

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED  
CIN No. U40109MH2005SGC153646



Office of the  
Executive Engineer  
EHV (O&M) Division,  
Behind Vidyut Bhavan, Chikhali Road  
Buldhana-443 001



E-Mail : [ee1220@mahatransco.in](mailto:ee1220@mahatransco.in)

Web site-[www.mahatransco.in](http://www.mahatransco.in)

EE/EHV/O&M/DN/BLD/TECH/No. **1189**

Date **12 AUG 2022**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Enquiry for Quotations for Procurement of Printed Stationary for various offices under EHV O&M Division Buldhana..**

Please quote your lowest offer for the work of Annual Maintenance of PC, Printers, Photocopier Machine & refilling of Toners, etc. at EHV (O&M) Division Office, Buldhana as per schedule 'A' enclosed herewith, subject to Terms & Conditions stipulated below. The quotation may please be submitted in sealed envelope super scribed **"Quotations for Procurement of Printed Stationary for various offices under EHV O&M Division Buldhana"** mentioned in schedule-A, so as to reach this office on or before **19.08.2022 up to 14:00 Hrs.** In case of hand delivery Quotation should be handed over to receipt clerk of this office. Quotation will be opened on the same day at 14:00 Hrs if possible.

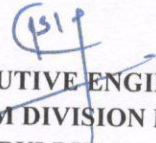
**Name of work:** Work of Annual Maintenance of PC, Printers, Photocopier Machine & refilling of Toners, etc. at EHV (O&M) Division Office, Buldhana.

**Terms & Condition: -**

- 1) **Rates:** - Rate should stand firm for at least six month.
- 2) **Taxes:** - The taxes such as GST etc. shall be clearly specified in the quotation with SAC/ HSN code.
- 3) **Scope of work:** - As per above Schedule-A.
- 4) **Contract period:** - 01 year
- 5) **Penalty:** - If the work is not completed within stipulated period a penalty @ ½% per week up to maximum of 10% of total contract value will be deducted from the bill.
- 6) **Material Delivery:** - Material should be dispatched & utilized within 02 – 03 days from date of call from this office.
- 7) **Services:** - The services shall be provided on the same day or on next day from date of call given by the office.
- 8) **Guarantee:** - The material shall be guaranteed for a period of One year (01 Year) from the date of supply. If any defect is observed during guarantee period the same will have to be replaced



- 9) **Security deposit:** - Security deposit @ 10% of the order value will have to be deposited to this office within 07 days if the order is confirmed. If SD is not paid, the order will be cancelled without any further communication. Also amount of S.D. will not deducted from your any bills.
- 10) You will have to submit copies of following documents with the offer.
- a) Goods & Service Tax Registration Certificate.
  - b) Income Tax Return for past any 03 Years (2018-19/2019-2020/2020-2021/2021-22) along with PAN card.
  - c) Registration under Bombay Shop & Establishment Act.
  - d) Experince certificate of similar work in Govt./semi Govt./Private organisation.
- 11) **General:** - The undersigned reserves the right to reject any or all offers without assigning any reason.
- 12) **Disqualification:-** The bidder not submitting documents as per Sr. No. 10 above, will stand disqualified and their offer (even if lower) will not be considered for further evaluation and their claim will not be entertained. Submission of documents is essential requirement. This is a Single BID SYSTEM (Techno-commercial bid). However the under signed reserves the right to relax one or more condition in the interest of MSETCL.
- 13) The Competent Authority viz. the Executive Engineer can exercise discretionary powers on arriving at the lowest bidder as per Sr. No.(10) in the interest of MSETCL and while finalizing the work order.

  
**EXECUTIVE ENGINEER**  
**EHV O&M DIVISION MSETCL**  
**BULDHANA**

**Copy s.w.r. to: The Superintending Engineer, EHV O&M Circle, Akola.**

**Copy to: 1) The Dy. Manager (F&A), EHV O&M Division, Buldhana.**



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**  
**EHV (O&M) DIVISION BULDHANA**  
**SCHEDULE-A**

Sr.No.	Particulars/Items	Specification	Unit	Qty	Ex-works including LC@1%	GST 18%	Final Rate (with GST)
1	LOG-SHEET (20*30)	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Gum Pad binding. (4) Paper Sample required	Each	1	4.66	0.84	5.50
2	LOG BOOK (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
3	PERMIT BOOK (A4)	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
4	PERMIT REGISTER (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
5	GATE PASS(A4) 50+50+50PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
6	TRIPPING REGISTER (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
7	INTURPTION REGISTER (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
8	DAILY DEMAND REG. (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
9	DAILY MAX-MIN REG (LEGAL) 30PAGES * 6SET	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
10	EAS DAILY REG.(LEGAL) 14PAGES * 12 SET	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14



11	Petty Cash Voucher (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
12	EL BOOK (A4)200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
13	CL BOOK 1*8 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
14	VEICHLI DIARI (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
15	DAK BOOK (A4) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
16	Attendance Register (LEGAL) 50PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	185.10	33.32	218.42
17	WEEKLY BATTERY MAIN REG. (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
18	DAILY BATTERY MAINT REG. (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
19	DISPATCH REG.(LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
20	INWORD REG (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14



21	DAY BOOK REG 10*15 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
22	TA BILL PAD BACK TO BACK (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
23	DOCKT VOUCHER REG (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
24	OT BOOK (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
25	IMPRESS CASH BOOK REG. (LEGAL) 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
26	Visitor Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
27	Defectes/Occu. Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
28	Monthly Energy Audit Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
29	Earth Test Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
30	DC Leakage Regostor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14



31	LA Counter Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
32	PLCC Counter Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
33	Breaker Counter Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
34	TAP Counter Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
35	Testing Unit Registor 200 PAGES	1) To be printed on Plain Good quality Paper. (2) . Both side Printing as per our Speciman (3) Good Quality Good quality ANDGum Pad binding. (4) Paper Sample required	Each	1	355.20	63.94	419.14
36	Envelopes, Size 9" x 4" 250 Nos	1) Any Branded Company Make with Printing & all other details are as per our speciman (2)White Colour (3) To be supplied in a card board box. (1 box containing 250 Nos. Envelopes.) (4) Sample required.	Each	1	76.27	13.73	90.00
37	Envelopes, Size 11" x 5" 250 Nos	1) Any Branded Company Make with Printing & all other details are as per our speciman (2)White Colour (3) To be supplied in a card board box. (1 box containing 250 Nos. Envelopes.) (4) Sample required.	Each	1	101.69	18.30	119.99

**Estimated cost limited to 1.00 Lakh( Inclusive of all taxes)**

**NOTE:** 1) Please quote Rates in Percentage (%) only i.e. Below OR Above the rates mentioned in Schedule-A

2) Rate shown in Schedule-A is exclusive of GST.

3) Please clearly mentioned Rates should be inclusive or exclusive of GST.

If not mentioned, will be treated as inclusive of GST.

If Rate exclusive of GST mentioned, please give the rate of GST with HSN/SAC code.

-Sd/-

EXECUTIVE ENGINEER  
EHV O&M DIVISION MSETCL



**Form to be filled by bidder:-**

**Form for quoting % rate for item included in Schedule 'A'**

Name of work :-

Estimated Cost :-

I, am ready to execute the work on \_\_\_\_ % Above (In words \_\_\_\_\_) the estimated cost Or

AT PAR (In words \_\_\_\_\_)

Or \_\_\_\_ % below (In words \_\_\_\_\_) the estimated cost.

Date :-

Signature of Bidder :-

1. If the percentage variation is more than 5% detail justification of rate analysis should be submitted along with your offers.

-Sd/-

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