

**Regd.Post with Ack.Due::**



**TRANSMISSION CORPORATION OF TELANGANA  
LIMITED**

Website:www.tstransco.in  
CIN No:U40102AP2014SGC094248

From:  
The Joint Secretary,  
TSTRANSCO,  
Room No.119, 'A' Block,  
Vidyuth Soudha,  
Hyderabad-82

To:  
M/s. S.S.V. Manufactures,  
4-7-1057/1, Esamia Bazar,  
Koti, Hyderabad – 500 027.

P.O.No.4300000087/23/Jt.Secy/DS(Per.I)/AS(L,P,S&F)/PO(S&F)/JPO/  
F.JT.SECY-30/22/D.No.93/23, Dt: 04-01-2023.

Sirs,

Sub:- Supply of Paper items, Stationery items and Registers -  
Purchase Order issued - Reg.

Ref:- 1. Tender Specification No. JT.SECY/30-2022.  
2. Your Offer Dt.30-11-2022 opened on 01-12-2022.

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**1.a. Acceptance:**

I, acting for and on behalf of and by the order and direction of TRANSMISSION CORPORATION OF TELANGANA LIMITED (herein after called the 'TSTRANSCO') accept your (M/s S.S.V. Manufactures, Hyderabad hereafter called the supplier) quotation cited vide references 2<sup>nd</sup> for supply of Paper items, Stationery items and Registers at Vidyuth Soudha 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 Paper items, Stationery items and Registers as detailed under clause (2) and covers manufacture, delivery F.O.R destination as detailed in this Purchase Order.

**2. Schedule of Material and Prices**

TSTRANSCO hereby accept the rates of Supply of Paper items, Stationery items and Registers worth of **Rs.24,54,689/- (Rupees Twenty four lakh fifty four thousand six hundred and eighty nine only) (inclusive of GST)** as mentioned in the annexure.

Note: The material should be as per standards mentioned in clause (3) of section (III)

### 3. Prices :

The prices noted under “Schedule of Materials” are “Firm” in Rupees on F.O.R destination basis and inclusive of all Taxes, 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 any levied at a later date, either in full or in part from the securities provided by you against this order.

### 5. Income Tax:

Income tax will be deducted at source if applicable.

### 6. Payment:

100% payment will be arranged by Pay Officer, TSTRANSCO with in 45 days reckoned from the date of receipt of material in good condition at the destination/stores duly transferring the said amount to the bank account of the supplier by the purchaser bank. The supplier will have to predefine the Bank details. The 100% payment mentioned above is subject to submission of performance security as per **clause 7** of this Purchase order by the supplier (as per proforma enclosed in the specification)

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 the contract resulting out of this specification, 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.

### 7. Performance Security:

Within Fifteen days of receipt of the notification of Contract award, the successful Bidder need to furnish to the Purchaser the performance security for an amount of **10% of the contract value** for the period of 6 months 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.

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 6 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.

The performance security will be .....

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

OR

- b) A banker's Cheque or crossed DD or Pay Order payable at the Head quarter of the Purchaser in favour Purchaser drawn on any scheduled bank.

The performance security will be discharged by the Purchaser and returned to the Supplier not later than sixty (60) days after the expiry date.

The performance security will be in the form of banker's cheque, crossed DD or Pay Order drawn in favor of **Pay Officer, TSTRANSCO** and payable at **Hyderabad**.

### **8. Loss or Damage:**

External damages or shortages that are prima-facie, the results of rough handling in transit or due to defective packing will be intimated to you within a fortnight on receipt of materials. Internal defects, damages or shortages of any internal parts which cannot ordinarily be detected on a superficial visual examination, though due to bad handling in transit or defective packing or other reasons would be intimated within 2 months from the date of receipt of the materials. In either case, the defective or damaged and materials should be replaced and the shortages made good by you free of cost to TSTRANSCO.

### **9. Delivery:**

The delivery of the stationery should be as detailed below.

- i) Minimum 50% of the scheduled quantity is to be delivered within 30 days from the date of receipt of P.O. The balance quantity shall be supplied within 3 months thereafter.
- ii) In case the delivery schedule is not adhered to, the TSTRANSCO reserves the right to purchase the balance quantity from the open market and recover the extra expenditure thus incurred from the supplier.

### **10. Penalty of delay in supplies:**

Failure on the part of the supplier to deliver the goods within the stipulated period set out in the contract will attract Penalty @ 0.5% per week of delay or part thereof on the value of the undelivered portion, subject to a maximum of 5% of contract value. If the period of delay exceeds the specified maximum, the purchaser may consider termination of the contract

**11. Dispatch Instruction:**

Please arrange to supply the stationery specified in clause no (2) and handover in person to the Consignee, Assistant Secretary (L,P,S&F) O/o Joint Secretary/TSTRANSCO/Vidyut Soudha/ Hyderabad.

Delivery challans in triplicate shall be submitted to the Consignee, Assistant Secretary (L,P,S&F) O/o Joint Secretary/ TSTRANSCO /Vidyut Soudha/Hyderabad for processing the bills.

