

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/

No - 1781
E-Enquiry

DATE: -

27 DEC 2021

To,

Sub:- Providing printed register and stationary for day to day work, to the EHV Testing & Telecommunication circle Nashik, Telecommunication Division Nashik, Testing Division Nashik and EHV O&M Circle Nashik office for the year 2021.

Dear Sir,

In connection with above, you are requested to quote your lowest rate on or before dt.03.01.2022 upto 15:00hrs as per specification in "Schedule – A" (Enclosed herewith) for providing printed register and stationary for day to day work with following terms and conditions in two bid.

TERMS & CONDITIONS:

- 1) Two separate sealed envelopes, one consisting "rate quotation" and other with "technical documents" should be submitted. Sealed envelope duly super scribed with all details i.e.
 - (i) E-Enquiry No & Date :-
 - (ii) Due date :-
 - (iii) Quotation for
- 2) While submitting the offer following documents shall be submitted in separate sealed envelope.
 - a. Valid Shop act license.
 - b. Pan Card.
 - c. GST Registration certificate, if applicable.
 - d. Bank Details: Name of bank, Bank address, Bank A/c no. etc.
- 3) Rates quoted should be on firm quotation basis.
- 4) The material shall be delivered within 30 Days from the date of receipt of order.
- 5) Quality material should be supplied. Bidder shall have to submit the sample of quoted product. If any defect observed in the material supplied by you, the same shall be replaced by you free of cost without delay.
- 6) Paper to be use for register printing as below:
 - ❖ 80GSM for Vehicle log book diary, Outward register, Inward Register, Note Pad (Mahatransco Printed)
 - ❖ 90GSM for Attendance Register

- 7) The work carried out should be as per standard practices of MSETCL & formats required for printing will be provided by MSETCL.
- 8) Quantities mentioned in our enquiry are tentative & subject to variation.
- 9) Payment will be effected after Successful completion of work & as per actual work done.
- 10) Validity of your quotation should be 90 days.
- 11) The successful Contractor(S) will have to submit Security Deposit at the rate of 5% of the value of the order, by cash /Demand Draft / Fixed Deposit / Bank Guarantee at the office of the Superintending Engineer, EHV O&M Circle Nashik, within 15 days from the date of receipt of letter of intimation. The detail order will be issued only after the payment of security deposit. The same will be refunded after 03 months from date of supply of stationery material otherwise order will be treated as cancelled.
- 12) It shall be the sole responsible of the contractor to observe all the relevant acts and regulations along with amendments thereto framed by the Government from time to time. The Owner shall not be responsible for violation of any of the above stated regulations / Acts etc. by the contractor.
- 13) Stationary / Printing Sample shall be got approved from Executive Engineer (Admin) & Manager (HR), EHV (O&M) Circle Nashik before submission of quotation.
- 14) You will have to arrange all tools, plants, manpower etc. to carry out the work at your own cost.
- 15) The payment shall be made only after satisfactory completion of work as certified by the concern Engineer In-charge.
- 16) 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, Nashik

Copy s.w.r.s. to:

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

Copy to:

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

"Schedule – A"

Sr. No	SAP Material no.	Detail of material	Unit	Total Qty.	Unit Rate without GST	GST in %	Rate with GST	Total amount
1	500013728	JK A4 paper RIM RED 75gsm	RIM	510				
2	500008558	Register Good Quality 2 Quire Sundaram	Nos	72				
3	500013100	Box file Indrayani Kangaroo	Nos	160				
4	500013082	A4 R Clip File (Plastic file A-4) KENY P.File	Nos	140				
5	500027166	Bilt Matrix Tropical Green Paper (A-4)75gsm	RIM	6				
6	500008544	Stapler Small no.10 ST10	Box	40				
7	500012960	Stapler Pins Kangaro Munix(no.10-1M) Box	Box	12				
8	500024968	Stapler pin Remover Kangaro SR-300	Nos	6				
9	500008563	Stamp Pad Big	Nos	3				
10	500022555	Flage Office Mate Sticy-Notes	Nos	45				
11	500027165	Green Envelopes A-4 Size(cloth Lined)	EA	75				
12	500018177	Port Folio Two Flap file	Nos	45				
13	500008560	Clip File / Spring File With Printing	Nos	100				
14	500013084	Gum Bottel Camel Paste 700 ml	Nos	8				
15	500012966	Gum Bottel Camel Paste 150 ml	Nos	10				
16	500026576	Cello Plastic Tape 1 Inch	Nos	22				
17	500015403	Cello Plastic Tape 1/2 Inch	Nos	22				
18	500026577	Packing Tape (Brown)	Nos	22				
19	500015396	Brown Envalops (MSETCL Printed)(Size 27x12cm)	EA	800				
20	500015397	Brown Envalops (MSETCL Printed)(Size 20x10cm)	EA	600				
21	500013024	Vehecal Log Book Diary	Nos	100				
22	500012999	Outward Register	Nos	30				
23	500012998	Inward Register	Nos	30				
24	500013062	Attendance Register	Nos	30				
25	500015399	Note Pads (Mahatransco Printed) with spiral 200pages.	Nos	600				
Total								

Note: Paper to be use for register printing as below:

- 1.Vehicle log book diary- 80GSM
- 2.Outward register- 80GSM
- 3.Inward Register- 80GSM
- 4.Attendance Register- 90GSM
5. Note Pad (Mahatransco Printed)- 80GSM