

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV PC O&M ZONE PUNE
CIN NO. U40109MH2005SGC153646

Phone No. 26066106,
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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/1493

Date: 01.09.2022

SRM E-ENQUIRY

RFX No.7000024543

- **E-Enquiry for:** - Supply of Office Stationary & Printed Material for various sections under EHV PC O&M Zone, Pune office
- **Estimated Cost:-** Limited up to Rs. 3,21,916/-
- **Earnest Money Deposit (1% of Estimated Cost) :** Rs. 3,219.16/-
- **Tender Fee:** Rs. 100/- (Taxes extra) (Non-Refundable)
- **Online Sale of E-Enquiry:** From Dtd. 02.09.2022 to Dtd. 09.09.2022 up to 11.00 Hrs.
- **Last Date of Submission:** Dtd. 09.09.2022 up to 11.00 Hrs.
- **Probable Technical Bid Opening Date:** 09.09.2022 after 12:00 hrs. (If possible)
- **Probable Price Bid Opening Date:** 16.09.2022 after 12:00 hrs. (If possible)

❖ **Terms and Conditions** -

1. The rates should be inclusive of all taxes, duties, octroi, mobilization charges etc.
2. 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**
3. The right to place an order or to cancel any or all bids without assigning any reasons is reserved with this office.

Encl: Schedule 'A'.

Sd/-
(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 Separator Paper A4 Size	Set	205
58	Stamp Account Register	EA	3
59	Pen Holder at Dest	EA	14
60	Colored Separator 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.

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