



# MAHATRANSCO

## MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

Name of Office	:	Office of the Superintending Engineer,
Office Address	:	EHV (O&M) Circle, Aurangabad, Block No. 202, 2 <sup>nd</sup> Floor, MSETCL New Administrative Building, Near Harsool T-Point, Jalgaon Road, Harsool, Aurangabad – 431 008
Email Id	:	se2100@mahatransco.in
Website	:	www.mahatransco.in

Ref: SE/EHV (O&M)/A'bad/Tech/ No 1788 Dt. 31 AUG 2023

### E-Enquiry Notice

**Subject:** E-Enquiry for Work of Providing the Photo Copy Services in the Premises of Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad.

In connection with the above, SEALED & FIRM Quotations for the Work of Providing the Photo Copy Services in the Premises of Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad, are hereby invited. Estimated amount for said works is **Limited to Rs. 5.0 Lakhs (Including all taxes)**. Other Terms & Conditions are as follows:

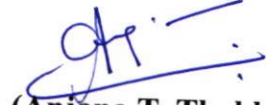
1. Duly filled, SEALED & FIRM Quotation in the name of The Superintending Engineer, EHV (O&M) Circle, MSETCL, Aurangabad, super subscribing on the envelope with writing "Work of Providing the Photo Copy Services in the Premises of Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad", shall be submitted to this office, on or before Dt. 08.09.2023, 17:30 Hrs., positively.
2. Rate shall be quoted in Rs., in both Figures & Words, in Schedule-A. Rates quoted should be Exclusive of GST & inclusive of rest all of the taxes, if any.
3. Offer must be Valid up to 60 days.
4. Photo Copy Machine, Labour Assistance, T&P, Consumables such as Papers, Tonner, Spares etc. shall be arranged by Vendor Only, at his own cost.
5. Space & Electric Supply required for Photo Copy Machine will be arranged by MSETCL.
6. Vendor will have to provide 01 No. of Photo Copy machine in working condition along with well conversant operator, in the Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad.
7. The Photo Copy machine provided shall be maintained in Good Condition by attending the Preventive Maintenance. In case, any problem arises in the machine, standby machine shall be provided forthwith.
8. Conditional Quotation will be liable for rejection.
9. Following Documents must be enclosed along with the Quotation:
  - Proof of registration of firm under Bombay Shop & Establishment Act
  - Copy of PAN Card

- Copy of GST Registration Certificate, if any
  - Undertaking for not blacklisted
10. Quotations not complying the above mentioned requirements, will not be considered.
11. Undersigned Reserves the right for Cancellation / Termination of E-Enquiry / Contract thereof at any stage, without assigning reasons thereof. Also. Undersigned reserves the right to Reject any or all of the quotations, without assigning any reasons thereof.

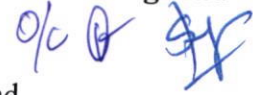
Thanking You,

**Encl: Schedule-A**

**Yours Faithfully,**



**(Anjana T. Thakkar)**  
**Superintending Engineer,**  
**EHV O&M Circle, MSETCL,**  
**Aurangabad**



**Copy to:**

1. Manager (F&A) EHV (O&M) Circle, MSETCL, Aurangabad
2. Notice Board

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**  
**EHV (O&M) CIRCLE, AURANGABAD**

**Schedule-A** for the : E-Enquiry for the Work of Providing the Photo Copy Services in the Premises of Administrative Building, MSETCL, at EHV (O&M) Circle, MSETCL, Aurangabad.

Sr. No.	Particulars	Unit	Quote Your Rate in Rs.
1	Photo Copying of A4 Size Papers / Documents	Per Copy single side	.....
2	Photo Copying of A3 Size Papers / Documents	Per Copy single side	.....

**Remark : Rates are Exclusive of GST & inclusive of rest all of the taxes, if any.**

**Stamp & Seal of Agency**