

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

**EHV CCCM CIRCLE, PUNE**

CIN NO. U40109MH2005SGC153646

Phone No.020-26060817(O)  
020-26132779(P)  
020-26052628 (Fax)

Email ID:  
SE6700@mahatransco.in



Office of the  
The Superintending Engineer,  
CCCM Circle Adm. Building,  
B.No.407 IIIrd floor, Rasta Peth,  
Pune - 400 011.

Ref No. SE/EHV /CCCM/Circle/Pune/T/



379

Date: 19 MAY 2021

**ENQUIRY**

**Sub: - Enquiry for the Supply of office stationary for EHV CCCM Circle Office Pune**

Dear Sir,

Sealed and Superscribed Enquiry are invited for the above work as per enclosed Schedule 'A'. You are requested to quote your lowest rate for the above work. The terms and conditions are as follows.

**Terms and Conditions -**

- 1) The rate should be quoted on firm quotation basis.
- 2) The rates should be inclusive of all taxes, duties, octroi, mobilization charges etc.
- 3) Response Should be submitted **on or before Date:27/05/2021 till 15:00 hrs.**
- 4) Following documents should be submitted along with your offer:-
  - i) Valid Shop Act Certificate;
  - ii) GST Registration
  - iii) PAN Card
  - iv) Experience of similar work executed
  - v) Last 02 years ITR
- 5) You have to deposit Rs. 1980/- towards Earnest Money Deposit in cash or DD in the favor of Office of the Superintending Engineer, CCCM Circle, Pune -11.
- 6) The Under signed have reserved the right to place an order or to cancel any or all inquiry without assigning any reasons is reserved with this office.

Thanking you,

**Encl:** Schedule 'A'.

Yours Faithfully,

  
Superintending Engineer,  
EHV CCCM Circle Pune

Copy to:  
The MGR (F&A), EHV CCCM Circle Pune.  
M/F/Notice Board.

