

Name of Office :	Office of the Chief Engineer, EHV Project cum O&M Zone, MSETCL Nashik
Office address :	4 th 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/MSETCL/NSK Zone/T-30/No. 0927

Date: 7.04.2018

E- Enquiry

Sub:- E-Enquiry for Supply of Stationery Materials for EHV Project Cum (O&M) Zone Nashik.

Dear Sir,

With reference to above subject, you are requested to quote rate as per specification in **Schedule – A** with following terms and conditions.

TERMS & CONDITIONS:

- Please super scribed the offer with the following details.
 - Full name of Quotation submitting firm & full address of the same.
 - Bank name, Bank address, Bank A/c. No.
 - Valid Shop act license.
 - Pan Card.
 - Photocopy of GST registration.
 - Proof of Supply of Experience of such type of material along with printing under MSETCL/ Other government.
- Rates quoted should be on firm quotation basis.
- The material shall be delivered within **30 Days** from the date of receipt of order
- 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.
- Guarantee of quality of material:-**

The Guarantee for satisfactory performance for period of **12 month** from the date of receipt of material at site.
- Quantities mentioned in our enquiry are tentative & subject to varied.
- Payment will be affected after Successful completion of work& as per actual work done.
- Validity of your quotation should be 90 days.
- 10% of the order value as security deposit will have to be paid by you within 7 days from the date of firm order. The same will be refunded after 12 months from date of supply of stationery material. If you have unable to submit the security deposit within period the order will be treated as cancelled.

Your quotation super scribed with "*Quotation for E-Enquiry for Supply of Stationery Materials at various EHV Project Cum O&M Zone Nashik*" with this office Enquiry No. Should reach this office **on or before: 19.04.2018 up to 17:00 Hrs.**

- 10) Stationery / Printing Sample shall be got approved from Executive Engineer (Admin) & AGM (HR) EHV Project Cum (O&M) Zone Nashik before submission of offer or quotation.
- 11) The undersigned reserves the right to reject any or all quotations or cancel the requirement at his discretion without assigning reasons thereof.

Yours faithfully,

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

Copy to:-

- 1) The AGM (HR), MSETCL, EHV PC (O&M) Zone, Nashik.
- 2) Web Master, Notice Board

SCHEDULE-A

Sr No	SAP Code	HSN code	Item Name	Unit	Qty.	Ex. work Price	% of GST	GST Amnt.	Rate With GST	Total Amnt.
1	500013888	4820	White Envelop 27X12 cm With printing	No's	750					
2	500013887	4820	White Envelop 20X10 cm With printing	No's	975					
3	500013889	4817	Green Envelop 40X10 cm With printing	No's	1000					
4	500013891	4817	Green Envelop 30X25 cm With printing	No's	1000					
5	500008559	4820	Box File with kangaroo Clip with printing	No's	420					
6	500019393	4820	Spring File with printing	No's	1975					
7	500020380	4820	Spring Box File with printing	No's	500					
8	500013562	4820	Less file with printing with less.	No's	500					
9	500013562	4820	Port Folio with printing Two flap	No's	500					
10	500015404	3926	Plastic Folio legal Size(lamina Marco) with printing	No's	500					
11	500021233	4820	Case Half Folio(less) with printing	No's	500					
12	500019453	4820	File Separator	No's	1000					
13	500013055	8472	Single Punch or Equivalent to kangaroo FP-20	No's	10					
14	500008006	4816	Carbon Box (Small) or Equivalent to CAMEL	No's	10					
15	500013564	3506	Gum Past Bottle 300 ml	No's	25					
16	500015393	73	Paper Pin box 250GM KINGFISHER	No's	45					
17	500008568	56	Tag Bundle Half size NILON 6INCH BOX	No's	50					
18	500008568	58	Tag Bundle Full size BUNDEL	No's	50					
19	500008563	9612	Stamp Pad or Equivalent to CAMEL NO 2	No's	10					
20	500018181	3215	Stamp Pad Ink 100 ML or Equivalent to CAMEL	No's	10					
21	500013561	8472	Stapler Big HP 45 or Equivalent to KANGORO	No's	5					
22	500008565	8472	Stapler Regular or Equivalent to KANGORO NO 10	No's	15					
23	500012960	8305	Staples Pin No.10-1M BOX	No's	25					
24	500012961	8305	Staples Pin 24x6 BOX	No's	25					
25	500008628	8472	Punching Machine Big DP 800 HP	No's	3					
26	500008627	8472	Punching Machine Regular DP 480	No's	20					
27	500012964	9608	Pencil Box or Equivalent to APSARA	No's	20					

---SD-

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

SCHEDULE-A

Sr No	SAP Code	HSN code	Item Name	Unit	Qty.	Ex. work Price	% of GST	GST Amnt.	Rate With GST	Total Amnt.
28	500008576	9608	Highlighter- Yellowish, Pink, Red SET	No's	10					
29	500008576	9608	White Board Pen- Black, Red, Blue	No's	10					
30	500008569	9603	White Board Duster	No's	3					
31	500008611	9608	CD Marker Black, Red, Blue	No's	8					
32	500016460	3929	Pin Cushion	No's	20					
33	500013072	9017	Still Foot Ruler	No's	20					
34	500012962	3506	Glue Stick 15 gm	No's	25					
35	500022555	4820	Sticky Notes 19mm*76mm FOUR COLOUR	No's	100					
36	500022555	4820	Sticky Notes small FOUR COLOUR	No's	200					
37	500015394	73	U-Pins Plastic COLOUR PACET	No's	50					
38	500013011	4820	Short Hand Book Regular (50Pages)1/6	No's	75					
39	500008545	8472	Stapler Pin Remover SR 300, or Equivalent to Kangaroo	No's	20					
40	500016437	8213	Scissor Small KANGORAO SL 1150	No's	10					
41	500016437	8213	Scissor Regular or Equivalent to KANGORAO SL 1173	No's	3					
42	500006516	3919	Cello tape 2 inch	No's	10					
43	500008575	3919	Cello tape 3 inch	No's	10					
44	500015404	3926	A4 plastic file 865 a	No's	500					
45	500015404	3926	Patti file plastic A4 size	No's	500					
46	500015406	3926	plastic ring file FS	No's	100					
47	500015407	3926	Four flap file plastic	No's	25					
48	500008005	4820	Four flap file cloth	No's	25					
49	500013728	4802	A4 paper rim 75 GSM	No's	50					
50	500008558	4820	Register 2 Q.	No's	20					

Note:-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.

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