

Terms & Conditions

Maharashtra Electricity Regulatory Commission (MERC) invites the offers for the supply of stationery items and printing & binding material as mentioned in quotation format as per Annexure 'A' and 'B' from Registered Traders / Organizations for three years.

GENERAL GUIDELINES FOR SUBMITTING QUOTATION

1. Sealed quotations are invited in the prescribed format for Supply of Stationery items to MERC Office for period of three years only.
2. Envelop should be superscribed for "Quotation document for providing Stationery items to MERC, Mumbai" and must contain following: -
 - a. Detailed list of Stationery items duly signed & sealed on each and every page.
 - b. Details of running Contract Orders atleast last 3 years for supply of Stationery items to Govt. Organization, Institutions or other reputed Firms/Companies recognized by the Govt.
 - c. Following Certificates of registration issued by Competent / Appropriate Authority need to be submitted :
 - (i) Certificate of Bombay Shop Act.
 - (ii) GSTN
 - (iii) PAN
 - (iv) No Black listing documents.
 - (v) Other statutory documents, if any.
 - d. Copies of IT returns Certified by C.A. countersigned by Supplier.
3. The firm/agency applying must have annual turnover of Rs. 20 lacs and above (Attach documentary proof).
4. The Supplier / Organization should send their offer on their letterhead to Deputy Director (Admin. & Fin.) in the office of Maharashtra Electricity Regulatory Commission, 13thFloor, Centre-1, World Trade Centre, Cuffe Parade, Mumbai- 400 005 not later than 17:00 hours on or before in the prescribed format.
5. The offer must be valid for a period of 90 days.
6. Price quoted by the Suppliers should be exclusive of GST.
7. The contract shall be for period of three years only. No price escalation shall be entertained during this contract period.
8. Payment shall be released against submission of bill & after checking of quantity/quality of receipt of material.
9. TDS under Section 194-C of Income Tax, if applicable, shall be deducted from the amount payable to you.
10. The office of the MERC reserves the right to reject the tender without assigning any reason.

Sd/-

Deputy Director (Admin. & Finance),
Maharashtra Electricity Regulatory Commission

Place: Mumbai
Date: 27.05.2022

