



- OFFICE OF THE -

Superintending Engineer (Civil)

EHV Civil Construction Cum Maintenance Circle,
MSETCL, 103, New Admin Bldg, 132 kV
S/Stn.Harsool Premises, Sillod Road Near Harsool
T-Point Auarangabad -431008.

☎ 0240-2334594 (O), 2331828 (Pers/Fax),

E-mail se2700@mahatransco.in



SEC/MSETCL/EHVCCCM/ABD/Tech/F.No.

/ No 1231

Date :

21 SEP 2019

E-Enquiry

Sub: - Providing & Supply of stationary to EHV CCCM Circle, Aurangabad (Including all divisions)

Dear Sir,

Sealed and superscribed item rate quotations are invited by the undersigned for the above works so as to reach in this office on or before 27.09.2019 upto 13.30 Hrs. The quotations will be opened on the same day at 16.00 hrs. if possible.

The terms and conditions are as mentioned below :

1. The supply should be completed within **30days** from the date of receipt of supply order.
2. The work should be carried out as per requirement of the Manager (HR) EHV CCCM Circle Aurangabad and as per **Schedule - "B"** and as directed by the Manager (HR) EHV CCCM Circle Aurangabad to the full satisfaction. Quantities mentioned in **Schedule - "B"** are approximate and are liable for variation, however, payment will be made on actual quantities certified by Manager (HR) EHV CCCM Circle Aurangabad.
3. You have to pay E.M.D. of Rs. 1810.00 (Rs. One thousand six hundred & fifty only) in cash / D.D. in the name of The Superintending Engineer (C), EHV CCCM Circle Aurangabad payable at Aurangabad.
5. If the supply is not completed within the stipulated time limit, penalty will be charged as per Company's rules.
6. Quotations should be duly filled in all respects otherwise it will not be considered.
7. In case of any dispute decision of the Superintending Engineer(C) MSETCL, EHV CCCM Circle, Aurangabad shall be final and binding on the supplier.
8. **Rates should be quoted item rate quotation and as per Schedule - "B" inclusive of all taxes, like octroi MVAT ,GST etc. & incidental charges if any.**
9. No material will be issued by the Company for this work.

10. Bill in triplicate along with material supplied receipt duly signed by Manager(HR) CCCM Circle Aurangabad should be submitted to the S.E.(Civil), M.S.E.T.C.L. EHV CCCM Circle, Aurangabad after satisfactory completion of the entire supply , for arranging payment.
11. Other terms and conditions shall be as per Company's rules.
12. The material is to be supplied at CCCM circle Aurangabad as per work order schedule.
13. Please furnish your shop act, GST certificate & PAN No. while submitting the quotation.
14. You have to pay 5% S.D. on value of the Supply order amount.
15. Right to reject any or all quotations without assigning any reasons thereof is reserved by the undersigned.
16. The first and final bill will be paid for this Supply.
17. Income Tax, labour cess & GST TDS will be recovered from your bill as per the prevailing rules.
18. Payments shall made as per the availability of funds, and no delay payment claims shall be entertained.

Thanking you,

Yours faithfully



SANDEEP R. HAKE
Superintending Engineer(C)
Aurangabad.

Encl: - Schedule 'B'

Copy to:

- 1) The Manager (F&A), EHV CCCM Circle, Aurangabad
- 2) System Analyst (IT), EHV PC O&M Zone Aurangabad---- For publication of E-enquiry on Mahatransco WEB portal.

Schedule B

Providing & Supply of Stationery at EHV CCCM Circle Aurangabad (including All division offices)

Sr.No.	Description of Item	Requred Quantity	Rate including GST	Unit	Amount
1	Muster Roll (50 Pages)ledger Paper & full rexine binding	14		Nos.	
2	Vehicle Diary (100 pages) Cloth binding	16		Nos.	
3	Hand Delivery book(100 Pages) Cloth binding	17		Nos.	
4	Inward register (200 pages)	19		Nos.	
5	Outward Register (200 Pages)	16		Nos.	
6	Ruled Register with corner cloth binding				
	a) 100 pages (2Q)	178		Nos.	
	b) 200 pages (4Q)	46		Nos.	
7	TI / PI issue register (100 pages)	26		Nos.	
8	C.V. Form (100 Pages)	22		pad	
9	Day Book / Cash Book (200 Pages)	8		Nos.	
10	Earn leave application pad (100 Pages) Printing on yellow pages.	13		pad	
11	Computer Paper A4 size (75 GSM) 500 pages pack	400		ream	
12	Box File (Plastic coated)	476		Per File	
13	Clip File (spring)	189		Per File	
14	Port Folio Pad	130		Per No.	
15	T.A. Bill Form (250 pages) pad (both side red color printing)	15		pad	
16	Plastic File	200		Nos.	
17	A4 size Green Envelope (inside cotton thread)	1000		per envelop	
18	Green colour envelope (size 20x26) (inside cotton thread)	1000		per envelop	
19	Envelop (size 12x27)	3000		per envelop	
Total Amount including GST Rs.					

Rs.in words :

I am ready to Supply the stationary to EHV CCCM Circle, Aurangabad (Including all divisions) as per the above rates quoted by me including all taxes as per terms & conditions, schedule B given in enquiry No _____.

Contractor
(Signature & Stamp)