

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO.LTD.**

**Office of The Chief Engineer**

**Maharashtra State Load Dispatch Center, Thane-Belapur Road, P.O. Airoli,**

**Navi Mumbai Pin – 400 708.**

Tele :91-22-27601931 / 2937

Fax :91-22-27601769

Email : cesldc@mahasldc.in

website : <http://www.mahasldc.in>

**Ref: CELDK/Maint/FM-14/0221**

**Date: 31.01.2018**

To,

All Vendors,

**Sub:** Invitation of e - quotations for supply of stationary items for office work at SLDC, Airoli.

Sealed quotations are invited for supply of stationary items for office work at SLDC, Airoli  
(As per Schedule-A)

Dear Sir,

**TERMS & CONDITIONS:**

1. **Rates:** Quoted rates should be firm and should include all charges such as duties, all types of taxes, tolls etc. complete. Nothing extra will be paid on any account over the quoted rates & the rates shall be given in words & figures separately.
2. **Validity:** The rates quoted should be valid for 60 days of opening of quotations.
3. **Period:** The material as per order specification shall be delivered within 30 days of issue of order.
4. **Payment:** 100% payment will be made after completion of the work. No advance payment will be made.
5. **Security deposit:** You shall pay security deposit amounting 10% of the value of the order with 7 days of receiving order & same will be refunded 3 months after satisfactory execution of the order. In the event of unsatisfactory performance of the contract, this amount will be forfeited.

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**Regd. Office** – Prakashganga, C –19, E Block, Bandra – Kurla Complex, Bandra (East), Mumbai –  
400 051 (India) Phone – (022) 2659 8595 / 2659 5000 Fax (022)26591254

6. You will have to submit photo copies of following documents along with the quotation. In case of failure to do so, quotation shall be liable for rejection.
  - PAN Card
  - GST registration
  - Registration under Bombay Shops Act, 1948 if applicable.
7. **Penalty:** If the material is not delivered in stipulated time period the penalty @ ½ % per week subject to max.10% of the order amount will be levied at the discretion of the Competent Authority.
8. Whenever there is paucity of funds, the priority of payments of bill of various agencies will be decided by the undersigned and all the rights in this regards are reserved with the undersigned and binding upon you. The contractor is not entitled to claim any interest/compensation due to delay in their payments of bills on account of paucity of funds.
9. The undersigned reserves the right to place order either partly or fully or to reject any or all the quotations without assigning any reasons whatsoever.

You are requested to submit your lowest offer in sealed envelope of maximum size 14x14 inch duly super scribed as "Quotation for supply of stationary items for office work at SLDC, Airoli & Enquiry No.\_\_\_\_ and Date\_\_\_\_" should be submitted to this office on or before 15.00 hrs on 15/02/2018

**SD/-**  
**Supdtg. Engineer (SCADA/Admin-IT)**  
**MSLDC, Airoli**

**Copy to: Web master**

**Encl: Schedule-A**

**Schedule-A**

Sr. No.	Item Description	Unit	Qty.	Rate (Rs.)	GST %	GST (Rs.)	Amount w/o GST (Rs.)	Amount (Rs.)
1	Stamp Pad (Blue/Violet) large	No.	40					
2	Ball Pen (Blue) (Flair/Cello)	No.	350					
3	Ball Pen (Black) (Flair/Cello)	No.	70					
4	Ball Pen (Red) (Flair/Cello)	No.	60					
5	Ball Pen (Red) (Flair/Cello)	No.	50					
6	Pencils (HB)	Box	55					
7	High Lighters (Orange) (Faber Castell/PIK Pens/Luxor)	No.	60					
8	High Lighters (Fluorescent) (Faber Castell/PIK Pens/Luxor)	No.	60					
9	High Lighters (Green) (Faber Castell/PIK Pens/Luxor)	No.	45					
10	Kangaroo Staplers Pins (24/6) Pack of 20	Pkts.	65					
11	Kangaroo Staplers Pins (No.10-1M) Pack of 20	Pkts.	90					
12	Kangaroo Stapler (HD-10D)	No.	57					
13	Kangaroo Stapler (HD-45)	No.	35					
14	2 quire Page Register Full Size (approx 140 pages)	No.	72					
15	3 quire Page Register Full Size (approx 212 pages)	No.	84					
16	4 quire Page Register Full Size (approx 284 pages)	No.	60					
17	Sticky Notes (Square) 75 mmx75mm 100 sheets/Pkt.	Pkts.	75					
18	Indicating/Paper Flags (Multi Colour) 25mmx75mm x 3 colors 100 Nos/color.	Pkts.	130					
19	A4 Size PVC Lever Arch Box Files with SS-Ring & SS-Lever (31 cms x 35 cms x 8 cms) Plastic Coated	No.	560					
20	Pad Files (Lace Files)	No.	168					
21	A4 Size PVC Files	No.	460					
22	A4 Size Writing Pads 100 pages (Spiral)	No.	144					
23	A5 Size Writing Pads 100 pages (Spiral)	No.	96					
24	Correction Tapes (Whitener)	No.	100					
25	T Shaped Steel Nickel Plated Pins Big 32mm	Pkts.	75					
26	Steel Office/U Clips Big Size (2 inch) (50mm)	Pkts.	86					
27	Steel Office/U Clips Small Size (1.25 inch) (32mm)	Pkts.	48					

Sr. No.	Item Description	Unit	Qty.	Rate (Rs.)	GST %	GST (Rs.)	Amount w/o GST (Rs.)	Amount (Rs.)	
30	Separator / Divider (Set of 20) - Uni Colour A4	No.	80						
31	Glue Sticks	No.	110						
32	Gel Pens (Black)	No.	40						
33	Gel Pens (Blue)	No.	100						
34	25 mm Binder Clips	Pkts.	92						
35	32 mm Binder Clips	Pkts.	86						
36	Stamp Pad Refill Ink (500 ml bottle) (Camel/Faber Castell)	No.	4						
37	Note Book (100 Pgs.)	No.	36						
38	Document Tray/File Tray /File Rack with 4 Tiers Metal body with Metal Supports	No.	42						
39	Check Calculator (Casio/Citizen)	No.	38						
40	White Board markers (Blue) (Faber Castell/Luxor)	No.	35						
41	White Board markers (Black) (Faber Castell/Luxor)	No.	35						
42	White Board markers (Red) (Faber Castell/Luxor)	No.	10						
43	White Board markers (Green) (Faber Castell/Luxor)	No.	10						
44	Scissors (Fiskars/Deli)	No.	2						
45	Non Magnetic White Board With Stand &Duster (2x3 ft)	No.	3						
46	Non Magnetic White Board With &Duster (4x3 ft)	No.	1						
47	A4 size 2D Ring Binder File SSRing (31 cms x 35 cms x 2.5 cms) PVC material	No.	50						
48	Meeting Note Pads	No.	50						
49	Letter Envelopes (Brown/White Color) (4.5"X10.375")	No.	2000						
50	Letter Envelopes (Brown/White Color) (6"X12")	No.	1000						
51	Office File Low Grade (Simple)	No.	400						
52	<b>Total :</b>								

**In Words:**.....

**Vendor's Stamp/Seal**

**SD/-**  
**Supdtg. Engineer (SCADA/Admin-IT)**  
**MSLDC, Airoli**