

[CIN NO. - U40109MH2005SGC153646]  
Maharashtra State Electricity Transmission Co. Ltd.  
Major Stores 'A' Baramati

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Plot no-F-14, MIDC Baramati  
Near Kathfal Railway Station  
Baramati Pin- 413 133

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Ref: - EE /MSA/BMT/T 204

Date:20.08.2019

E-Enquiry

To,  
Vendor

**Sub: - e-Enquiry for supply of office stationary & printed material Under Major Store A Baramati.**

Dear Sirs

It is requested to forward your lowest offer for supply of office stationary & printed material Under Major Store A Baramati as per Schedule 'A' enclosed herewith and terms and conditions mentioned below. -

### **General Terms & Conditions:**

#### **A) Technical Qualifying Requisite Documents:**

Agency should submit following documents along with offer .

- a) Valid Shop act licensee or Local Body NOC
- b) Valid PAN
- c) Valid VAT/GST registration

#### **B) General Terms and conditions:**

1. Agencies are requested to submit bids Offline through sealed quotation with subscribed name of Supply /Enquiry No/ Due Date etc. On or before Due Date :30.08.2019 Date of Opening 31.08.2019. ,if possible
2. The rates should be exclusive of all taxes and charges.
3. The material should be guaranteed for the period of minimum one year from the date of putting in service. .
4. The logistics, tools and material required for refilling and maintenance work would be provided by you.
5. Quantities mentioned in Schedule A are on firm basis.
6. You would have to pay the Security Deposit @5 % of value of order before commencement of the work. Alternatively, the amount of SD would be deducted from your bill. The amount of SD would be refunded after observing satisfactory performance of the material.
7. The rates would be valid till the completion of the order.
8. Supply completion period: 60 days from the date of receipt of order.
9. In case, the work not completed as per Schedule in the specified time, the contractor shall be liable to pay penalty at the rate of  $1\frac{1}{2}$  % day subject to a maximum 10% of the value of order.

10. In case of any dispute whatsoever, regarding interpretation of the terms and conditions, or quality, the decision of the Executive Engineer, M. S. E. T. C. L. Major Store 'A', Baramati, will be final and binding on the contractor.

11. Income Tax & Work Contract Tax, if applicable, will be deducted at source from the contractor's bill as applicable

12. All legal disputes are subject to Baramati jurisdiction.

13. The right to reject any or all quotation is reserved to undersigned without assigning any reason.

Thanking you.

Yours faithfully,

EXECUTIVE ENGINEER

Major Store 'A' Baramati.

Copy swrs to: The Chief Engineer EHV PC O&M Zone Pune

Copy To: Dy. Manager F&A Majore Store A Baramati

**ABSTRACT**

Estimate for Office Stationery Material for Major Store'A' Baramati							
Sr.No	Description	UOM	Qty	Unit Price	GST%	GST Amt	Total
1	T.A Bill Register	EA	1		0.00		
2	100 Pages Register 21*34cm	EA	30		0.00		
3	200 Pages Register 21*34cm	EA	30		0.00		
4	Attendance Register 21*34cm	EA	2		0.00		
5	Temp/Per Register21*34cm	EA	2		0.00		
6	Leave Encashment Register(2qr)	EA	1		0.00		
7	Final Settlement of Claims Register21*34cm	EA	1		0.00		
8	Festival Advance Register	EA	1		0.00		
9	Service Book(42 Pages)	EA	15		0.00		
10	A/4 size paper 80 GSM (Nos Rim)	EA	36		0.00		
11	Highlighter	EA	6		0.00		
12	whtener Pen	EA	6		0.00		
13	Colour Flags	EA	25		0.00		
14	Sketch pen(Full Set)	EA	8		0.00		
15	Pencil (Apsara) Box	Box	6		0.00		
16	Eraser (Box)	Box	5		0.00		
17	Pencil Sopner (Box)	Box	6		0.00		
16	Black Ink Ball Point Pen(10 pcs)Bx	BX	3		0.00		
17	Blue Ink Ball Point Pen(10 pcs)Bx	BX	6		0.00		
18	Red Ink Ball Point Pen(10 pcs)Bx	BX	4		0.00		
19	cello taps(2")White /Brown Colour	EA	2		0.00		
20	Envelope 09"*04"(Brown)	EA	500		0.00		
23	Port Folio	EA	30		0.00		
25	Scissor	EA	1		0.00		
26	Pins (Techani)	EA	8		0.00		
27	Scale (Steel)12"	EA	3		0.00		
28	Stapler Small Size(Kangaroo)	EA	6		0.00		
29	Stamp Pad (Small Size)	EA	6		0.00		
30	Camel Gum Bottle.Pest (700ml)	EA	3		0.00		
31	Camel Gum Bottle.Pest (300ml)	EA	3		0.00		
32	Panching Machine (Big Kangaroo) 1500	EA	1		0.00		
33	Day Book 25x37 cm	EA	3		0.00		
34	Imprest Register (Duplicate Book)21x334 cm	EA	2		0.00		
35	Docket Voucher Form 100 Pages	EA	5		0.00		
36	Imprest CV Forms Pad (100 Pages)	EA	7		0.00		
37	Printed Imprest Appl Form Pad (100) Pages	EA	1		0.00		
38	15x12 cm Plastic File	EA	30		0.00		
39	35c25 cm Clip File	EA	30		0.00		
40	Box File 28x 34.25 cm	EA	30		0.00		
41	Lace file	EA	84		0.00		
42	Money Receipt Book	EA	2		0.00		
43	Audit pens (Pink Colurs )	BOX	3		0.00		
44	Pin Cushion ( Magnetic)	EA	6		0.00		
45	Caebon Paper Blue (Box) Two Side	Box	5		0.00		
46	Calculator for office use	EA	4		0.00		
47	Plastic Hole Guard (Packet)	EA	30		0.00		
			<b>Total</b>		<b>0</b>		

