



महाराष्ट्र ऊर्जा विकास अभिकरण (महाऊर्जा)
महाराष्ट्र शासनाची संस्था

Maharashtra Energy Development Agency (MEDA)

A Government of Maharashtra Institute



स्वातंत्र्याचा अमृत महोत्सव



ECN/2022-23/CR-37/4835

Date: 7th December 2022

To,

On MEDA Website

Subject: - Quotation for design, printing & distribution of Energy Conservation Posters on eco friendly material at all MEDA Divisional Offices.

Dear Sir,

Maharashtra Energy Development Agency (MEDA) is the Government of Maharashtra institution having mandates to promote and develop Renewable Energy projects and promote Energy Conservation in the State of Maharashtra. With these mandates, MEDA invites sealed quotations from for design, printing & distribution of Energy Conservation Posters on eco friendly material at all MEDA Divisional Offices (Pune, Kolhapur, Nashik, Mumbai, Aurangabad, Latur, Amravati, Nagpur). General conditions & instructions for the submission of quotations are illustrated below.

A. Instructions for submitting quotations

1. Quotation should be submitted with clear understanding of terms & conditions, the nature of job/ scope of work etc.
2. Quotation should be submitted in the format attached with this letter & signed by authorized signatory with forwarding letter (in enclosed format) on letter head of agency.
3. Quotation should be submitted including GST & all taxes/charges. No any extra taxes will be paid by MEDA.
4. Quotation should be submitted in self address sealed envelope & written name of work on right top corner of envelop.
5. Firm should submit Description of work & Format.
6. Firm should submit Four different Energy Conservation Posters.
7. Quotation should be submitted to MEDA by 9th December, 2022 up to 03.00 p.m. After due date & time no quotation will be considered.

B. General Instructions

1. Work should be completed strictly under the supervision of MEDA.
2. Work should be carried out & completed within time frame given by MEDA.
3. MEDA will not be responsible for any loss occurred during execution of work.
4. For any disputes arise in this regard decision of Director General, MEDA will be final.
5. MEDA has rights to cancel any quotation or cancel all quotation without assigning any reasons thereof.

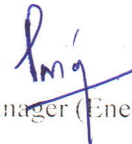
C. Opening of sealed offers & finalization of Agency

1. Quotations will be opened in front of MEDA's authorities. Agency will be finalized on low cost basis.
2. Agency will be intimated in due time for carrying out the work.

D. Terms of Payments

1. Payment will be made to agency after completion of work only. Agency will submit the invoice within week to MEDA. MEDA will release the payment based on actual work done approved by MEDA Division Offices.
2. TDS whichever is applicable will be deducted by MEDA.
3. No interest will be payable on the payment/delay payment by MEDA
4. No any payment will be paid by MEDA for incomplete & unsatisfactory work.
5. Penalty will be charged for delayed clause 0.5 % per week of total cost of work.

Yours faithfully,



General Manager (Energy Conservation)

Date: _____, 2022.

Name of Work: Quotation for design, printing & distribution of Energy Conservation Posters on eco friendly material at various Government Offices/ Hospitals/ Schools etc. in the State of Maharashtra.

Ref: MEDA Letter No. _____

Sr. No.	Description of work	Rate per Unit	Total Quantity in nos.	Total cost in Rs.
1.	Design of 4 different Energy Conservation Posters with size of 18 inch x 24 inch.		3160	
2.	Printing of 4 different Energy Conservation Posters eco friendly material with size of 18 inch x 24 inch on 250 GSM good quality paper with gumming tape on other side.		3160	
3.	Distribution of Energy Conservation Posters across various Division Offices of MEDA for its distribution to Government offices/Hospitals/ Schools in the State of Maharashtra.		3160	
Sub-Total in Rs.				
GST in Rs.				
Total Cost in Rs. (including GST)				

Name of Authorised Person/official

Sign & Seal of Company/Firm