

Name of Office : Office of the Chief Engineer, EHV Project cum O&M Zone, MSETCL Nashik

Office address : 2nd Floor, New Admin Building, Old Saikheda Road, Near New Durga Mata, Mandir, Jail Road, Nashik Road :- 422 101

Contact No : 0253-2403010 (O).

Email Id : cenashik@mahatransco.in

Website : www.mahatransco.in

Ref. No. CE/EHV PC O&M Zone/NSK/Tech/No.

Nb 1079

Date:-

06 MAY 2025

E-Enquiry

Sub:- Supply of daily usable stationery material at EHV Project Cum O&M Zone Nashik for year 2025-26

Dear Sir,

This Office is inviting quotation from bidders for the subject work. The detailed scope of work is as given below:-

1. SCOPE OF WORK:

The scope of work under this quotation is **Supply of daily usable stationery material at EHV Project Cum O&M Zone Nashik for year 2025-26**

2. Estimated amount:- Limited to Rs.5,24,970.00/- (Including GST)

DUE DATE: - The quotations in **two bid system** (Technical bid with all supporting documents & Commercial bid with price break up) complete in all respects, duly sealed & super scribed should be submitted to this office on or before **13/05/2025** up to **15:00 Hrs** positively.

3. Single Envelope shall be submitted containing following 02 (two) Envelopes in it.

(a) Compulsory Primary Documents in 1st Envelop:(Technical Bid)

Technical bid (Qualifying Requirement): The **attested** copies of following valid documents shall be submitted with the quotation without which the bid may not qualify for opening Price bid. (Copies should be clearly readable)

3.1	<u>Statutory Qualifying Requirement/Criteria:</u>
3.1.1	The Bidder should have a valid registration under Bombay shop & Establishment Act 1948 Proof thereof
3.1.2	The Bidder should be Register under Goods & Services Tax (GST) Act –Proof thereof.
3.1.3	The Bidder should submit the Income Tax PAN Card . The Bidder shall submit the copy of Income Tax returns for the last three Financial year, from the last day of month previous to the one in which Tenders are invited
3.2	<u>Technical Qualifying Requirement/Criteria:</u>
3.2.1	The Bidder should have executed the work of “Supply of Any kind of stationary in Any Govt Sector Organizations MSETCL/PGCIL/Any Other Govt. Sector Power Utility/Govt./Semi Govt./Public Sector under taking, during last 10 years for amounting as follows: One similar work costing not less than 70% of the estimated cost of this tender. OR Two similar works each costing not less than 40% of the estimated cost of this tender. OR Three similar works each costing not less than 30% of the estimated cost of this tender.
3.2.2	Bidder shall submit the certificate for successful completion of supply of order issuing authority, for above experience criteria.

3.3	Financial Requirement:
3.3.1	The bidder shall have minimum average turnover of last three financial years not less than 50% of the estimated cost of same business. The bidder shall submit certificate from the Chartered Accountant, duly certified by chartered Accountant, who should be registered with UDIN, for minimum average turnover of three financial years
3.4.1	Other Requirements
	The bidder should have to submit the details of E.M.D. paid. The bidder shall pay the Earnest Money Deposit as set below along with the quotation. The quotation without the payment of Earnest Money Deposit shall be summarily rejected. Earnest Money Deposit should be @1% of the estimated value of the tender or Rs. 5000/- whichever is more.
	Bidder have to submit an undertaking in the attached proforma SCHEDULE-J declaring that their agency is not de barred /black listed by Govt./Semi Govt./Other Power Utility/Any office anywhere.
	Bidder has to submit an undertaking in the attached Proforma Schedule-M regarding authenticity of documents & information.

(b) Documents in 2nd Envelop:(Price Bid)

In Price bid envelop, the rates should be quoted in figures as well as in words. The applicable GST should be clearly mention in price. If there is not mention about applicable GST then it is presume that offer rate are including GST (If GST applicable).

NOTE:- Envelop No.2 (Price Bid) will be opened after qualifying in (Technical Bid) Envelop No.1

4. Agreement: -

You should have to execute the agreement at zonal level as per the provision of “Mumbai Mudrank Adhiniyam 1958, Clause No. 34” with requisite stamp duty i.e. Rs.500/-. The necessary stamp duty & bond paper for the agreement shall be borne by the Contractor.