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**

**EHV CCCM Circle, Pune.**

Schedule 'A' Consolidate

**Supply of Printing / Office Stationery at EHV CCCM Circle, Pune.**

| Sr. No. | HSN Code | Particulars                               | UOM  | Total | With GST Rate | Total    | GST |
|---------|----------|-------------------------------------------|------|-------|---------------|----------|-----|
| 1       | 4820     | Registers (400 pages) 21 x 34 cm          | Nos  | 16    | 373.00        | 5968.00  | 18  |
| 2       | 4820     | Registers (200 pages) 21 x 34 cm          | Nos  | 24    | 201.00        | 4824.00  | 18  |
| 3       | 4820     | Registers (100 pages) 21 x 34 cm          | Nos  | 24    | 160.00        | 3840.00  | 18  |
| 4       | 4820     | Inward Register (200 Pages) 28 x 45 cm    | Nos  | 5     | 312.00        | 1560.00  | 18  |
| 5       | 4820     | Outward Register (200 Pages) 81 x 45 cm   | Nos  | 5     | 312.00        | 1560.00  | 18  |
| 6       | 4820     | Day book 25 x 37 cm                       | Nos  | 0     | 660.00        | 0.00     | 18  |
| 7       | 4820     | Cheque Issue Register                     | Nos  | 0     | 473.00        | 0.00     | 18  |
| 8       | 4820     | Attendance Register                       | Nos  | 0     | 314.00        | 0.00     | 18  |
| 9       | 4820     | Imprest Register Closing Book             | Nos  | 5     | 560.00        | 2800.00  | 18  |
| 10      | 4819     | Plastic Letter Trey                       | Nos  | 0     | 210.00        | 0.00     | 18  |
| 11      | 3923     | Dust Bin with flap                        | Nos  | 0     | 497.00        | 0.00     | 18  |
| 12      | 9608     | Pen Stand                                 | Nos  | 5     | 82.00         | 410.00   | 18  |
| 13      | 9608     | Pen Stand (SE& EE)                        | Nos  | 4     | 280.00        | 1120.00  | 18  |
| 14      | 3926     | Paper Weight                              | Nos  | 0     | 178.00        | 0.00     | 18  |
| 15      | 8470     | Calculator CT - 512                       | Nos  | 6     | 521.00        | 3126.00  | 18  |
| 16      | 4816     | Carbon paper Blue/Black                   | Box  | 3     | 196.00        | 588.00   | 18  |
| 17      | 8213     | Scissor                                   | Nos  | 5     | 69.20         | 346.00   | 18  |
| 18      | 8205     | Steel Poker                               | Nos  | 0     | 77.00         | 0.00     | 18  |
| 19      | 8211     | Cutter                                    | Nos  | 5     | 21.00         | 105.00   | 12  |
| 20      | 8423     | Scale (Steel) 12"                         | Nos. | 13    | 75.00         | 975.00   | 18  |
| 21      | 3506     | Pins (Tachani)                            | Box  | 12    | 91.00         | 1092.00  | 18  |
| 22      | 8448     | Pin Cushion (Magnetic)                    | Nos  | 15    | 33.00         | 495.00   | 18  |
| 23      | 8305     | 'U' clips/pins                            | Box  | 12    | 33.00         | 396.00   | 18  |
| 24      | 3926     | Cello tape (1") White Colour              | Nos  | 3     | 27.80         | 83.40    | 18  |
| 25      | 3926     | Cello tape (2") White Colour              | Nos  | 12    | 48.20         | 578.40   | 18  |
| 26      | 3926     | Cello tape (2") Brown Colour              | Nos  | 12    | 48.20         | 578.40   | 18  |
| 27      | 3219     | Clour Flags set                           | Nos  | 100   | 53.00         | 5300.00  | 18  |
| 28      | 3506     | Gluestick                                 | Nos  | 8     | 36.00         | 288.00   | 18  |
| 29      | 3506     | Feviquick                                 | Nos  | 20    | 32.00         | 640.00   | 18  |
| 30      | 4802     | Note Pad (Spiral Binding)                 | Nos  | 30    | 65.50         | 1965.00  | 18  |
| 31      | 4825     | Box Files                                 | Nos  | 80    | 89.00         | 7120.00  | 18  |
| 32      | 4820     | Straw Board File Cover 9x13               | Nos. | 42    | 95.58         | 4014.36  | 18  |
| 33      | 3926     | Plastik file                              | Nos  | 36    | 36.58         | 1316.88  | 18  |
| 34      | 3926     | Plastic Folder File (Meeting) Transperent | Nos  | 41    | 159.00        | 6519.00  | 18  |
| 35      | 4202     | Port folio                                | Nos. | 26    | 20.00         | 520.00   | 18  |
| 36      | 4202     | Port folio Lase File (4 side)             | Nos. | 10    | 98.00         | 980.00   | 18  |
| 37      | 4202     | Port folio Lather File                    | Nos. | 21    | 490.00        | 10290.00 | 18  |
| 38      | 4817     | Envelope 6.5"x12"                         | Nos  | 1000  | 10.85         | 10850.00 | 18  |
| 39      | 4817     | Envelope 4.25"x9.5"                       | Nos  | 1000  | 2.00          | 2000.00  | 18  |
| 40      | 4817     | Envelope 16"x12" Green Canvas             | Nos  | 1000  | 9.44          | 9440.00  | 18  |

