



MAHARASHTRA STATE ELECTRICITY
TRANSMISSION COMPANY LIMITED
(CIN No. U40109MH2005SGC153646)

Office of the Superintending Engineer,
EHV O&M Circle, Pune Administrative Building, 3rd floor,
Block No.404, Rasta Peth, Pune-411 011
(O) 26131729 (P) 26050286 (Fax-26132342)
Mail : se6100@mahatransco.in



No. SE/EHV/O&M/Circle/Pune/T/No.

2390
ENQUIRY

Date: 15 OCT 2024

Subject: E-Enquiry for procurement of office stationery and printed material for various sections of EHV O&M Circle, Office, Pune.

Dear Sir,

Sealed & super scribed quotations are invited, so as to reach this office on or before 23.10.2024 up to 11:00 Hrs. for procurement of office stationery and printed material for various sections of EHV O&M Circle, Office, Pune on following Terms & Conditions and as per schedule "A" mentioned below.

The bidders are requested to go through the following instruction in case of any doubt, get them clarified in writing or in person from the office of the Executive Engineer, MSETCL, EHV O&M Circle, Pune in advance at least before three days.

TERMS AND CONDITIONS:

1. The offer should be submitted in two separate sealed envelopes contained in one main envelope super scribing the subject.

Separate envelopes shall be as follows

- 1) **Envelop I: This contain documents mentioned below:**
 - a) Valid Shop Act Certificate/NOC from Grampanchayat
 - b) GST Registration
 - c) PAN Card
 - d) Experience of same work.

Above documents shall be verified by Technical & F&A Section.

- 2) **Envelop II: Price Bid Document.**

This should contain only price bid in given schedule "A", not in another format.

Above both "Envelope I & Envelope II" shall be enclosed in another big envelope in sealed & super scribed the subject of the work.

After verifying the full documents in envelope-I, if it is found that, the bidder fulfills the desired prerequisites; Envelope-II will be opened. If the same is not found meeting the prerequisite, Envelope-II will not be opened.

Quotations with incomplete details or submitted without sealing or super scribing or not submitted in prescribed form etc. are liable to reject. **Offer on fax or E-Mail will not be accepted. This office will not be responsible in delay in postal transit.**

- 2. Validity Of Offer:** The Offer shall be valid for not less than 60 days from date of submission of offer.
- 3. Agreement:** An agreement is required to be executed by bidder with the company on stamp paper of Rs. 500/- containing all above terms and conditions of the order before its execution. The cost of the bond paper will be borne by you.
- 4. Security Deposit:** Successful bidder will have to pay security deposit of 10% of total order amount within 7 days from the date of receipt of LOI at EHV O&M Circle, Pune. If you fail to do so, the SD will be recovered from your bills with interest. Also, you will have to apply for a refund of the SD within 6 months after completion of guarantee period as per work order. If you fail to apply within the stipulated period, your SD amount may liable for forfeit & the action will be taken as per MSETCL rules. SD will be refunded only after satisfactory completion of the work order & after adjustment of any amount payable by you to MSETCL] and after receipt of NOC from concern authority. If PBG is submitted in the form of bank guarantee, proof of stamp duty paid as per Maharashtra Stamp act 2015 (Circular No. MSETCL/Director (Finance)/04567 Dtd. 30.04.2016) should be attached. BG may be ensured as per format enclosed. *Please note that, the % of SD/PBG Clause of the work order may vary as per rules & guidelines issued by MSETCL / Govt from time to time. Same will be binding on you. For the offers received below the estimated cost of enquiry, the amount of Performance Bank Guarantee shall be applicable as under.*

Table for Sr.no.6.8					
Sr.no.	Offer Received	SD	ASD for Offer upto 10% below	ASD for Offer between 10% to 15% below	ASD for Offer below 15% or more
		Works including Supply			
1	At Par or Above	10%	--		
2	Up to 10% Below	10%	01%		
3	between 10% to 15% below	10%	01%	01% for every 01% or part thereof more than 10%	
4	below 15% or more	10%	01%	05%	02% for every 01% or part thereof more than 15%

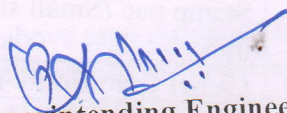
The termination of the Contract on account of 'Contractor's default' shall not entitle the Contractor to reduce the value of the Security Deposit / Performance Guarantee nor the time thereof. The Security Deposit / Performance Guarantee shall be valid for the full value and for the full period of Contract including 90 days after the execution of work order.

