



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**  
 (CIN : U40109MH2005SGC153646)  
**Office of The Executive Engineer**  
**400 K.V.R.S. Division,**  
**Deepnagar, BSL-II.**  
[E-mail:ee5260@mahatransco.in.](mailto:ee5260@mahatransco.in)

**EE/400kV R.S. Dn/ Deepnagar,BSL-II/Tech/No. 463**

**Date: 04.08.2020**

To,

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**Sub:** E-Enquiry for Work of Supply of Various Stationary Items & Printed Materials for day to day Sub-station & Office Use at 400kV R.S. Division, Deepnagar, BSL-II.

Dear Sir,

Please quote your rates for Work of Supply of Various Stationary Items & Printed Materials for day to day Sub-station & Office Use at 400kV R.S. Division, Deepnagar, BSL-II as per Schedule 'A' attached herewith under the terms and conditions given below.

**TERMS & CONDITIONS:**

1. The Schedule 'A' duly filled in with the rates written in words, figures, and signed should be sent by registered post or in person to the Office of the Executive Engineer, 400kV R.S. Division, Deepnagar, BSL-II on or before **12.08.2020 up to 17:30 Hrs.** Offer on Fax or E-mail will not be accepted. This office will not be responsible for delay in postal transit.
2. Please superscribe the offer with the following details.
  - a) **Reference No.**
  - b) **Quotation for:**
  - c) **Due Date:**
  - d) **Name of the bidder:**
3. Estimated amount for the above said work is limited to **Rs. 2.00 Lacs (Rs.Two Lakh Only) inclusive of GST & all other applicable taxes.**
4. You are requested to quote your unit rates for the items mentioned in schedule on firm basis.
5. The Offer shall be valid for acceptance for the period of 120 days from the date of submission.
6. All the documents of this enquiry Schedule 'A' and other accompanying documents shall bear the authorized signature of the agency, failing which the offer shall be liable for rejection.

**7. The envelop should contain following documents:**

- a) Valid copy of Shop Act/NOC from Grampanchayat
- b) Valid copy of GST Registration
- c) Valid copy of PAN Card

**8. Work Completion Period:** The material as stated in the Schedule 'A' should be supplied within 45 days from the date of receipt of the order. Three days are reckoned for transit period.

**9. Before submitting the quotation, check the sample/format of log-sheet booklet , permit books or other related materials from the office of undersigned.**

10. The sample of ledger paper shall be got approved from EE before starting of work & the same shall be enclosed with the bill.

11. The material should be dispatched at 400kV R.S. Division, Deepnagar office.

12. The right to modify/ alter /cancel the quotation is reserved by the undersigned.

13. The agency should not submit 'conditional quotations' such conditional offer shall be liable for rejection. If the Agency has any doubt the meaning of any portion of the enquiry conditions/specification, he should get it clarified from the office of the undersigned before submission of the offer.

**14. General:** You are supposed to be aware of the general terms & conditions of MSETCL which also applicable to this order.

**15. Agreement:** Contractor has to enter into contract agreement on stamp paper costing Rs. 500/- for this contract within 15 days from the receipt of work order. The cost of the bond paper shall be borne by contractor.

**16. Security Deposit:** You have to remit, Security Deposit @ of 10% of the total value of the order in this office by D.D./ B.G./ fixed deposit in nationalized or scheduled bank within 15 days from the receipt of work order. You will have to apply for refund of Security Deposit within 6 months after completion of work in all respect.

17. The quantities mentioned in schedule 'A' enclosed herewith are provisional and may vary as per requirement.

18. If Contractor fails to complete the work within stipulated period penalty at the rate of ½ % of the order value per delayed week or part thereof subject to maximum of 10% shall be recovered from contractor's bill.

19. Bill in triplicate with advance stamp receipt should be submitted to this office with the delivery challan. The GST No. & PAN No. should be mentioned on your bill.

**20. Income tax** if applicable will be deducted as per rules/ otherwise you will have to submit income tax exemption certificate or income tax registration no. of your firm.

