

MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.
CIN No. U40109MH2005SGC153646

From :

Name of Office : EXECUTIVE ENGINEER, EHV PROJECT DIVISION-I, PUNE

Office Address : Administrative Building, 3RD Floor, 925, Kasba Peth, Pune – 411 011

Contact No.: FAX NO. (020) 245 70 525 & PHONE NO. (020) 245 70 676

E-Mail Id : ee6620@mahatransco.in

Website : mahatransco.in

Ref.No.EE/EHV/Project/DN-II/PN/No 0 0 3 1 6

Date : 18 FEB 2022

Sub: - Enquiry for supply of office stationary material for the EHV Projects Div-I Pune & underlying S/Dn offices.

Dear Sir,

Sealed & superscribed quotations are invited, so as to reach this office on or before Dt. **25.02.2022** upto **18:15 hrs** for supply of office stationary material for the EHV Projects Div-I Pune & underlying S/Dn offices on following terms & conditions:

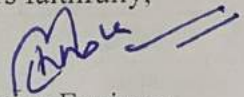
TERMS AND CONDITIONS

1. Rate as per Schedule 'A' shall be quoted on firm quotation basis inclusive of all Taxes and the rates shall be given in words & figures separately. All applicable Taxes should be mention 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-I Pune & underlying S/Dn offices" (Enquiry No. ____ be quoted).
3. Material should be supplied within 15 days from receipt of order.
4. You will have to submit Security Deposit @ 5 % of total order value. The security deposit will be refunded after six month from the date of complete supply of material satisfactorily and after deduction o. any amount toward damaged or substandard material.
5. Material supply charges will be borne by you.
6. Payment will be effected by this office by cheque/online NEFT etc after satisfactory completion of work.
7. 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.
8. In case the material is not received within time, the right to cancel the work order is reserved with this office.
9. Sample of each item will have to be got approved from Head clerk HR section of EHV PD-I, Pune prior to effecting the supply.
10. Penalty about ½% Per week or ½ t thereof and maximum up to 10% of the order value for the delay in supply of the material after due date of supply.

11. The material in all respect shall be of superior quality. If any item or part of item is found to defective or substandard then the same shall be replaced by you immediately.
12. Income Tax will be deducted as per Government rule.
13. Copy of updated Shop Act License, GST Registration and PAN card should be enclosed with quotation.
14. In case of any dispute decision of the Executive Engineer, EHV Projects Divn.-I, Pune shall be final and binding on the agency.

Thanking you.

Yours faithfully,



Executive Engineer
EHV Projects Dn.-I, PUNE

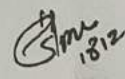
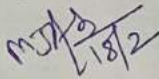
Encl:- Schedule "A"

Copy to:

The Manager (F&A), EHV Projects Div-I, Pune

The Head Clerk HR, EHV Projects Div-I, Pune

MF/Notice board

Schedule A

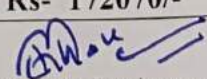
Name of work: Supply of office stationary material for the EHV Projects Div-I Pune & underlying S/Dn offices

Total Estimated amount: Rs 172070/-

SR NO.	Description	RATE including GST	UNIT	REQUIRED	AMOUNT including GST
				QUANTITY	
1	A4 Paper Rim (75 GSM)	190.00	Nos	120.00	22800.00
2	Box Files	55.00	Nos	150.00	8250.00
3	Paper File (Spring File)	28.00	Nos	125.00	3500.00
4	Cardboard File cover	33.04	Nos	10.00	330.40
5	Plastic Folder A4	15.00	Nos	40.00	600.00
6	2 Flap Folder	36.00	Nos	80.00	2880.00
7	4 Flap Folder	44.00	Nos	40.00	1760.00
8	4 Quire Register	101.00	Nos	30.00	3030.00
9	3 Quire Register	85.00	Nos	35.00	2975.00
10	2 Quire Register	65.00	Nos	40.00	2600.00
11	1 Quire Register	30.00	Nos	40.00	1200.00
12	Stapler Pins (Big)HP-45	276.00	Nos	30.00	8280.00
13	Stapler Pins (Small)No-10	98.00	Nos	60.00	5880.00
14	Pin Box	35.00	Nos	30.00	1050.00
15	File Lace(Big)-24"	55.00	Nos	150.00	8250.00
16	Tag - 8"(Packet of 500)	155.00	Nos	20.00	3100.00
17	Pencil- HB(Box of 10) Apsara	52.00	Nos	12.00	624.00
18	Rubber-(Box of 20)Apsara	62.00	Nos	4.00	248.00
19	Sharpner (Box of 20)	82.00	Nos	4.00	328.00
20	Calculator	510.00	Nos	10.00	5100.00
21	Stapler (Small)	55.00	Nos	15.00	825.00
22	Punching Machine (Medium)	132.00	Nos	10.00	1320.00
23	Punching Machine (Small)	88.00	Nos	10.00	880.00
24	Stamp Pad-Camel-Medium	71.00	Nos	30.00	2130.00
25	Stamp Ink (Bottle)-100ml	52.00	Nos	10.00	520.00
26	Gum Bottle-300ml	76.00	Nos	8.00	608.00
27	Attendance Register	550.00	Nos	8.00	4400.00
28	CD Marker Pen	20.00	Nos	36.00	720.00
29	Punch Hole Guard	35.00	Nos	30.00	1050.00
30	Envelope (Plain)	2.49	Nos	200.00	498.00
31	Envelope (Big 15x24 size)	13.99	Nos	100.00	1399.00
32	Flag (Post It-1+4)	35.00	Nos	100.00	3500.00
33	Pen (Packet of 10) Black	95.00	Nos	10.00	950.00
34	Audit Pen	60.00	Nos	5.00	300.00
35	Scale (Steel)-12"	28.00	Nos	10.00	280.00
36	Box Files (Small)	38.00	Nos	20.00	760.00
37	Tocha	37.00	Nos	10.00	370.00

