

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.

AREA LOAD DESPATCH CENTRE, AMBAZARI



Office of The Superintending Engineer

**Load Dispatch Centre, Ambazari, MSETCL,
8th mile, P.O.Wadi, Amraoti Road,
Nagpur- 440023**

Tele. : 07104-220611, 221242 Website : www.mahatransco.i

Fax : 07104-220275 Email : sealdc8100@mahatransco.in

No. SE/ALDC/NGP/Tech/ 149

Date:-30.04.2024

To,

Subject: - Enquiry for **Supply of Office Stationary at ALDC, Ambazari, Nagpur.**

Dear Sir,

Please quote your lowest rates for work of Supply of Office Stationary at ALDC, Ambazari, Nagpur, subject to following terms and conditions stipulated below. The quotation may please be submitted in a sealed envelope super scribed "QUOTATION FOR WORK OF SUPPLY OF OFFICE STATIONARY AT ALDC AMBAZARI NAGPUR", so as to reach this office on or before 08.05.2024. In case of hand delivery the Quotation should be handed over to the receipt clerk of this office.

Terms and Conditions: -

- 1) Rates:-** The rates quoted should be firm for two months, otherwise & Variation in the rates should be quoted. Rates should include general packaging and forwarding charges.
- 2) Quality:-** All rates quoted should be for good quality, reputed brand, papers manufactures by reputed firm for which samples will have to be got approved before supply by vendor whose bid stands for order.
- 3) Taxes:-** The rates quoted should be inclusive of all taxes otherwise extra taxes applicable if any should be clearly mentioned in the bid,
- 4) Delivery period:-** Delivery should be within 30 days from the date of receipt of order. Time being essence of contract, the supplier should strictly adhere to to delivery period.
- 5) Penalty:-** In case the material is not delivered within stipulated time period as above, you will be liable to pay a penalty to the company at the rate of ½ % per week on the less supplied items, upto maximum of 10 % reckoned on the total value of order.
- 6) Packaging & Forwarding:-** goods should be dispatched properly packed at the Office of The Superintending Engineer, Load Despatch Centre, Ambazari MSETCL, 8th Mile opposite Ordinance Factory 2nd gate P.O Wadi Amravati Road Nagpur-440023.
- 7) Terms of Payment:-** 100% payment shall be made within 30 days as far as possible, on receipt of goods as per specification and in good condition & after executing full order. Bills should be submitted in triplicate. Payment shall be made on the availability of funds & chronology if any.

- 8) **Jurisdiction of contract:** All questions, disputes or differences arising under, out of, or in connection with the contract, shall be subject to exclusive jurisdiction of Nagpur Courts.
- 9) **Security Deposit:** You will have to pay 5% amount of the order value as a Security Deposit in the form of cash/DD in the office of **The Superintending Engineer, ALDC, Ambazari, Nagpur**, before starting the work, which shall be refunded after completion of entire supply of material satisfactorily.
- 10) Taxes will be deducted as per rules if applicable.
- 11) **General:** - The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.
- 12) **Termination of contract:** - The undersigned reserves the right to terminate the order at any stage without assigning any reason thereof.
- 13) You will have to submit following documents.
- Copy of PAN card**
 - G.S.T / registration Certificate.**
 - Copy of registration of firm under Bombay Shop and Establishment Act to carry out above works.**
- 14) Notwithstanding anything stated here, the MSETCL's general terms and condition of contract shall be applicable to the contract as far as they are applicable to this contract.
- 15) The quantities of material enumerated in here attached Schedule "A" are approximate, however this may vary at the time of issue of order.
- 16) Samples of printed stationary material required has to be collected before supply of same from this office.

Thanking you

Your's faithfully

S/d

SUPERINTENDING ENGINEER,
ALDC, MSETCL, AMBAZARI
NAGPUR

Copy to: - Manager (F&A), ALDC Ambazari, Nagpur.

SCHEDULE “ A”

Sub: - Works of Supply of Stationary at ALDC, Ambazari, Nagpur.

Sr. no.	Particular	Qty	Rate	Amount
1	Rim A-4 (0.7 GSM)	150		
2	Plastic File	200		
3	Box File	100		
4	Attendance Register	10		
5	2 Quoir Register	60		
6	1 Quoir Register	60		
7	Pencil box	10		
8	Eraser Box	2		
9	Sharpner Box	2		
10	GUM Bottle	2		
11	Permanent Marker Blue	20		
12	Big Stappler	5		
13	Small Stappler	10		
14	Small Stappler Pin Box	2		
15	Highlighter	20		
16	Stamp Pad	10		
17	Stamp pad Ink bottle	10		
18	U Pin Box	10		
19	Paper pin box(Tachni)	10		
20	Colour Flag	20		
21	Steel Scale	20		
22	DV PAD	2		
23	DAK PAD	10		
24	Plastic Folder	20		
25	Steel (Tocha)	2		
26	Fevicol Bottle	5		
27	Note pad	10		
28	Cello Tape Big	10		
29	Sizer	5		
30	Audit Pen box	1		
31	Blue pen box	1		
32	Big Tag	4		
33	Small Tax	2		
34	Glue stick	25		
35	Water sponge	5		
36	Pin clip Container	10		
37	Binder Clip (M Size)	20		
38	A 4 Size Envelope	100		
39	Cotton FS Size Envelope	50		
40	Envelope 9*4 Size	250		
41	Envelope 11*5 Size	500		
42	Whiting Pen	10		
	Total			