- 5. Period Of Order/Delivery of Material:** The material shall be delivered within 15 days from the date of LOI as per schedule.
- 6. Rate:** Rates shall be quoted as per the Schedule 'A' given. Any changes must be brought out clearly.
- 7. Penalty:** - If the materials are not dispatched within the time stipulated you will be liable to pay a penalty to the MSETCL at ½ % per week or part thereof on total value subject to

maximum of 10% recovered on the contract value. The right to cancel the order in full is reserved.

- 8. Quality of Supply:** - The material should be supplied as per specifications mentioned in Annexure 'A' The sample will be got approved from the committee for procurement of Stationery and printed material. Bidder shall have to submit the sample of quoted product within 8 days from the opening of technical bid. If the sample will not receive within stipulated time, the bid will not be considered for further evaluation. The sample will be got approved by the committee comprising of MSETCL official/representative comprising of Executive Engineer (EHV O&M Circle, Pune), Manager (HR) (EHV O&M Circle, Pune), Manager (F&A) (EHV O&M Circle, Pune). The committee formulated by this office will verify the samples supplied by you and after selection of sample by the committee; the enquiry will be processed. Please note that the selection of Stationery and printed material will solely depend upon the quality of material along with reasonable rate quoted by bidder. The decision of committee will be final and no any arguments will be entertained by this office.
- 9. Bills:** Bill along with following documents shall be submitted to Superintending Engineer, EHV O&M Circle Pune for passing payment.
A) GST & PAN No. should be mentioned on the bill.
Payment will be made against completion of work to EHV O&M Circle, Pune within reasonable time by the office of Superintending Engineer, EHV O&M Circle Pune.
- 10. Income tax:** if applicable will be deducted as per prevailing rates, rules/ otherwise, you will have to submit income tax exemption certificate or income tax registration no. of your firm PAN No.
- 11.** In case of the different of opining about the interpretation of terms and conditions between you & M.S.E.T.C.L. the decision of the undersigned will be final & binding upon you.
- 12.** This office reserves all the rights to accept or reject any or all quotation without assigning any reasons thereof.
- 13.** All General / Technical / Commercial terms & conditions of the contract of the Company are applicable to this contract.
- 14.** For legal disputes, if any, jurisdiction shall be exclusively of Pune courts.

Thanking you,


Superintending Engineer
EHV O&M Circle, Pune

Copy to:

1. The Manager (F&A), EHV (O&M) Circle Pune

Annexure 'A'

Subject :- E-Enquiry for procurement of office stationery and printed material for various sections of EHV O&M Circle, Office, Pune.

