



(Sp. au Copy)

**TRANSMISSION CORPORATION OF TELANGANA LIMITED**

**From**  
Chief Engineer,  
Metro Zone,  
Erragadda, TSTRANSCO,  
Hyderabad - 500 045.  
Ph. No: 040-23836703

**To**  
M/s. Visual Gaphix & Printing,  
# 1-1-300/B,  
Ashok Nagar,  
Hyderabad  
Cell.No. 9391107902

**SAP PO.No.4300000048/2020-21/CE/Metro Zone/Hyd/DE(T)/ADE(O&M)/AE(P)/F.No. /**  
**D.No.1265/2020, Date:31-08-2020**

Sirs,

**Sub:** - Metro Zone /Hyd- Supply of Printed Stationery item for various Offices in Metro Zone - Detailed Purchase Order- issued.

**Ref:** - 1) T.O.O.No.(CE-Transmission), M.S.No. 229, Dt:18.09.2010.  
2) Tender Notification.No.CE/MZ/Purchase/P-02/2020-21/HYD  
3) Lr.No.CE/Metro Zone/Hyd/DE(T)/ADE(O&M)/AE(P)/F: DDs/D.No. 908/2020, Dt: 22.07.2020  
4) Your negotiation letter Dated: 17.08.2020.

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I acting for and on behalf of and by the order and direction of the TSTRANSCO accept your quotation cited for Supply of various types of Printing Stationery item for various Offices under the jurisdiction of Metro Zone as per the terms and conditions set out in this order & specification.

**1. SCOPE OF CONTRACT:**

This contract relates to the Supply of various types of Printing Stationery item for various Offices in Metro Zone as per the terms and conditions set out in this order & specification.

**2. SCHEDULE OF MATERIAL AND PRICES:** As per annexure**3. PRICES:**

The Prices noted in schedule of materials are net, firm in rupees on FOR destination as specified in clause (8). The value of purchase order is for **Rs. 1,60,191/-** (Rupees One Lakh Sixty Thousand One Hundred and Ninety One Only) and is inclusive of GST @ 18%, Packing, forwarding, freight charges and all taxes/duties. The rates of GST is applicable on prevail at the time delivery of material.

**4. TERMS OF PAYMENT:**

100% payment along with taxes shall be made by Cheque on Scheduled Bank at Hyderabad within 45 days from the date of receipt of goods in good condition and on receipt of supplier's bills in Quadruplicate of Invoice duly certified by the Consignee. No interest will be payable in case the payment is delayed for whatever reasons.

Further, any introduction/changes in the Taxes and duties in GST rates shall be as applicable at the time of Dispatch; the same will be applicable as per extent rules prevailing at the time of dispatch.

**5. CURRENCY OF PAYMENT:** All payments will be made in Indian Rupees.**6. DELIVERY:**

Delivery shall be completed within 2 months reckoned from the date of issue of technically and commercially clear Purchase Order.

**7. SECURITY DEPOSIT:**

An amount of Rs. 8,010/- (Rupees Eight Thousand and Ten Only) has to be paid towards SD amount. The amount of Rs. 7,000/- paid by you towards EMD vide D.D. No. 164047, Dt. 04.07.2020 from the Andhra Bank, Hyderabad is adjusted towards Security Deposit and Balance amount for Rs. 1,010/- (Rupees One Thousand and Ten Only) shall be deposited by the firm. The Security Deposit amount will be released after completion of delivery of goods in full shape.

**8. DESPATCH INSTRUCTIONS:**

The printed stationery items under Schedule of Materials are to be dispatched to the Assistant Divisional Engineer (O&M) in the O/o CE /Metro Zone/Hyderabad.

**9. PAYING OFFICER:**

The Paying Officer is the Superintending Engineer/OMC/Metro-Central/Hyderabad (or) Senior Accounts Officer, O/o. Superintending Engineer/OMC/Metro-Central/Hyderabad.

