



MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.
(CIN NO. U40109 MH2005 SGC 153646)

EHV PC O&M ZONE, KARAD,
Administrative Building, 1st Floor Vijaynagar, Karad, 415114, Dist : Satara.
Contact No.: Tel (O): 02164 255054, (O):02164 255191, Fax: 02164 255186
E-mail : cekarad@mahatransco.in

Ref. No. CE/EHV PC O&M/ZONE/KRD/ T /1694

Date :- 19.11.2025

Sub: Enquiry for Supply of stationery, at EHV PC O&M Zone, Karad.

Dear Sirs,

Please offer your reasonable rates for supply of stationery, at EHV PC O&M Zone, Karad as detailed in schedule 'A' enclosed.

- 1. DUE DATE:** The quotations complete in all respects, duly sealed & super scribed should be submitted to this office on or up to **26.11.2025 till 16:00 hrs.**
- 2. QUOTED RATES:** Rates should be inclusive of all taxes if any, i.e. GST etc. The taxes applicable if any should be quoted distinctly.
- 3. Sample:** The sample of each paper shall be submitted alongwith your offer for which rates are quoted by you.
- 4. VALIDITY OF OFFER:** The offer should be valid for our acceptance for a period of 60 days from the due date of opening.
- 5. DELIVERY:** The material should be delivered to EHV PC O&M ZONE, OFFICE KARAD within 15 Days from the date of the order.
- 6. PAYMENT:** 100 % Payment will be made after delivery of material in good condition; subject to availability of funds.
- 7. SECURITY DEPOSIT:** The Security Deposit @ 10% of order value should be paid by supplier in the form of B.G./D.D./Cash within 7 Days from the L.O.I. The S.D. will be refunded after satisfactorily completion of the supply.
- 8. PENALTY FOR LATE DELIVERY:** If the material not delivered within stipulated time mentioned in the supply order; penalty @ $\frac{1}{2}$ % per delayed week or part thereof will be charged.
- 9.** Copy of GST registration certificate if applicable & PAN should be submitted with your offer.
- 10.** All terms & conditions of MSETCL's supply order will be applicable for the proposed supply of material.

The undersigned reserves the right to reject any or all quotations without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

SD/-
(Shilpa S. Kumbhar)
Chief Engineer,
EHV PC (O&M) Zone, Karad

Encl: Schedule 'A'.

Copy To: -

- 1) A.G. Manager (F&A) EHV PC O&M Zone Karad.
- 2) Notice Board.

M/F (T).

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.,
EHV PC O&M ZONE, KARAD**

Schedule 'A'

Sub:- Supply of stationery, at EHV PC O&M Zone, Karad.

Sr. No.	Particulars	Unit	Qty	Rate per unit in Rs.	Total Amount
1	Supply of stationery as per following details				
A	A4 size paper B2B/KOKO/JK or equivalent GSM 70 (Each box containing 10 Nos. of Rims)	Box	53		
B	A3 Paper Rim Box B2B/KOKO/JK & equivalent (Each box containing 10 Nos. of Rims)	Box	1		

Remark :- Sample of each paper for which rates are quoted shall be enclosed with offer.

(Shilpa S. Kumbhar)
Chief Engineer
EHV PC O&M Zone, Karad

Seal and signature of **Agency**

a. PAN No. of agency _____

b. GST No. _____