

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.

EHV PC O&M ZONE PUNE

CIN NO. U40109MH2005SGC153646

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Office of the  
The Chief Engineer,  
Administrative Building,  
IIIrd floor, Rasta Peth,  
Pune – 400 011.

Ref No. CE/EHV PC O&M/Zone/Pune/T/ **No 1201**

Date: **15 JUL 2022**

E-ENQUIRY (through Web Portal)

**Sub: - E- Enquiry for the supply of Office Stationary & Printed Material for various sections under EHV PC O&M Zone, Pune office.**

Dear Sir,

Sealed and Super scribed quotations 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) Your sealed quotations should reach this office **on or before Date:-25/07/22 till 15:00 hrs.**
- 4) Quotation shall be sent under sealed cover duly subscribed as Quotation for & your enquiry no. **1201 Date: 25/07/2022**
- 5) Following documents should be submitted along with your offer:-
  - i) Valid Shop Act Certificate; ii) GST Registration (if applicable), iii) PAN Card & iv) Performance certificate along with work order copy for supply of Office Stationary & Printed Material for various sections under EHV PC O&M Zone, Pune office
- 6) The right to place an order or to cancel any or all quotations without assigning any reasons is reserved with this office.

Thanking you,

Encl: Schedule 'A'.

Yours Faithfully,

(R. L. Gaikwad)  
Chief Engineer

EHV PC O&M Zone Pune

Copy to:  
The AGM (F&A), EHV PC O&M Zone Pune.  
M/F/Notice Board.



**SCHEDULE 'A'**

**Subject:-** E- Enquiry for the supply of Office Stationary & Printed Material for various sections under EHV PC O&M Zone, Pune office.

Sr. No.	Description	Unit	Total Qty
1	A/4 Size Paper 80 GSM ( Paper 1 Rim 500 Sheet)	Rim	75
2	Highlighter	EA	50
3	Whitener Pen	EA	50
4	Sketch Pen (Full Set)	DZ	10
5	Pencil (Apsara ) Box	DZ	37
6	Permanent Marker ( Red/Black/Blue)	EA	20
7	CD Marker ( Red/Black/Blue)	EA	10
8	Cutter	EA	13
9	Scale (Steel) 12"	EA	16
10	Gluestick	EA	90
11	Colour flags (3 Colours)	BOX	62
12	Colour flags (5 Colours)	BOX	85
13	Cello tape (1") White /Brown Colour	EA	34
14	Cello tape (2") White/Brown Colour	EA	34
15	24" White 100 Tags Bundle	EA	102
16	Calculator CT-512	EA	21
17	Envelope 11"x 05" (Brown)	EA	1100
18	Envelope 10"x12" Green Canvas	EA	450
19	Envelope 28x12" cm	EA	50
20	Note Book (Meeting)	EA	105
21	Office Note Pad (Rulled)	EA	120
22	28x34.25 cm Box Files	EA	275
23	Clip File (No 401) 10"x14"	EA	80
24	Straw Board File Cover (Less File ) 9"x13"	EA	50
25	Port Folio (9"x13")	EA	100
26	Port Folio Lase File 4 side (9"x13")	EA	60
27	Plastik file	EA	612
28	Scissor	EA	17
29	Pins (Tachani)	Box	17
30	Stapler Small Size (Kangaroo) 10 No	EA	18
31	Stapler Pins Big (Kangaroo) 24x6 mm	EA	20
32	Stapler Pins Small Size (Kangaroo) 10x1 mm	EA	22
33	Stapler Big (Kangaroo) 45P	EA	17
34	Kangaro-Stapler Pin Remove	EA	6
35	Punching Machine Big kangaro-700	EA	10
36	Punching Machine Big kangaro-500	EA	10
37	Stamp pad (Small size 90mm x159 mm)	EA	5
38	Camel Gum Bottle Pest (300ml)	EA	5
39	19 mm Binder Clip	EA	110
40	26 mm Binder Clip	EA	130
41	32 mm Binder Clip	EA	130
42	41 mm Binder Clip	EA	110
43	House Clip	EA	150
44	100 Pages Register 21x34 cm	EA	42
45	200 Pages Register 21x34 cm	EA	42
46	400 Pages Register 21x34 cm	EA	20
47	Attendance Register 21x34 cm	EA	2



48	Inward Register 28 x 45 cm	EA	12
49	Dispatch Register 28 x 45 cm	EA	12
50	Imprest Register (Duplicate Book) 21x34 cm	EA	16
51	Hand Delivery Book. (100 Pages)	EA	6
52	Vehicle Log Book (100 Pages)	EA	11
53	Imprest CV Forms Pad (100 Pages)	EA	26
54	Printed Imprest Appl. Form Pad (100 Pages)	EA	10
55	TA Bill Pad Both Side Printing (100 Pages)	EA	10
56	Docket Voucher Form (100 Pages)	EA	25
57	Colored Seprator Paper A4 Size	Set	205
58	Stamp Account Register	EA	3
59	Pen Holder at Dest	EA	14
60	Colored Seprator Paper A4 Size	Set	11
61	Punching Machine Big kangaro-800	EA	1
62	U Pins	Box	12

**NOTE:-** A) Mention the applicable taxes separately.



(R. L. Gaikwad)  
Chief Engineer  
EHV PC O&M Zone Pune