

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.,
EHV PC O&M ZONE, KARAD**

Administrative Building
1st Floor Vijaynagar
Karad, 415114
Dist : Satara



Tel (O) : 02164 255054
(P) : 02164 646056
Fax : 02164 255186
E-mail: cekarad@mahatransco.in

CE/EHV PC O&M/ZONE/KRD/T/ NO 0012 Date :-

4 JAN 2022

Sub: Enquiry for Supply and Installation of 06 Nos. of Microsoft Office-2019 Home & Business edition Licence Copy for various Computers at EHV PC O&M Zone, Karad.

Dear Sirs,

Please offer your reasonable rates for the Supply of Microsoft Office-2019 Home & Business edition Licence Copy in EHV PC O&M Zone, Karad, as per Schedule 'A' enclosed herewith.

1. **DUE DATE:** The quotations complete in all respects, duly sealed & super scribed should be submitted to this office on or up to **12.01.2022 till 16:00 hrs.**
2. **QUOTED RATES:** Rates should be inclusive of all taxes, i.e. GST etc. The taxes applicable if any should be quoted distinctly.
3. **VALIDITY OF OFFER:** The offer should be valid for our acceptance for a period of 60 days from the due date of opening.
4. **DELIVERY:** The material should be delivered to EHV PC O&M ZONE, KARAD within 15 Days from the date of the order.
5. **PAYMENT:** 100 % Payment will be made after delivery of material; subject to availability of funds.
6. **SECURITY DEPOSIT:** The Security Deposit @ 3% of order value should be paid by supplier in the form of B.G. or D.D. within 7 Days from the L.O.I.
7. **PENALTY FOR LATE DELIVERY:** If the material not delivered within stipulated time mentioned in the supply order; penalty @ ½ % per delayed week will be charged.
8. If you are Authorized Dealer, submit the related documents with quotation.
9. Copy of GST registration certificate & PAN should be submitted with your offer.
10. All terms & conditions of MSETCL's supply order will be applicable for the proposed supply of material.

The undersigned reserves the right to reject any or all quotations without assigning any reasons.

Thanking you,

Yours faithfully,


**Chief Engineer,
EHV PC O&M Zone, Karad**

Encl: 1. Schedule 'A'.

Copy To: -

- 1) A.G.Manger (F&A) EHV PC O&M Zone Karad.
- 2) Notice Board.M/F T

D:\JRM\ JR PURCHASE\I Purchase Qotations\Supply Order\Buy back of computers

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.,
EHV PC O&M ZONE, KARAD**

Schedule 'A'

Subject:- Supply and Installation of 06 Nos. of Microsoft Office-2019 Home & Business edition Licence Copy for various Computers at EHV PC O&M Zone, Karad.

Sr. No.	Particulars	Unit	Qty.	Rate Per Unit excluding taxes	Taxes GST	Total amount including taxes
1	Supply and Installation of Microsoft Office-2019 Home & Business edition Licence Copy	No.	6 No.			

PAN No. of Agency-_____

GST Reg. Certificate No. _____

Sign & Seal of Agency.


**Chief Engineer,
EHV PC O&M Zone, Karad**