

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO., LTD

Office of the Executive Engineer, EHV Project Division, Aurangabad.
Office Address: Matruchaya Building, 1st Floor, Khadkeshwar Road, Mill Corner
Aurangabad-431001

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No.EE/EHV/Project/Div/Abad/Tech/ 2192

Dt: 28.12.17

E-Enquiry on MSETCL webpage

To,

Sub : Quotation for supply of required printed stationery for EHV Projects Division,
Aurangabad

Dear Sirs,

Sealed quotations are invited in separate envelope duly superscribed with the above subject, so as to reach this office on or before **04.01.2018 upto 15.00** Hours for the above said work subject to the terms and conditions detailed below -

TERMS AND CONDITIONS

1. **Scope of Work:** The scope of works includes the supply of Printed stationery as per requirement specified in Schedule-A for use at EHV Projects Division, Aurangabad. The rates should be quoted on firm quotation basis including cost of materials, all taxes, labour charges and T&P etc. required for execution of the work.
2. All the required material, T&P, machinery, manpower etc shall be arranged by you. No T&P or labour or equipments will be given by the MSETCL.
3. The contractor should have experience of similar type of work and should be attached with the offer quotations. Also GST registration no. , Shop Act, PAN, TIN etc statutory licenses are to be submitted with offer.
4. The rate should be quoted in figures as well as in words.
5. If any damage is occurred to the contractor's equipment/T&P OR any accident to your labours/personnel, the M.S. Elec. Trans. Co. Ltd. will not be responsible in any way. Also if any theft/loss of material is occurred, the M.S. Elec. Trans. Co. Ltd. will not be responsible in any way.
6. An Income Tax as applicable will be deducted from your bill.
7. The work should be completed within **15 working days** from the date of issuing clear work order.

8. The work should be strictly carried out as per standard specifications and upto the entire satisfaction of the Head Clerk, HR Dept.
 9. The contractor will have to pay security deposit to the M.S. Elec. Trans. Co. Ltd. equal to 5% of the ordered value.
 10. The terms and conditions enumerated in the M.S.E.T.C.L's booklet "Tender and Contract for Works" will be applicable in this case and will be binding on the contractor entirely.
 11. Right to accept any or to reject any or all the quotations without assigning any reasons thereto is reserved.
 12. The required quantities of stationery items will be intimated in detail work order.
 13. MSETCL reserves the right to add additional terms & condition of contract during the finalization of work order.
 14. Whenever "MSEB" appears should be read as M.S. Elect. Trans. Co. Ltd. and offer should be submitted to M.S. Elect. Trans. Co. Ltd. instead of MSEB as per directives.
- Thanking you,

Yours faithfully

Sd/-
(P.S. Kursange)
Executive Engineer
EHV Projects Division, Aurangabad

Encl. Schedule 'A'

Copy s.w.r to:

The Superintending Engineer, EHV Projects Circle, Aurangabad

Copy to:

The Manager (F&A), EHV Projects Division, Aurangabad

“Schedule-A”

Scope of work: - Work of supply of Required Printed stationery for EHV Projects
Division, Aurangabad

Sr. No.	Particulars	Unit	Rate(in Rs.) per unit
1	Docket Voucher Pad	Nos	
2	Travelling Allowance Bill Pad (Big size)	Nos	
3	Travelling Allowance Bill Pad (Small size)	Nos	
4	Inward Registers	Nos	
5	Outward Registers	Nos	
6	Local Tapal Diary	Nos	
7	Overtime Bill Registers	Nos	
8	Imprest Registers (Permanent)	Nos	
9	Imprest Register (Temporary)	Nos	
10	Imprest Book	Nos	
11	Imprest pads	Nos	
12	Vehicle Log books	Nos	
13	Envelope size 11X5 cm	Nos	
14	Envelope size 12X6cm	Nos	
15	Travelling Allowance Registers	Nos	
16	SOP Registers (Ledger paper)	Nos	
17	JV Pads (31/32)	Nos	
18	JV Pads (33)	Nos	
19	JV Pads (34)	Nos	
20	Cash Book	Nos	
21	Cheque Registers (Ledger paper)	Nos	
22	CPF Form No. 15	Nos	
23	CPF Advance registers	Nos	
24	LTC Forms	Nos	
25	Earn Leave Form Pads	Nos	
26	Registers	Nos	
27	Box files	Nos	

Note: Rates to be quoted inclusive of all taxes & duties.

(P.S. Kursange)
Executive Engineer
EHV Projects Division, Aurangabad