



MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
(CIN NO.U40109MH2005SGC153646)

Superintending Engineer (Civil)
EHV CCCM, Circle. Block(3) Adm. Bldg.,
2nd floor, Old Saikheda Rd., Jail Road, Nasik-Road, Nasik-422101. Contact No.
0253-2403062, Fax No. 0253-2403063 Email se5700@mahatransco.in

Ref.: No. SEC/EHV/CCCM/NSK/T/

Date: 17th January 2019

E-Enquiry

Sub: - E-Enquiry for Supply of Printed Stationery Materials for EHV CCCM Circle,
Nasik.

Dear Sir,

With reference to above subject, you are requested to quote rate as per specification in Schedule-A with following terms and conditions.

TERMS & CONDITIONS:-

- 1) Please super scribed the offer with the following details.
 - g) Full name of Quotation submitting firm & full address of the same.
 - h) Bank name, Bank address, Bank A/c No.
 - i) Valid Shop act license.
 - j) Pan Card.
 - k) Photocopy of GST registration.
 - l) Proof of Supply of Experience of such type of material under MSETCL/Other government.
- 2) Rates quoted should be on firm quotation basis.
- 3) The material shall be delivered within **30 days** from the date of receipt of order.
- 4) Quality material should be supplied. Bidder shall have to submit the sample of quoted product. Any defect observed in the material supplied by you, the same shall be replaced by you free of cost without delay.
- 5) **Guarantee of Quality of Material:-**

The Guarantee for satisfactory performance for period of **08** month from the date of receipt of material at site.

- 6) Quantities mentioned in our enquiry are tentative & subject to varied.
- 7) Payment will be affected after Successful completion of work & as per actual work done.
- 8) Validity of your quotation should be 90 days.
- 9) 10% of the order value as security deposit will have to be paid by you within 7 days from the date of firm order. The same will be refunded after **08** months from date of supply of stationery material. If you have unable to submit the security deposit within period the order will be treated as cancelled.

Your quotation super scribed with "Quotation for **E-Enquiry** for Supply of Printed Stationary Materials at various EHV CCCM Circle Nasik" with this office Enquiry No. Should reach this office on or before **25/01/2019 up to 15.00 Hrs.**

- 10) Stationery/Printing Sample shall be got approved from Superintending Engineer(Civil), Executive Engineer(C) (Admin) & Manager(HR) EHV CCCM Circle Nasik, before submission of offer or quotation.
- 11) The undersigned reserves the right to reject any or all quotation or cancel the requirement at his discretion without assigning reasons thereof.

Yours Faithfully,

S. S. Lokhande
(Sharad Lokhande)


**Superintending Engineer[C]
EHV CCCM CIRCLE, Nasik.**

Copy to:-

- 1) The Manager(HR/F&A) EHV CCCM Circle, Nasik.
- 2) The Web Master-----For publication on MSETCL web portal.
- 3) Notice Board.
- 4) M.F.

Requirement of Printing Stationary Quantity in Nos

Sr. No	PARTICULARS	Qty Nos	Ex work Price	% Of GST	Total Rate	Amount
1	T.A. Bill form small size (M) White Paper 200 pages	36				
2	T.A. Bill form Big size (M) White Paper 200 pages	24				
3	Earned leave application form Yellow Paper 100 pages	12				
4	Joining Report (M) White Paper 100 pages	12				
5	Departure Report (M) White Paper 100 pages	12				
6	Imprest Voucher forms (E) White Paper 200 pages	36				
7	Local Hand Delivery book(Marathi) White Paper 100 pages	36				
8	Cheque Register(E) Ledger Paper 100 pages	6				
9	Stationery Register White Paper 100 pages	3				
10	T. A. Bill Register with printing White Paper 200 pages	6				
11	Increment Register With Printing White Paper 200 pages	6				
12	Computer Adv Regd White Paper 100 pages	6				
13	LTC Register with printing White Paper 200 pages	6				
14	Mobile Bill Reg With Printing White Paper 200 pages	6				
15	Gratuity Regd With Printing White Paper 200 pages	6				
16	CPF Regd With Printing White Paper 200 pages	6				
17	Leave Encashment Regd With Printing White Paper 200 pages	6				
18	GO 74/111 register with printing White Paper 200 Pages	6				
19	Attendance Register (Marathi) ledger Paper 300 pages	12				
20	Stamp Account Register(Marathi) White Paper 100 pages	6				
21	Inward Register (Marathi English) White Paper 300 pages	36				
22	Outward Register (Marathi English) White Paper 300 pages	36				
23	Imprest Book White Paper One Page Percolated 100 + 100 pages	36				
24	Cash Book Register with printing White Paper 100 Pages	6				
25	Quotation Register With Printing White Paper 100 Pages	12				
26	TSE Register with Printing White Paper 100 Pages	12				
27	Tender Register With Printing White Paper 100 Pages	18				
28	Imprest Register White Paper 100 Pages	6				


 Sharad Lokhande
 Superintending Engineer (C)
 EHV CCCM Circle Nashik

Memorandum

I, The undersigned ready to execute the above referred work at Rs _____

Signature

Date

Name & Address

Mobile No