

**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
EHV PC O&M ZONE PUNE
CIN NO. U40109MH2005SGC153646**

Phone No. 26066106,
26062913, 26061132(P),
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Email ID:
cepune@mahatransco.in



Office of the
The Chief Engineer,
Administrative Building,
IIrd floor, Rasta Peth,
Pune – 400 011.

Ref No. CE/EHV PC O&M/Zone/Pune/T/911

Date: 14.05.2018

E-ENQUIRY (through Web Portal)

Sub: - E- Enquiry for the Supply of office stationary for various sections under EHV PC O&M Zone Pune office.

Dear Sir,

Sealed and Super scribed quotations are invited for the above work as per enclosed Schedule `A'. You are requested to quote your lowest rate for the above work. The terms and conditions are as follows.

Terms and Conditions -

- 1) The rate should be quoted on firm quotation basis.
- 2) The rates should be inclusive of all taxes, duties, octroi, mobilization charges etc.
- 3) Your sealed quotations should reach this office **on or before Date:- 21.05.2018 till 15:00 hrs.**
- 4) Quotation shall be sent under sealed cover duly subscribed as Quotation for & your enquiry no. **CE/911 Dtd. 14.05.2018**
- 5) Following documents should be submitted along with your offer:-
i) Valid Shop Act Certificate; ii) GST Registration (if applicable) & ii) PAN Card
- 6) The right to place an order or to cancel any or all quotations without assigning any reasons is reserved with this office.

Thanking you,

Encl: Schedule 'A'.

Yours Faithfully,

**Sd/-
(R.N.Maske)
Chief Engineer,
EHV PC O&M Zone Pune**

**Copy to:
The AGM (F&A), EHV PC O&M Zone Pune.
M/F/Notice Board.**

SCHEDULE 'A'

Subject:- E- Enquiry for the Supply of office stationary for various sections under EHV PC O&M Zone Pune office.

Sr.No.	Particulars	UOM	Qty
1	28x34.25 cm Box File	Dz	50
2	10"x15" File Pad (Lace File/Boar Bandi)	EA	50
3	14"x10" File Pad (Lace File or Borbandi)	EA	50
4	35x25 cm Clip file	Dz	50
5	15x12 cm Plastic File	EA	400
6	Inward Register	EA	5
7	Outward Register	EA	5
8	6.5"x12 " Envelope	EA	600
9	100 Pages Register	EA	60
10	200 Pages Register	EA	60
11	400 Pages Register	EA	20
12	Big Glue Stick	EA	60
13	Sketch pen	EA	30
14	Whiting Pen (Whitener Pen)	EA	25
15	Pencil Box	EA	30
16	Colour flags	EA	100
17	Paper Pins Box	EA	20
18	Plastic coated U clips size 26 mm(Box)	EA	20
19	10x1 mm Small Stapler Pin Box	EA	50
20	24x6 mm Big Stapler Pin Box	EA	30
21	10 Ream Legal Size Paper	BX	5
22	10 Ream Legal Size Ledger Paper	BX	5
23	Highlighter Pen	EA	20
24	21x34 cm Imprest Register (200)	EA	30
25	21x34 cm Imprest CV Forms Pad (100)	EA	50
26	A-4 70 GSM Computer Paper (500) Box	BX	55
27	6.5"x12 " Envelope	EA	200
28	16"x12" Green Canvas Paper Envelope	EA	200
29	12"x10" Brown Craft Paper Envelope	EA	200
30	Stapler Pin Remover	EA	5
31	Big Stapler	EA	3
32	35x25 cm Clip file	Dz	60
33	Calculator	EA	10
34	Scissor	EA	10
35	Cello Tape of full size	Dz	20
36	157x96 mm Blue Ink Stamp Pad	EA	20
37	Docket Voucher Form (Maplitho Paper)	EA	60
38	Binder Clips (Big Size 41 mm)	EA	150
39	Binder Clips (Medium Size 32 mm)	EA	150
40	Binder Clips (Small Size 25 mm)	EA	150
41	Portfolio (with cloth patti)	EA	400
42	Plastic Hole Guard	Packet	100
43	Single Punch Machine (Big)	EA	3
44	Notice Board Pins Box	Bx	10

NOTE:- A) Rate should be inclusive of all taxes.

Sd/-
(R.N.Maske)
Chief Engineer,
EHV PC O&M Zone Pune