

TRANSMISSION CORPORATION OF TELANGANA LIMITED
HYDERABAD - 500 082, TELANGANA STATE.

SPECIFICATION NO.*JT.SECY./TGTRANSCO/36/2025*

FOR SUPPLY OF

- 1) PAPER ITEMS
- 2) STATIONERY ITEMS
- 3) REGISTERS, FILE PADS & COVERS etc., with printing

FOR THE FINANCIAL YEAR 2025-2026

THE JOINT SECRETARY
TGTRANSCO, Room No. 119, 'A' Block,
VIDYUT SOUDHA, HYDERABAD-500082.
Tel/Fax : 91-40 -23396078
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SECTION - I

NOTICE INVITING BIDS

SECTION - I

TRANSMISSION CORPORATION OF TELANGANA LIMITED, HYD

NOTICE INVITING BIDS

TGTRANSCO invites sealed bids for procurement of the following Stationery items.

Tender Specification No: *JT.SECY./TGTRANSCO/ 36 -2025*

Sl. No. (I)	Description of material (II)	Estimated value including GST(in Rs.) (III)	Bid Security on the estimated value (in Rs.) (IV)	Closing time & date for submission of bids (V)	Time & date for opening bids (VI)
1.	<u>PACKAGE – I:</u> Supply of Paper Items, File pads and stationery items	3182423.50	2% On Each Package	22-12-2025 15.00 Hrs.	23-12-2025 12.00 Hrs.
2.	<u>PACKAGE – II:</u> Supply of Plastic Folders, Stationery items	306786.50			
3.	<u>PACKAGE – III:</u> Supply of Registers etc.,	69491.50			

NOTE: Column IV to be filled by the Bidder.

- This specification covers the supply and delivery FADS (Free At Destination Stores) of the above materials.
- Complete set of bidding documents is available on www.tgtransco.com. Interested eligible vendors may download the bidding documents and furnish their bids before the due date and time. Bidders who download the bidding documents will remit Rs.590/- (Rs.500/- + with applicable GST @ 18%) towards non-refundable cost of the Bid Specification in the form of a DD / Pay Order on any scheduled Bank payable at Hyderabad drawn in favour of the Pay Officer, TGTRANSCO, Vidyut Soudha, Hyderabad enclosed in a separate cover and submit the same along with the Bids. Failure to enclose the cost of the Bid will result in the rejection of the bid and it will be returned unopened.
- Bidder may offer their bid against one or more of the above Packages. Bidder shall quote for all items in a package, and it shall be for full quantity for the item quoted. *Bids which are not quoted for all items in a package and not in full quantity are not considered and will be rejected.* Bidder shall invariably furnish Bid Security for 2% of the Package estimated value as above against the packages quoted as part of their bid by way of a crossed demand draft in favour of the “Pay Officer”, TGTRANSCO, payable at Hyderabad. Alternatively, bidder may furnish Bid Security in the form of Bank Guarantee from a scheduled bank valid for 60 days over and above the bid validity period.

5. TGTRANSCO will not be responsible for any postal delay in delivery of the Bid document or for non-receipt of the same.
6. Clearing of doubts:
If a Bidder has any doubt on any portion of this document, they should obtain the required clarification / information from the undersigned in writing.
7. Bids must be addressed to Joint Secretary/TGTransco and delivered at Room No.119, 'A' Block, Vidyut Soudha, Hyderabad on or before the time and date indicated. All bids must be accompanied by Bid Security as indicated in the bid.
8. Superscription as detailed *under section-II* at Salient Features of the Bid must be invariably written on the bid cover, failing which the bid cover will be returned unopened. Late submission of bids will not be accepted. Bids will be opened in the presence of Bidders' representatives who choose to attend at the time and date indicated and at the Office of the undersigned. Bids without necessary bid security will be summarily rejected.

Tele Fax: 040 – 23396078

Ph.No. 040 – 23396000, Extn: 3237 & 3548

SD/-
JOINT SECRETARY

SECTION - II

SALIENT FEATURES OF THE BID

SECTION - II

SALIENT FEATURES OF THE BID

Specification No. : JT.SECY./TGTRANSCO/36 /2025.

Material : Supply of:

- 1) PAPER ITEMS
- 2) STATIONERY ITEMS &
- 3) REGISTERS, FILE PADS & COVERS etc., with printing.

Officer to whom the bid will be addressed : Joint Secretary
TGTRANSCO, Room No. 119
'A' Block, Vidyut Soudha,
Hyderabad 500082.

