

M.S.E.T.Co. Ltd, 132 kV, Navives S/Stn. Premises Old mill
Compound, Solapur-413001

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No. EE/EHV/PD-III/Solapur/81

Date: 24/01/2023

E-ENQUIRY

Sub: E-enquiry for the supply of office stationary material for the EHV Projects Div-III Solapur including S/Dn offices.

Dear Sir,

Sealed and super scribed quotations are invited for the work as per enclosed Schedule 'A' You are requested to quote your lowest rate for above work. The terms & conditions are as follows-

TERMS & CONDITIONS-

- 1) Rate shall be quoted on firm quotation basis inclusive of all Taxes & the rates shall be given in figures.
- 2) The quotation should be sent under sealed cover duly super scribed as QUOTATION for the supply of office stationary material for the EHV Projects Div-III Solapur including S/Dn offices.
- 3) Your quotation should reach this office **on or before 31.01.2023** and the same will be opened on the same day, if possible.
- 4) Copy of valid documents of such as details of firm, Bank details, PAN Card, GST Certificate, Bombay Shop act license & similar work experience (if applicable) should be enclosed with quotation.
- 5) The material shall be supplied within **10 days** from the date of receipt of this office order otherwise penalty @ 1% per week subject to max. 10% of the order amount will be levied at the discretion of the Competent Authority.
- 6) The undersigned reserves the right to place order either partly or fully or to reject any or all the quotations without assigning any reasons whatsoever.
- 7) Please quote your PAN & GST No. on the quotation
- 8) Payment of bill will be made after satisfactory supply of material at the direction of Engineer in charge & as per availability of funds.
- 9) In case of any dispute the decision of the Executive Engineer, EHV, PD-III, Solapur will be final and binding on the contractor.
- 10) Income tax at the prevailing rate on gross amount of bill would be recovered from you. Work tax will be deducted as per Govt. rules.

- 11) Contractor will have to pay Rs 5% S.D. on value of the work order.
- 12) Contractor will have to sign at the end of Schedule "A" attached.
- 13) Over writing, corrections if any, shall have to be initialed by the contractor.
- 14) The rate should be inclusive of all mobilization charges and Transportation charges. No extra amount than work order cost will be paid by MSETCL.
- 15) Work order amount will be limited to Rs. 1,43,000/- only.
- 16) The right to place an order or to cancel any or all quotations without assigning any reason is reserved with this office.

Thanking you,

Yours faithfully

Sd/-
(Mrs. A.A. Dandavate)
Executive Engineer
EHV Projects Div-III, Solapur

Encl:- Schedule "A"

Copy to SWRS To :-The Superintending Engineer, EHV Projects Circle, Pune

Copy to :-1) The Manager(F&A) EHV Projects Div-III, Solapur
2) Notice Board

Schedule "A"

Statement Showing of Office Stationary & Printed Material For year 2022-2023

Sr. No.	Description	Unit	Qty	Rate	Total
1	A/4 Size Paper 80 GSM (Paper 1 Rim 500 Sheet)	Rim	125		
2	75gsm Green Legal Paper (Paper 1 Rim 500 Sheet")	Rim	2		
3	Highlighter	EA	71		
4	Whitener Pen	EA	37		
5	Scale (Steel) 12"	EA	27		
6	Sketch pen (full set)	DZ	14		
7	Pencil Sharpner Box (12)	BOX	15		
8	Eraser (20 Pieces/ Box)	BOX	15		
9	Fevistick	EA	48		
10	Pencil (Apsara) Box	EA	31		
11	Black Ink Ball Point Pen (10 Pes)	BX	4		
12	Blue Ink Ball Point Pen (10 Pes)	BX	22		
13	Red Ink Ball Point Pen (10 Pes)	BX	5		
14	Green Ink Ball Point Pen (10 Pes)	BX	3		
15	Permanent/CD Marker (Red/Black/Blue)	EA	3		
16	Stamp pad ink	EA	10		
17	Cello tape (1") White /Brown Colour	EA	18		
18	Cello tape (2") White/Brown Colour	EA	30		
19	24" White 100 Tag Bundle	EA	1		
20	Calulator Citizen CT-512	EA	17		

21	28x34.25 cm Liver Box File	EA	249		
22	Port Folio (9"x13")	EA	17		
23	Plastik file	EA	236		
24	Paper Weight	EA	23		
25	Scissor	EA	3		
26	Pins (Tachani)	box	12		
27	Pin Cushion (Magnetic)	EA	10		
28	Stapler Small Size (Kangaroo) 10 No	EA	19		
29	24x6 mm Stapler Pin Box	EA	22		
30	10x1 mm Stapler Pin Box	EA	49		
31	Stapler Big (Kangaroo) 45P	EA	6		
32	Stamp pad (Small size 90mm x159 mm)	EA	15		
33	Camel Gum Pest Bottle (300ml)	EA	15		
34	32 mm Binder Clip	EA	96		
35	25 mm Binder Clip	EA	90		
36	Colour flags	EA	58		
37	100 Pages Register 21x34 cm	EA	50		
38	200 Pages Register 21x34 cm	EA	25		
39	Inward Register 28 x 45 cm	EA	6		
40	Outward Register 28 x 45 cm	EA	6		
41	Attendance Register 21x34 cm	EA	3		
42	Imprest Register (Duplicate Book) 21x34 cm	EA	17		
43	Vehicle Log Book (100 Pages)	EA	15		
44	Imprest CV Forms Pad (100 Pages)	EA	20		
45	Envelop 6.5" X 13.5"	EA	200		

46	Envelop 5" X 11"	EA	436		
47	Envelop 10" X 15" cotton green paper	EA	50		
48	Envelop Legal Size brown paper	EA	266		
49	Punching Machine Big	EA	3		
51	Letter Tray	EA	4		
52	U-pin box	EA	17		
53	Crop Register 200 Pages	EA	5		
54	Day book	EA	3		
55	Docket Voucher	EA	5		
56	Tax Register	EA	2		
57	Service book	EA	15		
TOTAL Rs					
Note:	Rates should be quoted including all taxes				
			Sd/- Executive Engineer EHV Projects Div-III, Solapur		