21. The undersigned reserved the right to reject any or all quotations without assigning any reasons thereof.
22. All General / Technical/ commercial terms & Conditions of the contract of the company are applicable to this contract.
23. In case of any dispute the decision of the undersigned will be final & binding on you. All questions/disputed or differences arising under out of or in connection with the fulfillment of contract, if concluded, shall be subject to exclusive jurisdiction of Pune Court only.
24. Bidder should have to pay **Rs.100/-** against E-Enquiry quotation fee by cash to this office & copy of receipt is to be attached with quotation.

Thanking you.

**Sd/-**  
**(Suhas S. Patil)**  
**Executive Engineer I/c**  
**400kV R.S. Division, Deepnagar,**  
**BSL-II**

**Copy s.w.r. to:**

1. The Superintending Engineer, EHV (O&M) Circle, Khadka.

**Copy to:**

1. Deputy Manager (F&A)..... 400kV R.S. Division, Deepnagar, BSL-II.
2. Notice Board



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**Schedule 'A'**

Sr. No.	Description of Item	Unit	SAP Service Code	Rate	Qty	Rate quoted by agency
1	19x23 cm Work Permit Book	EA	500014653	95.01	1	
2	BATTERY MAINT REGISTER 110V(100P)21X28CM	EA	500020386	140.17	1	
3	BATTERY MAINT REGISTER 48V(100P)21X28CM	EA	500020385	140.17	1	
4	Tools & Plant Register (100)	EA	500017197	296.65	1	
5	Docket Voucher Cum A Roll Pad(100 pages)	EA	500012857	108	1	
6	21x34 cm Over Time Register (200)	EA	500013020	106.25	1	
7	Over Time Bill Pad (100 pages)	EA	500012855	117.85	1	
8	21x29.7 cm Casual Leave Form Pad (200)	EA	500013076	62.94	1	
9	21x30 cm Earned Leave Form Pad (200)	EA	500023238	63.16	1	
10	21x29.7 cm TA Bill Form Pad (100)	EA	500013078	85.11	1	
11	21x34 cm Increment Form (100 pages pad)	EA	500013914	62.94	1	
12	Increment Register (200)	EA	500013604	279.91	1	
13	12"x7.5" Festival Advance Form Pad	EA	500016297	63.39	1	
14	21x34 cm LTC Advance Form Pad (200)	EA	500023243	63.39	1	
15	Receipt Register (3QR)	EA	500023235	105	1	
16	Dispatch Register	EA	500013583	85	1	
17	21x34 cm Attendance Register (100)	EA	500013000	80.95	1	
18	Peon Dak Book	EA	500013587	54.2	1	
19	Case Board (Dak Pad)	EA	500008617	53.92	1	
20	23"x11" Cloth Envelope	EA	500023225	21.07	1	
21	10"x14" Cloth Envelope	EA	500023224	8	1	
22	28x34.25 cm Liver Box File	EA	500013100	42	1	
23	A4 Plastic File wt Clip inside Large(FS)	EA	500015404	20	1	
24	A4 L type Plastic Folder	EA	500023308	10	1	
25	10"x15" File Pad (Lece File/Boar Bandi)	EA	500013562	8.99	1	
26	Punching Machine (Small) Kangaro DP 280	EA	500013055	55	1	
27	10x1 mm Stapler Pin Box	EA	500012960	6.99	1	
28	Steel Poker	EA	500013532	18.75	1	
29	300mL Gum Bottle	EA	500013564	50	1	
30	Calculator Citizen CT-512	EA	500023230	341.96	1	

