

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

CIN No. U40109MH2005SGC153646

From :

Name of Office : EXECUTIVE ENGINEER, EHV PROJECT DIVISION-II, PUNE

Office Address : Administrative Building, 1st Floor, 925, Kasba Peth, Pune – 411 011

Contact No.: FAX NO. (020) 245 70 525 & PHONE NO. (020) 245 70 676

E-Mail Id : ee6620@mahatransco.in

Website : mahatransco.in

Ref.No.EE/EHV/Project/DN-II/PN/ NO - 0 0 2 4

Date : 08 JAN 2020

Sub: - Enquiry for supply of office stationary material for the EHV Projects Div-II Pune & underlying S/Dn offices.

Dear Sir,

Sealed & superscribed quotations are invited, so as to reach this office on or before Dt. **22.01.2020** upto **17:30 hrs** for supply of office stationary material for the EHV Projects Div-II Pune & underlying S/Dn offices on following terms & conditions :

TERMS AND CONDITIONS

1. Rate as per Schedule 'A' shall be quoted on firm quotation basis inclusive of all Taxes and the rates shall be given in words & figures separately. All applicable Taxes should be mention separately.
2. The quotation should be sent under sealed cover duly super scribed as "QUOTATION FOR the work of "supply of office stationary material for the EHV Projects Div-II Pune & underlying S/Dn offices. ." (Enquiry No. ____ be quoted).
3. Material should be supplied and installed within 15 days from receipt of order.
4. You will have to submit Security Deposit @ 5 % of total order value. The security deposit will be refunded after successful completion of work.
5. Material supply charges will have to be arranged by you, at your cost.
6. Payment will be effected by this office by cheque after satisfactory completion of work.
7. The undersigned reserves the right to place order either partly or fully or to reject any or all the quotations without assigning any reasons whatsoever.
8. In case the material is not received within time, the right to cancel the work order is reserved with this office.
9. Penalty about ½% Per week or part there of and maximum up to 10% of the order value for the delay is supply the material after due date of supply.
10. The material in all respect shall incorporate the highest quality of modern design and workmanship and should give satisfactory and efficient performance . If any part is found to be defective then the same shall be replaced by you immediately.

11. Income Tax will be deducted as per Government rule.
12. Copy of updated Shop Act License, GST Registration and PAN card should be enclosed with quotation.
13. In case of any dispute decision of the Executive Engineer, EHV Projects Divn.-II, Pune shall be final and binding on the agency.

Thanking you.

Yours faithfully,


Executive Engineer
EHV Projects Dn.-II, PUNE


01 (AE2)

Encl:- Schedule "A"

Copy to:
The Mgr (F&A), EHV Projects Div-II, Pune
MF/Notice board

SCHEDULE - 'A'

Sub: Enquiry for supply of office stationary material for the EHV Projects Div-II Pune & underlying S/Dn offices.

