



MAHARASHTRA STATE ELECTICITY TRANSMISSION CO. LTD.

Name of Office: 400kV RS (O&M) Dn., Girwali.  
Office Address: Executive Engineer,  
400kV RS (O&M) Division, Girwali Tq. Ambajogai Dist: Beed. PIN code: 431519.  
Contact No: 02446-259670. Fax No: 02446-259689.  
Email ID: [ee2210@mahatransco.in](mailto:ee2210@mahatransco.in) Website: [www.mahatransco.in](http://www.mahatransco.in)

Ref: -EE/400kV/RS(O&M)/Dn/GRL/Tech/No.0376

Date:- 05.06.2024

**E-Enquiry**

**Enquiry No. EE/400kV/RS/Dn/GRL/E-Enquiry2024-25/01**

**Sub:** - Firm quotation for work of supply of stationary Materials at 400kV RS O&M Division Girwali.

**Dear Sir,**

The Sealed & Super scribed quotations are invited from supplier/ vendors for subject items as per details given in schedule 'A' subject to following conditions:-

- 1) **DUE DATE:** - The quotations complete in all respects i.e. offer rates should be filled in given work Schedule "A" format copy duly signed, sealed & super scribed, along with covering letter of bidder/agency with above mentioned subject shall be submitted to this office on or before **11.06.2024** up to **17:00 Hrs** positively.
- 2) **SCOPE:** - As detailed in schedule 'A'.
- 3) **QUOTED RATES:** - The quoted rates should consider as per specification for work mentioned in Schedule "A" & "B". Taxes & Charges shall be mentioned clearly. If not mentioned it will be considered inclusive of all taxes & charges.
- 4) **GST TAX:** - GST tax will be as applicable as per the rules.
- 5) **TIME OF CONTRACT:** The time will be reckoned from the date of actual commencement/ of work & will lasts for next 12 months.
- 6) **PAYMENT:** - 100% payment will be made after satisfactorily completion of work order, subject availability of funds by MSETCL.
- 7) **SECURITY DEPOSITE:** - The successful bidder will have to pay an amount equivalent to 5% of contract value towards S.D. at concerned Division office.
- 8) **VALIDITY OF OFFER:** - The offer should be valid for our acceptance for a period of 60 days from the Due date of same.
- 9) **SIGNING OF CONTRACT:** - Agreement contract between MSETCL authority & you should be carried out on Rs.500 bond paper within 7 days from the date of receipt of the work order. You will have to borne the charges for agreement bond

**10) DOCUMENT REQUIRED:** - The rate offer must be accompanied with following documents duly attested & signed by vendor.

1. Shop act.
2. GST Registration certificate.
3. Copy of PAN card.

**11)** The undersigned have the reserve right for relaxation of any condition mention above.

**12)** The undersigned reserved the rights for cancellation of any or all quotations without assigning any reason.

**13)** No advance payment shall be made in any case.

Yours faithfully,

S/d  
**R. M. Joshi**  
**Executive Engineer**  
**400kV R.S. (O&M) Division, Girwali**

**Encl.:-** Schedule 'A'.

**Copy s.w.r. to: -**

- 1) The Superintending Engineer, EHV (O&M), Circle, Parli (V).

**Copy to: -**

- 1) The Dy. Manager (F&A), 400KV RS (O&M), Division, Girwali.



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**Schedule "A"**

**Scope of Work:** Work of supply of stationary Materials at 400kV RS O&M Division Girwali.

Sr. No.	Particulars	Unit	Qty	Rate Incl all Tax.	Total Amount
1	A4 Size white Paper Rim	EA	1		
2	A4 Size envelopes	EA	1		
3	Envelopes	EA	1		
4	Staplers small size	EA	1		
5	Eraser	Box	1		
6	Sharpener	Box	1		
7	Pencil	Box	1		
8	Ball Pen Blue	Dozen	1		
9	Red	Dozen	1		
10	Various Colour Pens	Dozen	1		
11	Sketch Pen	Box	1		
12	Markers	EA	1		
13	Highlighter pens	EA	1		
14	Whitener Pen	EA	1		
15	Gum Bottle	EA	1		
16	Tag Bundle Lace	EA	1		
17	Colour Flags (Sticky Notes)	Pocket	1		
18	Box File	EA	1		
19	Clip File	EA	1		
20	Meeting File	EA	1		
21	Binder Clip	Box	1		
22	Plastic Stationary Office Trays	EA	1		
23	Paper Clips U Pin	EA	1		
24	Attendance Register	EA	1		
25	Calculator Citizen CT-512	EA	1		

**Name, Signature and seal of Agency.**

Address : \_\_\_\_\_  
\_\_\_\_\_

Mobile No. \_\_\_\_\_

**Signature of Agency  
with rubber stamp**

**S/d  
Executive Engineer  
400kV R.S.(O&M) Division, Girwali**