**12. Warranty:**

The material shall be guaranteed for satisfactory operation for a period of **6 months** from the date of receipt of material in good condition.

If during the period of guarantee any of the materials are found defective, such materials shall be repaired or replaced free of cost to TSTRANSCO.

**13. Risk:**

The risk in the property is entirely yours till the goods are received in good condition at destination.

**14. Packing:**

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. 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 Board 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.

**16. Force Majeure:**

The Supplier will not 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 or otherwise directed by the Purchaser in writing, the Supplier will continue to perform its obligations under the Contract as far as is reasonable in practice, and will seek all reasonable alternative means for performance not prevented by the Force Majeure event.

No price variance will be allowed during the period of force majeure.

**17. Risk Purchase:**

In case of supplier who has not adhered to the delivery schedule, TSTRANSCO reserves the right to purchase the balance quantity from the open market/ floating another tender and recover the extra expenditure thus incurred from the supplier. This is in addition to the rights of TS TRANSCO mentioned in the specification.

**18. Jurisdiction**

All and any disputes or difference arising out of or touching this order will be decided by the Courts or Tribunals situated in Hyderabad only. No suit or other legal proceedings will be instituted else where.

**19. Acknowledgement.**

- i) All general and technical correspondence shall be addressed to the Joint Secretary / Room No.119, 'A' Block, TSTRANSCO, Vidyut Soudha, Hyderabad.
- ii) Unless otherwise specified, you shall abide by all the terms and conditions specified in the enquiry.
- iii) Please acknowledge the receipt of this order with confirmation of its acceptance by you by returning the extra copy of the order enclosed, duly signing it with dated in token of your acceptance.

(This order is issued with the concurrence of JMD(Fin., Comml., & HRD), TSTRANSCO, vide . No.5431, dt.30-12-2022)

Yours faithfully,

JOINT SECRETARY

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

Signature of the Contractor  
(with seal of the company)

Copy to:

PO to Joint Secretary/TSTransco/Vidyut Soudha/ Hyderabad

The Deputy Secretary (Per.I), TSTRANSCO, VS, Hyderabad.

The Assistant Secretary(L,P,S&F) / TSTransco/Vidyut Soudha/ } \*  
Hyderabad

- (\*) With a request to ensure the material received shall be as per Specification/ Make.

The FA&CCA (Accounts)/ TSTransco/Vidyut Soudha/ Hyderabad

The ED(Finance), TSTRANSCO, Vidyut Soudha, Hyderabad.

The Pay Officer/TSTransco/Vidyut Soudha/ Hyderabad. } \*\*

- (\*\*) with a request to arrange payment to the supplier as per the condition No.6 of the P.O.

**Name of the work:** Procurement of Stationery Items for FY22-23 for use in Head Quarters**Schedule of Material Quantities and Prices for PO No. 4300000087**

(All Financial Figures in Rs.)

ERP PO Itm No.	Schd. No.	Material Code	Material Description	HSN Code	PO Qty.	PO Unit	Base Rate	Per	GST Rate (%)	CGST+ SGST	FADS Price /Unit	Total Amount Excl. GST	Total Amount Incl. GST(Rs.)
1	1	2000000011	ALPIN BOXES (Bell Pins (700 pins in each box))	73199000	100	NO	30.50	1	18	5.50	36.00	3,050.00	3,599.00
2	1	2000000364	BOX FILE (Box Files (AJS))	48201010	50	NO	123.00	1	18	22.14	145.14	6,150.00	7,257.00
3	1	2000000347	DUST BIN (Dust Bins(Chetan))	39241090	50	NO	56.00	1	18	10.08	66.08	2,800.00	3,304.00
4	1	2000000144	FILE PAD FS SIZE ("File Pads, FS size 35x 25 cms with printing as TSTRANSCO (urgentwithRed flaps special (thick blue), ordinary (green, maroon))")	48201090	8000	NO	23.00	1	18	4.14	27.14	184,000.00	217,120.00
5	1	2000000518	HIGHLIGHTER PEN (Highlighter(red, yellow, pink) Faber Castell)	96082000	100	NO	16.95	1	18	3.06	20.01	1,695.00	2,000.10
6	1	2000000372	CORRECTING WHITE FLUID (Kores Smart Correct White Ink Correction pen (7 ml))	38249024	350	NO	18.64	100	18	3.36	22.00	6,524.00	7,698.32
7	1	2000000048	FILE TRAY (Table Trays (Chetan) (File))	94031090	50	NO	56.00	1	18	10.08	66.08	2,800.00	3,304.00
8	1	2000000508	XEROX PAPER A4 SIZE 75GSM (Xerox India Limited Spectrum A4 210mm x 297 mm 2.3 kg 75 GSM(500 sheetsin a ream)(in reams))	48021010	4500	RM	274.00	1	12	32.88	306.88	1,233,000.00	1,380,960.00
9	1	2000000488	A3 SIZE PAPER (Xerox India Limited Trust A3 297 mm x 420 mm 4.7 KG 75 GSM (500 sheetsin a ream)(in reams))	48021010	30	RM	520.00	1	12	62.40	582.40	15,600.00	17,472.00
10	1	2000000511	XEROX PAPER LEGAL SIZE (Xerox India Limited Trust Full Scape 215 x 345 mm 2.8 KG 75 GSM (500sheets in a ream)(in reams))	48021010	1500	RM	320.00	1	12	38.40	358.40	480,000.00	537,600.00
11	1	2000000152	A4 SIZE PAPER REAM (Xerox India Limited X 80 210 X 297 mm 2.5 KG 80 GSM (500 sheets in aream)(in reams))	48021010	100	NO	290.00	1	12	34.80	324.80	29,000.00	32,480.00
12	1	2000000062	BROWN TAPE 2" (Brown Tape 2")	39191000	20	NO	25.43	1	18	4.58	30.01	508.60	600.14
13	1	2000000134	CALCULATOR (Calculator(Scientific) Casio DJ-120D)	84701000	10	NO	593.23	1	18	106.78	700.01	5,932.30	7,000.12
14	1	2000000134	CALCULATOR (Calculators (Citizen) 12 digits CT-555N)	84701000	100	NO	415.25	1	18	74.74	489.99	41,525.00	48,999.50
15	1	2000000305	GEM CLIP BOX	83059020	130	NO	7.63	1	18	1.38	9.01	991.90	1,170.44



