



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
Corporate Identity No. U40109MH2005SGC153646

Office of The Superintending Engineer, EHV Projects Circle, Pune,
Block No.405, IIIrd Floor, Admin. Building, Opp. KEM Hospital, Rastapeth, Pune 411011
Phone No. 020-26062248, 020-26065713 email id : se6600@mahatransco.in

SE/EHVPC/PN/T/ No 1015

Date: 28 JUL 2023

E-ENQUIRY

Sub: E-enquiry for the supply of office stationery material for the EHV Projects Circle, Pune

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-

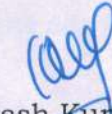
- 1) Rate shall be quoted on firm quotation basis inclusive of all Taxes & the rates shall be given in figures, however rate and GST shall be given separately.
- 2) The quotation should be sent under sealed cover duly super scribed as QUOTATION for the supply of office stationery material for the EHV Projects Circle, Pune (Enquiry No. ___ be quoted).
- 3) Your quotation should reach this office **on or before Dt.04.08.2023 upto 15:00 hrs** and the same will be opened on the same day, if possible.
- 4) Copy of valid documents of such as details of firm, PAN Card, GST Certificate, Bombay Shop act license & similar work experience should be enclosed with quotation.
- 5) The material shall be supplied within **10 days** from the date of receipt of this office order & after approval of sample of material by this office 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 undersigned will be final and binding on the contractor.
- 10) GST 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) The right to place an order or to cancel any or all quotations without assigning any reason is reserved with undersigned.

Encl: - Schedule "A"

Thanking you,

Yours faithfully


(Prakash Kursange)
SuperIntending Engineer
EHV PC Pune

Copy to:-

- The Sr. Manager F&A, EHV PC, Pune
- The Manager HR, EHV PC, Pune
- Notice Board
- M/F

Schedule A

Sr. No.	Description	Unit	Qty.	Rate	Total Amount
1	A/4 Size Paper 70 GSM (Paper 1 Rim 500 Sheet) of good quality and reputed brand	Ream	200		
2	Portfolio (9"*13)	EA	50		
3	Lace File 10 x 15	EA	200		
4	Box File	EA	100		
5	Plastic Folder	EA	150		
6	Separator 23 x14 CM	EA	150		
7	Hole guard	EA (Packet)	15		
8	writing pad (20 Pages)	EA	25		
9	Black Ink Ball Point Pen (10 Pcs)	EA (Packet)	6		
10	Blue Ink Ball Point Pen (10 Pcs)	EA (Packet)	12		
11	Permanent/CD Marker (Red/Black/Blue) of reputed brand	EA	18		
12	Highlighter	EA	39		
13	Pencil Sharpner Box (12)	EA (Box)	12		

Sr. No.	Description	Unit	Qty.	Rate	Total Amount
14	Eraser (20 Pieces/Box)	EA (Box)	3		
15	Sharpner (Box-12)	EA (Box)	2		
16	Scale (Steel) 12"	EA	6		
17	Stapler Big (Kangaroo) 45P	EA	6		
18	Stapler Madium/Small 10-D of reputed brand	EA	15		
19	Stapler Small Size (Kangaroo) 10 No	EA	15		
20	Binding Clips box (Sizes 41mm-12boxes., 32mm-9 boxes, 25mm-12boxes, 19mm-6 boxes)	EA (box)	39		
21	Stamp pad ink	EA	3		
22	Blue Carbon paper (Box)	EA (box)	3		
23	U Pin (Box)	EA (box)	6		
24	All pins / Paper Pin Box	EA (box)	3		
25	Stapler Pin remover (Medium) of reputed brand	EA	6		
26	Red Ink Ball Point Pen (10 Pcs)	EA (Packet)	5		
27	Whitener Pen	EA	15		

Sr. No.	Description	Unit	Qty.	Rate	Total Amount
28	Stamp Pad (Small Size 90mm x 159 mm)	EA	3		
29	Stamp Pad (Big) 157 x 96 mm Blue Ink Stamp Pad	EA	3		
30	Colour Flags (76mmx76mm) - 2 cut-30 EA (Packet)s, 5 cut-50 EA (Packet)s	EA (Packet)	80		
31	Panching Kangaro DP-280 Small	EA	15		
32	Imprest Register (Duplicate Book)	EA	6		
33	Vehicle Maintanance Book	EA	1		
34	Register (400 Pages) of reputed brand	EA	10		
35	200 Pages Register 21 x 34 cm of reputed brand	EA	8		
36	100 Pages Register 21 x 34 cm of reputed brand	EA	15		
37	Confidential Portfolio	EA	10		
38	24" White 100 Tag Bundle	EA	1		
39	CL Form 21 x 31 cm (100 Pages)	EA	5		
40	EL Form 21 x 31 cm (100 Pages)	EA	2		
41	TA Bill Form (100 Pages)	EA	1		
42	Attendance Muster 21 x 34 cm	EA	1		


Sr. No.	Description	Unit	Qty.	Rate	Total Amount
43	Big Punching Machine of reputed brand	EA	6		
45	Inward Register 28 x 46 cm	EA	1		
46	Outward Register	EA	1		
47	A/4 Size Green Paper (Paper 1 Rim 500 Sheet) of reputed brand	EA	1		
48	Flat File 10"	EA	5		
49	Fevistick (25g) of reputed brand	EA	10		
50	Cello Tape (1") White/ Brown Colour	EA	2		
51	Cello Tape (2") White/ Brown Colour	EA	2		
52	Calculator Citizen CT-512 of reputed brand	EA	10		
53	scissor	EA	1		
54	Camel Gum Pest Bottle (300ml)	EA	1		
55	Vehicle Log Book (100 Pages)	EA	2		
56	Imprest CV Form Pad (100 Pages)	EA	5		

Sr. No.	Description	Unit	Qty.	Rate	Total Amount
57	Envelope - 6.5" x 13.5"	EA	20		
58	Envelope - 5" x 11"	EA	500		
59	Envelope - 12" x 10" Cotton Green Paper	EA	24		
60	Envelope - 10" x 15" Cotton Green Paper	EA	150		
61	Letter Tray	EA	6		
62	Small Size Rubber Band	EA	5		
63	Kangaroo Stapler Small Size pin 10-1M set of 20 box	EA (box)	3		

Total GST Amount:

Total with GST:

Note : Rates shall be quoted inclusive of GST, but the GST shall be mentioned separately


 (Prakash Kursange)
 Superintending Engineer
 EHVPC, Pune.