Sr. No.	Item	HR Section	Tech Section	F&A Section	400KV SS Pro Subdn Hlnjwadi	400KV LP Subdn Hlnjwadi	EHV SS Pro Subdn Chinchwad	EHV SS Pro Subdn II Pune	EHV LP Subdn Chinchwad	Total Qty	Rate	Amount(Rs.)
1	A4 Paper Rim	38	54	28	5	5	5	7	10	152		
2	Box Files	64	240	30	5	5	5	15	30	394		
3	Paper File (Spring File)	45	175	24	10	10	10	0	30	304		
4	Cardboard File cover	70	90	12	2	2	2	0	15	193		
5	Plastic Folder A4	31	125	12	10	10	10	0	20	218		
6	2 Flap Folder	16	100	12	5	5	5	3	10	156		
7	4 Flap Folder	7	75	12	5	5	5	0	10	119		
8	4 Quire Register	23	75	6	0	0	0	4	5	113		
9	3 Quire Register	26	35	4	1	1	1	0	5	73		
10	2 Quire Register	11	35	2	2	2	2	0	5	59		
11	1 Quire Register	11	35	2	0	0	0	0	5	53		
12	Stapler Pins (Big) HP-45	26	30	5	2	2	2	1	5	73		
13	Stapler Pins (Small) No. 10	37	30	5	4	4	4	0	10	94		
14	Pin Box	15	10	2	2	2	2	0	5	38		
15	File Lace(Big)-24"	19	55	36	6	6	6	0	20	148		
16	Tag - B*(Packet of 500)	12	5	2	1	1	1	0	2	24		
17	Pencil-HB(Box of 10)-Apsara	2	5	2	1	1	1	1	2	15		
18	Rubber-(Box of 20)-Apsara	2	5	1	1	1	1	1	1	13		
19	Sharpner (Box of 20)	2	5	6	1	1	1	0	1	17		
20	Calculator (Citizen-Model 555)	4	3	5	1	1	1	0	1	16		
21	Stapler (Small)	5	4	4	1	1	1	0	1	17		
22	Punching Machine (Medium)	4	1	2	1	1	1	0	1	11		
23	Punching Machine (Small)	4	2	1	2	2	2	0	0	13		
24	Stamp Pad-Camel-Big	6	10	2	1	1	1	2	1	24		
25	Stamp Ink (Bottle)-100ml	2	2	1	1	1	1	0	1	9		
26	Gum Bottle-300ml	4	2	2	1	1	1	0	1	12		
27	Attendance Register	2	0	0	0	0	0	0	2	4		
28	Inward Register	2	0	0	0	0	0	0	2	4		
29	Outward Register	2	0	0	0	0	0	0	2	4		
30	Envelope (Plain)	12	120	0	50	50	50	0	50	332		
31	Envelope(Window)	6	50	0	0	0	0	0	50	106		
32	Envelope Big (15x24) size	6	60	0	10	10	10	0	50	146		
33	Flag (Post It-1+3)	40	25	10	5	5	5	6	3	99		
34	Pen (Packet of 10) Black	8	5	5	1	1	1	0	5	26		
35	Audit Pen	0	0	25	0	0	0	0	0	25		
36	Scale (Steel)-12" Regular-Ajanta	5	4	5	2	2	2	0	1	21		
37	BoxFile(Small)	22	110	12	5	5	5	0	3	162		
38	Tocha	4	3	1	1	1	1	0	2	13		
39	Whitner Pen	8	10	2	2	2	2	1	4	31		
40	U-Clip-Big	8	13	2	1	1	1	2	1	29		
41	Binder Clip-19mm	10	10	2	1	1	1	0	5	30		
42	Binder Clip-25mm	10	10	2	1	1	1	0	5	30		
43	Binder Clip-33mm	10	10	2	1	1	1	0	5	30		
44	Permanent Marker	9	9	5	2	2	2	0	2	31		
45	Paper Weight	5	9	0	0	0	0	0	2	16		

63	Gel Pen Box	0	1	0	0	0	0	0	0	1		
64	Docket Pad	12	0	0	0	0	0	0	0	12		
65	T A Bill Pad	10	0	0	0	0	0	0	0	10		
66	LTC Registrar	6	0	0	0	0	0	0	0	6		
67	T A Bill Register	5	0	0	0	0	0	0	0	5		
68	Stamp Registrar	5	0	0	0	0	0	0	0	5		
69	CV Voucher Pad	1	0	0	0	0	0	0	0	5		
70	Imprest Book	1	0	0	0	0	0	2	0	3		
71	Punch Hole Guard	0	0	0	0	0	0	2	0	3		
72	Carbon Paper A4 Size	5	0	0	0	0	0	2	0	2		
73	Clip Files	10	0	0	0	0	0	1	0	6		
								12	0	22		
											Total Amount	

[Amount in Word Rs-

) including GST

Name & seal of Agency



Executive Engineer
EHV Projects Division-II, Pune.