Superscription on the bid cover and the outer envelope:

- a. Registration No. of the vendor if any
- b. Specification No.
- c. Due date and time for submission
- d. Date and time of opening
- e. Payment of bid security
 - i) If paid give details: DD No. _____ Dt. _____ for Rs. _____.
- f. Whether 90 days validity offered (yes/no).
- g. Whether bid is made accepting payment terms Clause....(yes/no).
- h. Whether delivery is as per delivery schedule indicated....(yes/no)
- i. Whether sample is enclosed.....(yes/no)

Content of Bidding Documents:

The materials required, bidding procedures, and contract terms are prescribed in the bidding documents as listed below:

1. Notice Inviting Bids.
2. Salient feature of the contract.
3. Standard General terms and conditions of contract.
4. Schedule of Requirements (delivery Schedule)

SAMPLE FORMS

1. Bid Form and Price Schedules
2. Bid Security Form
3. Contract Form
4. Performance Security form
5. Performance Particulars Statement.
6. Details to be furnished by the supplier.
7. Schedule of Deviations (Technical & Commercial)
8. Declaration form
9. Bank Account details for RTGS
10. Banker's certificate.
11. Undertaking regarding banning/blacklisting

The Bidder is expected to examine all instructions, forms, terms and conditions in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at Bidder's risk and may result in the rejection of its bid.

Deviations from standard bidding document

- i. General terms and Conditions of Contract

The above deviations supersede the existing terms of GCC.

Date of Receipt of Bids : 22 - 12 - 2025 upto 15:00 hrs
 Date of opening of Bids : 23 - 12 - 2025 at 12:00 hrs
 Place of submission of Bids : Room No.119, 'A' Block, Vidyut Soudha.
 Place of opening Bids : Room No.119, 'A' Block, Vidyut Soudha.

SD/-
JOINT SECRETARY

SECTION - III

GENERAL TERMS AND CONDITIONS OF CONTRACT

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SECTION-III

GENERAL TERMS AND CONDITIONS OF CONTRACT

A. Introduction

1.0 Definitions

1.1 In this Contract, the following terms will be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the contract Form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) "The Materials" means various Stationery items, Paper items, File Pads/Folders, covers etc., and/or other materials, which the Supplier is required to supply to the Purchaser under the Contract.
- (d) "The Services" means those services ancillary to the supply of the Materials, such as transportation, and other such obligations of the Supplier covered under the Contract.
- (e) "GCC" means the General Terms and Conditions of Contract contained in the section.
- (f) "The Purchaser" means the organization purchasing the Materials i.e., TGTransco
- (g) "The Supplier" means the firm supplying the Materials and Services under this Contract.
- (h) "Day" means calendar day.

2.0 Applicability

2.1 These General Conditions of contract will apply to the extent that they are not superseded by provisions of Salient features of the Bid.

3.0 Standards

The Materials supplied under this Contract will conform to the Make & Standards mentioned in the respective schedule and the samples supplied (4 Nos.) for the items as applicable. All supplies made will be checked for conformity to size, weight and other qualities.

All material will be of the best class and will be capable of satisfactory operation under tropical conditions without distortion or deterioration.

4.0 Scope of Work:

This specification covers supply and delivery FADS (Free At Destination Stores) of the materials described at Section IV consisting as follows.

- 1) Package – I --- Paper items, File pads & Stationery
- 2) Package – II --- Plastic Folders and Stationery items
- 3) Package – III --- Registers, etc.

Bidder may offer their bid against one or more of the above Packages. Bidder shall quote for all items in a package and it shall be for full quantity for the item quoted.

B. THE BIDDING DOCUMENTS

5.0 Contents of Bidding Document:

5.1 The Materials required, bidding procedures, and contract terms are prescribed in the bidding documents as listed below:

1. Notice Inviting Bid
2. Salient Features of the Bid
3. General Terms and Conditions of Contract
4. Schedule of Requirements (Delivery Schedule)
5. Bid Form and Price Schedules
6. Bid Security
7. Performance Security Form
8. Schedule of Deviations

5.2 The Bidder is expected to examine all instructions, forms, terms and conditions in the bidding documents. Failure to furnish any information required in the bidding document in every respect will be at Bidder's risk and may result in the rejection of bid.

6.0 Clarification of Bidding Documents

6.1 Clarification of Bidding Documents:

A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by cable (hereinafter, the term cable is deemed to include telex and facsimile) at the Purchaser's address. The Purchaser will respond in writing to any request for clarification of the bidding documents. However, such clarification shall be requested at least fifteen (15) days prior to the deadline for the submission of bids.

7.0 Amendment to Bidding Documents:

7.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by *issuing necessary* amendment.

7.2 In order to allow prospective Bidders *with* reasonable time so as to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

C. PREPARATION OF BIDS

8.0 Language of Bid:

The bid prepared by the Bidder including all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, *shall* be in English.

