



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
CIN No. U40109MH2005SGC153646

From :

Name of Office : EXECUTIVE ENGINEER, EHV PROJECTS DIVISION-II, PUNE

Office Address : Administrative Building, 1st Floor, 925, Kasba Peth, Pune – 411 011

Contact No.: FAX NO. (020) 245 70 525 & PHONE NO. (020) 245 70 676

E-Mail Id : ee6620@mahatransco.in

Website : mahatransco.in

Ref.No.EE/EHV/Project/DN-II/PN/No. 1020

Date:09.08.2023

Sub : E-enquiry for supply of office Stationery & Printing Material for Technical, F&A and HR section at EHV Project Division-II Pune and underlying subdivisions for the year 2023-2024.

Sir,

Sealed and Superscribed quotations are invited so as to reach this office on or before **18.08.2023 upto 18:15 hrs** for the above work as per enclosed **Schedule `A`**. You are requested to quote your reasonable rate for the above work. The terms and conditions are as follows.

TERMS AND CONDITIONS:

1. Rate as per Schedule 'A' shall be quoted on firm quotation basis inclusive of all Taxes and the rates shall be given in words & figures separately. All applicable Taxes should be mentioned separately.
2. The quotation should be sent under sealed cover duly super scribed as "QUOTATION FOR the "Supply of office Stationery & Printing Material for Technical, F&A and HR section at EHV Project Division-II Pune and underlying subdivisions for the year 2023-2024." (Enquiry No. ____ be quoted).
3. A separate sealed envelope containing Xerox copies of qualifying documents as below is to be submitted mentioning on the top of the envelop "**TECHNICAL BID**":-
 - Shop Act License
 - GST Registration if applicable
 - PAN card
4. The rates should be quoted on your firms letter head as per 'Schedule A' in sealed separate envelop mentioning on top of envelop "**COMMERCIAL BID**"
5. Material should be supplied within 15 days from receipt of order.

6. You will have to pay security deposit equal to 5 % of the order amount in cash or in the form of F. D. R. within 7 days from the date of receipt of order/LOI. The security deposit will be refunded after six month from the date of complete supply of material satisfactorily and after deduction of any amount toward damaged or substandard material.
7. Material supply charges will be borne by you.
8. Payment will be effected by this office by cheque/online NEFT etc after satisfactory completion of work.
9. The rate should be inclusive of all mobilization charges and Transportation charges. No extra amount than work order cost will be paid by MSETCL.
10. 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.
11. In case the material is not received within time, the right to cancel the work order is reserved with this office.
12. Sample of each item will have to be got approved from Head clerk HR section of EHV PD-II, Pune prior to effecting the supply.
13. Penalty about ½% Per week or part thereof and maximum up to 10% of the order value for the delay in supply of the material after due date of supply.
14. The material in all respect shall be of superior quality. If any item or part of item is found to defective or substandard then the same shall be replaced by you immediately.
15. Income Tax will be deducted as per Government rule.
16. In case of any dispute decision of the Executive Engineer, EHV Projects Div.-II, Pune shall be final and binding on the agency.

Thanking you.

Encl: Schedule A

Yours faithfully,

Sd/-
(Vitthal D.Bhujbal)
Executive Engineer
EHV Projects Div-II, Pune

SCHEDULE 'A'

Sub : E-enquiry for supply of office Stationery & Printing Material for Technical, F&A and HR section at EHV Project Division-II Pune and underlying subdivisions for the year 2023-2024.

Sr. No.	Description	Total Qty.	Unit	Ex works Rate	GST %	Rate	Total
1	A/4 Size Paper 80 GSM (Paper 1 Rim 500 Sheet)	360	Rim	275	12	308.00	110880.00
2	Portfolio (9"*13)	60	EA	17.75	18	20.95	1256.70
3	Box File (Size-13.5x11.5 Inch)	425	EA	60	18	70.80	30090.00
5	Plastic File (A4 Size)	350	EA	7.21	18	8.51	2977.73
6	Permanent Marker (Red/Black/Blue)	24	EA	15	12	16.80	403.20
7	Highlighter	90	EA	20	12	22.40	2016.00
8	Cutter	9	EA	10	18	11.80	106.20
9	Pencil	17	Box	42.05	12	47.10	800.63
10	Scale (Steel) 12"	16	EA	23.26	18	27.45	439.15
11	Stapler Big (Kangaroo) 45P	9	EA	235	18	277.30	2495.70
12	Stapler Small Size (Kangaroo) 10 No	14	EA	45.69	18	53.91	754.80
13	Binding Clips 32 mm	23	EA	38.21	18	45.09	1037.02
14	House Clips	23	EA	8	18	9.44	217.12
15	Stamp pad ink	17	EA	21.35	18	25.19	428.28
16	U Pin (Packet)	21	EA	19.1	18	22.54	473.30
17	Stapler Pin remover	11	EA	143.22	18	169.00	1859.00
18	Whitener Pen	23	EA	20.31	18	23.97	551.21
19	Colour Flags (5 Colour)	115	EA	25	18	29.50	3392.50
20	Punching Kangaro DP-500	10	EA	95	18	112.10	1121.00
21	Envelope - 6.5" x 13.5" (White)	50	EA	5.45	18	6.43	321.55
22	Envelope - 5" x 11" (White)	25	EA	1.6	18	1.89	47.20
23	Gluestick (Size 25 gm)	32	EA	40.62	18	47.93	1533.81
24	Cello Tape (1") White Colour	7	EA	12.97	18	15.30	107.13

Sr. No.	Description	Total Qty.	Unit	Ex works Rate	GST %	Rate	Total
25	Cello Tape (2") White Colour	7	EA	35.55	18	41.95	293.64
26	Calculator Citizen CT-512	15	EA	115	18	135.70	2035.50
27	Scisoor (Normal Size)	12	EA	41.08	18	48.47	581.69
28	Camel Gum Pest Bottle (300ml)	30	EA	59	5	61.95	1858.50
29	TA Bill Form (100 Pages Pad as per company format)	10	EA	85	18	100.30	1003.00
30	Attendance Muster 21 x 34 cm	7	EA	180.47	18	212.95	1490.68
31	Inward Register 28 x 45 cm	10	EA	296.7	18	350.11	3501.06
32	Outward Register (28x45 Cm)	10	EA	282.92	18	333.85	3338.46
33	Imprest Book (Duplicate Book)	10	EA	383.24	12	429.23	4292.29
34	Register (400 Pages) (21x34 Cm)	10	EA	145	18	171.10	1711.00
35	200 Pages Register 21 x 34 cm	15	EA	110	18	129.80	1947.00
36	100 Pages Register 21 x 34 cm	15	EA	42	18	49.56	743.40
37	Vehicle Log Book (100 Pages)	8	EA	112.43	12	125.92	1007.37
38	Imprest CV Form Pad (100 Pages Pad as per company format)	30	EA	96.01	12	107.53	3225.94
Total Amount							190338.76
Grand Total Amount							190339.00

The contractors have to quote above/ below/ At par in % in respect of total amount. The contractor should not quote above/ below/ At par of individual items, such Price bid will be rejected.

1. -----%**Below** (In words-----) of the above estimated Rate.
2. ----- **At Par** (In words-----) of the above estimated Rate.
3. -----% **Above** (In words-----)of the above estimated Rate.

Dated

Signature of contractor with Seal

Name -----

Address -----

Sd/-
(Vitthal.D.Bhujbal)
Executive Engineer
EHV Projects Dn.-II, PUNE.