

Maharashtra State Electricity Transmission Company Limited
(CIN No. U40109MH2005SGC153646)

Office of The Superintending Engineer,
HVDC R S (O & M) Circle, Mumbai – Nasik Highway,
PADGHA - 421101 Tal: Bhiwandi Dist. – Thane (Maharashtra) India
Phone No. : 9769006191 (O) E - mail: sc7300@mahatransco.in Website : www.mahatransco.in

Ref. No. SE /HVDC /PDG /Tech /

No 0310

Date:

07 MAR 2022

To,

All Vendors

Sub:- Enquiry for supply of office stationery & printing material at HVDC RS(O&M) Circle Padghe for F.Y 2021-22.

Dear Sir,

With reference to above subject, you are requested to quote lowest possible rates for supply of office stationery & printing material at HVDC RS(O&M) Circle Padghe for F.Y 2021-22 as per specification in Schedule – A with following terms and conditions in a sealed super scribed envelope.

TERMS AND CONDITIONS:

1. Sealed envelopes must be marked as "*Quotation* for supply of office stationery & printing material at HVDC RS(O&M) Circle Padghe for F.Y 2021-22." Enquiry No. due date etc.
2. Quotation should reach this office on OR before: **14.03.2022 up to 17:00 Hrs.**
3. The delivery period may be clearly mentioned in the quotation submitted.
4. Please submit Photocopy of documents as mentioned below-
 - Shop Act License
 - PAN Card
 - GST No.
 - Income tax return for last one year.
5. **Validity of Rates-**Rates should be valid for 120 days from date of opening of the quotation.
6. **Security Deposit-**You have to pay amount equal to 10% of the purchase order value within 15 days from the date of issue of letter of intent / purchase order, in the office of the Superintending Engineer, HVDC RS (O&M) Circle, Padghe, Tal. Bhiwandi, Dist. Thane, Demand Draft or equivalent Govt. Securities or Fixed Deposit Receipt. The payment of Security Deposit in any other alternative form is not permitted. No interest will be payable by the MSETCL to the Contractor on the Security Deposit. Security Deposit will be refunded after due completion of contractual obligation.

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7. Rates should be exclusive of all taxes, packing and forwarding charges or all applicable taxes and their charges should be mentioned separately and clearly in percentage.
 8. The quality of material such as paper, boards, printing indelible ink shall be of good & at par with prevailing industries/MSETCL standard.
 9. The undersigned reserves the right to reject any or all the quotations without assigning any reasons thereof.
 10. Income Tax, GST, TDS & Labour Cess will be deducted as per Govt. Rules while effecting your bills.
 11. Contractor will have to sign at the end of Schedule "A" attached.
 12. Over writing, corrections if any, shall have to be initialed by the contractor.
 13. 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.
 14. The material shall be delivered at the HVDC R.S. O&M Circle, Padghe & transportation of the material shall be arranged by the bidder.
 15. Prior to printing of the stationery, the sample shall be got approved by the bidder from this office.
 16. **Rejection of Offer**-Partially filled offer, incomplete offer, conditional offer, offer received after due date will not be accepted & no claims, communication in this regard will be entertained.
 17. All other standard conditions of contract prevailing in MSETCL are applicable in this case also.
 18. **Jurisdiction**- Legal dispute(s) arising out of this contract/work order will exclusively be jurisdiction of Thane court only.
 19. All disputes, differences of any kind whatsoever arising out of or in connection with the contract/work order dispute arises, the decision of the undersigned will be final & binding on you.
 20. The undersigned reserves the right to reject any or all quotations without assigning any reasons thereof.

Thanking you.

Yours faithfully,



Pravin P Bhalerao
Superintending Engineer

Copy to :

1. The Manager (F&A), HVDC RS O&M Circle, Padghe
2. The Manager(HR), HVDC RS O&M Circle, Padghe
3. The Notice Board

Maharashtra State Electricity Transmission Co. Ltd.
HVDC RS (O&M) Circle, Padghe
Schedule 'A'

Sub: Supply of office stationery & printing materials at HVDC RS(O&M) Circle, Padghe for F.Y. 2021-22.

| Sr. No | SAP Activity Number | Description of Work | Qty. | Unit | Rate (Rs.) | GST Rate @ 18 % | Rate Including GST | Amount in Rs. |
|-------------------|---------------------|--|------|--------|------------|-----------------|--------------------|---------------|
| Stationary | | | | | | | | |
| 1 | 500008559 | Box Files (27x34x8 cm) | 20 | Dozen | | 18 | | |
| 2 | 500008560 | Spring File / Clip File | 20 | Dozen | | 18 | | |
| 3 | 500015404 | Plastic File A/4, 150 mic. | 10 | Dozen | | 18 | | |
| 4 | 500012965 | Calculator CASIO | 10 | Nos. | | 18 | | |
| 5 | 500008007 | Blue Carbon Paper Box (100 sheets) A4 size | 5 | Box | | 18 | | |
| 6 | 500013727 | Computer A4 Paper 75 gsm | 15 | Box | | 18 | | |
| 7 | 500021240 | Legal Size Ledger Paper 80 gsm | 1 | Box | | 18 | | |
| 8 | 500012962 | Fevi Stick (Big) 15 gram Stick | 20 | Nos. | | 18 | | |
| 9 | 500008623 | Flags (All colours) 7.5x5x0.3cm | 75 | Nos. | | 18 | | |
| 10 | 500018176 | Folding pads (Four Flaps) | 25 | Nos. | | 18 | | |
| 11 | 500018177 | Folding pads (Two Flaps) | 30 | Nos. | | 18 | | |
| 12 | 500012966 | Gum Bottle 150 ml | 24 | Nos. | | 18 | | |
| 13 | | Gum Bottle 750 ml | 12 | Nos. | | 18 | | |
| 14 | 500008576 | High-lighter (multi-colour) | 15 | Packet | | 18 | | |
| 15 | 500012997 | 400 pages Register A4 size | 15 | Nos. | | 18 | | |
| 16 | | 300 pages Register A4 size | 10 | Nos. | | 18 | | |
| 17 | 500012996 | 200 pages Register | 10 | Nos. | | 18 | | |