5. Earnest Money Deposit (EMD)

The bidder should have to submit the details of E.M.D. paid.

The bidder shall pay the Earnest Money Deposit as set below along with the quotation. The quotation without the payment of Earnest Money Deposit shall be summarily rejected.

(a) Unless the bidder is exempted on account of statutory directives as enlisted in clause (b) below.

Earnest Money Deposit should be @1% of the estimated value of the tender or Rs. 5000/- whichever is more.

(b) All Government and semi Government Institutions under Government of Maharashtra and Zilla Parishad in Maharashtra and fully owned undertaking of any State Government and Government of India (for the item's manufactured by such institutions / units).

1) Small-scale industrial unit permanently registered with Directorate of Industries Maharashtra for the manufactured items.

2) Small scale industrial unit registered with National Small Industries Corporation (NSIC) and Small Industries Services, Institute of Govt. Of India for the manufactured items.

The benefits mentioned in '1' to '2' above shall be available only to those items approved during the Registration process and subsequent updates in registration upto the date of submission of this tender.

No interest shall be paid on the Earnest Money Deposit.

(c) In the event the bidder withdraws his offer during the validity period the earnest money deposit shall stand forfeited and the Purchaser shall be entitled to recover the amount of E.M.D. paid or encashing the Bank guarantee or by resorting any other remedy available under the law.

6. Terms & Conditions Of Contract

- a) The submission of the e-quotation by bidder implies that he has read these instructions and conditions of the contract etc., and he had made himself aware of the scope of the works to be done.
- b) Bidder should quoted the firm price and price variation will not be applicable.
- c) Right to share/split up the quotation or to cancel any or all the tender offers without assigning any reason thereof is reserved by the undersigned.

7. **RATES & TAXES:** A break-up should be filled along with ex-works price for e-quotation & GST, which are applicable. If the Breakup of taxes is not given as above for one or the other reason, the prices quoted will be interpreted as inclusive of all taxes or at the discretion of the Chief Engineer, EHV PC O&M Zone Nashik & the same will be binding on the Bidder.

8. **PERIOD OF CONTRACT:** The period of completion of entire scope of quotation is **One Month** from the date of issue order. In no case the program laid down should be delayed.

9. **DELIVERY OF THE MATERIALS:** The entire quantity is to be delivered directly at Office of the Chief Engineer, EHV PC O&M Zone Nashik.

10. Quality material should be supplied. Bidder shall have to submit the sample of quoted product. Any defect observed in the material supplied by you, the same shall be replaced by you free of cost without delay.

11. **ASSIGNMENT AND SUBLETTING OF CONTRACT:** The sublet is not allowed for this quotation.

12. **SECURITY DEPOSIT:** The Bidder will have to pay security deposit within 07 days from the date of receipt of the LOI, amounting to **10%** of the value of the contract. The security deposit will be refunded only after 3 months from satisfactory completion of supply. Failure to furnish the Security Deposit within the specified period shall entail to forfeiture of the EMD and cancellation of the contract.

13. TERMS OF PAYMENT:

The bill in the name of undersigned should be submitted to this office i.e. the Chief Engineer, EHV PC O&M Zone Nashik. The concerned in charge/Operating officer will verify & record the bill in SAP. The same will be sent to audit section. After due audit at EHV PC O&M Zone Nashik, the payment shall be effected by the Superintending Engineer, EHV O&M Circle Nashik, as per the availability of funds. However, the payment will be made as per actual measurement. Please quote the MSETCL GST No. - 27AAECM2936N1Z2, you shall submit the bills as per GST Act, 2017.

14. TIME IS THE ESSENCE OF CONTRACT:

The time stipulated in the contract for the completion of the work shall be deemed to be the Essence of the Contract. The Contractor shall so organize his resources and perform his work as to complete the work within stipulated time period.

15. PENALTY:

The Supply should be completed within time period and completed as per directives of operating officer/Engineer In charge, failing to which the penalty will be charged at the rate of @ 0.50% (half percent) per week (On delayed portion) or part thereof. The total amount of penalty charged will be subject to maximum of 10% of the ordered value.

