requested to go through the following instruction in case of any doubt, get them clarified in writing or in person from the office of the Executive Engineer, EHV O&M Division, Ratnagiri in advance before three days.

Quotations should be submitted in sealed cover subscribed with following particulars:

Consisting of two separate envelopes with

- i) Technical qualifying documents
- ii) Price bid documents

Envelope 1:

This envelope should contain qualifying documents mentioned in Terms & Conditions Sr. No. 2.

Envelope 2:

This envelope should contain only price bid in % percentage for given schedule ‘A’.

Above both “Envelope 1 & Envelope 2” shall be enclosed in one envelope in sealed & superscribed.

After verifying the all documents in Envelope 1, if it is found that, the bidder fulfills the desired pre-requisites & qualifies then Envelope 2 will be opened. If the same is not found meeting the pre-requisite, Envelope 2 will not be opened.

Quotations with incomplete details or submitted without sealing or superscribing or not submitted in prescribed form etc. are liable to reject. **Offer on fax or Email will not be accepted.**
This office will not be responsible in delay in postal transit.

- 2) **Value of work:** The overall contract value of the work is limited upto Rs. 3.0 Lakhs (Rs. Three Lakhs only) including all taxes, duties & incidental charges.
- 3) **Prequalification/Technical bid:** This bid will be opened prior to the price bid & should contain following technical qualifying documents of bidder.

Qualifying conditions:

- i. Proof of firm being registered as shop establishment/firm/Company as applicable.
- ii. GST registration certificate.
- iii. Copy of PAN card.

4) **Price bid/Commercial bid:**

This bid will be opened in respect of technically qualified bidders only i.e. Bidders who are qualified in Technical bid or submitted technical qualifying documents successfully. This bid should contain the rate quoted by agency as per the schedule. The rates quoted shall inclusive of all the material, T&P, taxes & personal required for execution of the work.

5) **Quantity of supply:** The material should be supply as per specification mentioned in schedule 'A'.

6) **Rates:** The quoted rates should include the cost of material, printing charges, all skilled and unskilled labour and also the requisite T&P, incidental charges etc. You are requested to quote your unit rates for the items mentioned in the schedule enclosed herewith. The rate should be inclusive of all taxes/ all applicable taxes and their charges should be mentioned separately & clearly in percentage.

7) **Security Deposit:** The successful bidder will have to pay an amount equivalent to 5% of the contract value towards security deposit after receipt of LOI in form of cash/DD/FDR/BG of any Nationalized/ Schedule Bank in the name of Superintending Engineer EHV O&M Circle Kolhapur, payable at Kolhapur valid for equal to or more than one year. S.D. will be refunded only after successful completion of work.

8) **Agreement Bond:** The contractor will have to execute an Indemnity Bond on stamp paper of Rs.500/- within 7 days at his own cost after receipt of LOI.

9) **Validity of offer:** The offer should be valid for our acceptance for period of 120 days from the date of opening the same.

10) **GST** Registration certificate if applicable will be provided otherwise undertaking of not registered under GST to be submitted & **PAN No.** should be quoted in the quotation.

11) **Income Tax:** Income tax, WCT or other taxes if applicable will be deducted at prevailing rate.

12) **Scope of work:** Works i.e. printed log sheet should be completed within 15 days from the date of receipt of soft copy from respective Substation In-charge under, EHV O&M Dn., Ratnagiri.

13) **Penalty:** If the supply of material is not completed within stipulated time period, then the penalty will be charged as per Co.'s rule (1/2 % per week subject to maximum 10% of order value).

14) **Payment Terms:** The bills should be submitted in triplicate to Executive Engineer EHV O&M Dn., Ratnagiri. 100% payment will be made on production of following documents.

1) Invoice, 2) Material receipt Certificate, 3) Agreement bond & 4) Security deposit.

15) Bidders have to submit an undertaking in the attached Proforma 'ANNEXURE-G' declaring that their Firm is not Debarred/Blacklisted by Govt./Semi Govt./Other Power Utilities, anywhere.