31	75gsm Copier Legal Paper	R	500023317	217	1	
32	White Board Marker Pen	EA	500008611	22	1	
33	Jumbo Red Permanent Marker	EA	500023223	15	1	
34	30x26 cm Clip File	EA	500013083	13	1	
35	Paper Pins Box	EA	500016460	24	1	
36	U Pin Box	EA	500015394	15	1	
37	24x6 mm Stapler Pin Box	EA	500012961	14	1	
38	Scale Medium Size	EA	500008614	20	1	
39	20x32 cm Ruled Register (1QR)	EA	500019460	26	1	
40	20x32 cm Ruled Register (2QR)	EA	500019461	46	1	
41	20x32 cm Ruled Register (3QR)	EA	500019462	66	1	
42	20x32 cm Ruled Register (4QR)	EA	500019463	86	1	
43	Scissor	EA	500016437	38	1	
44	Colour flags	EA	500008623	25	1	
45	Pencil Box	EA	500012964	36	1	
46	Carbon Paper Box (Blue)	EA	500008007	175	1	
47	Office Note Pad (Ruled)	EA	500015399	10	1	
48	15"x12" Cloth Envelope	EA	500008005	9	1	
49	21x34 cm Imprest CV Forms Pad (100)	EA	500013962	90	1	
50	Pin Cushion (Magnetic)	EA	500013568	24	1	
51	21x34 cm Imprest Cash Book(Dupl.) (100)	EA	500015801	250	1	
52	Sketch pen	EA	500008615	22	1	
53	Cello Tape (Small)	EA	500015403	12	1	
54	2" Brown Wonder Tape	EA	500023303	24	1	
55	10"x15" Thick Lace File	EA	500023305	20	1	
56	30ml Blue Stamp Pad Ink Bottle	EA	500023226	18	1	
57	R-10 Small Stapler	EA	500008544	40	1	
58	Pin Board Pin	BX	500023234	40	1	
59	TA Advance Form Pad (200)	EA	500023244	240	1	
60	A3 One Side Printed Overtime Sheet Pad	EA	500013031	240	1	
61	11"x5" Envelope (Brown)	EA	500015396	440	1	
62	Pen Stand (Medium)	EA	500008618	250	1	
63	24" White 100 Tag Bundle	EA	500013104	35	1	
64	A4 75 gsm Xerox Paper	R	500013728	168	1	
65	Punching Machine (Big) Kangaro DP 500	EA	500008627	54	1	
66	Pencil Sharpner Box (12)	EA	500013974	30	1	
67	Eraser (20 Pieces/ Box)	BX	500018539	58	1	
68	Cello Tape of full size	Dz	500008575	20	1	
69	Gate Pass Book (300)	EA	500015774	375	1	
70	157x96 mm Violet Ink Stamp Pad	EA	500013563	34	1	
71	22x34 cm Ruled Testing Ledger (300 page)	EA	500025205	380	1	
72	26x35 cm Thick DCLIP Spring File	EA	500020380	14.48	1	
73	25x35 cm Two Flaps Folding Pad	Dz	500018177	12.88	1	
74	25x35 cm Four Flaps Folding Pad	Dz	500018176	40.26	1	
75	Multicolor Sticky Note Pad (50 pages)	EA	500022555	28.18	1	
76	Big Glue Stick	EA	500012962	14.48	1	
77	Hand Delivery Book.	EA	500013023	110.27	1	
78	Ruled register 1Q Vertical / Horizontal	Dz	500008557	40.26	1	
79	Ruled register 2Q Vertical / Horizontal	Dz	500008558	88.57	1	

