

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.

Office of the :- Superintending Engineer, EHV Project Circle, M.S.E.T.C.L., 2nd floor,
Near Durga Mata Mandir, Old Saikheda Road, Siddheshwar Nagar, Raka Plot, Jail
Road, Nashik Road, Nashik 422 101.

Tele.No. (O) 0253-2403042 (P)2403041

E-mail ID:-se5600@mahatransco.in Web Site :-www.mahatransco.in



Ref No.SE/EHV PC/NSK/Tech/

No - 1063

Date: **15 JUL 2021**

E- Enquiry

Sub:- E-Enquiry for Supply of Stationery Materials, printed stationary for EHV Project Circle Nasik including EHV Project Dn Nashik & Jalgaon.

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, ITR for last 3 FY i.e.2017-18, 2018-19, 2019-20
 - e. Photocopy of GST registration, GSTR3B or GSTR1 & Tax paid challan for last 6 months, i.e. from Dec 2020 to May 2021.
 - f. Proof of Experience of Supply of such type of material along with printing under Any Govt Sector Organizations MSETCL/PGCIL/Any Other Govt. Sector Power Utility during last 5 years. The experience certificate shall be obtained from the authority of the rank of or above Executive Engineer or equivalent shall be submitted. The experience certificate shall be on the letter head of the issuing authority and it should bear the name of the organization, the emblem, the address, the contact numbers (landline phone number, mobile number, fax number, email id) and the experience certificate should be issued by the same authorities who have issued the work orders.
2. Rates quoted should be on firm quotation basis.
3. The material shall be delivered within **30 Days** 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:-**
The 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 effected 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 LOI. The same will be refunded after 3 months from date of supply of stationery material. If you have unable to submit the security deposit within period the order will be treated as cancelled.

Your quotation super scribed with "*Quotation for E-Enquiry for Supply of Stationery Materials at various EHV Project Circle Nashik*" with this office Enquiry No. Should reach this office **on or before: 23.07.2021 up to 17:00 Hrs.**

- 10) Stationery / Printing Sample shall be got approved from Additional Executive Engineer (Admin) & Manager (HR) EHV Project 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 Project Circle Nashik

Copy to:-

- 1) The Manager (HR), EHV Project Circle, Nashik.
- 2) The web Master-----for publication on MSETCL web portal.
- 3) Notice Board.

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SCHEDULE-A

| Sr No | HSN code | Item Name | Unit | Qty. | Ex. work Price | % of GST | GST Amnt. | Rate With GST | Total Amnt. |
|-------|----------|--|------|------|----------------|----------|-----------|---------------|-------------|
| 1 | | SPS Box File-1535 | Nos. | 500 | | | | | |
| 2 | | Clip File | Nos. | 350 | | | | | |
| 3 | | Port Folio-2 Flap | Nos. | 45 | | | | | |
| 4 | | Port Folio-4 Flap | Nos. | 25 | | | | | |
| 5 | | A 4 Keny Presentation Plastic | Nos. | 225 | | | | | |
| 6 | | Lace file | Nos. | 137 | | | | | |
| 7 | | JK Ledger Paper A4 size 80 | Rim | 7 | | | | | |
| 8 | | JK A4 Paper Rim Red 75gsm | Rim | 553 | | | | | |
| 9 | | JK A3 Paper Rim Red 75gsm | Rim | 6 | | | | | |
| 10 | | Sticky-Notes Small | Pkt | 70 | | | | | |
| 11 | | Sticky-Notes Big | Pkt | 50 | | | | | |
| 12 | | Kangaro Staples Pin Small | Pkt | 20 | | | | | |
| 13 | | Kangaro Staples Pin Medium | Pkt | 20 | | | | | |
| 14 | | Kangaro Staples Pin Big | Pkt | 5 | | | | | |
| 15 | | Kangaro Stapler (Small Size) HSE10 | Nos | 3 | | | | | |
| 16 | | Kangaro Stapler (Medium Size) HP-45 | Nos | 8 | | | | | |
| 17 | | Kangaro Stapler (Big Size)H023S17 | Nos | 1 | | | | | |
| 18 | | Glue Stick | Nos | 50 | | | | | |
| 19 | | Local hand delivery book | Nos | 10 | | | | | |
| 20 | | 1 Quire Register (Shelar) | Nos | 5 | | | | | |
| 21 | | 2 Quire Register(Shelar) | Nos | 32 | | | | | |
| 22 | | 3 Quire Register(Shelar) | Nos | 5 | | | | | |
| 23 | | 4 Quire Register(Shelar) | Nos | 25 | | | | | |
| 24 | | Kangaro Punching Machine (small) DP 480) | Nos | 9 | | | | | |
| 25 | | Kangaro Punching Machine Big DP 800 | Nos | 1 | | | | | |
| 26 | | Stamp Pad no.2 (Medium) | Nos | 22 | | | | | |
| 27 | | Green Envelope Small | Nos | 150 | | | | | |
| 28 | | Green Envelope A4 Size | Nos | 100 | | | | | |
| 29 | | Kangaro Pin Box | Box | 5 | | | | | |
| 30 | | Kangaro Pin Remover | Nos | 4 | | | | | |
| 31 | | Kangaro U-Pin Box | Nos | 13 | | | | | |
| 32 | | White Less (bundale) | Nos | 13 | | | | | |
| 33 | | Fab Highlighter Pen | Nos | 25 | | | | | |