ERP PO Itm No.	Schd. No.	Material Code	Material Description	HSN Code	PO Qty.	PO Unit	Base Rate	Per	GST Rate (%)	CGST+ SGST	FADS Price /Unit	Total Amount Excl. GST	Total Amount Incl. GST(Rs.)
			(Gem Clips(Plastic quoted)(1 box = 100 pieces))										
16	1	2000000509	PAPER WEIGHT (Paper weights)	70139190	100	NO	16.95	1	18	3.06	20.01	1,695.00	2,000.10
17	1	2000000207	PENCIL BOX (Pencils (Apsara) (1 packet consisting of 10 pencils))	96091000	100	NO	44.64	1	12	5.36	50.00	4,464.00	4,999.68
18	1	2000000037	A4 SIZE PLASTIC FOLDER BOTTOM LAMINATED TOP MOROCCO ("Plastic Folders A4 Size Bottom laminated top morocco with packetflap with printing of TS Transco Logo")	39261019	2500	NO	10.17	1	18	1.84	12.01	25,425.00	30,001.50
19	1	2000000032	A4 SIZE PLASTIC FOLDER ("Plastic Folders A4 Transparent plain colour(solo) with printing ofTSTransco Logo.")	39261019	3500	NO	9.32	100	18	1.68	11.00	32,620.00	38,491.60
20	1	2000000033	FS SIZE PLASTIC FOLDER BOTTOM LAMINATED TOP MOROCCO ("Plastic Folders FS Size Bottom laminated top morocco with packetflapwith printing of TS Transco Logo.")	39261019	3000	NO	10.17	1	18	1.84	12.01	30,510.00	36,001.80
21	1	2000000034	FS SIZE PLASTIC FOLDER ("Plastic Folders FS Transparent (White colour) (solo) with printingofTS Transco Logo.")	39261019	2500	NO	11.02	100	18	1.98	13.00	27,550.00	32,509.00
22	1	2000000631	STAPLER(BIG) (Stapler Machines (Big) Kangaroo make)	84729010	110	NO	93.22	1	18	16.78	110.00	10,254.20	12,099.96
23	1	2000000632	STAPLER(SMALL) (Stapler Machines (Small) Kangaroo make)	84729010	280	NO	33.81	1	18	6.08	39.89	9,466.80	11,170.82
24	1	2000000018	STEEL SCALE (Steel Scales)	90172010	20	NO	21.19	1	18	3.82	25.01	423.80	500.08
25	1	2000000651	TOCHAN (Tochans)	84729010	50	NO	10.17	1	18	1.84	12.01	508.50	600.04
26	1	2000000020	TRANSPARENT TAPE 1" (Transparent Tape 1")	39191000	50	NO	16.95	1	18	3.06	20.01	847.50	1,000.06
27	1	2000000021	TRANSPARENT TAPE 2" (Transparent Tape 2")	39191000	50	NO	33.90	1	18	6.10	40.00	1,695.00	2,000.10
28	1	2000000022	TRANSPARENT TAPE 4" (Transparent Tape 4")	39191000	50	NO	63.56	1	18	11.44	75.00	3,178.00	3,750.04
29	1	2000000594	REGISTER 200 PAGES RULED (Ruled Registers - 2Q - 21' x 33'cm 80 GSM)	48201010	75	NO	101.69	1	18	18.30	119.99	7,626.75	8,999.57
<b>Sub-Total of Schd. No. 1:</b>												<b>2,454,688.97</b>	

**NOTE: CGST and SGST amounts shall be shown in separate columns in the vendor invoices**

**Total 2,169,841.35 2,454,688.97**

**Amount in Words: Twenty Four Lakh Fifty Four Thousand Six Hundred Eighty Eight Rupees Ninety Seven Paise**

