



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. 7798

Date: 08 SEP 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 Percentage basis of estimated amount inclusive of all Taxes.
- 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.15.09.2023 up to 18:15 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 in Rs.	GST %	Total Amount in Rs.
1	A/4 Size Paper 70 GSM (Paper 1 Rim 500 Sheet) of good quality and reputed brand	Ream	200	285	12	63840.00
2	Portfolio (9"*13)	EA	50	19.58	18	1155.22
3	Lace File 10 x 15	EA	200	20.2	18	4767.20
4	Box File	EA	100	90.3	18	10655.40
5	Plastic Folder (A4)	EA	150	8	18	1416.00
6	Separator 23 x14 CM	EA	150	3.89	18	688.53
7	Hole guard	EA (Packet)	15	22.88	18	404.98
8	writing pad (20 Pages)	EA	25	5.64	18	166.38
9	Black Ink Ball Point Pen (10 Pcs)	EA (Packet)	6	53.6	18	379.49
10	Blue Ink Ball Point Pen (10 Pcs)	EA (Packet)	12	28	18	396.48
11	Permanent/CD Marker (Red/Black/Blue) of reputed brand	EA	18	18.31	18	388.90
12	Highlighter	EA	39	24	18	1104.48
13	Pencil Sharpner Box (12)	EA (Box)	12	67.2	12	903.17

Sr. No.	Description	Unit	Qty.	Rate in Rs.	GST %	Total Amount in Rs.
14	Eraser (20 Pieces/Box)	EA (Box)	3	55.4	12	186.14
15	Sharpener (Box-12)	EA (Box)	2	60	12	134.40
16	Scale (Steel) 12"	EA	6	42	12	282.24
17	Stapler Big (Kangaro) 45P	EA	6	260	18	1840.80
18	Stapler Medium 10-D of reputed brand	EA	15	42	18	743.40
19	Stapler Small Size (Kangaroo) 10 No	EA	15	50.39	18	891.90
20	Binding Clips box (Sizes 41mm-12boxes., 32mm-9 boxes, 25mm-12boxes, 19mm-6 boxes)	EA (box)	39	35.71	18	1643.37
21	Stamp pad ink bottle	EA	3	23.55	18	83.37
22	Blue Carbon paper (Box)	EA (box)	3	196.17	18	694.44
23	U Pin (Box)	EA (box)	6	35	18	247.80
24	All pins / Paper Pin Box	EA (box)	3	30	18	106.20
25	Stapler Pin remover (Medium) of reputed brand	EA	6	170	18	1203.60
26	Red Ink Ball Point Pen (10 Pcs)	EA (Packet)	5	54.96	18	324.26
27	Whitener Pen	EA	15	22.4	18	396.48

Sr. No.	Description	Unit	Qty.	Rate in Rs.	GST%	Total Amount in Rs.
28	Stamp Pad (Small Size 90mm x 159 mm)	EA	3	51.15	18	181.07
29	Stamp Pad (Big) 157 x 96 mm Blue Ink Stamp Pad	EA	3	35	18	123.90
30	Colour Flags (76mmx76mm) - 2 cut-30 EA (Packet)s, 5 cut-50 EA (Packet)s	EA (Packet)	80	28	18	2643.20
31	Punching Kangaro DP-280 Small	EA	15	175	18	3097.50
32	Imprest Register (Duplicate Book) (200 Pages)	EA	6	452.23	18	3201.79
33	Vehicle Maintenance Book	EA	1	109.89	18	129.67
34	Register (400 Pages) of reputed brand	EA	10	145	18	1711.00
35	200 Pages Register 21 x 34 cm of reputed brand	EA	8	110	18	1038.40
36	100 Pages Register 21 x 34 cm of reputed brand	EA	15	42	18	743.40
37	Confidential Portfolio	EA	10	35	18	413.00
38	24" White 100 Tag Bundle	EA	1	138	18	162.84
39	CL Form 21 x 31 cm (100 Pages)	EA	5	101.69	18	599.97
40	EL Form 21 x 31 cm (100 Pages)	EA	2	82.86	18	195.55
41	TA Bill Form (100 Pages)	EA	1	85	18	100.30
42	Attendance Muster 21 x 34 cm	EA	1	212.96	18	251.29

Sr. No.	Description	Unit	Qty.	Rate in Rs.	GST%	Total Amount in Rs.
43	Big Punching Machine of reputed brand (DP 600)	EA	6	144	18	1019.52
45	Inward Register 28 x 46 cm	EA	1	585	18	690.30
46	Outward Register	EA	1	312	18	368.16
47	A/4 Size Green Paper (Paper 1 Rim 500 Sheet) of reputed brand	EA	1	348.21	12	390.00
48	Flat File 10"	EA	5	156	18	920.40
49	Fevistick (25g) of reputed brand	EA	10	44.8	18	528.64
50	Cello Tape (1") White/ Brown Colour	EA	2	26.56	18	62.68
51	Cello Tape (2") White/ Brown Colour	EA	2	39.2	18	92.51
52	Calculator Citizen CT-512 of reputed brand	EA	10	467.16	18	5512.49
53	Scissor medium size	EA	1	70	18	82.60
54	Camel Gum Pest Bottle (300ml)	EA	1	69.12	18	81.56
55	Vehicle Log Book (100 Pages)	EA	2	385	18	908.60
56	Imprest CV Form Pad (100 Pages)	EA	5	385	18	2271.50

Sr. No.	Description	Unit	Qty.	Rate in Rs.	GST%	Total Amount in Rs.
57	Envelope - 6.5" x 13.5"	EA	20	6.43	18	151.75
58	Envelope - 5" x 11"	EA	500	1.76	18	1038.40
59	Envelope - 12" x 10" Cotton Green Paper	EA	24	6.5	18	184.08
60	Envelope - 10" x 15" Cotton Green Paper	EA	150	7.09	18	1254.93
61	Letter Tray	EA	6	180	18	1274.40
62	Small Size Rubber Band	EA	5	24.06	12	134.74
63	Kangaroo Stapler Small Size pin 10-1M set of 20 box	EA (box)	3	175.64	18	621.77

Total estimated amount including GST in **Rs.1,27,226.54**

(In words: Rs. One lakh Twenty-Seven Thousand Two Hundred Twenty Seven Only)

Note:

The Contractors have to quote above /below/At par in % in respect of total estimated amount.


The Contractors should not quote above/ below/ at par of individual items, such price bid will be rejected.

1. _____% Below (In Words _____) of the above estimated amount.
2. _____% At par (In Words _____) of the above estimated amount.
3. _____% Above (In Words _____) of the above estimated amount.

Signature of the contractor with seal

Name _____

Address _____


(Prakash Karsange)
Superintending Engineer
EHVPC, Pune