**10. PENALTY FOR LATE DELIVERY:**

The delivery period as per the agreed delivery schedule shall deem to be essence of the contract. In case of delay in delivery of materials at destination beyond the agreed delivery schedule, the TSTRANSCO at its option demand and recover from you an amount equivalent to half percent of the material not delivered, within the prescribed time limit for every week of delay or part thereof, subject to a maximum of 50% of the total value of the contract.

This right of the TSTRANSCO shall be without prejudice to its rights under the law including the right to cancel the contracts, forfeit the deposit/or recover damages for breach of contract.

The date of receipt of materials at the destination stores in good condition will be taken as the date of delivery.

**11. MATERIAL AND WORKMANSHIP:**

All the materials shall be of the best class of workmanship of highest grade in accordance with the best modern practice. Printing of the stationary shall be done as per the samples given. Proof reading of the Printing Stationary samples shall be arranged within 20days after receipt of the Purchase Order.

**12. JURISDICTION:**

All and any disputes or differences arising out of or touching this order based on this Specification shall be decided by a panel of arbitrators.

VALUE OF CLAIM	PANEL OF ARBITRATORS
i) Disputes involving amounts up to Rs.10,000/- and below.	Superintending Engineer of the TSTRANSCO other than the circle to which the disputes relates.
ii) Disputes involving amounts from Rs.10,000/- to Rs.50,000/-	Any Chief Engineer of the TSTRANSCO.
iii) There shall be any reference of disputes, the value of which is above Rs.50,000/- to arbitration.	

The parties shall approach the competent civil courts having jurisdiction in Hyderabad and Secunderabad if any such dispute arise.

**13. GENERAL:**

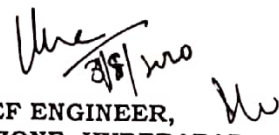
- Your acknowledgement of receipt of this order and all correspondence General and Technical nature shall be addressed to this office.
- All correspondence regarding dispatches, payments and any other field matters shall be addressed to Respective Superintending Engineer's & Chief Engineer/Metro Zone/ Hyderabad.

**14. ACKNOWLEDGEMENT:**

Please acknowledge the receipt of this order with your confirmation of its acceptance by you. The additional copy enclosed may please be returned with your signature in token of your acceptance.

**Encl:** Copy of Purchase Order.

Yours faithfully,

  
CHIEF ENGINEER,  
METRO ZONE, HYDERABAD

**WE ACCEPT THE TERMS AND CONDITIONS OF THIS ORDER**

Signature of the  
Supplier with Seal and Date

**Copy Communicated to: -**

The Chief Engineer/Transmission /TSTRANSCO/Vidyut Soudha/Hyderabad.

**Copy to: -**

The Superintending Engineer/ OMC/Metro-Central, East, West/Hyderabad .  
The Superintending Engineer /400KV/OMC/Metro/Hyderabad.  
The Superintending Engineer/Civil/Metro/Hyderabad.  
The Superintending Engineer/Telecom/Metro/Hyderabad.  
The Senior Accounts Officer O/o SE/OMC/Metro-Central/Hyderabad.

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**Schedule of Material Quantities and Prices for PO No. 4300000048**  
(All Financial Figures in Rs.)