9.0 Cost Associated with Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10.0 Documents Constituting the Bid:

10.1 The bid prepared by the Bidder will comprise the following components:

- i. DD / Pay Order towards cost of the Bid
- ii. A Bid Form and Price Schedule completed in accordance with Clause No.11 and 12.
- iii. Bid Security in accordance with Clause No.17.
- iv. Tax clearance certificate (TAN No. & PAN No. etc.)
- v. Schedule of Deviations
 - i. Commercial
 - ii. Technical

All the Schedules will be duly filled but not necessary in the sheets attached to the specification unless full details required in the schedules are furnished the Bids will be liable for rejection.

11.0 Bid Form:

- 11.1 The Bidder will complete the Bid form and the appropriate Price Schedule furnished in the bidding documents, indicating the Materials to be supplied, a brief description of the Materials, quantity and prices.

Samples to be supplied for all the items as indicated in the price schedule.

The Bids received without samples will be considered as non-responsive.

12.0 Bid Prices:

- 12.1 The prices quoted will be Firm. Bids will be called for with prices FADS inclusive of packing and forwarding, GST and other legally permissible duties and levies wherever applicable, handling charges to cover the transport by road from destination railway station to site / stores and unloading at destination till handing over at Stores.

- 12.3 It is the responsibility of the Bidder to inform himself of the correct rates of duties and taxes levied on the materials at the time of bidding.

- 12.4 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the Materials *they* propose to supply under the contract.

13. Taxes and Duties

- 13.1 The bidder shall indicate the price of items inclusive of freight, insurance, packing and forwarding and discount. However, the GST per unit applicable on each item shall be indicated separately as per applicable GST rate as indicated in the TGTRANSCO Tender Schedule enclosed herewith. The payment of taxes and duties etc. as applicable shall be paid to the concerned authorities by the supplier *duly ensuring the correctness and applicable Government Orders by themselves*. Purchaser has no responsibility on any account in this regard. (GST etc.).

14. Deleted

15. Bid Currencies

Prices *shall* be quoted in Indian Rupees and *shall* be paid in Indian Rupees Only. The quoted unit rates for each item shall be limited to two decimals of a Rupee and the GST amount per unit shall also be limited to two decimals to the extent feasible to avoid rounding-off issues at the time of placing the Purchase Orders.

16. Quantity to quote

Bidder may offer their bid against one or more of the above Packages. Bidder shall quote for all items in a package and it shall be for full quantity for items quoted. If any bidder has not quoted for any item in package, his/her bid will be rejected.

17. Bid Security

- 17.1 The Bidder shall furnish, as part of its bid, a Bid Security *for an* amount of 2 % of the Package estimated value against the packages quoted. This amount should be paid by way of a crossed demand draft drawn on any schedule bank in favor of the Pay Officer, TGTRANSCO and payable at headquarters of the Purchaser. The crossed DD should invariably be furnished along with the bids. Alternatively, the bidders may furnish a B.G. in original in lieu of DD as per the Proforma attached. Fax / photocopies of the bid security will not be accepted and will be rejected. The Bid Security shall be for the entire Package as above irrespective of number of items quoted.
- 17.2 The fact of having enclosed bid security by DD / B.G. along with the bid should be clearly super scribed on the bid envelope.
- Bids, which do not have the above superscription, will be rejected and returned to the respective bidders unopened.
- 17.3 Submission of BID SECURITY by way of cheque, cash, money order, call deposit will not be accepted *and such bid's will be treated as disqualified and returned unopened.*
- 17.4 Requests for exemption from payment of BID SECURITY will not be entertained in any case.
- 17.5 Any bid not secured as above will be rejected by the TGTRANSCO
- 17.6 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser.
- 17.7 The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract. *(OR) furnishing a copy of purchase order duly signed by the successful bidder in token of acceptance.*
- 17.8 The Bid Security may be forfeited:
- (a) if a Bidder:
- i. Withdraws its bid or alters its prices during the period of bid validity specified by the Bidder, or
 - ii. Does not accept the correction of errors pursuant to Clause No.27.2; or

- iii. Offers post Bid rebates, revisions or deviations in quoted prices and / or conditions or any such offers which will give a benefit to the Bidder over others will not only be rejected outright but the original Bid itself will get disqualified on this account and the Bidders BID SECURITY will be forfeited.

(b) In the case of a successful Bidder, if the Bidder fails:

- i. To sign the contract in accordance with Clause No.35.
- ii. To furnish performance security in accordance with Clause No.36.

17.9 In cases where the Bid Cover Contains superscription of having furnished Bid Security by way of DD/BG but if the same is not found *as stipulated* such Bids will be rejected and bidder will run the risk of being banned. (black listed for a period of 2 years)

18. Period of Validity of Bids

18.1 Bids *shall* remain valid for the period of ninety (90) days from the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period will be rejected.

The bidders should clearly super scribe on the sealed envelopes of the bids about the *bid* validity. Bids not containing superscription of *bid* validity will be rejected and returned unopened.