|             |      |                                       |        |      |        |           |    |
|-------------|------|---------------------------------------|--------|------|--------|-----------|----|
| 41          | 4817 | Envelope 12"x10" Brown Craft Printed  | Nos    | 500  | 9.44   | 4720.00   | 18 |
| 42          | 8472 | Stapler Small Size 10 NO              | Nos    | 22   | 48.22  | 1060.84   | 18 |
| 43          | 8305 | Stapler Pins Big                      | Box    | 22   | 305.00 | 6710.00   | 18 |
| 44          | 8305 | Stapler Pins Small Size               | Box    | 42   | 166.00 | 6972.00   | 18 |
| 45          | 8472 | Big Stapler                           | Nos.   | 14   | 453.00 | 6342.00   | 18 |
| 46          | 8505 | Kangaro-Stapler Pin Remove            | Nos.   | 8    | 130.00 | 1040.00   | 18 |
| 47          | 8441 | Punching machine big size Heavy Duty  | Nos    | 4    | 615.00 | 2460.00   | 18 |
| 48          | 8441 | Punching machine big kangaro-500      | Nos    | 2    | 138.00 | 276.00    | 18 |
| 49          | 8441 | Punching machine big kangaro-280      | Nos    | 7    | 105.02 | 735.14    | 18 |
| 50          | 3215 | Stamp pad Big(95mm x 155 mm)          | Nos    | 10   | 48.00  | 480.00    | 18 |
| 51          | 3215 | Stamp pad (Small size 88mm x54 mm)    | Nos    | 21   | 43.00  | 903.00    | 18 |
| 52          | 3215 | Stamp pad ink                         | Nos    | 20   | 42.48  | 849.60    | 18 |
| 53          | 3506 | Camel Gum Bottle (700ml)              | Nos    | 2    | 125.00 | 250.00    | 18 |
| 54          | 3506 | Camel Gum Bottle (300ml)              | Nos    | 17   | 66.00  | 1122.00   | 18 |
| 55          | 7325 | Paper Clip Big 41mm                   | Box    | 10   | 123.90 | 1239.00   | 18 |
| 56          | 7325 | Binder Clips (House Clip)             | Box    | 21   | 15.00  | 315.00    | 18 |
| 57          | 4821 | 24" White 100 Tag Bundle              | Bundal | 13   | 166.00 | 2158.00   | 18 |
| 58          | 5804 | 12" Red 100 Tag Bundle                | Bundal | 20   | 66.00  | 1320.00   | 18 |
| 59          | 4825 | A/4 size Paper 85 GSM                 | Rim    | 150  | 298.00 | 44700.00  | 18 |
| 60          | 4802 | Legal Size Paper 80 GSM               | Box    | 12   | 300.00 | 3600.00   | 12 |
| 61          | 4802 | Legal Size Paper 80 GSM Green         | Box    | 7    | 300.00 | 2100.00   | 12 |
| 62          | 4819 | Note Book (Meeting)                   | Nos    | 54   | 57.00  | 3078.00   | 12 |
| 63          | 9608 | White Board Marker Pen (Red & Blue)   | Nos    | 18   | 24.78  | 446.04    | 18 |
| 64          | 9608 | Permanent Marker ( Red/Black)         | Nos    | 12   | 24.78  | 297.36    | 12 |
| 65          | 9608 | Highlighter (Only Yellow Colour )     | Nos    | 31   | 62.00  | 1922.00   | 12 |
| 66          | 9608 | Whitener Pen                          | Nos    | 17   | 25.00  | 425.00    | 12 |
| 67          | 9608 | Sketch pen ( full set)                | Box    | 7    | 25.00  | 175.00    | 12 |
| 68          | 9608 | Gel / Ball Pen (Blue/Black/Red) Flair | Nos.   | 292  | 8.00   | 2336.00   | 12 |
| 69          | 9608 | Audit Pen Box                         | Nos.   | 20   | 112.00 | 2240.00   | 18 |
| 70          | 9609 | Pencil (Apsara )                      | Box    | 12   | 35.10  | 421.20    | 12 |
| 71          | 4016 | Sharpener                             | Nos    | 14   | 5.00   | 70.00     | 12 |
| 72          | 8214 | Eraser (Non Dust)                     | Box    | 9    | 35.00  | 315.00    | 12 |
| 73          | 8472 | Pen Drive (16GB)                      | Nos    | 7    | 415.36 | 2907.52   | 18 |
| 74          | 9608 | Mouse Pad                             | Nos    | 16   | 62.54  | 1000.64   | 18 |
| 75          | 4825 | File Divider                          | Box    | 3    | 90.00  | 270.00    | 18 |
| 76          | 9608 | White Board for EE'S Cabin 2x3 Feet   | Nos    | 1    | 947.00 | 947.00    | 18 |
| Gross Total |      |                                       |        | 5037 |        | 197891.78 |    |

Audited for R. 197892/- incl. -  
all taxes.

*Meghana*  
28/11/2021  
Manager (F & A)  
M.S.E.T.C.L.

EHV CCCM Circle, Pune-11.

*check*

26/11/2021

*S. S. Shrinivas*  
Executive Engineer (C)  
M. S. E. T. C. L.  
EHV CCCM Circle, Pune-11.

*Pandit*  
Manager (HR)  
MSETCL, EHV CCCM Circle, Pune

*Sharma*  
SuperIntending Engineer(C)  
M.S.E.T.Co. Ltd.  
EHV CCCM Circle Pune-11