Sr. No	Particulars of work	Unit	Qty (Nos)	Ex Rate (Rs.)	Amount (Rs.)
1	A/4 Size Paper 80 GSM Paper (1 Rim - 500 Sheet)	EA	320	242.28	77529.6
2	Highlighter Box (1 Box - 5 Pcs) Only Yellow Colour	EA	30	44.73	1341.90
3	Pencil (Apsara) Box - Platinum extra dark pencil (10 Pencils, 1 sharpner & 1 Earaser)	EA	6	41.19	247.14
4	Fine Permanent Marker - Black	EA	6	15.00	90
5	Gluestick (1 stick - 25 Gm)	EA	15	26.55	398.25
6	Colour flags (15mm x 75mm x 5) - 5 Colours	EA	30	30.94	928.20
7	Cello tape (1") (White - 2 Nos. & Brown - 2 No.s)	EA	4	19.32	77.28
8	Cello tape (2") (White - 2 Nos. & Brown - 2 No.s)	EA	4	36.12	144.48
9	24" White 100 Tag Bundle	EA	35	115.32	4036.2
10	CALCULATOR CITIZEN CT-512	EA	3	366.28	1098.84
11	6½"x12" Envelope (Brown) with printing	EA	500	4.57	2285
12	4½"x9½" Envelope (White) with printing	EA	500	2.14	1070
13	14x22cm Lined Paper Wide Ruled 80 Sheets Notepad	EA	60	24.06	1443.6
14	28x34.25 cm Liver Box File	EA	200	74.19	14838
15	10"x15" Thick Lace File	EA	50	68.19	3409.5
16	A-4 Size Plastic File	EA	150	27.04	4056
17	Stapler Small Size (Kangaroo) No. 10	EA	8	34.59	276.72
18	Kangaro HP-45 All Metal Stapler	EA	3	283.69	851.07
19	Kangaro Dp-500 Punching Machines	EA	3	128.30	384.9
20	Punching Machine-Kangaroo DP-800	EA	1	1,450.00	1450
21	Stamp pad (Small size 110 mm x 69 mm)	EA	10	30.07	300.7
22	Camel Gum Bottle Pest (300ml)	EA	7	46.13	322.91
23	Binder Clips 19 mm Block Box (1 Box - 12 Pcs)	EA	50	17.80	890
24	Binder Clips 25 mm Block Box (1 Box - 12 Pcs)	EA	50	22.26	1113
25	Binder Clips 32 mm Block Box (1 Box - 12 Pcs)	EA	50	37.54	1877
26	Binder Clips 41 mm Block Box (1 Box - 12 Pcs)	EA	50	72.00	3600
27	100 Pages Register A4 Size 21 Cm X 29.7 Cm	EA	35	42.00	1470

Sr. No	Particulars of work	Unit	Qty (Nos)	Ex Rate (Rs.)	Amount (Rs.)
28	200 Pages Register A4 Size 29 x 21 cm	EA	25	271.85	6796.25
29	576 Pages Register 21 Cm X 33 Cm	EA	4	180.47	721.88
30	32 x 20 cm Attendance Register 144 Pages	EA	2	227.05	454.1
31	Inward Register 32 cm X 19 cm Pages -110	EA	2	227.05	454.1
32	Outward Register 32 cm X 19 cm Pages -110	EA	15	402.16	6032.4
33	30.5cm x 21cm 204 pages, 80 gsm Imprest Register	EA	10	154.49	1544.9
34	Hand Delivery Book 20.5cm x 16cm, 192 pages	EA	20	110.46	2209.2
35	Vehicle Log Book (100 Pages) 20 cm. x 16 cm	EA	25	94.33	2358.25
36	21x34 cm Imprest CV Forms Pad (100 Pages)	EA	13	189.83	2467.79
37	A4 Both Side Prt. TA Bill Pad (200 Pages)	EA	30	385.00	11550
38	21x34 cm DV English Form (100 Pages)	EA	150	3.58	537
39	Colored Separator Paper A4 Size	EA	1	350.00	350
40	Stamp Account Register 31X20 cm 329 Pages	EA	60	17.43	1045.8
41	Gel Pen (Blue)	EA	45	4.24	190.8
42	Ball Pen (Blue) (Cello/Lexi/Reynolds or equivalent)	EA	5	401.00	2005
43	Green Legal Paper 8.5 x 14 inches, 500 Sheets, 80 GSM, 1 Ream	Ream	25	271.85	6796.25
Sub-Total					168097.76
GST @ 18%					30257.59
Grand Total					198355.36

The contractors have to quote above/below/At par in % in respect of total Amount. The contractor should not quote above/below/At par of individual items, such Price bid will be rejected.

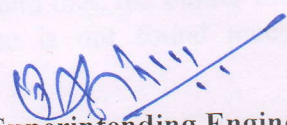
1. -----% Below (In words -----) of the above total estimated cost.
2. ----- At Par (In words -----) of the above total estimated cost.
3. -----% Above (In word -----) of the above total estimated cost.

Dated

Signature of Contractor with Seal

Name -----

Address-----


Superintending Engineer
EHV O&M Circle, Pune