18.2 In exceptional circumstances, TGTransco may solicit the Bidders consent for extending the period of validity. The request and the responses there to will be made in writing (or by cable). The Bid Security provided under Clause No.17 will also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security.

19. Tax Clearance Certificates:

19.1 Copies of Income Tax, Sales Tax and Turnover Tax certificates for the latest period from the appropriate authority will invariably be enclosed to the bid. In the case of proprietary or partnership firm it will be necessary to produce the certificate / certificates for the proprietor or proprietors and for each of the partners as the case may be. If the Bidder has already produced the certificate *containing the required details* during the calendar year in which the bid is made, it will be sufficient, if particulars are given.

20. Deleted.

21. Format and Signing of Bid.

- 21.1 The Bidder will prepare an original and two more copies of the bid, clearly marking each "ORIGINAL BID" and "COPY OF BID", as *appropriately*. In the event of any discrepancy between both bids, the original will govern.
- 21.2 The original and the copies of the bid will be typed and will be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The person or persons signing the bid will initial all pages of the bid, except for printed literature.
- 21.3 Any interlineations, erasures, or overwriting will be valid only if they are initialed by the *authorized* person or persons signing the bid.

D. Submission of Bids

22. Sealing and Marking of Bids.

- 22.1 The Bidder will seal the original and each copy of the bid in separate envelopes, duly marking envelopes as "ORIGINAL" and the "COPY". The envelopes will then be sealed in an outer envelope. In addition, a soft copy of the entire Bid with price schedule in MS-Excel format will be enclosed to the original Bid.
- 22.2 The inner and outer envelopes will:
 - (a) Be addressed to the Purchaser.
 - (b) The sealed cover as well as outer envelope should be super scribed as *detailed under clause 22- 3- below*.
- 22.3 The sealed cover as well as the outer envelope should be super scribed as follows:
 - (a) Registration no. of the vendor, if any.
 - (b) Bid Enquiry No.
 - (c) Due date and time for submission.
 - (d) Date and time for opening.
 - (e) Payment towards cost of Bid Specification Rs._____ DD No.____ Dt._____
 - (f) Payment of Bid Security
 - (i) If paid, give details: D.D.No. _____ Date: / details of B.G._____.
 - (g) Whether 90 days' validity offered..... YES / NO
 - (h) Whether the quotation is made accepting Payment terms clause YES/NO
 - (i) Whether the delivery is as per delivery schedule *stipulated*.... YES/NO
 - (j) Whether samples for all the items in the price schedule enclosed.....YES/NO.
- 22.4 Bids not *adhering to the terms mentioned under clause 22-3- above* are liable for rejection.

- 22.5 The Bidder shall invariably complete the Bid in full *shape*. Bidder shall furnish the details and also enclose the schedule of prices in terms of specification (duly filled) without fail.
- 22.6 The time of actual receipt in the *designated TGTransco* office only will count for the acceptance of the bid and either the date of bid, date stamp of post office or date stamp of any other office will not count. The TGTRANSCO will not be responsible for any postal or any other transit delays.
- 22.7 Telegraphic quotations, *quotations sent through Internet/e-mail* will not be entertained under any circumstances. Clarification, amplifications, and / or any other correspondence from the Bidder subsequent to the opening of bid will not be entertained. The Bidders are advised to ensure that their bids are sent in complete shape at the first instance itself.
- 22.8 The inner envelopes will also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".
- 22.9 If the outer envelope is not sealed and *not* marked as *stipulated* above, the Purchaser will *have* no responsibility for the bid's misplacement or premature opening.
23. Deadline for Submission of Bids.
- 23.1 Bids together with modifications if any, or other withdrawals must be received by the Purchaser not later than the deadline for submission of bids specified in the Bid *specification*.
- 23.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in *such* case all rights and obligations of the Purchaser and Bidders *prior to the previous dead line period will be applicable up to the extended period also*.
24. Late Bids
- 24.1 Any bid received by the Purchaser after the due *date & time* of submission of bid prescribed by the Purchaser will be rejected and returned unopened to the Bidder.
- 24.2 Modification and Withdrawal of Bids.

The Bidder may modify or withdraw its bid after the bid submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

The Bidders withdrawal notice will be prepared, sealed, marked, and dispatched. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, *but it shall be legible and* postmarked not later than the due date for submission of bids. No bid may be modified after the due date for submission of bids.

No bid may be withdrawn in the interval between the due date for submission of bids and the expiration of the period of bid validity specified. Withdrawal of a bid during this interval may result in the forfeiture of Bid Security.

E. Opening and Evaluation of Bids

25. Opening of Bids by the Purchaser

25.1 The Purchaser will open all bids meeting above criteria in the presence of Bidders' authorized representatives who choose to attend, at the time, on the date, and at the place specified. The authorized representatives who *attend the bid opening shall* sign produce an authorization letter from the company on the letter head. A register evidencing their attendance.

