

**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/1561**

**DATE: - 01.09.2022.**

**To,**

**Sub:-** Submission of budgetary offer for providing stationary & printed register material under EHV O&M Circle Nashik.

**Ref:** 1. जावक क.अअ /अऊदामं /नाशिक /मासं /0503 दि.01.04.2022.  
2.CENSKZ/MSETCL/F&A/0852 dtd.23.05.2022.  
3. अअ /अऊदामं /नाशिक /मासं /1540 दि.29.08.2022.

Dear Sir,

In connection with above subject, you are requested to submit your offer for providing stationary & printed register as per specification mentioned below :

| Sr. No. | Description of Material                                  | Unit | Total Qty. | Rate/ Unit Excluding GST | % in GST | Unit Rate including GST | Total amount including GST |
|---------|----------------------------------------------------------|------|------------|--------------------------|----------|-------------------------|----------------------------|
| 1       | Clip File / Spring File                                  | Nos  | 385        |                          |          |                         |                            |
| 2       | Register 2 Quire Sundaram                                | Nos  | 264        |                          |          |                         |                            |
| 3       | Printing Stationary / Paper (A-4 Size Paper RIM ) 75 GSM | RIM  | 1000       |                          |          |                         |                            |
| 4       | Green legal paper RIM 75 GSM                             | RIM  | 10         |                          |          |                         |                            |
| 5       | White Legal Paper RIM 75 GSM                             | RIM  | 10         |                          |          |                         |                            |
| 6       | Box File Indrayani                                       | Nos  | 644        |                          |          |                         |                            |
| 7       | A-4 R Clip Plastic File keni                             | Nos  | 270        |                          |          |                         |                            |
| 8       | Port Folio Two Flap file                                 | Nos  | 90         |                          |          |                         |                            |
| 9       | Stapler Pin Box (Small) 10 MM (containing 20packs)       | Box  | 23         |                          |          |                         |                            |
| 10      | Pencil Box                                               | Box  | 20         |                          |          |                         |                            |
| 11      | Stapler (Small) No. 10                                   | Nos  | 38         |                          |          |                         |                            |
| 12      | Stamp Pad (Small) 108 X 65 MM                            | Nos  | 53         |                          |          |                         |                            |
| 13      | Camel Gum 700 ml Bottle                                  | Nos  | 18         |                          |          |                         |                            |
| 14      | 11x5 80GSm Kraft ENV (24x12) with Printing Mahatransco   | Nos  | 2800       |                          |          |                         |                            |
| 15      | Pin (Tachani) Box 250 grm.                               | Nos  | 21         |                          |          |                         |                            |

|    |                                                           |     |      |  |  |  |  |
|----|-----------------------------------------------------------|-----|------|--|--|--|--|
| 16 | Big Size Green pocket 16x12                               | Nos | 220  |  |  |  |  |
| 17 | Stamp Pad Ink bottle 100 ml.                              | Nos | 22   |  |  |  |  |
| 18 | Register 3 Quire Sundaram                                 | Nos | 264  |  |  |  |  |
| 19 | Green A-4 Size RIM 75 GSM                                 | RIM | 10   |  |  |  |  |
| 20 | Port Folio Four Flap with rexine                          | Nos | 80   |  |  |  |  |
| 21 | Lace File Big Size                                        | Nos | 240  |  |  |  |  |
| 22 | Tag Bundle (Half Size 500 Nos in1 Packet)                 | Nos | 40   |  |  |  |  |
| 23 | Tag Bundle (Big) (Full Size 144 Nos in 1 Packet)          | Nos | 55   |  |  |  |  |
| 24 | Stapler Pin Box (Big) 24 X 6 MM (containing 20packs)      | Box | 23   |  |  |  |  |
| 25 | Stapler (Big) HP P-45                                     | Nos | 21   |  |  |  |  |
| 26 | Stamp Pad Big Size                                        | Nos | 20   |  |  |  |  |
| 27 | Punching Machine (Small) DP-480                           | Nos | 37   |  |  |  |  |
| 28 | Camel Gum 150 ml Bottle                                   | Nos | 22   |  |  |  |  |
| 29 | 9.5x4.5 80GSM Kraft ENV(20x10) with Printing Mahatransco. | Nos | 2800 |  |  |  |  |
| 30 | Green pocket 12x10                                        | Nos | 220  |  |  |  |  |
| 31 | Plastic A-4 Folder U Type.                                | Nos | 1500 |  |  |  |  |
| 32 | Printed Cheque Register                                   | Nos | 6    |  |  |  |  |
| 33 | Printed Temporary Imprest Register                        | Nos | 4    |  |  |  |  |
| 34 | Printed permanent Imprest Register                        | Nos | 4    |  |  |  |  |
| 35 | Printed Imprest closing book                              | Nos | 15   |  |  |  |  |
| 36 | Printed Day book Register                                 | Nos | 6    |  |  |  |  |
| 37 | Printed Inward Register                                   | Nos | 4    |  |  |  |  |
| 38 | Printed Outward Register                                  | Nos | 4    |  |  |  |  |
| 39 | Printed OT Bill Register                                  | Nos | 4    |  |  |  |  |
| 40 | Printed Post Stamp Register                               | Nos | 2    |  |  |  |  |
| 41 | Printed Attendance Register                               | Nos | 6    |  |  |  |  |

**Note:** 1.Rate quoted shall be including all taxes, transportation, other charger etc.  
2.Format for printing register will be given by office.

Yours faithfully,

Sd/-

**SUPERINTENDING ENGINEER  
EHV (O&M) Circle, Nasik**