

By Speed Post:



**TRANSMISSION CORPORATION OF TELANGANA LIMITED
VIDYUT SOUDHA, HYDERABAD**

From:
The Joint Secretary,
TSTRANSCO, Vidyut Soudha,
Hyderabad - 500 082.

To:
M/s. Indotek Office Automation Systems,
30/A, 1-8-616/1, 2nd Floor,
Sri Balaji PSR Towers, Above Vijaya Bank,
Prakash Nagar, Begumpet,
Hyderabad - 016.

P.O.No.JS/DS(Per.I)/AS(L,P,S&F)/PO(S&F)/JPO/F.Xerox/PO.No.181 /18, Dt.03 .08.2018

Sir,

Sub:- TSTRANSCO - Stationery & Furniture Section - Procurement of 12 Nos. Heavy Duty Colour Xerox Machines Model No: Canon IR Advance Digital Photocopier Machine Model:IR C3520 for use in the offices located in Vidyut Soudha, Hyderabad - Purchase Order issued - Regarding.

Ref: 1.Enq.Lr.No.JS/DS(Per.I)/AS(L,P,S&F)/PO(S&F)/JPO/Spec.No.Xerox-14/
18/D.No.55/18, Dt.20.04.2018.
2.Quotation letter Ref: No.IOAS/JK-3520/BID/0706, dt.30.04.2018.
3.Quotation letter Ref: No.IOAS/JK-3520/0706, dt.22.06.2018 & dt.13.07.2018.

* * *

1. a. Acceptance:

I, acting for and on behalf of 'TRANSMISSION CORPORATION OF TELANGANA LIMITED', (herein after called the 'TSTRANSCO' or "the Purchaser") accept you (M/s. Indotek Office Automation Systems hereafter called the supplier) quotation vide ref (2 & 3) cited for Supply of 12 Nos. Heavy Duty Colour Xerox Machines Model No: Canon IR Advance Digital Photocopier Machine Model:IR C3520 as detailed under clause (2) subject to the terms and conditions set out in this order.

b. Scope of contract:

This contract relates to the Supply of 12 Nos. Heavy Duty Colour Xerox Machines for the said model as detailed under clause (2) and covers Design, manufacture, testing before dispatch, delivery F.O.R destination, as detailed in this Purchase Order.

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2. Schedule of Material and Prices:

Sl. No	Description	Qty (Nos)	Unit Price (Rs.)	GST 18%	Total Amount including Taxes (in Rs.)
1	<u>Canon IR Advance C3520 Digital Photocopier</u> <ul style="list-style-type: none">➤ A3 Size/Color/Monochrome Digital Photo Copier➤ Copy / Print Speed A4: 20ppm (Color & Black & white)➤ Magnification Copy Ratio: 25-400%➤ Multiple Copies/Prints 1 to 999 copies➤ Configurable 10.1 inch, TFT Colour WSVGA touch panel➤ Cloud connectivity➤ Wireless Printer & Scan➤ Direct USB Print &Scan➤ Paper Capacity:<ul style="list-style-type: none">➤ 550 sheets x 2 cassettes (80gsm)➤ Multi Purpose Tray: 100 sheets (80gsm)➤ 3GB RAM Standard Memory➤ 250GB Hard Disk Drive➤ <u>Scan Speed (A4, 300dpi):</u><ul style="list-style-type: none">➤ Duplex Black & White:35ipm/Color: 25.5ipm at 600dpi➤ <u>Resolution:</u><ul style="list-style-type: none">➤ Reading & Copying: 600 x 600dpi➤ Printing:1200x1200dpi(text/line only)➤ Duplex Unit for back to back printing➤ Network Printing B&W/Network Color Scanning➤ DADF➤ Cabinet Trolley with Caster wheels➤ 2KVA Stabilizer	12 Nos.	1,62,100.00	Inclusive	19,45,200.00
				Total Rs.	19,45,200.00

(Rupees Nineteen lakhs forty five thousand and two hundred only)

3. Prices:

The total prices accepted under “Schedule of Materials “are **“FIRM”** in Rupees F.O.R destination basis and inclusive of GST@ 18%, packing, forwarding and other legally permissible duties and levies wherever applicable, handling charges to cover the transport by road from destination to site / stores, unloading at destination.