25.2 The Bidders names, bid modifications or with-drawls, bid prices, discounts, and the presence or absence of requisite Bid Security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening.

25.3 Bids that are not opened and read out at bid opening will not be considered *for* further evaluation, irrespective of the circumstances.

26. Clarification of Bids

26.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its, bid. The request for clarification and the response will be in writing, and no change in the prices or substance of the bid will be sought, offered, or permitted.

27. Preliminary Examination

27.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

- 27.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is *arrived* by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected accordingly. Also if there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of the errors, its bid will be rejected and its Bid Security will be forfeited. In case of a discrepancy between soft copy and hard copy, the entries in hard copy will prevail.
- 27.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in bid which does not constitute a material deviation, provided such waiver doesn't prejudice or affect the relative ranking of any Bidder.
- 27.4 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, and Taxes and Duties will be deemed to be a material deviation. The Purchaser's determination of a bid responsiveness is to be based on the repeated contents of the bid itself without recourse to extrinsic evidence.
- 27.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.
28. Evaluation and Comparison of Bids.
- 28.1 The Purchaser will evaluate and compare the bids, which have been determined to be substantially responsive.
- Bidder may offer their bid against one or more of the above Packages. Bidder shall quote for all items in a package, and it shall be for full quantity for the item quoted. However, the evaluation of bids will be done item-wise.
- 28.2 The bid may be rejected for the following reasons:
1. Not in the prescribed form
 2. Insufficient bid security or bid not accompanied by the required bid security
 3. Bids not properly signed
 4. Bid received after the due date and time
 5. The bid is through telegram or fax *or through Internet*.
 6. If any bidder has not quoted for any item/s in a package his/her bid will be rejected and will not be considered for evaluation.
- 28.3 Further, the purchaser may enquire from the bidder in writing for any clarification of the bid. The response of the bidder will also be in writing. However, no change in the prices or substance of the bid will be sought, offered or permitted.

28.4 Bids will be examined for completeness and for any computational errors. Arithmetical errors will be rectified on the following basis.

- Where there is a discrepancy between the unit price and total price, the unit price will prevail and the total price will be corrected accordingly.
- Where there is a discrepancy between words and figures, the amount in words will prevail.
- If there is a discrepancy between the soft copy and the hard copy, the hard copy will prevail.
- If the bidder does not attest any overwriting in the price column such Bids will be rejected.
- Failure on the part of the bidder to agree to the above corrections will result in rejection of his offer and forfeiture of his bid security.

28.5 It will be ensured that the required documents have been properly signed.

28.6 The purchasers' evaluation of a bid shall take into consideration one or more of the following factors:

- (a) Delivery schedule offered in the bid;
- (b) Deviations in payment schedule from that specified in the general terms and conditions of the contract and technical deviations.

In addition, the Purchasers evaluation of a bid will take into account the net landed cost of the material at the final destination. For the purpose of evaluation net landed cost is arrived at by adding all elements of the basic price, allowable discount, GST & any other levies, packing & forwarding, freight charges as quoted by the bidder, interest on advance if any, unloading at final destination, erection, servicing and other charges as called for.

In addition, any variation up or down in taxes and duties / new levies introduced from bid calling date will be considered for comparison purposes.

The following criteria may be adopted for taxes and duties for evaluation.

- a. It is the responsibility of the bidder to quote all taxes and duties correctly without leaving any column unfilled (see samples form 1). Where taxes and duties are not applicable the bidder should enter "NA". If no duty / tax is leviable the same may be entered as "NIL". If any column is left blank or filled vaguely like "as applicable", the same will be loaded with the maximum of the other eligible Bids.
- b. Where there is an exemption of GST, the documentary evidence to that effect *shall* be enclosed by the supplier.

- Prior to detailed evaluation, the responsiveness of each bid will be determined. A substantially responsive bid is one that conforms to all the terms and conditions of the bidding documents without material deviations. For this purpose, superscription, bid security, validity, delivery, payment terms, price schedule, taxes and duties *are* deemed to be the critical provisions and deviations in any one of these items will be deemed to be a material deviation.

The purchaser may waive any minor informality, non-conformity or irregularity in the bid which does not constitute a material deviation, provided such waiver does not affect the relative ranking of any bidder.

- (a) Bid price, which will include all costs of manufacture and services at manufacturing place as well as *transportation* to destination stores, packing and forwarding and all *taxes* & other legally permissible duties & levies payable.
- (b) Delivery schedule offered in the bid.
- (c) Deviations in payment schedule from that specified in the general terms and conditions of the contract.