16) All disputes / differences arising under / out of or in connection with the contract shall be subject to the exclusive jurisdiction of Ratnagiri Court only.

17) The MSETCL Terms and conditions of work contract are applicable for this work.

18) The undersigned reserves right to reject any or all the quotations without assigning any reason thereof.

Thanking You.

Encl: Schedule 'A'.

Sd/-
(J. J. Pathare)
Executive Engineer (Charge)
EHV O&M Dn., Ratnagiri

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV O&M DIVISION, RATNAGIRI

Name of work: Printing of log sheets (A3 size) & Registers for various office, EHV substations & subdivisions.

SCHEDULE 'A'

Sr. No.	Particulars	Page Color	Page Type	No. of Pages	Ink	Unit	Qty	Unit Rate Incl. GST	Quote Rates in % Basis (At Par/ Above/ Below)
	Service Part:								
1	Providing & both side printing of log sheets	Green	A3	per sheet	Black	Nos.	As per actual	8.90	
2	Permit Book Both side Print (With Duplicate copy)	Green	Legal	100	Black	Nos.		2.42	
3	Gate Pass Book with Binding (With Duplicate copy)	Green	A4	200	Black	Nos.		442.50	
4	Docket voucher with Binding	White	A4	100	Red	Nos.		413.00	
5	Providing Single side printing of log sheets	Green	A3	per sheet	Black	Nos.		8.40	
	Supply Part:								
6	Register with Binding	Green	Legal	400	Black	Nos.	As per actual	295.00	
7	Register with Binding	Green	Legal	200	Black	Nos.		265.50	
8	Register with Binding	Green	Legal	100	Black	Nos.		241.90	
9	Register with Binding	White	A4	400	Black	Nos.		277.30	
10	Register with Binding	White	A4	200	Black	Nos.		259.60	
11	Register with Binding	White	A4	100	Black	Nos.		236.00	

- Above rates are inclusive of all taxes (Sr. No. 1 & 5, GST @12% & remaining at 18% GST).
- Schedule is enclosed for reference only.
- Taxes if any should be quoted separately, otherwise it will be presumed that the rates are inclusive of all taxes.

The total value of order is limited up to Rs. 3.0 Lakhs (Rs. Three Lakhs only) including of all taxes.

Sd/-
(J. J. Pathare)
Executive Engineer (Charge)
EHV O&M Dn., Ratnagiri

Copy s.w.r. to: The Superintending Engineer, EHV O&M Circle, Kolhapur.

Copy to: Dy. Manager (F&A) EHV O&M Division, Ratnagiri / Notice Board.

Sub: Bidders Debarred/ Blacklisted by Government/ Semi-Government/Other Power Utilities --- Prohibiting participation of such Firms in MSETCL Tenders

ANNEXURE-G

Undertaking to be submitted by the Bidder declaring that Bidder is not Debarred/ Blacklisted by Government/ Semi-Government/Other Power Utilities

I/We hereby declare that I/We is/are participating in MSETCL's E-Enquiry for Printing of log sheets (A3 size) & Registers for various office, EHV substations & subdivisions, under EHV O&M Division Ratnagiri.

As on date of submission of this Tender, I/We hereby declare that My Firm/We is/are not Debarred/ Blacklisted by Any Government/ Semi-Government/Other Power Utilities, anywhere.

The above declaration is true to the best of My/Our knowledge and belief.

I/We hereby agree that in case My Firm/We are Debarred/ Blacklisted by Any Government/ Semi- Government/Other Power Utilities, anywhere, My/Our Offer is liable for rejection at any stage of Tendering process as per Tender Conditions.

Further, I/We hereby understand and agree that in case My Firm/We are Debarred/ Blacklisted by Any Government/ Semi-Government/Other Power Utilities, anywhere, My/Our order is liable for termination at any stage of Order execution process and My Firm/We shall be solely responsible for the consequences arising out of it.

Signature & seal of the Tenderer