

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
CIN No. U40109MH2005SGC153646

From :

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

Office Address : Administrative Building, 3rd Floor, 925, Kasba Peth, Pune – 411 011

Contact No.: FAX NO. (020) 245 70 525 & PHONE NO. 7447440780

E-Mail Id : ee6610@mahatransco.in

Website : mahatransco.in

Ref.No.EE/EHV/Project/DN-I/PN/721

Date : 24/03/2020

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

Dear Sir,

Sealed & superscribed quotations are invited, so as to reach this office on or before Dt. **30.03.2020** upto **15:00 hrs** for supply of office stationary material for the EHV Projects Div-I 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-I 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 done 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. If any item is found to be broken/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.-I, Pune shall be final and binding on the agency.
14. The contractor shall have to submit an Agreement on stamp paper of Rs. 500/- in the prescribed proforma of the company before execution of work for this contract.

Thanking you.

Yours faithfully,

SD/-

**Executive Engineer
EHV Projects Dn.-I, PUNE**

Encl:- Schedule "A"

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

Schedule A

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

SR NO.	Description	REQUIRED QUANTITY	Rate	Total final amount
1	A4 Paper Rim	70.00		
2	Box Files	175		
3	Paper File (Spring File)	200		
4	Cardboard File cover	10		
5	Plastic Folder A4	40		
6	2 Flap Folder	90		
7	4 Flap Folder	50		
8	4 Quire Register	40		
9	3 Quire Register	50		
10	2 Quire Register	60		
11	1 Quire Register	50		
12	Stapler Pins (Big) HP-45	30		
13	Stapler Pins (Small) No. 10	60		
14	Pin Box	30		
15	File Lace(Big)-24"	150		
16	Tag - 8"(Packet of 500)	20		
17	Pencil-HB(Box of 10)-Apsara	12		
18	Rubber-(Box of 20)-Apsara	3		
19	Sharpner (Box of 20)	10		
20	Calculator	10		
21	Stapler (Small)	15		
22	Punching Machine (Medium)	10		
23	Punching Machine (Small)	10		
24	Stamp Pad-Camel-Big	40		
25	Stamp Ink (Bottle)-100ml	10		
26	Gum Bottle-300ml	10		
27	Attendance Register	10		
28	Inward Register	10		
29	Outward Register	10		
30	Envelope (Plain)	200		
31	Envelope(Window)	25		
32	Envelope Big (15x24) size	100		
33	Flag (Post It-1+3)	100		
34	Pen (Packet of 10) Black	10		
35	Audit Pen	6		
36	Scale (Steel)-12"	10		
37	BoxFile(Small)	20		
38	Tocha	10		
39	Whitner Pen	30		
40	U-Clip-Big	58		
41	Binder Clip-19mm	60		
42	Binder Clip-25mm	60		
43	Binder Clip-33mm	60		
44	Permanent Marker	40		
45	Paper Weight	0		

46	Highlighter (Faber Castle)	50		
47	Punching Machine (Big)	10		
48	Cello Tape (Blue)	30		
49	Stapler (Big)	10		
50	Shorthand Notebook	5		
51	Fevistick (Big)	100		
52	Marker Pen (Black)	40		
53	Table Duster	50		
54	Manjarpath Cloth	60		
55	Pin Cushion Box	10		
56	Dater Stamp	12		
57	Number Stamp	12		
58	Pen (Packet of 10 Blue)	50		
59	Legal Paper Rim(White-1 & Light Green-2)	3		
60	Docket Pad	2		
61	T A Bill Pad	1		
62	LTC Registrar	1		
63	T A Bill Register	2		
64	Stamp Registrar	2		
65	CV Voucher Pad	2		
66	Imprest Closing Book	16		
67	Punch Hole Guard	30		
68	CD Marker pen (Blue)	20		
69	Notepad	5		
70	Tag Big	8		
71	Cello Tape Cutter Machine	7		
72	Paper Cutter	10		
73	Sketch Pen	10		
74	Scissors	8		
75	Cello Tape (Big)	55		
76	Log Diary	13		
77	Cheque Register	3		
78	Day Book	3		
79	Imprest Register	5		
80	Stale Chequ Register	2		
81	MBA Register	2		
			Total AMOUNT	

(Total Amount in Rs-)

Sd/-
Executive Engineer
EHV Projects Dn.-I, PUNE

