

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
(CIN NO. U40109MH2005SGC153646)

<p><i>Office of</i> Executive Engineer EHV (O&M) Division, Akola 2nd Floor, Vidyut Bhawan, Ratanlal Plots, Akola – 444 005 Tele : 0724-2410356 Email Id.: ee1210@mahatransco.in Website: www.mahatransco.in</p>
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No. : EE/EHV/O&M/DN/AKL/Tech/ 843

Date: 28.05.2021

****E – ENQUIRY****

Subject: E-Enquiry for supply of various stationary material at EHV (O&M) Division, Akola.

Sealed and superscripted quotations are invited for supply of various stationary material at EHV (O&M) Division, Akola. The quotation giving full particulars should reach this office on or before **Dt. 04.06.2021** at 12.00 Hrs positively subject to the following terms and conditions. Quotations will be opened on the same day at 13:00 Hrs, if possible.

****SCHEDULE – A****

Sr. No.	Particulars of Stationery required	Unit	Rate / Unit Rs. (Without GST)
1	Permit Book	Booklet of 100 permits	
2	Gate Pass Book	Booklet of 100 gate pass	
4	Dispatch Register	400 pages register (front / back side)	
5	Receipt Register	400 pages register (front / back side)	
6	Dak Book	200 pages dak book (front / back side)	
7	Vehicle Diary	200 pages Vehicle Diary (front / back side)	
8	TA Bill form	Booklet of 100 TA Bills	
9	OT Bill form	Booklet of 100 OT Bills	
10	Log Sheets (20x30")	Booklet of 50 Log Sheets	

- 1. Order Amount limited to Rs. 49855.00 (Forty Nine Thousand Eight Hundred Fifty Five rupees only) (Inclusive of all taxes).**
- 2. Rates should include general packing and forwarding charges.**
- 3. GST @18% will be paid extra.**
- 4. The required formats for printing will be provided at the time of placing of work order. If any one bidder requires formats for quoting bid, then all formats shall be collected from HR Section of Akola division.**

Thanking you,

Encl: 1) Terms & Conditions

(Ramesh K. Wankhade)
Executive Engineer
EHV (O&M) Division, Akola

Copy s.w.rs. to:

- 1) The Superintending Engineer, EHV (O&M) Circle, Akola for favour of info. please.

Copy to:

1. The Dy. Manager (F&A) / (HR), EHV (O&M) Division, Akola.
2. Master File.

TERMS AND CONDITIONS

- 1) The quotation must be forwarded in sealed envelope duly super scribed with all details i.e.
I) Enquiry No. and Date II) Due date III) Quotation for.
- 2) **RATES:** Agency have to submit Rates for the above supply as inclusive of all taxes and services as applicable, in rate schedule “A” enclosed h/w. The bidder should not quote conditional rates related to quantity of work, payment terms etc. **Rates should include general packing and forwarding charges.**
- 3) **Taxes:** The taxes such as GST & other taxes shall be clearly specified in the quotation.
- 4) **Awarding Of Contract:** The Company does not bind itself to award the contract to the lowest bidder. Eligibility of the bidder, submission of all documents, past record will carry due weight age while arriving at the decision.
- 5) **Site & Delivery of material:** 100% material against this order shall have to be supplied within **45 days** after clear and final order from this office at **EHV (O&M) Division, Akola office.** Otherwise delivery period shall be quoted specifically. It shall be the responsibility of supplier to dispatch the material to the destination mentioned, duly packed and insured. We desire to have the delivery of material at the earliest from the date of the receipt of our firm order/letter of intent. Order is likely to be placed for the best technically acceptable offer who can deliver the material according the desire standard specification. However, if the successful bidder fails to maintain schedule of delivery period stated in the order placed on time preferential basis, they will be required to accept to pay the normal penalty for the late delivery
- 6) **Penalty:** If the material is not supplied within stipulated time limit, penalty @ ½ % per week on delayed portion limited to 10 % maximum on contract value will be recovered from your bill.
- 7) All disputes, differences arising in connection with this contract if concluded shall be subject to the exclusive jurisdiction of Akola Court.
- 8) **Payments:** No advance payment will be granted against the contract, 100% payment will be made as per actual supply made by the contractor, subject to the availability of funds. Bill must be submitted in triplicate to the Executive Engineer, EHV (O&M) Division, Akola after completion of the work. After receipt of duly recorded & certified bills & M.B. from concern, to this office the payment will be done subject to availability of funds. No part payments will be allowed. All efforts will be made to release the payment within reasonable period from the date of submission of clear bill. However this period may vary due to unforeseen circumstances beyond the control of this office & company will not pay any interest for delay thereof. The contractor may please note this.
- 9) **Security deposit: Security deposit @ 3%** of the order value will have to be deposited to this office within **07 days after** confirmation of Supply Order.
- 10) Any clauses required to be imposed by virtue of any act enforced by the Government during currency of the contract will stand included in this schedule and same will be binding upon the contractor and will not amount to any charges of material condition of the contract.
- 11) The undersigned reserves the right to increase or decrease the quantum of supply depending upon the requirement. The agency will have to agree this condition. Nothing will be paid extra. The undersigned reserves the right to accept/reject any or all the offers in part or full without assigning any reason thereof in the interest of MSETCL.
- 12) **List of Documents to be submitted along with Rate Schedule “A”:**

Sr. No.	Name of Document
1	Valid Shop and Establishments Registrations
2	GST Registration.
3	PAN Card

Executive Engineer
EHV (O&M) Division, Akola