16. TERMINATIONS OF CONTRACT:

The undersigned reserves the right to cancel the contract, after giving due notice to you, in the event of the breach of contract in any respect or undue delay in execution of works /starting of the works. This order is placed upon documents submitted & facts represented by you. If it is found at any stage that, the documents submitted/facts represented by you in relation to the bid regarding eligibility criteria, rates offers etc. are untrue/fake/invalid & there is suppression of facts, misrepresentations and any sort of cartelization among the bidders to obtain the order resulting in loss to the MSETCL is at your risk, costs responsibility & subject to legal action.

17. JURISDICTION:

All the disputes arising out of this contract shall have exclusive jurisdiction of court in Nashik

Yours faithfully,



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

Schedule A

Supply of daily usable stationery material at EHV Project Cum O&M Zone Nashik for year 2025-26

Sr No	Item details	Quantity	Unit	Ex. Works Rate	Applicable GST	Unit Rate including GST
1	A4 paper rim 75 GSM JK Copier/ bilt/B2B copy power etc	500	Rim			
3	Pencil Box extra dark Apsara / Doms	50	PCS PK			
4	CD Marker Black, Red, Blue (Set of Three) Camlin/Faber-Castell	20	PCS PK			
5	Highlighter Yellowish, Pink, Red (Set of Three) Camlin/Faber-Castell	50	Pieces			
6	White Board Pen-Black, Red, Blue (Set of Three) Camlin/Faber-Castell	10	PCS PK			
7	Use and Throw Pen Blue Doms/Cello/Natraj	20	PCS PK			
8	Cream Manjarpat Fabric for old record	100	Mtr			
9	Sticky Notes 19mm*76mm Four Colour	100	Pieces			
10	Transparent Tape 1/2 inch, 36 micron, 65 mtr.	100	PCS PK			
11	Transparent Tape 1 inch, 36 micron, 65 mtr.	50	PCS PK			
12	Transparent Tape 2 inch, 40 micron, 65 mtr.	50	PCS PK			
13	Transparent Tape 3 inch, 45 micron, 65 mtr.	50	PCS PK			
14	Stainless Steel Scale 12" Omega/Apsara/Doms	50	Box			
15	Correction Pen Faber-Castell	20	PCS PK			
16	White Board Duster	50	Pieces			
17	Scissor Small SL 1150 Kangaro	6	Pieces			
18	Scissor Regular SL 1173 Kangaro	15	No's			
19	Paper Knife M-18 Kangaro	15	PCS PK			
20	Stapler Big HP 45 Kangaro	20	PCS PK			
21	Stapler Regular No 10 Kangaro	20	PCS PK			
22	Stamp Pad No 2 Camel	30	PCS PK			
23	Stamp Pad Ink 100 ML Camel	15	PCS PK			

24	Kangaroo staples pin box 23x15	15	PCS PK			
25	Kangaroo staples pin box 23x17	20	PCS PK			
26	Kangaroo staples pin box 23x20	20	PCS PK			
27	Kangaroo staples pin box 23x24	20	PCS PK			
28	Plastic Stationary Office Tray 27 x 22 x 6 Cm	20	No's			
29	Short Hand Book Regular (50Pages)1/6 As per sample	100	No's			
30	Nylon soft rubber band size 3 inch thickness 2mm	2	Kg			
31	Kangaroo Transparent Tape dispenser 1"	5	Pieces			
32	Kangaroo DS-23S24FL Heavy Duty Stapler	3	Pieces			
33	Plastic Stationary Office Tray 37 cm x 28 cm x 7 cm	5	Nos.			
34	Punching Machine Big DP 800 HP	3	PCS PK			
35	A4 paper rim 80 GSM JK Copier/ bilt/B2B copy power etc (Green)	10	Rim			
36	Register 2 Q.	50	PCS PK			
37	Register 1 Q.	50	PCS PK			
38	Register long book 200 page	50	PCS PK			
39	Stapler Pin Remover SR 300	30	Pieces			
40	Pin Cusion	30	Pieces			
41	Staples Pin No.10-1M BOX	20	Box			
42	Staples Pin 24x6 BOX	20	Box			
43	Paper Pin box 250 GM KINGFISHER	10	PCS PK			
44	Tag Bundle Half size NILON 6INCH BOX (Green Less) As per sample	100	Pieces			
45	Tag Bundle Full size BUNDEL (Green Less) As per sample	100	Pieces			
46	Punching Machine Regular DP 480	30	Pieces			
47	Casio MJ-12D 150 Steps Check and Correct Desktop Calculator	5	PCS PK			
48	Box File with kangaroo Clip with printing As per sample	500	PCS PK			
49	A4 plastic file 865 A/A4_307T Printed As per sample	600	PCS PK			
50	White Envelop 27X12 cm With printing (28X12) As per sample	3000	PCS PK			
51	White Envelop 20X10 cm With printing (22X10) As per sample	2000	PCS PK			