28.6(a) The Purchaser's evaluation of a bid will take into account the Net Landed Cost of the Material at destination stores exclusive of all *taxes* and duties quoted by the *bidder*. It is the responsibility of the bidder to quote all taxes and duties correctly without leaving any column unfilled. Where not applicable the column may be filled as "NA". If no duty / tax is leviable the same may be filled as "NIL". *If any column is left blank the same is loaded with maximum of other eligible bids. If any overwriting is not attested by the bidder in the price schedule such Bids will be rejected.*

28.6(b) Any statutory variations of taxes and duties and new levies imposed from bid/tender calling date will be taken into consideration for the purpose of evaluation.

28.6(c) A substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. For this purpose, superscription, bid security, validity, delivery, payment term, price schedule, taxes and duties *are* deemed to the critical provisions and deviations in any one of these *items will be treated as* material deviation.

29. Contacting the Purchaser.

29.1 *After opening of the bid and upto the award of contract*, if any Bidder wishes to contact the Purchaser on any matter related to the bid *they* should do so in writing.

29.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison, or contract award will result in rejection *of their bid*.

F. Award of Contract.

30. Post Qualification

30.1 In the absence of pre-qualification, the purchaser will determine to its satisfaction, the following aspect:

Whether the bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

30.2 The determination of *the bid (as mentioned under clause 30.1 above)* will take into account the Bidders financial, and production capabilities. It will be based upon examination of the documentary evidence of the Bidders qualification submitted by the Bidder, as well as such other information *deemed to be* necessary and appropriate.

31. Award Criteria:

31.1 The Purchaser will award the contract to the successful Bidder / Bidders whose bid has / have been determined to be substantially responsive.

Negotiation if necessary would be held limiting to L4 only and specified quantities will be ordered on different firms to meet the requirements of the TGTRANSCO.

Where negotiations are held, the following pattern of distribution of quantities will be adopted *for placing orders on* more than one firm subject to their manufacturing capacities.

The following pattern of distribution of quantities will be adopted while placing orders and at the same price.

I.	When the sources of supply are two	Percentage distribution between L1 & L2
	a. When there are two identical L1 offers	50 : 50
	b. When both L1 and L2 are industries in the private sector	70 : 30
	c. When L2 is an undertaking or joint venture of Govt. of AP/Central Govt.	60 : 40
II.	In case of three sources	50 : 30 : 20
III.	In case of four sources	50 : 25 : 15 : 10

However, it is not binding on TGTRANSCO to accept the lowest or any other Bid. It reserves the right to place orders on *any bidders*.

32. Purchaser's Right to Vary Quantities at *the* Time of Award

32.1 The Purchaser reserves the right to increase or decrease the quantity of Materials and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions *at the time of award of contract*.

32.2 The purchaser reserves the right to vary the ordered quantity by +/- 50% during the execution of the contract.

33. Purchasers Right to Accept Any Bid and to Reject Any or All Bids

33.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders.

34. Notification of Award

34.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the Successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

34.2 The notification of award will constitute the formation of the Contract.

34.3 Upon the successful Bidder's furnishing of the performance security, the Purchaser enters into contract with successful Bidder / Bidders. The Purchaser will notify each unsuccessful Bidder and will discharge its Bid Security.

35. Award of Contract:

The Purchaser notifies the successful Bidder that *their* bid has been accepted and LOI will be issued.

36. Performance Security:

36.1 Within Fifteen (15) days of receipt of the notification of Contract award, *the* successful Bidder will furnish to the Purchaser the performance security for an amount of 10% of the 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 *shall* 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 (six) months and the Performance Bank Guarantee for proportionate value will be extended 60 days over and above the extended warranty period.

36.2 The proceeds of the performance security will be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete *their* obligations under the Contract.

36.3 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 favor of the Purchaser drawn on any scheduled bank.

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

36.5 Failure of the successful Bidder to comply with the above requirement will entail cancellation of the award and forfeiture of the Bid Security.

37. Corrupt or Fraudulent Practices

It is essential that the Purchaser as well as Bidder / supplier / contractor for the purposes of this provision, the terms set forth below as follows:

(i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution, and

(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition;

(iii) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(iv) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

38. Use of Contract Documents and Information:

38.1 The Supplier will not, without the Purchasers prior written consent, disclose the Contract, or any provision thereof, of any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than *to the authorized* person employed by the Supplier *connected with execution* of the Contract. Disclosure to any such employed person will be made in confidence and will extend only so far as may be necessary for *such purpose*.

