

MAHARASHTRA STATE ELECTRICITY TRANSMISSION COMPANY LTD.  
EHV (O&M) DIVISION, JALGAON.  
(CIN No. U40109MH2005SGC153646)

**Office of the:-**

Executive Engineer, EHV O&M Division  
Plot No.32, M-Sector  
Near Godavari Engineering College  
New MIDC Jalgaon  
Contact No. :- 0257-2212769(O) Fax- 2212770  
Email Id :- ee5210@mahatransco.in

No.EE/ EHV/ O&M/ Dn/JLG/ Tech/No.

NO 00311

Date :-

14 MAR 2022

**E-Enquiry - 32/2021-22.**

**Sub:** - Work of Supply & printing of various Stationary at various Substation and division office under EHV O&M Division, Jalgaon.

Dear Sir,

With ref to the above, please quote your lowest rates for the following work subject to the terms & conditions mentioned as under. The sealed subscribed Quotations with valid relevant documents should reach to this office **on or before 22.03.2022 up to 16.00 Hrs.** The same quotations will be opened on the same date at 16.30 Hrs, if possible.

**TERMS AND CONDITIONS**

- 1. Scope Of Works:-** Work of Supply & printing of various Stationary at various Substation and division office (as and when required) under EHV O&M Division, Jalgaon. The detail scope of work mentioned in Schedule 'A'.
- 2. Quoted Rates:-** You are requested to quote your unit rates for the items mentioned in the schedule on firm basis. **(Please quote ex-works price in ex-works field & applicable GST in GST field)**
- 3. Payment:** On completion of the job, the RA bill should be submitted to the Engineer in charge. The payment will be effected by this office within a reasonable time as per actual work done.
- 4. Documents required to be attached along with offer:-**

Following are the list of qualifying documents required to be attached for qualifying along with the quotations.

- a) Bombay shop & Establishment Act (Shop Act) or NOC of Grampanchayat.
- b) Income Tax Returns of last 3 years & PAN Card.
- c) GST registration Certificate.

- 5. Rates & Taxes:** - The Rates quoted should be valid at least for 4 months and should be including of all Labour charges & incidental charges excluding GST as per applicable rate & relevant act.
- 6. Work completion:-** The validity of the work order period shall be 12 months from the issuing of the work order. The work has to be completed **within 15 days from the date of intimation.** All the formats of stationary etc will be approved by the Executive Engineer, EHV O&M Division, Jalgaon only. **The stationary/ material to be supplied will be inspected by the undersigned and agency will start of work only after approval.**

**T&P:** - All the T&P, required for above work will be arranged by the Contractor.

8. **Income tax :** - Income tax & GST will be deducted as per rules.

9. **Quality:-** The material used shall be of standard quality. The material to be used and all printing works shall be approved by the undersigned.

10. **Delivery of Material:-** The printed material / stationary shall be delivered by agency at EHV O&M Division office Jalgaon or concerned S/Dn or S/Stn as required. The charges for delivery of material / stationary shall be borne by the agency.

11. **Security Deposit:** - Security Deposit being 5% of ordered value will have to be paid before in form of D.D//B.G/F.D.R to this Office, which will be refunded only after successful completion of contract period which shall be 12 months from the date of issuing of work order.

12. **Agreement:-** You will have to execute agreement as per provision of Mumbai Mudrank Adhiniyam 1958, Clause No.34 with requisite stamp duty before execution of work to this Office.

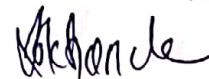
13. **General:** - MSETCL general Terms and Conditions for works are applicable to this contract. The undersigned reserves the rights to accept or reject any or all the Quotation without assigning any reason thereof.

14. Bidder should have to pay Rs. 100/- against e-enquiry Quotation Fees by cash to this office & copy of receipt is to be attached with quotation.

**Thanking you,**

**Enclosed: - Schedule 'A'**

**Yours Faithfully,**



(V R Lokhande)  
Executive Engineer  
EHV (O&M) Division, Jalgaon.

**Copy s.w.r. to: -**

1. The Superintending Engineer, EHV O&M Circle, Bhusawal. (By email)

**Copy to:-**

1. The Dy. Manager (HR)/ (F&A), EHV O&M Division, Jalgaon. (By email)
2. The Web Master, MSETCL.(By email)
3. Notice Board.

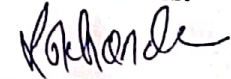
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**"Schedule-A"**

**Sub:- Work of Supply & printing of various Stationary at various Substation and division office under EHV O&M Division, Jalgaon.**

Sr. No	SAP Material / Service No	Description	Unit	Qty (Min)	Unit Price (Rs)	GST @	Rate Incl GST	Amount (in Rs) as per GST
1	50000314	Supply & Printing of Log Sheets (90 GSM paper) Size 17 Inch X 27 Inch	Nos	500		18.00		Limited to Rs. 02 Lacs Including GST
2	50000314	Supply & Printing of Log Sheets (90 GSM paper) Size 17 Inch X 27 Inch	Nos	1000		18.00		
3	500012997	Supply & Printing of register (80 GSM ledger paper) 400 Pages	Nos	50		18.00		
4	500012996	Supply & Printing of register (80 GSM ledger paper) 200 Pages	Nos	50		18.00		
5	500012995	Supply & Printing of register (80 GSM ledger paper) 100 Pages	Nos	50		18.00		
6	50002492	Supply & Printing of Caution Permit Book (80 GSM paper) 100 Pages.	Nos	25		18.00		
7	50002492	Supply & Printing of Work Permit Book (80 GSM paper) 100 Pages.	Nos	25		18.00		
8	500012995	Supply of Legal Size Book -100 Pages (80 GSM paper)	Nos	25		18.00		
9	500012995	Supply of Legal Size Book -100 Pages (70 GSM paper)	Nos	25		18.00		
10	500015396	Supply & Printing of Envelope Size (11 X 4.75 Inches) As per approved sample	Nos	500		18.00		
11	500015397	Supply & Printing of Envelope Size (9 X 4 Inches) As per approved sample	Nos	500		18.00		
12	500008556	Supply of A4 papers (Make: B2B/ JK Paper)	Rim	10		12.00		
13	500013100	28x34.25 cm Liver Box File	Nos	50		18.00		
14	500015774	Gate Pass Book (300)	Nos	20		18.00		
15	500008560	35x25 cm Clip file	Nos	25		18.00		
16	500013083	30x26 cm Clip File	Nos	25		18.00		

**Works Contract Limited to Rupees Two Lakhs Only including all duties & Taxes.**

  
(V R Lokhande)  
Executive Engineer  
EHV (O&M) Division, Jalgaon.