4. Taxes and Duties:

The prices accepted above are inclusive of all taxes. TSTRANSCO is not liable to pay any other sort of taxes and duties and it is your responsibility to bear them completely either now or in future. TSTRANSCO assumes full powers to recover the statutory taxes and duties, if levied at a later date, either in full or in part from the securities provided by you against this order.

5. Insurance:

Insurance will be arranged by the supplier to cover transit risks and 45 days storage cover at Site. The insurance will be for an amount equal to 100% FADs value of the equipment on all risks basis. The policy will have a provision for extension to cover further storage if necessary at destination stores/site at TSTRANSCO site.

6. **Delivery:**

Delivery of the equipment shall be completed within two weeks i.e., (14 working days) from the date of issue of Purchase Order.

7. **Dispatch Instructions:**

The material and the delivery challan in triplicate shall be delivered as per the following details:

Sl.No	Receiving authority(Consignee)	Counter signing Authority for delivery challan
1	TSTRANSCO, Vidyut Soudha, Khairatabad, Hyderabad.	Assistant Secretary(L,P,S&F) Vidyut Soudha/Hyderabad

8. **PERFORMANCE SECURITY:**

8.1 The supplier shall furnish to the Purchaser the performance security for an amount equal to 10% of the **total contract value** for proper fulfillment of the contract, which will include the warranty period, and completion of performance obligations including warranty obligations. The performance security will cover 60 days beyond the date of completion of performance obligations including warranty obligations.

8.2 In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected / replaced material will be extended to a further period of 24 months and the Performance Bank Guarantee for proportionate value will be extended 60 days over and above the extended warranty period. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to fulfill its obligations under the Contract.

8.3 The performance security will be Rs.1,94,520/- (Rupees One lakh ninety four thousand five hundred and twenty only).

A bank guarantee issued by a nationalized bank acceptable to the Purchaser, in the form provided in the bidding documents.

OR

A banker's Cheque or crossed DD or Pay Order payable at the Head quarter of the Purchaser in favour of Pay officer/TSTRANSCO drawn on any nationalized bank and payable at Hyderabad.

9. **Payment:**

The bills shall be submitted to this office along with guarantee /warranty certificates. 100% payment will be arranged by Pay officer / TSTransco /Vidyut Soudha/Hyderabad within 45 days after receipt of material/equipment in good condition to the consignees and after installation and commissioning and on submission of performance Security as per clause (8) for the 10% contract value valid till warranty period.

If the supplier has received any over payments by mistake or if any amounts are due to the TSTRANSCO due to any other reason, when it is not possible to recover such amounts under this Purchase Order, the TSTRANSCO reserves the right to collect the same from any other amount and / or Bank Guarantees given by the company due to or with the TSTRANSCO.

When the supplier does not at any time, fulfill his obligations in replacing / rectifying etc. of the damaged / defective materials in part or whole promptly to the satisfaction of the TSTRANSCO Officers, the TSTRANSCO reserves the right not to accept the bills against subsequent dispatches made by the supplier and only the supplier will be responsible for any demurrages, wharf-ages or damage occurring to the consignments so dispatched.

10. **Warranty:**

The equipment shall be guaranteed for satisfactory performance for a period of **24 months i.e (2 years)** from the date of receipt of goods in good condition by the consignee. During the period, if the equipment is found defective, such materials shall be repaired or replaced by you free of all costs to TSTRANSCO within 30 days, which shall in no circumstances be more than the delivery period indicated in this order.

11. **Full Service Maintenance Agreement/Total Guarantee**

After the expiry of the warranty period i.e., two years from the date of installation of 12 Nos. Heavy Duty Colour Xerox Machines Model No: Canon IR Advance Digital Photocopier Machine Model:IR C3520, the firm has to provide with FSMA for two years i.e., for (24 months) from the date of expiry of warranty period (as stated in your letter dt.30.04.2018). The rate will be as follows:

Black & White :A4 - 0.35 paisa, A3-0.49 paisa plus 18% GST .

Colour :A4 - Rs.3.95 paisa, A3-Rs.5.50 paisa plus 18% GST.

- The Full Service Maintenance Agreement order will be issued separately.

12. **Installation & Commissioning:**

Installation Certificate from the concerned officer should be obtained and submitted to this office after installing and commissioning of the said equipment.

