



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**  
(CIN NO.U40109MH2005SGC153646)

**Superintending Engineer (Civil)**  
EHV CCCM, Circle. Block(3) Adm. Bldg.,  
2nd floor, Old Saikheda Rd., Jail Road, Nasik-Road. Nasik-422101. Contact No. 0253-  
2403062, Fax No. 0253-2403063 Email se5700@mahatransco.in

Ref.: No. SEC/EHV/CCCMC/NSK/T/

No. 695  
E-Enquiry

Date: 10 JUN 2022

**Sub: - E-Enquiry for Supply of Stationery Materials for EHV CCCM Circle, Nasik.**

**Dear Sir,**

With reference to above subject, you are requested to quote rate as per specification in Schedule-A with following terms and conditions.

**TERMS & CONDITIONS:-**

- 1) Please super scribed the offer with the following details.
  - a) Full name of Quotation submitting firm & full address of the same.
  - b) Bank name, Bank address, Bank A/c No.
  - c) Valid Shop act license.
  - d) Pan Card.
  - e) Photocopy of GST registration.
  - f) Proof of Supply of Experience of such type of material under MSETCL/Other government.
- 2) Rates quoted should be on firm quotation basis.
- 3) The material shall be delivered within **45 days** from the date of receipt of order to office of The Superintending Engineer[C], EHV CCCM Circle Nashik.
- 4) Quality material should be supplied. Bidder shall have to submit the sample of quoted product. Any defect observed in the material supplied by you, the same shall be replaced by you free of cost without delay.
- 5) Warranty policy will be applicable as per the manufacturer of the goods. The warranty matter have to be fulfilled by the L1 Bidder at their own end
- 6) Quantities mentioned in our enquiry are tentative & subject to varied.
- 7) Payment will be affected after Successful completion of work & as per actual work done.

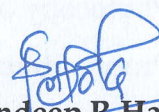


- 8) Validity of rates quoted by you should be 90 days.
- 9) 10% of the order value as security deposit will have to be paid by you within 7 days from the date of firm order. The same will be refunded after 12 months from date of supply of stationery material. If you have unable to submit the security deposit within period the order will be treated as cancelled.

Your quotation super scribed with "Quotation for E-Enquiry for Supply of Stationary Materials at various offices under EHV CCCM Circle Nashik" with this office Enquiry No. Should reach this office on or before **20.06.2022 up to 15.00 Hrs.**

- 10) Stationery/Printing Sample shall be got approved from Superintending Engineer(Civil), Executive Engineer(C) (Admin) & Manager(HR) EHV CCCM Circle Nashik, before submission of offer or quotation.
- 11) The undersigned reserves the right to reject any or all quotation or cancel the requirement at his discretion without assigning reasons thereof.
- 12) L1 bidder has to execute the contract agreement as per policy of MSETCL.

**Yours Faithfully,**

  
**(Sandeep R Hake)**  
**Superintending Engineer[C]**  
**EHV CCCM CIRCLE, Nashik.**

Copy to:-


- 1)The Manager(HR/F&A)EHV CCCM Circle, Nashik.
- 2)The Web Master-----For publication on MSETCL web portal.
- 3)Notice Board.
- 4)M.F.



# Stationary Requirement Civil Circle Nashik

## Annexure A

Sr. No	PARTICULARS	Unit	Civil Circle Nashik	Price	CGST	SGST	Total Price
1	Box File Executive Big Size with printing (34 CM X27 CM X8 CM )	No's	250				
2	Box File Executive with printing 34cmx25 CM X4 CM With Printing	No's	150				
3	Spring/clip File With Printing	No's	150				
4	A4 Keny Presentation file (White)	No's	300				
5	Stapler Machine HD 45	No's	6				
6	Two Flap File (Port Folio) with printing	No's	100				
7	Stamp Pad Big Size	No's	6				
8	Staples pin Box-No 10 (Small)	Box	2				
9	Staples pin Box- 24/6	Box	2				
10	Staples pin Box- 23/17	Box	2				
11	A4 Size Zerox/ printing Paper 75 gsm Size 21.0 CMx29.7 CM	Rim	300				
12	Glue Stick 35 gram	No's	20				
13	Transperant Tape 1/2 Inch 36micron 65 mtr	No's	15				
14	Transperant Tape 1 Inch 36micron 65 mtr	No's	15				
15	Short Hand Book (50Pages)	No's	10				
16	Binder Clips 19mm	Box	30				
17	Binder Clips 32mm	Box	20				
18	2 Quire Regd with printing	No's	24				
19	1 Quire Regd with printing	No's	24				
20	Pin Remover SR 300	No's	4				
21	Green Envelope 27X12 CM With Printing As per Sample	No's	200				
22	Green Envelope 30X25 CM With Printing As per Sample	No's	100				
23	Green Envelope 40X30 CM With Printing As per Sample	No's	200				
24	Khaki Envelope 27X12 CM With Printing As per Sample	No's	900				
25	White Envelope 27X12 CM With Printing As per Sample	No's	100				
26	Stamp Pad Ink Bottle 100 ml	No's	5				
27	Highlighter (office Mate)SET	Set	6				
28	Cream Manjarpat Fabric	Mtr	100				
29	Sticky Notes 19mm*76mm	No's	50				
30	Inward Register 200 pages With Printing As per Sample	No's	12				
31	Outward Register 200 With Printing As per Sample	No's	12				
32	Hand Delivery book 100 pagesWith Printing As per Sample	No's	6				
33	Vechile Log Book 50 Pages As per Sample	No's	2				

  
 (Sandeep R Hake)  
 Superintending Engineer[C]  
 EHV CCCM CIRCLE, Nashik.

Memorandum

I, The undersigned ready to execute the above reffered work at Rs. \_\_\_\_\_

Signature

Date

Name and Address

Mobile No.

e-mail ID: