



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.**

**From:** Office of the Superintending Engineer,  
EHV (O&M) Circle, MSETCL, Ground Floor,  
Administrative Building, Old saikheda road, Sailani baba Stop, Jail road,  
Nasik Road - 422 101  
mail id: se5100@mahatransco.in

**Ref.No. SE/EHV/O&M/Circle NSK/TECH/ 1328**

**DATE: - 02.11.2020**

**E-Enquiry**

**To,**

**Sub :- E-Enquiry for Supply of Stationary materials at EHV O&M Circle office and EHV Division Offices.**

Dear Sir,

With reference to above subject, you are requested to quote rate as per specification in Schedule – A with following terms and conditions.

**TERMS & CONDITIONS:**

1. Please super scribed the offer with the following details.
  - a. Full name of Quotation submitting firm & full address of the same.
  - b. Bank name, Bank address, Bank A/c. No.
  - c. Valid Shop act license.
  - d. Pan Card.
  - e. Photocopy of GST registration.
  - f. Proof of Supply of Experience of such type of material along with printing under MSETCL/ Other government.
2. Rates quoted should be on firm quotation basis.
3. The material shall be delivered within 30Days from the date of receipt of order.
4. Quality material should be supplied. Bidder shall have to submit the sample of quoted product. Any defect observed in the material supplied by you, the same shall be replaced by you free of cost without delay.
5. Guarantee of quality of material: Guarantee for satisfactory performance for period of 12 month from the date of receipt of material at site.
6. Quantities mentioned in our enquiry are tentative & subject to varied.
7. Payment will be affected after Successful completion of work & as per actual work done.
8. Validity of your quotation should be 90 days.

9. 10% of the order value as security deposit will have to be paid by you within 7 days from the date of firm order. The same will be refunded after 03 months from date of supply of stationery material Otherwise order will be treated as cancelled.

Your quotation super scribed with "*Quotation for E-Enquiry for Supply of Stationary materials at EHV O&M Circle office and EHV Division Offices*" with this office Enquiry No. should reach this office **on or before: 11.11.2020 upto 15:00 Hrs.**

10) Stationery / Printing Sample shall be got approved from Executive Engineer (Admin) & Manager HR EHV (O&M) Circle Nashik before submission of offer or quotation

11) The undersigned reserves the right to reject any or all quotations or cancel the requirement at his discretion without assigning reasons thereof.

Yours faithfully,



**SUPERINTENDING ENGINEER**  
**EHV (O&M) Circle, Nasik**

**Copy s.w.rs. to:**

1. The Chief Engineer, EHV PC (O&M) Zone Nashik

**Copy to:**

1. The Manager (F&A), EHV (O&M) Circle, Nasik.
2. The Manager (HR), EHV (O&M) Circle, Nasik.
3. The Notice Board.



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.**

**EHV (O&M) Circle Nashik**

**Schedule A**

**Sub :- Supply of Stationary materials at EHV O&M Circle office and EHV Division Offices.**

Sr. No.	Description as per requirement	Unit	HSN	Quantity	Unit Rate Without GST	GST in %	Rate with GST	Total
1	Clip file/ Spring file with Printing	PC	4820	200				
2	Register Good Quality 2 Quire Sundaram	PC	4820	96				
3	Register Good Quality 3 Quire Sundaram	PC	4820	72				
4	JK A4 paper RIM red 75 gsm	Rim	4820	950				
5	Bilt Matrix Tropical green Legal Paper 75 gsm	Rim	4802	10				
6	Box file Indrayani Kangaroo	PC	4820	200				
7	A4 R Clip file (Plastic file A4) KENY P. file	PC	3926	150				
8	Bilt Matrix white copier legal paper 75 gsm	PC	4802	8				
9	Lace file Big size	PC	4820	180				
10	Port folio two flap file	PC	4820	90				
							Total-	

**Superintending Engineer  
EHV O&M Circle Nashik**