

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.

From: Office of the Superintending Engineer,
EHV (O&M)Circle, MSETCL, Ground Floor,
Administrative Building , Old saikheda road, Sailani baba Stop, Jail road,
Nasik Road - 422 101
mail id: se5100@mahatransco.in

Ref.No. SE/EHV/O&M/Circle NSK/TECH/

No - 2226

DATE: -

18 DEC 2023

E-Enquiry

To,

Sub:- Providing printed register and stationary for day to day work, to the EHV O&M Circle office, EHV O&M Division Nashik, EHV O&M Division office Babhaleshwar, 400kV Babhaleshwar R.S. & 400kV Karjat S/stn for the year 2024

Dear Sir,

In connection with above, you are requested to quote your lowest rate on or before dt.27.12.2023 upto 15:00hrs as per specification in "Schedule – A" (Enclosed herewith) for providing printed register and stationary for day to day work with following terms and conditions in two bid.

TERMS & CONDITIONS:

1) Two separate sealed envelopes, one consisting "rate quotation" and other with "technical documents" should be submitted. Sealed envelope duly super scribed with all details i.e.

(i) E-Enquiry No & Date :- (ii) Due date :- (iii) Quotation for

2) While submitting the offer following documents shall be submitted in separate sealed envelope.

- a. Valid Shop act license.
- b. Pan Card.
- c. GST Registration certificate, if applicable.
- d. Bank Details: Name of bank, Bank address, Bank A/c no. etc.

3) Rates quoted should be on firm quotation basis.

4) The material shall be delivered within 30 Days from the date of receipt of order.


5) Quality material should be supplied. Bidder shall have to submit the sample of quoted product. If any defect observed in the material supplied by you, the same shall be replaced by you free of cost without delay.

6) Paper to be use for register printing as below:

- ❖ 80GSM for Vehicle log book diary, Outward register, Inward Register, Note Pad (Mahatransco Printed)
- ❖ 90GSM for Attendance Register

- 7) The work carried out should be as per standard practices of MSETCL & formats required for printing will be provided by MSETCL.
- 8) Quantities mentioned in our enquiry are tentative & subject to variation.
- 9) Payment will be effected after Successful completion of work & as per actual work done.
- 10) Validity of your quotation should be 90 days.
- 11) The successful Contractor(S) will have to submit Security Deposit at the rate of 5% of the value of the order, by cash /Demand Draft / Fixed Deposit / Bank Guarantee at the office of the Superintending Engineer, EHV O&M Circle Nashik, within 15 days from the date of receipt of letter of intimation. The detail order will be issued only after the payment of security deposit. The same will be refunded after 03 months from date of supply of stationery material otherwise order will be treated as cancelled.
- 12) It shall be the sole responsible of the contractor to observe all the relevant acts and regulations along with amendments thereto framed by the Government from time to time. The Owner shall not be responsible for violation of any of the above stated regulations / Acts etc. by the contractor.
- 13) Stationary / Printing Sample shall be got approved from Executive Engineer (Admin) & Manager (HR), EHV (O&M) Circle Nashik before submission of quotation.
- 14) You will have to arrange all tools, plants, manpower etc. to carry out the work at your own cost.
- 15) The payment shall be made only after satisfactory completion of work as certified by the concern Engineer In-charge.
- 16) The undersigned reserves the right to reject any or all quotations or cancel the requirement at his discretion without assigning reasons thereof.

Yours faithfully,


SUPERINTENDING ENGINEER
EHV (O&M) Circle, Nasik

Copy s.w.r.s. to:

1. The Chief Engineer, EHV PC (O&M) Zone Nasik

Copy to:

1. The Manager (F&A), EHV (O&M) Circle, Nasik.
2. The Manager (HR), EHV (O&M) Circle, Nasik.
3. The Notice Board.

“Schedule – A”

Sr. No	SAP Material no.	Detail of material	Unit	Total Qty.	Unit Rate without GST	GST in %	Rate with GST	Total amount
1	500008560	Clip File / Spring File No.1 with Printing Mahatransco	Pcs	466				
2	500019461	Register Good Quality 2 Quire Sundaram	Nos	156				
3	500013595	Register Good Quality 3 Quire Sundaram	Nos	132				
4	500013728	JK A4 paper RIM RED 75gsm	RIM	1350				
5	500023307	Bilt Matrix Tropical Green Legal Paper 75gsm RIM	RIM	8				
6	500023317	Bilt Matrix white copier legal Paper 75gsm RIM	RIM	8				
7	500027166	Bilt Matrix Tropical Green A-4 Size Paper 75gsm RIM	RIM	8				
8	500013100	Box file Indrayani (Kangaro clip)	Nos	588				
9	500013082	A4 R Clip File (Plastic file A-4)KENY P.File	Nos	420				
10	500013082	Port Folio Four Flap file (with Rexin Cover)	Nos	90				
11	500018177	Port Folio Two Flap file	Nos	134				
12	500013039	Less File With Less Big Size with Printing Mahatransco	Nos	168				
13	500008626	Tag Bundle Half Size	Nos	34				
14	500008568	Tag Bundle Full Size	Nos	38				
15	500012960	10X1 MM STAPLER PIN BOX	Box	38				
16	500012961	24X6 MM STAPLER PIN BOX	Box	38				
17	500012964	Pencil Box = APS Platinum Extra Dark	Nos	25				

18	500008544	Kangaro Staplers No.10 ST	Nos	40				
19	500023232	Kangaro Staplers HP-45	Nos	20				
20	500018560	stamp pads Size 108mm x 65mm	Nos	32				
21	500008563	stamp pads Size BIG	Nos	16				
22	500008627	Panching Machin Kangaro DP-480	Nos	36				
23	500012966	Camel Gum 150 ml Bottles	Nos	22				
24	500013084	Camel Gum 700 ml Bottles	Nos	20				
25	500015396	11x5 80GSM Kraft ENV(27x12) with Printing Mahatransco	Nos	3700				
26	500013887	9.5x4.5 80GSM kraft ENV(20x10)with Printing Mahatransco	Nos	2900				
27	500027165	A-4 Size Green Pocket 14x10	EA	260				
28	500013071	Big Size Green Pocket (16 x 12)	EA	224				
29	500012850	Stamp Pad INK Bottel 100 ml Blue	Nos	16				
30	500027648	Plastic U Folder Full SIZE	Nos	440				
31	500024968	Stapler PIN Remover Kangaroo SR-300	Nos	22				
32	500022555	Flage Office Mate Sticy notes	Nos	170				
33	500023576	Cello Plastic Tape 1 Inch	Nos	28				
34	500015403	Cello Plastic Tape 1/2 Inch	Nos	28				
35	500026577	Packing TAPE Brown	Nos	28				
36	500013024	Vheicle Log BOOK Dairy 100 Pgs	Nos	36				
37	500013023	Daily Tapal Dairy Office Use	Nos	78				

38	500015399	Note PADS(Mahatransco Printed)with Spiral 200 Pages	Nos	200				
39	500012998	Inward Register 200 Pgs	Nos	20				
40	500012999	Outward Register 200 Pgs	Nos	20				
41	500013062	Attendance Ragister 100 Pgs	Nos	28				
				12085				
								Total

Note: Paper to be use for register printing as below:

1. Vehicle log book diary- 80GSM
2. Outward register- 80GSM
3. Inward Register- 80GSM
4. Attendance Register- 90GSM
5. Note Pad (Mahatransco Printed)- 80GSM