80	A4 Ruled Register (3QR)	EA	500013592	116.71	1	
81	A4 Ruled Register (4QR)	EA	500013593	177.12	1	
82	DP 52 Stapler	EA	500023232	56.36	1	
83	90x159 mm Stamp Pad	Dz	500008563	32.2	1	
84	15x40cm Printed Envelope	EA	500013889	2.42	1	
85	25x30 cm Printed Envelope	EA	500013891	4.82	1	
86	Nickel/Electroplated Sharp Pointed Pin	BX	500008564	64.41	1	
87	Stapler Pin Remover	EA	500008545	32.2	1	
88	32" White File Lace Bundle (50 Nos.)	EA	500013820	64.41	1	
89	32mm Binder Clip	EA	500023171	32.2	1	
90	Highlighter Pen	EA	500008576	16.96	1	
91	MJ120T-W Calculator	EA	500012965	342.16	1	
92	Punching Machine (Big) Kangaro DP 800	EA	500008628	1,006.42	1	
93	Tape Roll	EA	500006516	16.1	1	
94	700 ml Gum Bottle	EA	500013084	100.62	1	
95	Inward Register	EA	500012998	399.3	1	
96	Outward Register	EA	500012999	399.32	1	
97	41mm Binder Clip	EA	500023172	30.62	1	
98	Eraser	BX	500018539	2.72	1	
99	Whiting Pen	EA	500013971	20.12	1	
100	14x22cm 75gsm Meeting Book Notepad (20p)	EA	500024966	5.64	1	
101	14x22cm 75gsm Meeting Book Notepad (40p)	EA	500024967	20.12	1	
102	8" Fine/Superior Quality Tag (100)Bundle	EA	500008568	193.22	1	
103	A4 Muster Roll/Attendance Register (4Qr)	EA	500013062	386.44	1	
104	9"x4" Envelope (Brown)	EA	500015397	88.57	1	
105	Vehicle Log Book (100)	EA	500013024	88.56	1	
106	12" Pastic Scale	EA	500023318	10.18	1	
107	12" Steel Scale	EA	500018184	48.31	1	
108	21x31 cm E.L. Application Forms Pad(100)	EA	500013028	88.59	1	
109	21x31 cm Casual Leave Form Pad (100)	EA	500013029	88.56	1	
110	Stapler Pin Remover (Big)	EA	500024968	113.56	1	
111	5-6 Digit Numbering Stamp	EA	500024964	40.4	1	
112	Inword/Outword Date Stamp	EA	500024963	40.4	1	
113	Black Permanent Marker	EA	500023304	25	1	
114	Big Stapler (Kangaro)	EA	500013561	85	1	
115	Black Ink Ball Point Pen (10 Pcs)	BX	500023299	125.39	1	
116	Blue Ink Ball Point Pen (10 Pcs)	BX	500023300	125.39	1	
117	Pencil Sharpner	EA	500013974	2.68	1	
118	Paper Cube plain (paper weight)	EA	500008546	24	1	
119	A4 Both Side Prt. TA Bill Pad (200)	EA	500013037	57	1	
120	75gsm Green Legal Paper	R	500023307	450	1	
121	Stamp Account Register	EA	500013017	144	1	
122	16"x6" Envelope (Yellow)	EA	500013585	1,000.00	1	
123	21x34 cm Stationery Register (200)	EA	500015808	300	1	
124	Vehicle Log Diary (200)	EA	500013970	300	1	
125	100 Pages Increment Sheet Pad	EA	500013605	290	1	

126	21x34 cm LTC Advance Form Pad (100)	EA	500012854	290	1	
127	13.5"x8.5" Thin Half File Cover Pad	EA	500016296	15	1	
128	Wooden Handle Poker	EA	500023328	19	1	
129	Fevistick	EA	500022510	20	1	
130	Ball Pen	EA	500008621	17.65	1	
131	CR Form Class-III	EA	500013590	15	1	
132	21x34 cm CR Forms Pay Group-IV Tech	EA	500015769	15	1	
133	21x34 cm CR Forms Pay Group-IV Non-Tech	EA	500015770	15	1	
134	42x34 cm Day Book (200 sheets)	EA	500013925	300	1	
135	42x33 cm Cheque Issue Register (200)	EA	500015813	450	1	
136	Plastic coated U clips size 26 mm(Box)	EA	500008543	15	1	
137	Stamp Pad Ink Bottle	EA	500012850	25	1	
138	25mm Binder Clip	EA	500023170	10	1	
<b>Total Amount</b>						
<b>GST @ 18%</b>						
<b>Grand Total</b>						

\*Quantity may vary as per actual.

\* Payment will be effected as per actual measurement.

**Sd/-**  
**(Suhas S. Patil)**  
**Executive Engineer I/c**  
**400kV R.S. Division, Deepnagar,**  
**BSL-II**