

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.

Office of the Superintending Engineer,
EHV (O&M) Circle, MSETCL,
Ground Floor, Administrative Building, Near Durga mandir,
Old saikheda Road, Jail road, Nasik Road - 422 101
Email id: se5100@mahatransco.in
Website: www.mahatransco.in

Ref.No. SE/EHV/O&M/Circle NSK/TECH/ **10-7940** DATE: - **19 JUN 2019**

E-Enquiry

To,

Sub :- E-Enquiry for work of printing of various office books used for regular office works at various offices under EHV (O&M) Circle 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:

1. Please Super scribed the offer with the following details.
 - 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. Proof of Experience customized printing material /printing of office stationary under MSETCL/ other any other organization.
2. Rates quoted should be on firm quotation basis.
3. The material shall be delivered within 30Days from the date of receipt of final proof approval.
4. Quality material should be supplied. Any defect observed in the printing printed by you, the same shall be replaced by you free of cost without delay.
5. Quantities mentioned in our enquiry are tentative & subject to varied.
6. Payment will be affected after Successful completion of work & as per actual work done.
7. Validity of your quotation should be 90 days.
8. 5% 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 03 months from date of supply of stationery material, Otherwise order will be treated as cancelled.

9. Your quotation super scribed with "Quotation for E-Enquiry for work of printing of various office books used for regular office works at various offices under EHV (O&M) Circle Nashik" with this office Enquiry No. Should reach this office **on or before: 26.06.2019: Morning 11:00**. Two separate sealed envelopes, one consisting rate quotation and other with technical documents should be submitted
10. Printing Sample shall be got approved from Executive Engineer (Admin) & Manager HR EHV (O&M) Circle Nashik before finalization of printing.
11. 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,


Superintending Engineer
EHV (O&M) Circle Nasik

Copy s.w.r.s. to: -

1. The Chief Engineer, EHV PC (O&M) Zone Nasik

Copy to:-

1. The Executive Engineer, EHV (O&M) Circle Admin Nashik.
2. The Manager (F & A) EHV (O&M) Circle Nashik.
3. The Manager (HR) EHV (O&M) Circle Nashik.
4. Notice Board.

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD
EHV (O&M) CIRCLE NASHIK

“Schedule A”

Supply of various Stationary for EHV O&M Circle Nashik & its Division offices.

Sr No	Particulars	Unit	SAC NO.	Qty.	Min. Unit Rates	Unit rate With GST	Total
1	Inword Register 400 Pgs Full Size	Pcs	4820	SO			
2	Outword Register 400 Pgs	No	4820	50			
3	O.T.Register 200 Pgs	Pcs	4820	70			
4	T.A.Bill Register 200 Pgs	No	4820	70			
5	Muster Register 150 Pgs	No	4820	100			
6	Cheque Issue Register 100 Pgs	No	4820	8			
7	Day Book Register 200 Pgs	No	4820	8			
8	Work Order issue register 200 Pgs	No	4820	10			
9	Account To Tech Register 200 Pgs	No	4820	15			
10	Tech To Account Register 200 Pgs	No	4820	20			
11	Administrative Approval Register 200 Pgs	No	4820	9			
12	Estimate Sanction Register 200 Pgs	No	4820	2			
13	EMD Refund Register 200 Pgs	No	4820	2			
14	New Vendor Register 200 Pgs	No	4820	2			
15	Unemployeed Engineer Register 200 Pgs	No	4820	2			
16	work Order & Tender Register 200 Pgs	No	4820	2			
17	File Cover without Clip	No	4820	200			
18	Lamina Morocco File F/S	No	3926	1000			
19	LTC Register 200 Pgs	No	4820	10			
20	Vehicle Entry Register 100 Pgs	No	4820	100			
21	Spiral Diary 200 Pgs	No	4820	100			
Total							

Signature
Superintending Engineer
EHV (O&M) Circle Nasik