

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD
CIN No. U40109MH2005SGC153646

Name of Office	: Office of the Executive Engineer	 स्वातंत्र्याचा अमृत महोत्सव
Office Address	: 400kV R.S.(O&M) Division, Babhaleshwar, A&P. Pimpri Nirmal, Tq. Rahata, Dist. Ahmednagar - 423107	
Contact No.	: 02422 (O) 278173 (R) 278148 (Fax) 278153	
Email Id	: ee5130@mahatransco.in	
Website	: http://www.mahatransco.in	
Ref.No. EE/400kV/RS/Dn/BBLR/Tech/ 5 - 0518		Date 2 SEP 2024

Web Notification
(Through MSETCL web page)
2nd call

To,
Whomsoever it may concern.

Sub:- Work for scanning office documents and Schemes for office use.
.....**Submission of budgetary offers thereof.**

Dear Sir,

With reference to above subject, sealed and super scribed quotations are invited for the above mentioned work as per enclosed specification in Schedule-A. You are requested to quote lowest possible rates for the subject work as per specification in Schedule-A with following terms and conditions.

TERMS AND CONDITIONS:

1. The quotation must be submitted in sealed envelope duly super scribed with all details as Mentioned below.
E-Enquiry No- & Date:
Due Date:
Quotation for:
2. Per Unit quoted should include Taxes and all other charges etc. including GST Tax. No extra charges will be paid. The rates shall be quoted in words and in figure. The rates are accepted on firm quotation basis.
3. Your quotation should reach this office on or before date:09.09.2024 by 12:00 Hrs and the same shall be opened at 14:00 Hrs. on the same day, if possible.
4. The schedule A is enclosed for your ready reference, please.
5. The Necessary Make and specifications for each unit shall be submitted by duly signed by the agency



6. Agency should have to submit attested Xerox copies of all documents related to viz:

- a. PAN NO.
- b. Firm's details Ownership or partnership deed. Attach relevant documents (If applicable)
- c. Proof of GST registration. (If not applicable Certificate/ Undertaking accordingly should be attached with this)
- d. Similar W.O./P.O.

7. Please note that the budgetary offer is for estimation purpose and not considered for any bidding & no work order will be issued based on this enquiry.

Thanking you.

Yours faithfully,


Executive Engineer,
400kV R.S. O&M Dn., Babhaleshwar


Encl: A/a.

Copy s.w.r.to (by e-mail): The Chief Engineer, EHV PC (O&M) Zone, MSETCL, Nashik.

Copy to:

- 1) The Addl. Executive Engineer, Operations Unit, MSETCL, Babhaleshwar.
- 2) The Dy. Manager (F&A), 400kV R.S.(O&M) Dn. MSETCL, Babhaleshwar
- 3) Web Master
- 4) Notice Board

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**Sub: Work for scanning office documents and Schemes for office use
 Submission of budgetary offers thereof.**

SCHEDULE 'A'

Sr. No.	Particular	Unit	Ex-Work Rate	GST%	Final Rate
1	Scanning of A4 or legal paper (For Quantity variation, Time limit proposals of project other schemes and work order etc. as directed by technical section. DV and other documents as directed by F&A section. HR related information etc. as directed by HR section) on approved quality scanner machine including unfiled the filed documents and refiling the same at same location, also handling the documents with care that the documents should not be torn off or lost and all the work should be carried out in front of the officer in charge to maintain the safety of official documents as directed by officer in charge.	Rs/page			
2	Scanning of AO (For Schemes, Drawings etc.) on approved quality scanner machine including unfiled the filed documents and refiling the same at same location, also handling the documents with care that the documents should not be torn off or lost and all the work should be carried out in front of the officer in charge to maintain the safety of official documents as directed by officer in charge.	Rs/page			

- A. All scanned documents image quality should be in 300 dpi or above 300 dpi as per requirement of MSETCL in black & white/colour.
- B. All scanned documents should be easily searchable PDF file.
- C. Contractor shall be fully responsible for any damage to MSETCL asset, file, documents etc during work in progress. Contractor is liable to produce same on his own cost.

Total about >100000 A4 pages and >2000 Pages of A0 sizes are required to be scanned
 Please note that said budgetary offer is only for estimate purpose & not considered for any bidding & No work order will be issued based on this enquiry.


Executive Engineer
 400kV RS Dn. Babhaleshwar