	MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD. CIN No. U40109MH2005SGC153646 REGISTRY SECTION	
	Phone No, (022) 26595018/26595015 Fax:- (022)26591728 Email : cgmhr@mahatransco.in Website : www.mahatransco.in	Plot No, C-19, Prakashganga, Ground floor, Bandra-Kurla Complex, Bandra (E), Mumbai-400051.

No.MSETCL/CO/HR-Gen/Registry/

No 06751

Date :- 22 SEP 2023

To,
M/s.

SUB: Enquiry for supply of plain paper copier CANON-IR-3300 with ADF (Automatic Doppler Feeder) Digital or Any standard / reputed Xerox machine and services on hire basis.

Dear Sir,

You are requested to submit your sealed and firm quotation for supply of plain paper copier and services on hire basis as below.


Sr.No.	Description	Rate per copy
1.	Providing on hire basis a plain paper copier machine CANON--IR-3300 ADF Digital or Any standard / reputed Xerox machine with stand with Reduction and Enlargement along with associated services (i.e. providing Operator, Spares, Toner maintenance etc.)	

Terms of Contract :

- 1) MSETCL will provide electricity, paper and space for machine at Prakashganga MSETCL, E- Block, Bandra Kurla Complex , Mumbai – 400 051.
- 2) Your charges will be including maintenance, replacement of defective parts of the machine, cost of Toner, Drum, Blade etc and salary of Operator. MSETCL will not any responsibility for default in payment of salary of the Operator during the period of contract. MSETCL will not pay extra charges on any account.
- 3) Operator should be available from 10.00 AM to 7.00 PM during working days. He should also be available for extra time during working days and on holidays including Sunday, as warranted by exigencies of work at no Extra cost.
- 4) You should install new and trouble free machine CANON--IR-3300 ADF Digital with stand equivalent Any standard / reputed zerox machine with stand. In case any break down or absence of Operator, if MSETCL required to get the photocopy work done from outside agency, the extra cost paid for that work would be recovered from your bills.

- 5) **Taxes :** The rate quoted shall be inclusive of all taxes, GST, Income Tax / Works contract tax and any other tax, as applicable, will be deducted at source.
- 6) The total estimated cost of this order is Rs. 2,90,000/- (Rupees Two lakhs Ninety only) for a period of one year from the date of actual starting your machine.
- 7) In case of any accident / injury is caused to the operator, MSETCL will not be responsible for any kind of any compensation
- 8) The contract period will be for one year. Either side can terminate the contract by giving a notice of fifteen days. In case of termination of contract, the machine should be removed immediately.
- 9) **Payment :** Payment will be made on monthly basis within 45 days after submitting bill in triplicate as per the reading shown in counter installed in the machine.
- 10) The machine should be installed within seven days from the date of order.
- 11) **Submission of quotation :** Sealed quotation should reach this office in the name of Assistant General Manager (HR-Claims), 2nd Floor, Prakashganga, Bandra-Kurla Complex, E-Block, Bandra (East), Mumbai – 400 051 on or before **Dt.05.10.2023** during the working hours before 3.00 p.m. The undersigned reserves the right to reject or accept all / any of the offers without assigning any reason for the same.
- 12) The MSETCL has a right to reject this tender without assigning any reason thereof.
- 13) This tender is available on company's website at www.mahatransco.in and also on company's notice board at Prakashganga Co., Mumbai

Yours faithfully,


Assistant General Manager (HR-Claims)

Copy submitted to:-

1. The Chief General Manager (HR), MSETCL, Mumbai.

Copy f.w.cs. to:-

1. The Sr. Manager (F&A-Adm), MSETCL, Mumbai.
2. The Manager (F&A/ET), MSETCL, Mumbai.
3. Notice Board