

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD

Name of Office :	Office of the Chief Engineer, EHV PC O&M Zone, M.S.E.T.C.L. ,Nashik
Office address :	2 nd Floor, Administrative Building, Old Saikheda Road, Sailanibaba Stop, Jail Road, Nashik Road :- 422 101
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Email Id	: cenashik@mahatransco.in
Website	: www.mahatransco.in

Ref :-CE/EHV Projets cum O&M/Zone/ Nashik/T-30/No.970

Date:22.05.2019

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

Please offer your reasonable rates for the subject work. The detailed scope of work is given as per Schedule "A" and as given below:-

- 1) DUE DATE:** - The quotations complete in all respects, duly sealed & super scribed should be submitted to this office on or before **04.06.2019** up to **17:00 Hrs** positively.
- 2) SCOPE OF WORK :-**
The detailed scope of work is given as per Schedule "A".
- 3) QUOTED RATES:** - Rates quoted should be on firm quotation basis. Also the cost of items strictly as per specification. Taxes & Charges shall be mentioned clearly. If not mentioned it will be considered inclusive of all taxes & charges.
- 4) 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
- 5) Quantities** mentioned in our enquiry are tentative & may varies as per requirements
- 6) 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.
- 7) COMPLETION PERIOD:** - The material shall be delivered within **30 Days** from the date of receipt of order
- 8) PAYMENT:-** The Bills in triplicate should be submitted to concern office after successful completion of work & as per actual work done. After recording of measurements by concerned engineer in-charge, the bill will be certified by concern Executive Engineer or his representative. The payment will be made within a reasonable time by Concern Office.
- 9) SCURITY DEPOSIT:** - The successful bidder will have to pay an amount equivalent to 10% of contract value towards Security Deposit at Concern office within 10 days from the date of

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supply order. The same will be refunded within reasonable time from date of successful completion of supply order and receipt of your refund application.

10) VALIDITY OF OFFER: - The offer should be valid for **30 days** from the due date

11) DOCUMENT REQUIRED:- The rate offer must be accompanied with following details & documents duly attested & signed by vendor-

- a. Full name of Quotation submitting firm & full address of the same.
- b. Bank name, Bank address, Bank A/c. No.
- c. Valid Shop act license.
- d. Pan Card.
- e. Photocopy of GST registration.
- f. Order copies of Supply of Experience of such type of material along with printing under MSETCL/ Other government if any.

12) The undersigned have the reserve right for relaxation of any condition mention above.

13) The undersigned reserves the right to reject any or all quotations or cancel the requirement at his discretion without assigning reasons thereof.

Encl: Schedule "A"

Yours faithfully,

-S/d-

Chief Engineer

EHV Projects Cum O&M Zone, Nashik

Copy to:-

- 1) The AGM (HR), MSETCL EHV PC O&M Zone, Nashik
- 2) The AGM (F&A), MSETCL EHV PC O&M Zone, Nashik.
- 3) The Executive Engineer (Admin), MSETCL, EHV PC O&M ZONE, Nashik
- 4) Notice Board

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Schedule 'A'

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

Sr No	HSN code	Item Name	Specification	Unit	Qty	Ex. work Price	% of GST	GST Amnt.	Rate Incl. GST	Total Amnt.
1	9608	CD Marker Black, Red, Blue <i>Camlin/Cello</i>		No's	10					
2	3506	Glue Stick 15 gm <i>Fevicol</i>		No's	25					
3	3919	Transparent Tape 1/2 inch, 36 micron, 65 mtr.		No's	25					
4	3919	Transparent Tape 2 inch, 40 micron, 65 mtr.		No's	25					
5	3919	Transparent Tape 3 inch, 45 micron, 65 mtr.		No's	25					
6	4802	A4 paper rim 75 GSM JK Copier/ bilt copy power etc		No's	500					
7	4820	A4 paper rim 80 GSM JK ledger (Green)		No's	50					
8	4820	Register 2 Q. Size:29.7x21 cm <i>Sunderam/Classmate</i>		No's	50					
9	4820	Register 3 Q. Size:29.7x21 cm <i>Sunderam/Classmate</i>		No's	50					
10	4820	Register long book 200 page Size:20.3x32.5 cm		No's	50					
11	3506	Paste Bottle 300ml <i>Camel</i>		No's	25					
12	9608	Pencil Box <i>HB/APSARA/Camlin/Natraj</i>		No's	20					
13	9608	Highlighter- Yellowish, Pink, Red SET <i>Camlin/Stabilo Boss</i>		No's	10					
14	9608	White Board Pen-Black, Red, Blue <i>Camlin Kokuyo</i>		No's	10					
15	3824	Correction Pen <i>Faber-Castell</i>		No's	30					
16	4820	Vehicle Entry Register (Log Book) Printed <i>As per sample</i>		No's	100					
17	4820	Inward Entry Register Printed <i>As per sample</i>		No's	100					
18	4820	Outward Entry Register Printed, <i>As per sample</i>		No's	100					
19	4820	Local Hand Delivery Book Printed, <i>As per sample</i>		No's	150					

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. Also samples of printed items are available with this office (HR section) for knowledge of supplier/bidder for quoting rates against this enquiry.

-S/d
Chief Engineer
EHV Projects Cum O&M Zone Nashik