

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD**

<b>Name of Office :</b>	<b>Office of the Chief Engineer, EHV PC O&amp;M Zone, M.S.E.T.C.L. ,Nashik</b>
<b>Office address :</b>	2 <sup>nd</sup> Floor, Administrative Building, Old Saikheda Road, Sailanibaba Stop, Jail Road, Nashik Road :- 422 101
<b>Contact No</b>	: 0253-2403010 (O), FAX : 0253- 2403000
<b>Email Id</b>	: <a href="mailto:cenashik@mahatransco.in">cenashik@mahatransco.in</a>
<b>Website</b>	: <a href="http://www.mahatransco.in">www.mahatransco.in</a>

Ref :-CE/EHV Projets cum O&amp;M/Zone/ Nashik/T-30/No. 185

Date:31.01.2023

**E- Enquiry****Sub:** - Supply of Stationery Materials for EHV Project Cum (O&M) Zone Nashik.**Dear Sir,**

Please offer your reasonable rates for the subject work. The detailed scope of work is given as per Schedule "A" and as given below:-

- 1) DUE DATE:** - The quotations complete in all respects, duly sealed & super scribed should be submitted to this office on or before **10.02.2023** up to **17:00 Hrs** positively.
- 2) SCOPE OF WORK :-**  
The detailed scope of work is given as per Schedule "A".
- 3) QUOTED RATES:** - Rates quoted should be on firm quotation basis. Also the cost of items strictly as per specification. Taxes (GST) & Charges shall be mentioned clearly. If not mentioned it will be considered inclusive of all taxes & charges.
- 4) Quality material** should be supplied. Any defect observed in the material supplied by you, the same shall be replaced by you free of cost without delay
- 5) Quantities** mentioned in our enquiry are tentative & may varies as per requirements
- 6) Stationery / Printing Sample** shall be got approved from AGM (HR) EHV Project Cum (O&M) Zone Nashik before supply of material. And if the quality of the material is not found satisfactorily, then the offer will be rejected & the order will be issued to other qualified bidder
- 7) COMPLETION PERIOD:** - The material shall be delivered within **60 Days** from the date of receipt of order
- 8) DELIVERY OF THE MATERIALS:** The entire quantity is to be delivered directly at EHV PC O&M Zone Office Nashik only after successful approval of sample of each item.
- 9) TERMS OF PAYMENT:**  
100 % payment of cost of materials supplied will be made after successful completion of supply & as per actual supply done. Bidder will have to submit the original bills/R.A. Bills in the name of MSETCL addressing to this office for material supplied indicating GST No.,

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PAN No. to this office for auditing & passing. After due audit the payment will be made by Superintending Engineer, EHV O&M Circle, Nashik subject to the availability of the funds.

**10) SECURITY DEPOSIT: -**

The successful bidder will have to submit security deposit @ 10% of order value by cash or in the form of unconditional FDR/D.D./B.G of any Nationalized/ scheduled Bank in the name of the Superintending Engineer, EHV O&M Circle, Nashik payable at Nashik to this office within 15 days from the receipt of LOI/Supply Order. The same will be refunded after 03 months from date of successful completion of supply order and receipt of your refund application.

**11) VALIDITY OF OFFER: -** The offer should be valid for **30 days** from the due date

**12) DOCUMENT REQUIRED:-** The rate offer must be accompanied with following details & documents duly attested & signed by vendor-

- a. Full name of Quotation submitting firm & full address of the same.
- b. Bank name, Bank address, Bank A/c. No.
- c. Valid Shop act license.
- d. Pan Card.
- e. Photocopy of GST registration certificate if applicable.
- f. Order copies of Supply of Experience of such type of material along with printing under MSETCL/ Other government if any.

**13)** The undersigned have the reserve right for relaxation of any condition mention above.

**14)** The undersigned reserves the right to reject any or all quotations or cancel the requirement at his discretion without assigning reasons thereof.

**Encl:** Schedule "A"

**Yours faithfully,**

**-S/d-**

**Chief Engineer**

**EHV Projects Cum O&M Zone, Nashik**

**Copy to:-**

- 1) The AGM (HR), MSETCL EHV PC O&M Zone, Nashik
- 2) The AGM (F&A), MSETCL EHV PC O&M Zone, Nashik.
- 3) The Executive Engineer (Admin), MSETCL, EHV PC O&M ZONE, Nashik
- 4) Notice Board

**Schedule 'A'**

**Sub:-** Supply of Stationery Materials for EHV Project Cum (O&M) Zone Nashik

Sr No	Item Name	Specification	Unit	Qty	Ex. work Price	% of GST	GST Amnt.	Rate Incl. GST	Total Amnt.
1	A4 paper rim 75 GSM JK Copier/ bilt/B2B copy power etc		Rim	500					
2	Pencil Box extra dark Apsara / Doms		Box	50					
3	CD Marker Black, Red, Blue (Set of Three) Camlin/Faber-Castell		Set	5					
4	Highlighter Yellowish, Pink, Red (Set of Three) Camlin/Faber-Castell		Set	20					
5	White Board Pen-Black, Red, Blue (Set of Three) Camlin/Faber-Castell		Set	5					
6	Use and Throw Pen Blue Doms/Cello/Natraj		Box	15					
7	Cream Manjarpat Fabric for old record		Mtr	50					
8	Sticky Notes 19mm*76mm Four colour set		No's	100					
9	Glue Stick 15 gm Fevicol		No's	50					
10	Transparent Tape 1/2 inch, 36 micron, 65 mtr.		No's	25					
11	Transparent Tape 1 inch, 36 micron, 65 mtr.		No's	25					
12	Transparent Tape 2 inch, 40 micron, 65 mtr.		No's	25					
13	Transparent Tape 3 inch, 45 micron, 65 mtr.		No's	25					
14	Stainless Steel Scale 12" Omega/Apsara/Doms		No's	20					
15	Correction Pen Faber-Castell		No's	30					
16	White Board Duster		No's	3					
17	Scissor Small SL 1150 Kangaro		No's	10					
18	Scissor Regular SL 1173 Kangaro		No's	10					

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19	Paper Knife M-18 Kangaro		No's	10					
20	Stapler Big HP 45 Kangaro		No's	10					
21	Stapler Regular No 10 Kangaro		No's	20					
22	Stamp Pad No 2 Camel		No's	10					
23	Stamp Pad Ink 100 ML Camel		No's	5					
24	Stapler pin No. 23/15		pkt	15					
25	Stapler pin No. 23/17		pkt	15					
26	Stapler pin No. 23/20		pkt	15					
27	Stapler pin No. 23/24		pkt	15					
28	Nylon soft rubber Band Size 2 inch thickness 2mm		kg	2					
29	Box File with kangaroo Clip with printing		No's	500					
30	Plastic Patti file A4 size Printed As per sample		No's	500					
31	A4 plastic file 865 A/A4_307T Printed As per sample		No's	300					
32	White Envelop 27X12 cm With printing ( 28X12)		No's	3000					
33	White Envelop 20X10 cm With printing (22X10)		No's	2000					
34	File Sepertor		No's	1000					
35	Lace file with printing with lace		No's	500					

**Note:-** Some make or type/model are mentioned for getting idea of a item to be supply, however, the bidder can supply any make equivalent to the quality of indicated item in above schedule. Also samples of printed items are available with this office (HR section) for knowledge of supplier/bidder for quoting rates against this enquiry.

-S/d-  
Chief Engineer  
EHV Projects Cum O&M Zone Nashik