13. **Penalty for delay in supplies:**

The time for and the dates for delivery mentioned in the contract will be deemed to be the essence of the contract. Subject to force majeure clause No.15, if the supplier fails to deliver any or all of the Materials / equipment or fails to perform the Services within the period specified in the Contract, the Purchaser will, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% per week on the undelivered portion subject to a maximum of 5% of the total value of the undelivered portion of the contract. Once the maximum is reached the Purchaser may consider termination of the contract.

The date of receipt of materials at destination stores in good condition will be taken as the date of delivery. Materials / Equipment which are not of acceptable quality or are not conforming to the specification would be deemed to be not delivered. For penalty, the number of days would be rounded off to the nearest week and penalty calculated accordingly.

The penalty specified above will be levied and would be adjusted against subsequent pending bills.

14. **Risk and Packing:**

The risk in the property is entirely yours (i.e., supplier's) till the goods are received in good condition at destination. All the material shall be securely packed in such a manner so as to withstand rough handling during rail and road transit up to site.

15. **Force Majeure:**

The supplier will be liable for forfeiture of its performance security, penalty for late delivery, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the supplier will promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier will continue to perform its obligations under the contract as far as is reasonable practice, and will seek all reasonable alternative means for performance not prevented by Force Majeure event. No price variance will be allowed during the period of force majeure.

16. **Correspondence:**

Your acknowledgement to this order and any correspondence, general or technical in nature shall be addressed to the Joint Secretary, TSTRANSCO, Room No:129, 'A' Block, Vidyuth Soudha, Hyderabad-500082.

All correspondence regarding dispatch and payment shall be addressed to the consignee under intimation to the Joint Secretary, TSTRANSCO, Vidyut Soudha, Hyd-500082.

17. **Completeness of Contract:**

All minor accessories that are normally necessary for satisfactory and efficient operation of the equipment shall be supplied by you free of cost to the TSTRANSCO, whether these are specifically mentioned or not in the specification, your quotation or in this Purchase Order and the equipment shall be complete in itself.

18. **Jurisdiction:**

All and any disputes or differences arising out of touching this contract will be decided by the Courts or Tribunals situated in purchaser's Headquarters only. No suit other legal proceedings will be instituted elsewhere.

19. **Acknowledgement:**

Please acknowledge this order soon on receipt by returning the extra copy of the order enclosed, duly signing it with date in token of your acceptance.

Yours faithfully,
JOINT SECRETARY
(acting for and on behalf of TSTRANSCO)

"WE ACCEPT THE TERMS AND CONDITIONS STIPULATED IN THIS P.O."

Signature of the Contractor
(with seal of the company)

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Copy to :

The PS to Chairman & Managing Director/TSTRANSCO/VS, Hyderabad. (*)
The P.S to JMD (Fin., Comml & HRD)/TSTRANSCO/VidyutSoudha/Hyderabad
The ED(Finance)/ TSTRANSCO /Vidyut Soudha/Hyderabad (*)
The Pay Officer / TSTRANSCO / Vidyut Soudha / Hyderabad.
The CGM(HRD)(OSD)/TSTRANSCO / Vidyut Soudha / Hyderabad. (*)
The Chief Engineer(LIS)/ TSTRANSCO / Vidyut Soudha / Hyderabad. (*)
The Chief Engineer(Civil)/ TSTRANSCO / Vidyut Soudha / Hyderabad. (*)
The Chief Engineer(Power Systems)/ TSTRANSCO / Vidyut Soudha / Hyderabad. (*)
The Chief Engineer(IT& Quality Control)/ TSTRANSCO / VS/ Hyderabad. (*)
The Chief Engineer(Construction)/ TSTRANSCO / Vidyut Soudha / Hyderabad. (*)
The Chief Engineer(SLDC)/ TSTRANSCO / Vidyut Soudha / Hyderabad. (*)
The Chief Engineer(Power Systems)/ TSTRANSCO / Vidyut Soudha / Hyderabad. (*)
The Chief Engineer(P&MM)/ TSTRANSCO / Vidyut Soudha / Hyderabad. (*)

(*) With a request to receive the material and communicate the Signed delivery challans and satisfactory installation reports to this office through UO to enable this office for taking further necessary action.

PS to Joint Secretary/ TSTransco/Vidyut Soudha/Hyderabad.

The DS/Per.I/TSTransco/Vidyut Soudha/Hyderabad.