- 38.2 The Supplier will not, without the Purchasers prior written consent, make use of any document or information except for purposes of performing the Contract.
- 38.3 Any document, other than the Contract itself, will remain the property of the Purchaser and will be returned (*in full shape*) to the Purchaser on completion of the supplier's performance under the Contract if so required by the Purchaser.
- 38.4 The Supplier will permit the Purchaser or his authorized representative to inspect the Suppliers accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Supplier.
39. Places / Locations:
- 39.1 Particulars of site location and nearest rail heads to which the material have to be supplied will be given to successful Bidders.
40. Delivery:
- 40.1 Delivery period will be reckoned from the date of signing of the contract i.e., signing of LOI as a token of agreement. The delivery quoted will be firm, definite, unconditional and on the basis of receipt of materials at destination in good condition without any bearing on the procurement of raw materials or any similar prerequisites. The commencement date and date of delivery will be *indicated*. The preferred delivery time, which is the essence of this specification, is indicated in the schedule. Final deliveries are however, subject to confirmation at the time of Contract. Delay in delivery of materials FADS – (Free At Destination Store) due to non-availability of railway booking, non-allotment of wagons and any such reasons will not be considered. It is the responsibility of the supplier to make alternative arrangements for transporting the materials by road or rail so as to see that the material reaches the destination within the stipulated period *in terms of the contract*. The Purchaser reserves its right to defer the delivery date at any time after orders are placed without any change in the conclusion of contract *and* other conditions of supply. The delivery period, which will be reckoned from the date of the Contract, will be guaranteed in *terms of the Clause 49 (Penalty)*.
41. Packing
- 41.1 The Supplier will provide such packing of the Materials as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing *shall* be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights *shall be taken* into consideration, where appropriate, the remoteness of the Materials final destination and the absence of heavy handling facilities at all points in transit.

41.2 The packing, marking, and documentation and outside the packages *shall* comply strictly with such special requirements as *shall* be expressly provided for in the Contract and in any subsequent instructions ordered by the Purchaser. The supplier *shall* be required to make separate packages for each consignee, each package *shall* be marked on three sides with proper paint / indelible ink with the following;

1. Contract Number
- 2 Supplier's name, *address & contact numbers*.
- 3 Packing list reference number

41.3 The supplier, whenever dispatches material to a destination should prepare the following information in the form of packing slip in quadruplicate and send the same to the consignee and obtain his acknowledgement. The consignee will return to the supplier one copy of the packing slip with his remarks. The proforma of packing slip **shall be as follows:**

PACKING SLIP

1. Contract No.& Date.
2. Quantity allotted to the stores and rate applicable.
3. Total quantity supplied under the Contract with rates applied.

42. Transportation

42.1 The Supplier is required under the Contract to transport the Materials to a specified place of destination defined normally the *destination store will be* Vidyut Soudha, *Khairtabad*, Hyderabad, by the Supplier, and the related costs *shall* be included in the Contract quoted Price *itself*.

43. Warranty

43.1 The supplier will warrant for the satisfactory functioning of the material as per specification for a minimum period of 6 (six) months from the date of receipt of the material in good condition.

43.2 The Supplier warrants that the Materials supplied under the Contract are new, unused, of the most recent or current models and those they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The supplier further warrants that all Materials supplied under this Contract will have no defect, arising from a design and / or materials as required by the Purchaser's specifications or from any act of omission of the Supplier that may develop under normal use of the supplied Materials.

- 43.3 All the material *shall* be of the best class and as per the approved samples enclosed along with the bid form and *shall* be capable of satisfactory operation in the tropics under service conditions indicated in clause 40.1 & 41 without distortion or deterioration. No welding filling or plugging of defective parts *shall* be permitted, unless otherwise specified, they *shall* conform to the requirements of the appropriate Indian, British or American Standards. (Where a standard specification covering the material in question has not been published, the standards of the American Society for testing of Materials should be followed).
- 43.4 The entire designs and construction *shall* be capable of withstanding the severest stresses likely to occur in actual service and of resisting rough handling during transport.
- 43.5 Unless otherwise specified the warranty period *shall* be 6 (six) months from the date of acceptance of the materials. The Supplier *shall* in addition, comply with the performance guarantees specified under the contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the supplier *shall* at its discretion either, make such changes, modifications, and/or additions to the materials or any part thereof as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expense and to *fulfill contractual obligations in all respects as per the terms of the contract*.
- 43.6 The Purchaser will promptly notify the supplier in writing of any claims arising under this warranty.
- 43.7 "Upon receipt of such notice, the Supplier *shall* within 30 days replace the defective materials thereof, free of cost at the ultimate destination. The supplier *shall* take over the replaced materials at the time of their replacement. No claim whatsoever will lie on the Purchaser for the replaced materials thereafter". 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 (six) months *from the date of replacement of defective item*.
- 43.8 If the Supplier, having been notified, fails to remedy the defect(s) within the above period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense duly deducting the expenditure from subsequent bills / bank guarantee and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

