

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

**From :**

**Name of Office : EHV Projects Division – I**

**Office Address : 3<sup>rd</sup> floor, Administrative Building, 925, Kasbapeth, Juna Bazar Rd, Pune.**

**Contact No. : 020-24579223, 24572129 Fax No. : 24573602**

**Email Id : ee6610@mahatransco. in**

**EE/EHVPD-I/PN/T/LPO-47Y/**

**No 0 0 5 5 9**

**Date 14 MAR 2019**

**Sub : Enquiry for supply of stationary material to EHV Projects Division-I,Pune.**

Dear Sir,

Sealed and Superscribed quotations are invited for supply of stationary material as mentioned in schedule 'A'. The terms & conditions are as follows-

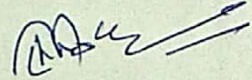
**TERMS & CONDITIONS:-**

- 1) The rate should be quoted on firm quotation basis. Rates should be inclusive of all taxes & duties.
- 2) The Schedule "A" duly filled in with the rates quoted as percentage above/below / at par of our estimated rates by registered post or in person to the Office of the Executive Engineer, EHV Projects Division-I,Pune on or before 25.03.2019 up to 15:30 Hrs.
- 3) The quotation should be sent under sealed cover duly superscribed as "QUOTATION FOR Supply of stationary material at EHV Projects Div-I,Pune" (Enquiry No. \_\_\_\_ be quoted) and with Name of the bidder.
- 4) The Offer shall be valid for acceptance for the period of 60 days (sixty days) from the date of submission.
- 5) Following documents should be attached with quotations.
  - a) Proof regarding GSTIN registration
  - b) Valid shop act & establishment registration or NOC of local body.
  - c) Photo copy of PAN card.
- 6) Offer received without above documents will be liable for rejection.
- 7) The material should be as per specification given in schedule strictly. You will be solely responsible for quality of material.
- 8) The material shall be supplied within 15 days from the date of work order otherwise penalty @ ½ % per week subject to maximum 5 % of the order amount will be levied at the discretion of the Competent Authority.
- 9) Income tax & W.C. tax will be recovered from your bills as per rules.
- 10) You will have to pay **Security Deposit @ 10%** of the order value in favour of MSETCL towards due performance of the contract. SD will be refunded only after satisfactory completion of contract period.
- 11) 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.
- 12) You will have to enter into an agreement of Rs 500/- with the EE EHV Projects Div-I, Pune being the engineer-in-charge for the above cited work.

13) In case of any dispute decision of the Executive Engineer, EHV projects Div.-I, Pune shall be final and binding on the agency.

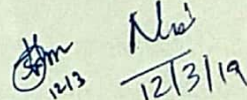
Thanking you.

Yours faithfully



EXECUTIVE ENGINEER  
EHV Projects Dn.-I, Pune

-MF

  
12/3/19

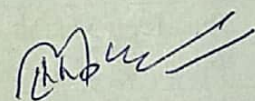
## SCHEDULE 'A'

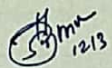
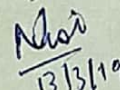
**Sub:** Enquiry for work of supply of stationary to EHV Projects Division-I,Pune.

SR NO.	Description	RATE	UNIT	REQUIRED QUANTITY	AMOUNT
1	Box File	58	Per piece	250	14500
2	Clip File( With Spring)	12.75	Per piece	125	1593.75
3	Lace file	25	Per piece	125	3125
4	Port Follios (Two Flap)	25	Per piece	100	2500
5	Port Follios (Four Flap)	45	Per piece	20	900
6	Register 100 Pages	75	Per piece	100	7500
7	Register 200 Pages	90	Per piece	100	9000
8	Paper Rim A4 size (Copy Power 75GSM)	195	Per piece	400	78000
9	Paper Rim Legal size (Copy Power 75GSM)	225	Per piece	10	2250
10	Paper Rim Legal size Green Couler 75GSM)	225	Per piece	5	1125
11	Carbon paper A4 (Blue)	180	dozen	10	1800
12	Muster Roll	110	Per piece	10	1100
13	Calclater	315	Per piece	2	630
14	Punching Machine(Small)	70	Per piece	5	350
15	Punching Machine(Big)	125	Per piece	5	625
16	Pin Box	55	Box	50	2750
17	U Pin Box	38	Box	50	1900
18	Tag small	150	Bundle	30	4500
19	Tag Big	85	Bundle	30	2550
20	Steplar Big	125	Per piece	5	625
21	Steplar Small	45	Per piece	10	450
22	Steplar pin Big size	6.5	Per box	100	650
23	Steplar pin small size	15	Per box	100	1500
24	Steel ruler	18	Per piece	10	180
25	Highlighter Pens(of green and pink color)	18	Per piece	25	450
26	Paper Flag	300	Box	50	15000
27	Whitener/Correction Pen	23	Per piece	30	690
28	Cello Tape 2.5 cm	18	Per piece	30	540
29	Cello Tape big Transparent	30	Per piece	30	900
30	Cello tape cutter machine	150	Per piece	10	1500
31	Pencil Box	28	Box	30	840
32	Pencil Sharpner	55	Box	10	550
33	Paper Cutter( Big)	25	Per piece	10	250

34	Eraser	3	Per piece	30	90
35	Sketch Pen Pocket	23	Perpocket	10	230
36	Permanent Marker Bold size (black)	20	Per piece	20	400
37	Permanent Marker Regular Small size (black)	10	Per piece	20	200
38	Gum Bottle(Big)	120	Per piece	10	1200
39	Glue sticks (Big)	50	Per piece	50	2500
40	Ball Pen Pocket Black (10 pens/packet)	45	Packet	20	900
41	Ball Pen Pocket Blue (10 pens/packet)	45	Packet	50	2250
42	Stamp Pad	30	Per piece	20	600
43	Stamp Ink	18	Per piece	10	180
44	Binder Clip (Small)	50	Per Box	60	3000
45	Binder Clip ( Big)	100	Per Box	60	6000
46	Scissors (medium size)	45	Per piece	10	450
47	Note Pad Book	60	Per piece	10	600
				Total Rs	<b>179423.75</b>
				Say Total Rs	<b>1,79,424/-</b>

Note:- 1) Rate should be inclusive of all taxes and duties.

  
EXECUTIVE ENGINEER  
EHV Projects Dn.-I, Pune

 12/13  
 13/13/19

**FORM FOR QUOTING % RATE FOR ITEM INCLUDED IN SHEDULE A FOR  
work of supply of stationary to EHV Projects Division-I,Pune.**

Name of Work: Work of supply of stationary to EHV Projects Division-I,Pune.

Estimated Cost: Rs 1,79,424/-

I am ready to execute the work to

\_\_\_\_\_ % above ( In words \_\_\_\_\_ % above)

\_\_\_\_\_ % below ( In words \_\_\_\_\_ % below)

the estimated cost.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

**Note : 1. If the percentage variation is more than 5% detailed rate analysis should be  
submitted along with the quotation.**

**2. The rate should be inclusive of all taxes.**