52	File Separator <i>As per sample</i>	1000	Pieces			
53	Less file with printing with less. <i>As per sample</i>	500	PCS PK			
54	Spiral Diaries A-5 (5.8"×8.3") Printed <i>As per sample</i>	50	Pieces			
55	Spiral Diaries B-5 (6.9"×9.8") Printed <i>As per sample</i>	50	Pieces			
56	Green Envelop 27X12 cm With printing (28X12) <i>As per sample</i>	500	PCS PK			
57	Green Envelop 45X35 cm With printing (40X15) <i>As per sample</i>	500	PCS PK			
58	Green Envelop 35X30 cm With printing (30X25) <i>As per sample</i>	1000	PCS PK			
59	Big Green Envelop 40X50 cm With printing (30X25) <i>As per sample Not</i>	200	PCS PK			
60	Vehicle Entry Register (Log Book) Printed <i>As per sample</i>	100	PCS PK			
61	Note Pad Meeting Printed <i>As per sample</i>	50	Pieces			
62	Inward Entry Register Printed <i>As per sample</i>	50	Pieces			
63	Outward Entry Register Printed <i>As per sample</i>	50	Pieces			
64	Local Hand Delivery Book Printed <i>As per sample</i>	100	Pieces			
65	Spring File with printing <i>As per sample</i>	50	Pieces			
66	Four flap file cloth with printing <i>As per sample</i>	10	PCS PK			
67	Port Folio cdf with printing Two flap <i>As per sample</i>	50	PCS PK			
68	Two flap file cloth with printing <i>As per sample</i>	500	PCS PK			
69	A3 paper rim	20	Rim			
70	Glue Stick	50	PCS PK			

Note:

1. Some make or type/model are mentioned for getting idea of a item to be supply, however, the bidder can supply any make equivalent to the quality of indicated item in above schedule. Also samples of printed items are available with this office (HR section) for knowledge of supplier/bidder for quoting rates against this tender.
2. Stationery / Printing Sample shall be got approved from Executive Engineer (Admin) & Dy. Manager (HR) EHV PC O&M Zone Nashik before supply. And the quality of the material is not found satisfactorily, then the offer will be rejected & the order will be issued to other qualified bidder. Also please mention the specific make for which the rate is quoted.


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

SCHEDULE – 'J'

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-quotation No. .

As on date of submission of this quotation, 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.

Authorized Signatory

Seal of the Firm

SCHEDULE – 'M'

Non-judicial Stamp of appropriate amount (Presently Rs. 500/-)

UNDERTAKING

I/We, _____ authorized signatory of M/s. _____ solemnly
declare that:

1. I/We am/are submitting the bid against the tender no. _____ & I/We offer to execute the work in accordance with all the terms, conditions & provisions of the bid.
2. I/We hereby confirm that all the documents submitted by us in hard as well as soft form (self-documents & third party documents) are genuine, authentic, true & valid.
3. I/We am/are obliged to present the original documents/certificates for verification, wherever called for, by any authority of MSETCL
4. Further, all information furnished by us in respect of fulfilling of eligibility criteria & qualification information of this tender is complete, correct & true to the best of our knowledge and belief and nothing has been concealed therein
5. If any information document submitted is found to be false/incorrect/misleading/misrepresenting at any time, MSETCL may reject my bid & take action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues including Earnest Money/Security Deposit & debarring/blacklisting of our firm.

Yours faithfully.

(Authorized Signatory)

Name, Signature & Seal/Stamp of the bidder

Place:

Date