



# MAHATRANSCO

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

Name of Office	Office of the Superintending Engineer,
Office Address	EHV (O&M) Circle, Aurangabad, Block No. 202, 2 <sup>nd</sup> Floor, MSETCL New Administrative Building, Near Harsool T-Point, Jalgaon Road, Harsool, Aurangabad – 431 008
Contact No.	(O) 0240-2338197
Email Id	se2100@mahatransco.in/ seabd_trans@yahoo.co.in
Website	www.mahatransco.in

No. SE/EHV (O&M)/A'bad/Tech/No. = 0620 Dt. 26 JUN 2020

## E-Enquiry Notice

**Subject:** E-Enquiry for Work of Providing the Photo Copy Services in the Premises of Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad.

In connection with the above, SEALED & FIRM Quotations for the Work of Providing the Photo Copy Services in the Premises of Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad, are hereby invited. Estimated amount for said works is **Limited to Rs. 3.0 Lakhs (Including all taxes)**. Other Terms & Conditions are as follows:

- 1) Duly filled, SEALED & FIRM Quotation in the name of The Superintending Engineer, EHV (O&M) Circle, MSETCL, Aurangabad, super subscribing on the envelope with writing "Work of Providing the Photo Copy Services in the Premises of Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad", shall be submitted to this office, on or before Dt. 03.07.2020, 17:30Hrs., positively.
- 2) Rate shall be quoted in Rs., in both Figures & Words, in Schedule-A. Rates quoted should be inclusive of all taxes.
- 3) Offer must be Valid up to 60 days.
- 4) Photo Copy Machine, Labour Assistance, T&P, Consumables such as Papers, Tonner, Spares etc. shall be arranged by Vendor Only, at his own cost.
- 5) Space & Electric Supply required for Photo Copy Machine will be arranged by MSETCL.
- 6) Vendor will have to provide 01 No. of Photo Copy machine in working condition along with well conversant operator, in the Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad.
- 7) The Photo Copy machine provided shall be maintained in Good Condition by attending the Preventive Maintenance. In case, any problem arises in the machine, standby machine shall be provided forthwith.
- 8) Conditional Quotation will be liable for rejection.
- 9) **Security Deposit:** - You will have to pay Security Deposit of Rs. 15,000/- i.e. 5% of proposed value of work order by D.D./ FDR in the prescribed format in favor of the Superintending Engineer, EHV O&M Circle, Aurangabad valid for one year, before execution of works. Same will be refunded after successful completion of works.

- 10) **Income Tax:** - Income Tax will be deducted as per prevailing rate.
- 11) **Agreement:** As per rules you have to enter into contract agreement on stamp paper costing Rs. 500/- for this contract within 7 days from receipt of work order but before starting the work. Cost of stamp paper is to be borne by you. You can have draft agreement from this office which may be collected in advance.
- 12) Following Documents must be enclosed along with the Quotation:
- Proof of registration of firm under Bombay Shop & Establishment Act
  - Copy of PAN Card
  - Copy of GST Registration Certificate, if any
- 13) Quotations not complying the above mentioned requirements, will not be considered.
- 14) Undersigned Reserves the right for Cancellation / Termination of E-Enquiry / Contract thereof at any stage, without assigning reasons thereof. Also. Undersigned reserves the right to Reject any or all of the quotations, without assigning any reasons thereof.

Thanking You,

**Encl: Schedule-A**

**Yours Faithfully**

  
(Sanjay R. Wagh)  
**Superintending Engineer (I/C),  
EHV O&M Circle, MSETCL,  
Aurangabad**

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**  
**EHV (O&M) CIRCLE, AURANGABAD**

**Schedule-A** for the : E-Enquiry for the Work of Providing the Photo Copy Services in the Premises of Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad.

Sr. No.	Particulars	Unit	Estimated Rate in Rs.	Quote Your Rate in Rs.
1	Photo Copying of A4 Size Papers / Documents	Per Copy	Rs. 1/- Per Copy	.....
2	Photo Copying of A3 Size Papers / Documents	Per Copy	Rs. 2/- Per Copy	.....

**Remark : Rates are Inclusive of all taxes**

**Sign & Seal of Agency**