

Phone No. 26066106,
26062913, 26061132(P),
26066596 (Fax)
Email ID:
cepune@mahatransco.in



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

Ref No. CE/EHV/PC (O&M) /Zone/Pune/T/ **No 3 8 4**

Date: **26 FEB 2020**

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:- 05/03/20 till 15:00 hrs.**
- 4) Quotation shall be sent under sealed cover duly subscribed as Quotation for & enquiry no.
- 5) Following documents should be submitted along with your offer:-
i) Valid Shop Act Certificate; ii) GST Registration (if applicable), iii) PAN Card, iv) Performance certificate along with Work order copy for supply of stationary
- 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,

(V. D. Mendhe)

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.	Description	Unit	Qty
1	A/4 Size Paper 80 GSM (Paper 1 Rim 500 Sheet)	Rim	270
2	Highlighter	EA	20
3	Whitener Pen	EA	20
4	Sketch pen (full set)	DZ	10
5	Pencil (Apsara) Box	DZ	10
6	Permanent Marker (Red/Black/Blue)	EA	20
7	CD Marker (Red/Black/Blue)	EA	20
8	Cutter	EA	10
9	Scale (Steel) 12"	EA	10
10	Stamp pad ink	EA	10
11	Gluestick	EA	30
12	Colour flags (3 Colours)	EA	25
13	Colour flags (5 Colours)	EA	20
14	Cello tape (1") White /Brown Colour	EA	10
15	Cello tape (2") White/Brown Colour	EA	10
16	24" White 100 Tags Bundle	EA	20
17	12" Red 100 Tags Bundle	EA	10
18	Calculator Citizen CT-512	EA	10
19	Envelope 11"x 05" (Brown)	EA	2000
20	Envelope 6.5"x 12 " (Brown)	EA	1000
21	Envelope 15"x12" Green Canvas	EA	500
22	Note Book (Meeting)	EA	48
23	Office Note Pad (Rulled)	EA	48
24	28x34.25 cm Box Files	EA	160
25	Clip File (No 401) 10"x14"	EA	48
26	Straw Board File Cover (Less File) 9"x13"	EA	60
27	Port Folio (9"x13")	EA	48
28	Port Folio Lase File 4 side (9"x13")	EA	24
29	Plastik file	EA	100
30	Letter Trey (Plastic)	EA	10
31	Dust Bin with Flap (20L-K-Advantage Oil Bucket)	EA	10
32	Scissor	EA	10
33	Steel Poker	EA	10
34	Pins (Tachani)	EA	10
35	Stapler Small Size (Kangaroo) 10 No	EA	10
36	Stapler Pins Big (Kangaroo) 24x6 mm	EA	10
37	Stapler Pins Small Size (Kangaroo) 10x1 mm	EA	10
38	Stapler Big (Kangaroo) 45P	EA	10
39	Kangaro-Stapler Pin Remove	EA	5
40	Punching Machine Big kangaro-500	EA	10
41	Punching Machine Big kangaro-280	EA	10
42	Stamp pad (Small size 90mm x159 mm)	EA	10
43	Camel Gum Bottle Pest (700ml)	EA	4
44	Camel Gum Bottle Pest (300ml)	EA	10
45	32 mm Binder Clip	EA	60
46	25 mm Binder Clip	EA	60

47	26 mm Binder Clip	EA	60
48	House Clip	EA	300
49	100 Pages Register 21x34 cm	EA	60
50	200 Pages Register 21x34 cm	EA	40
51	400 Pages Register 21x34 cm	EA	20
52	Inward Register 21x34 cm	EA	10
53	Dispatch Register 21x34 cm	EA	10
54	Attendance Register 21x34 cm	EA	10
55	Imprest Register (Duplicate Book) 21x34 cm	EA	50
56	Hand Delivery Book. (100 Pages)	EA	10
57	Vehicle Log Book (100 Pages)	EA	10
58	Imprest CV Forms Pad (100 Pages)	EA	50
59	Printed Imprest Appl. Form Pad (100 Pages)	EA	10
60	TA Bill Pad Both Side Printing (100 Pages)	EA	20
61	Docket Voucher Form (100 Pages)	EA	60

NOTE:- A) The applicable GST shall be mentioned clearly.


(V. D. Mendhe)
Chief Engineer,
EHV PC O&M Zone Pune