

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.

Office of The Chief Engineer

Maharashtra State Load Dispatch Center, Thane-Belapur Road, P.O. Airoli,

Navi Mumbai Pin – 400 708.

Tele :91-22-27601931 / 2937

Fax :91-22-27601769

Email : cesldc@mahasldc.in

website : <http://www.mahasldc.in>

Ref: CELDK/Maint/FM-14/0427

Date:26.02.2018

To,

All Vendors,

Sub: Invitation of e - quotations for supply of plain white paper (A4 Size/70 GSM & A3 Size 80 GSM) for day to day office work at SLDC, Airoli.

Sealed quotations are invited for supply of plain white paper (A4 Size/70 GSM & A3 Size 80 GSM) for day to day office work at SLDC, Airoli (As per Schedule-A)

Dear Sir,

TERMS & CONDITIONS:

1. **Rates:** Quoted rates should be firm and should include all charges such as duties, all types of taxes, tolls etc. complete. Nothing extra will be paid on any account over the quoted rates & the rates shall be given in words & figures separately.
2. **Validity:** The rates quoted should be valid for 60 days of opening of quotations.
3. **Period:** The material as per order specification shall be delivered within 30 days of issue of order.
4. **Payment:** 100% payment will be made after completion of the work. No advance payment will be made.
5. **Security deposit:** You shall pay security deposit amounting 10% of the value of the order with 7 days of receiving order & same will be refunded 3 months after satisfactory execution of the order. In the event of unsatisfactory performance of the contract, this amount will be forfeited.

Regd. Office – Prakashganga, C –19, E Block, Bandra – Kurla Complex, Bandra (East), Mumbai –
400 051 (India) Phone – (022) 2659 8595 / 2659 5000 Fax (022)26591254

6. You will have to submit photo copies of following documents along with the quotation. In case of failure to do so, quotation shall be liable for rejection.
 - PAN Card
 - GST registration
 - Registration under Bombay Shops Act, 1948 if applicable.
7. **Penalty:** If the material is not delivered in stipulated time period the penalty @ ½ % per week subject to max.10% of the order amount will be levied at the discretion of the Competent Authority.
8. Whenever there is paucity of funds, the priority of payments of bill of various agencies will be decided by the undersigned and all the rights in this regards are reserved with the undersigned and binding upon you. The contractor is not entitled to claim any interest/compensation due to delay in their payments of bills on account of paucity of funds.
9. The undersigned reserves the right to place order either partly or fully or to reject any or all the quotations without assigning any reasons whatsoever.

You are requested to submit your lowest offer in sealed envelope of maximum size 14x14 inch duly super scribed as "Quotation for supply of plain white paper (A4 Size/70 GSM & A3 Size 80 GSM) for day to day office work at SLDC, Airoli & Enquiry No.____ and Date____" should be submitted to this office on or before 15.00 hrs on 13/03/2018

SD/-
Supdtg. Engineer (SCADA/Admin-IT)
MSLDC, Airoli

Encl: Schedule-A

Schedule-A

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Sr. No.	Item Description	Unit	Qty.	Rate (Rs.)	Amount w/o GST (Rs.)	GST %	GST (Rs.)	Amount (Rs.)
1	2	3	4	5	6	7	8	9
					(4x5)		(6x7)	(6+8)
1	70 GSM Plain White Photo Copier Paper A4 Size (HSN:.....)	Reams	600					
2	80 GSM Plain White Photo Copier Paper A3 Size (HSN:.....)	Reams	30					
3	Total :							
In Words:.....								

Vendor's Stamp/Seal

SD/-
Supdtg. Engineer (SCADA/Admin-IT)
MSLDC, Airoli