

M.S.E.T.Co. Ltd, 132 kV, Navives S/Stn. Premises Old mill  
Compound, Solapur-413001

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No. EE/EHV/PD-III/Solapur/1097

Date: 07/12/2021

**E-ENQUIRY**

**Sub:** E-enquiry for the supply of office stationary material for the EHV Projects Div-III Solapur including S/Dn offices.

Dear Sir,

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

**TERMS & CONDITIONS-**

- 1) Rate shall be quoted on firm quotation basis inclusive of all Taxes & the rates shall be given in figures (% of tax should be mentioned separately).
- 2) The quotation should be sent under sealed cover duly super scribed as QUOTATION for the supply of office stationary material for the EHV Projects Div-III Solapur including S/Dn offices.
- 3) Your quotation should reach this office **on or before 15.12.2021** and the same will be opened on the same day, if possible.
- 4) Copy of valid documents of such as details of firm, Bank details, PAN Card, GST Certificate, Bombay Shop act license & similar work experience (if applicable) should be enclosed with quotation.
- 5) The material shall be supplied within **15 days** from the date of receipt of this office order otherwise penalty @ 1% per week subject to max. 10% of the order amount will be levied at the discretion of the Competent Authority.
- 6) 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.
- 7) Please quote your PAN & GST No. on the quotation
- 8) Payment of bill will be made after satisfactory supply of material at the direction of Engineer in charge & as per availability of funds.
- 9) In case of any dispute the decision of the Executive Engineer, EHV, PD-III, Solapur will be final and binding on the contractor.
- 10) Income tax at the prevailing rate on gross amount of bill would be recovered from you. Work tax will be deducted as per Govt. rules.

- 11)** Contractor will have to pay Rs 5% S.D. on value of the work order.
- 12)** Contractor will have to sign at the end of Schedule “A” attached.
- 13)** Over writing, corrections if any, shall have to be initialed by the contractor.
- 14)** The rate should be inclusive of all mobilization charges and Transportation charges.  
No extra amount than work order cost will be paid by MSETCL.
- 15)** The right to place an order or to cancel any or all quotations without assigning any reason is reserved with this office.

Thanking you,

Yours faithfully

**Sd/-**  
**Executive Engineer**  
**EHV Projects Div-III, Solapur**

Encl:- Schedule “A”

Copy to SWRS To :-The Superintending Engineer, EHV Projects Circle, Pune

Copy to :-1) The Manager(F&A) EHV Projects Div-III, Solapur  
2) Notice Board

## EHV PROJECTS DIVISION-III, SOLAPUR

### Schedule "A"

**Sub: E-enquiry for the supply of office stationary material for the EHV Projects Div-III Solapur including S/Dn offices.**

Sr. No.	Description	Unit	Qty	Rate (Rs)	Tax	Total (Rs)
1	A/4 Size Paper 80 GSM (Paper 1 Rim 500 Sheet)	Rim	400			
2	75gsm Green Legal Paper (Paper 1 Rim 500 Sheet")	Rim	10			
3	Highlighter	EA	50			
4	Whitener Pen	EA	30			
5	Scale (Steel) 12"	EA	24			
6	Sketch pen ( full set)	DZ	12			
7	Pencil (Apsara ) Box	DZ	20			
8	Black Ink Ball Point Pen (10 Pes)	BX	10			
9	Blue Ink Ball Point Pen (10 Pes)	BX	10			
10	Red Ink Ball Point Pen (10 Pes)	BX	10			
11	Green Ink Ball Point Pen (10 Pes)	BX	3			
12	Permanent/CD Marker (Red/Black/Blue)	EA	16			
13	Stamp pad ink	EA	15			
14	Cello tape (1") White /Brown Colour	EA	10			
15	Cello tape (2") White/Brown Colour	EA	6			
16	24" White 100 Tag Bundle	EA	15			
17	Calculator Citizen CT-512	EA	15			
18	28x34.25 cm Liver Box File	EA	450			
19	Port Folio (9"x13")	EA	50			

Sr. No.	Description	Unit	Qty	Rate (Rs)	Tax	Total (Rs)
20	Plastik file	EA	600			
21	Paper Weight	EA	50			
22	Scissor	EA	10			
23	Steel Poker	EA	8			
24	Pins (Tacbani)	box	20			
25	Pin Cushion (Magnetic)	EA	10			
26	Stapler Small Size (Kangaroo) 10 No	EA	10			
27	Stapler Pins Big (Kangaroo) 24x6 mm (BOX)	EA	20			
28	Stapler Pins Small Size (Kangaroo) 10x1 mm (BOX)	EA	50			
29	Stapler Big (Kangaroo) 45P	EA	20			
30	Stamp pad (Small size 90mm x159 mm)	EA	15			
31	Camel Gum Pest Bottle (300ml)	EA	10			
32	32 mm Binder Clip	EA	15			
33	25 mm Binder Clip	EA	15			
34	26 mm Binder Clip	EA	15			
35	Colour flags	EA	50			
36	100 Pages Register 21x34 cm	EA	60			
37	200 Pages Register 21x34 cm	EA	40			
38	Inward Register 28 x 45 cm	EA	7			
39	Outward Register 28 x 45 cm	EA	8			
40	Attendance Register 21x34 cm	EA	7			

Sr. No.	Description	Unit	Qty	Rate (Rs)	Tax	Total (Rs)
41	Cheque Register 21x34 cm	EA	2			
42	Imprest Register (Duplicate Book) 21x34 cm	EA	30			
43	Vehicle Log Book (100 Pages)	EA	10			
44	Imprest CV Forms Pad (100 Pages)	EA	25			
45	Envelop 6.5" X 13.5"	EA	100			
46	Envelop 5" X 11"	EA	100			
47	Envelop 10" X 15" cotton green paper	EA	50			
48	Envelop Legal Size brown paper	EA	50			
49	Punching Machine Big	EA	7			
50	Dust Bin With Flap	EA	10			
51	Letter Tray	EA	30			
52	U-pin box	EA	20			
53	Stapler Pin Small Box (Kangaroo)	EA	20			
54	Stapler Pin Big Box (Kangaroo)	EA	20			
55	Crop Register 200 Pages	EA	30			
56	24" White 100 Tag Bundle	EA	10			
57	Paper Weight	EA	20			
<b>Total (Rs)</b>						

**Note :- Order value limited to Rs. 2 Lakhs only.**

**Sd/-**

**Executive Engineer,  
EHV Projects, Division-III, Solapur.**