| | | | | | | | | | |
|----|--|-------------------------------|-----|-----|--|--|--|--|--|
| 34 | | PM Permanent Fine Tip | Nos | 21 | | | | | |
| 35 | | PM Permanent Fine Tip | Nos | 13 | | | | | |
| 36 | | Pencil Box, Apsara extra dark | Box | 18 | | | | | |
| 37 | | CASIO Calculator MJ 120D + | Nos | 13 | | | | | |
| 38 | | Celo Tape, 1" | Nos | 5 | | | | | |
| 39 | | Celo Tape, 1/2" | Nos | 25 | | | | | |
| 40 | | Camlin Gum Botale(500 mg) | Nos | 20 | | | | | |
| 41 | | Inward Register | Nos | 12 | | | | | |
| 42 | | outward Register | Nos | 20 | | | | | |
| 43 | | Kangaro Paper Binding | Box | 5 | | | | | |
| 44 | | Kangaro Paper Binding Clip | Box | 10 | | | | | |
| 45 | | Sharpner (Apsara) | Nos | 20 | | | | | |
| 46 | | Eraser (Apsara) | Nos | 20 | | | | | |
| 47 | | Note Pad -20 Sheet | Nos | 65 | | | | | |
| 48 | | Note Pad -40 Sheet | Nos | 50 | | | | | |
| 49 | | Scissor -Kangaro | Nos | 4 | | | | | |
| 50 | | Sketchpen Box-(12 Shades) | Nos | 14 | | | | | |
| 51 | | Tag Bundale | Nos | 10 | | | | | |
| 52 | | Attendance Register | Nos | 9 | | | | | |
| 53 | | Pin Cousion | Nos | 16 | | | | | |
| 54 | | Brown Enlop 11/5 | Nos | 150 | | | | | |
| 55 | | Brown Enlop 09/4 | Nos | 150 | | | | | |
| 56 | | Imprest Book | Nos | 33 | | | | | |
| 57 | | Imprest Voucher Book | Nos | 15 | | | | | |
| 58 | | Vehicle Log Diary | Nos | 13 | | | | | |
| 59 | | Tocha | Nos | 5 | | | | | |
| 60 | | Date Stamp | Nos | 1 | | | | | |
| 61 | | EL Application From(Pad) | Nos | 5 | | | | | |
| 62 | | CL Application From(Pad) | Nos | 2 | | | | | |
| 63 | | Rubber Band (Box) | Nos | 4 | | | | | |
| 64 | | Carbon Paper | Nos | 1 | | | | | |
| 65 | | Montex Black Ball Pen | Nos | 3 | | | | | |
| 66 | | Montex Red Ball Pen | Nos | 3 | | | | | |
| 67 | | Montex Impression Ball Pen | Nos | 10 | | | | | |
| 68 | | Refill Rorito Maxtron | Nos | 5 | | | | | |
| 69 | | Pen Box Blue (Use n Throw) | Nos | 15 | | | | | |
| 70 | | Magnifying glass | Nos | 3 | | | | | |

Note:-Some make or type/model are mentioned for getting idea of a item to be supply, however, the bidder can supply any make equivalent to the quality of indicated item in above schedule.


 Superintending Engineer
 EHV Project Circle Nashik