38	Whitner Pen	25.00	Nos	30.00	750.00
39	U-Clip-Big	23.00	Nos	58.00	1334.00
40	Binder Clip-19mm	29.00	Nos	60.00	1740.00
41	Binder Clip-25mm	35.00	Nos	60.00	2100.00
42	Binder Clip-33mm	46.00	Nos	60.00	2760.00
43	Permanent Marker	20.00	Nos	20.00	400.00
44	Punching Machine (Big)	650.00	Nos	8.00	5200.00
45	Highlighter (Faber Castle) 3 color	22.00	Nos	40.00	880.00
46	Cello Tape (Blue)	29.00	Nos	30.00	870.00
47	Stapler (Big)	340.00	Nos	10.00	3400.00
48	Shorthand Notebook	31.00	Nos	5.00	155.00
49	Fevistick (Big)	55.00	Nos	50.00	2750.00
50	Marker Pen (Black)	20.00	Nos	20.00	400.00
51	Pin Cushion Box	35.00	Nos	10.00	350.00
52	Date Stamp	70.00	Nos	10.00	700.00
53	Number Stamp	70.00	Nos	10.00	700.00
54	Pen (Packet of 10) Blue	46.00	Nos	60.00	2760.00
55	Legal Paper Rim (White)	310.00	Nos	4.00	1240.00
56	Legal Paper Rim (Light Green)	310.00	Nos	2.00	620.00
57	Notepad	25.00	Nos	5.00	125.00
58	Tag Big	220.00	Nos	8.00	1760.00
59	Cello Tape Cutter Machine	220.00	Nos	7.00	1540.00
60	Paper Cutter	18.75	Nos	10.00	187.50
61	Sketch Pen	22.32	Nos	10.00	223.20
62	Scissors	100.00	Nos	8.00	800.00
63	Cello Tape (Big)	50.00	Nos	40.00	2000.00
64	Inward Register	650.00	Nos	8.00	5200.00
65	Outward Register	650.00	Nos	8.00	5200.00
66	Docket Pad	245.00	Nos	2.00	490.00
67	T.A Bill Pad	300.00	Nos	2.00	600.00
68	LTC Register	250.00	Nos	1.00	250.00
69	Stamp Register	650.00	Nos	1.00	650.00
70	CV Voucher Pad	650.00	Nos	2.00	1300.00
71	Imprest Closing Book	650.00	Nos	10.00	6500.00
72	Log Diary	450.00	Nos	12.00	5400.00
73	Cheque Register	700.00	Nos	1.00	700.00
74	Day Book	830.00	Nos	3.00	2490.00
75	Imprest Register	625.00	Nos	2.00	1250.00
76	Stale Chequ Register	700.00	Nos	2.00	1400.00
77	MBR Register	800.00	Nos	2.00	1600.00

Total Amount Including GST in Rs- 172070/-


Executive Engineer
EHV PD-1, Pune

FORM FOR QUOTING % RATE FOR ITEM INCLUDED IN SHEDULE A

Name of Work: Supply of office : tionary material for the EHV Projects Div-I Pune & underlying S/Dn offices

Estimated Cost: Rs **172070/-** (Including GST)

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 GST.