| | | | | | | | | |
|----|-----------|--------------------------------------|----|------|--|----|--|--|
| | 12995 | 100 pages Register | 10 | Nos. | | 18 | | |
| | 500013041 | Legal (F/s) (Big) 4 core | 10 | Nos. | | 18 | | |
| | 50008611 | Permanent Marker St. size | 5 | Pkt. | | 18 | | |
| 21 | 500012964 | Pencil Box 621 HB pencil | 15 | Pkt. | | 18 | | |
| 22 | 500015393 | Pin Box (U pins standard size) | 5 | Box | | 12 | | |
| 23 | 500016460 | T-type Tachani Box | 10 | Box | | 18 | | |
| 24 | 500013581 | 15 ltr. Dustbin Cover & Pedal | 10 | Nos. | | 18 | | |
| 25 | 500008628 | Punching Machine DP 600 | 10 | Nos. | | 18 | | |
| 26 | 500018184 | Scale (steel) 12" | 12 | Nos. | | 18 | | |
| 27 | 500016437 | Scissor (Minimum 8" scissors) | 10 | Nos. | | 18 | | |
| 28 | 500013563 | Stamp pad (F size) Violet (Cores) | 12 | No. | | 18 | | |
| 29 | 500018945 | Stamp pad (S size) Violet (Cores) | 24 | No. | | 18 | | |
| 30 | 500018182 | Stamp pad Ink Bottle Violet 25ml | 12 | No. | | 12 | | |
| 31 | | Stamp pad (F size) Red (Cores) | 6 | No. | | 18 | | |
| 32 | 500018179 | Stamp pad (S size) Red (Cores) | 6 | No. | | 18 | | |
| 33 | 500018181 | Stamp pad Ink Bottle Red 25 ml | 6 | No. | | 12 | | |
| 34 | 500013104 | White Tags (File Tag 24") | 15 | Pkt. | | 18 | | |
| 35 | 500013971 | Whitener (Pen) | 30 | Nos. | | 18 | | |
| 36 | 500015399 | Note Pad (Small) 1/12 | 4 | Doz. | | 18 | | |
| 37 | 500018539 | Eraser | 5 | Pkt. | | 5 | | |
| 38 | 500013974 | Sharpner | 5 | Pkt. | | 18 | | |
| 39 | 50008544 | Small Stapler No.10 | 15 | Pkt. | | 18 | | |

| | | | | | | | |
|--------------|--------------------------|----|-------|--|----|--|--|
| 013651 | Big Stapler No. HP45 | 15 | Nos. | | 18 | | |
| 500012960 | Small Stapler Pin 10 No. | 5 | Box | | 18 | | |
| 42 500012961 | Big Stapler Pin No. 24 | 3 | Box | | 18 | | |
| 43 50008575 | Cello tape Roll ½,3/4,1" | 5 | Roll. | | 18 | | |

Printing

| Sr. No | SAP Activity Number | Description of Work | Qty. | Unit | Rate (Rs.) | GST Rate | Rate Including GST | Amount in Rs. |
|--------------------|---------------------|---------------------------------|------|------|------------|----------|--------------------|---------------|
| 1 | 500013076 | C L Application Pad | 5 | EA | | 18 | | |
| 2 | 500013039 | Lace File (with MSETCL Name) | 10 | EA | | 18 | | |
| 3 | 500015801 | Impress Book Voucher | 20 | EA | | 18 | | |
| 4 | 500013912 | Inward Register (HR) 300 pages | 10 | EA | | 18 | | |
| 5 | 500013913 | Outward Register (HR) 300 pages | 10 | EA | | 18 | | |
| 6 | 500015805 | Over Time form | 10 | EA | | 18 | | |
| 7 | 500013076 | C L Register 200 pages | 4 | EA | | 18 | | |
| 8 | 500013078 | TA Bill Pad | 10 | EA | | 18 | | |
| 9 | 500015809 | TA Bill Register | 4 | EA | | 18 | | |
| 10 | 500013020 | OT Bill Register 200 pages | 5 | EA | | 18 | | |
| 11 | 500013950 | E L Application Pad | 8 | EA | | 18 | | |
| 12 | 500013000 | Attendance Register 1 Quire | 15 | EA | | 18 | | |
| 13 | 500013014 | Cheque Book Register | 5 | EA | | 18 | | |
| 14 | 500015401 | Imprest Cash Book | 20 | EA | | 18 | | |
| Sub Total-I in Rs. | | | | | | | | |

Note :- Order Value is Limited to Rs 2 Lakhs Only.


 Pravin P Bhalerao
 Superintending Engineer