ERP PO Item No.	Schd. No.	Material Code	Material Description	HSN Code	PO Qty.	PO Unit	Base Rate /Unit	P & F /Unit	Freight /Unit	Insurance /Unit	GST Rate (%)	(CGST+SGST)(Rs)	FADS Price /Unit	Total Amount(Rs.)
1		2000000599	ATTENDANCE REGISTERS as per sample	48201010	203	NO	33.00				18	5.94	38.94	7,904.82
2		2000000570	CONSUMABLES REGISTER as per sample	48201010	92	NO	60.00				18	10.80	70.80	6,513.60
3		2000000501	FCR LEDGER FCR(For Pensioners) Financial ledger 400 pages with card board binding, 60 GSM full scape rule) ruled with alphabetical & numbering. (as per sample)	48201010	45	RM	138.00				18	24.84	162.84	7,327.80
4		2000000197	GATE PASS BOOK contains 50 nos (1+3) (as per sample)	48201010	40	NO	70.00				18	12.60	82.60	3,304.00
5		2000000576	INTERRUPTIONS REGISTER as per sample	48201010	230	NO	58.00				18	10.44	68.44	15,741.20
6		2000000181	LINE CLEAR (LC) BOOK LC books Each book of (100X 2 folios) in duplicate (1+1) with numbering and ledger paper 60GSM with ordinary binding (as per sample)	48201090	271	NO	103.00				18	18.54	121.54	32,937.34
7		2000000589	MAX MIN DEMAND REGISTER as per sample	48201010	189	NO	60.00				18	10.80	70.80	13,381.20
8		2000000187	MEASUREMENT BOOK M Books of size 13"x 8" containing 100 folios with numbering, printing on both sides and card board binding (as per sample)	48201090	133	NO	62.00				18	11.16	73.16	9,730.28
9		2000000194	NOTICE BOOK FOR 132KV SS(1+1)DUPLICATE, 1/8, 50 PAGES WITH NUMBERING ON ONE SIDE PRINT AND CARD BOARD BINDING ON ONE SIDE Notice book for 132KV (for CBD) (1+1 duplicate), 1/8, 50 pages with numbering on one side print and card board binding on one side (1 copy detachable) (as per sample)	48201010	25	NO	70.00				18	12.60	82.60	2,065.00
10		2000000195	NOTICE BOOK Notice book for 220KV (for CBD) (1+1 duplicate), 1/8, 50 pages with numbering on one side print and card board binding on one side (1 copy detachable) (as per sample)	48201010	25	NO	70.00				18	12.60	82.60	2,065.00
11		2000000342	PATROLLING CHART Patrolling chart of 6 5/8" x 4" size of 100 pages on two side print and ordinary binding 60 GSM (as per sample)	48201010	28	NO	52.00				18	9.36	61.36	1,718.08

ERP PO Item No.	Schd. No.	Material Code	Material Description	HSN Code	PO Qty.	PO Unit	Base Rate /Unit	P & F /Unit	Freight /Unit	Insurance e/Unit	GST Rate (%)	(CGST+SG ST)(Rs)	FADS Price /Unit	Total Amount(Rs.)
12		2000000183	SUB STATION LOG BOOK Printed log books 16sets of documents each set containing printed pages 3 blank white pages (as per sample)	48201010	257	NO	105.00				18	18.90	123.90	31,842.30
13		2000000050	DELIVERY BOOK Tappal books (100 pages) 6.5" x 8" size of 200 pages with 2 sides print and cardboard binding (as per sample)	48201010	78	NO	50.00				18	9.00	59.00	4,602.00
14		20000000567	CHECKS AND MAINTENANCE REGISTER Transformer maintenance registers (as per sample)	48201010	118	NO	62.00				18	11.16	73.16	8,632.88
15		20000000590	OUTWARD REGISTER Material Outward Register (as per sample)	48201010	12	NO	78.00				18	14.04	92.04	1,104.48
16		20000000578	INWARD REGISTER Material Inward Register (as per sample)	48201010	12	NO	78.00				18	14.04	92.04	1,104.48
17		20000000595	400 PAGES RULED REGISTER Material Issue Register	48201010	12	NO	78.00				18	14.04	92.04	1,104.48
18		20000000595	400 PAGES RULED REGISTER Material Receipt Register	48201010	12	NO	78.00				18	14.04	92.04	1,104.48
19		20000000595	400 PAGES RULED REGISTER Material Scrap Material Register	48201010	15	NO	78.00				18	14.04	92.04	1,380.60
20		20000000046	BROWN SHEET FOLDER Brown sheet folders, thickness: 5mm, printing (as per sample)	48203000	4320	NO	1.30				18	0.23	1.53	6,626.88
Total														160,190.90

Amount in Words: One Lakh Sixty Thousand One Hundred Ninety Rupees Ninety Paise

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3/18/2020  
Chief Engineer (Elec.)  
Metro Zone TS TRANSCO  
GTS Colony, Erragadda, Hyd-45