

**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/ **9781** DATE: **28 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: 08.07.2019: 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  |                 |                    |       |
| <b>Total</b> |  |      |         |      |                 |                    |       |

*Letheal*  
**Superintending Engineer**  
**EHV (O&M) Circle Nasik**