44. Payment

- 44.1 100% payment will be arranged within 45 days reckoned from the date i.e. 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 while entering into contract.
- 44.2 The 100% payment mentioned above is subject to on submission of performance security as per Clause 36 by the supplier.
- 44.3 The supplier should invariably submit documents, *as specified by* the purchaser as soon as dispatch is made so that they can be checked.
- 44.4 The performance guarantees to be executed in accordance with this specification *shall* be furnished on a stamp paper of value Rs.100/-. The Bank Guarantee *shall* be extended if required suitably, *in* accordance with the provisions of Clause No.36.
- 44.5 If the supplier has received any over payments by mistake or if any amounts are due to the TGTRANSCO due to any other reason, when it is not possible to recover such amounts under the contract resulting out of this specification, the TGTRANSCO reserves the right to collect the same from any other amount and / or Bank Guarantees given by the company due to or with the TGTRANSCO.
- 44.6 When the supplier does not at any time, fulfill his obligations in replacing of the damaged / defective materials in part or whole promptly to the satisfaction of the TGTRANSCO Officers, the TGTRANSCO 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.

45. Prices

- 45.1 Prices charged by the Supplier for Materials delivered and Services performed under the Contract will not vary from the prices quoted by the supplier in its bid, with the exception of any price adjustment authorized in the contract.

46. Contract Amendments

- 46.1 No variation or modification of the terms of the Contract will be made except by written amendment by the Purchaser and accepted by the supplier.

47. Assignment

- 47.1 The Supplier will not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.

48. Delays in Supplier's Performance

- 48.1 Delivery of the Materials will be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.
- 48.2 If at any time during performance of the Contract, the Supplier encounter's conditions impeding timely delivery of the Materials, the Supplier *shall* promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser will evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension will be ratified by the parties by amendment of the Contract.
- 48.3 Except as provided under force majeure clause a delay by the Supplier in the performance of its delivery obligations will render the Supplier liable to the imposition of liquidated damages unless an extension of time is agreed upon without the application of liquidated damages.

49. Penalty for delay in supplies

The time 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.53, if the Supplier fails to deliver any or all of the Materials or to perform the Services within the period(s) specified in the Contract, the Purchaser will, without prejudice to its other remedies under the Contract, deduct liquidated damages, *from the contract price*, a sum equivalent to 0.5% per week on the undelivered portion subject to a maximum of 5% of the total value of the contract. Once the maximum is reached the Purchaser may consider termination of the contract.

The date of Form-13 i.e., the date of receipt of materials at destination in good condition will be taken as the date of delivery. Materials which are not of acceptable quality or are of not confirming 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.

In cases where new vendors fail to meet the requirement of the Contract there would be no penalty to such vendors but they will be excluded *for participating from the next tender* for the particular item of the material.

Any failure on the part of new vendors for a second time would cause them to be removed from the list of registered vendors.

50. Termination for Default

- 50.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part *under the following conditions*:
- i. If the Supplier fails to deliver any or all of the Materials within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser.
 - ii. If the Supplier fails to perform any other obligation(s) under the Contract.
 - iii. If the Supplier, in the judgment of the Purchaser has engaged corrupt or fraudulent practices in competing for or in executing the Contract.
- 50.2 In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as *deemed* appropriate, Materials or services similar to those undelivered, *then* the Supplier *shall* be liable to the Purchaser for any excess costs for such similar Materials or Services. However, the Supplier will continue *to hold the responsibility in terms* of the Contract to the extent not terminated.

51. Termination for Insolvency

- 51.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or not affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

52. Termination for Convenience

- 52.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination will specify *that* the termination is for the Purchaser's convenience, the extent to which performance of the supplier under the Contract is terminated, and date upon which termination becomes effective.
- 52.2 However, the Materials that are complete and ready for *dispatch*/shipment within thirty (30) days after the supplier's receipt of notice of termination will be accepted by the Purchaser at the Contract terms and prices, *subject to furnishing of documentary evidence in support of ruddiness of the material for dispatch*.

53. Force Majeure

- 53.1 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.
- 53.2 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.
- 53.3 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 *it is reasonable* 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.

54. Settlement of Disputes

- 54.1 If any dispute or difference of any kind whatsoever will arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties will make every effort to resolve amicably such dispute or difference by mutual consultation.
- 54.2 If, after thirty (30) days the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 54.3 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause will be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Materials under the Contract.
- 54.4 Arbitration proceedings will be conducted in accordance with the following rules of procedure. The dispute resolution mechanism will be as follows:
- (a) In the case of a dispute or difference arising between the Purchaser and a Supplier relating to any matter arising out of or connected with this agreement, such dispute or difference will be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitral Tribunal will consist of three Arbitrators one each to be appointed by the Purchaser and the

supplier the Third Arbitrator will be chosen by the two Arbitrators so appointed by the parties and will act as

Presiding Arbitrator. In case of failure of the two Arbitrators appointed by the parties to reach upon a consensus within period of 30 days from the appointment of the Arbitrator appointed subsequently, the Presiding Arbitrator will be appointed by The Institution of Engineers (India).

- (b) If one of the Parties fails to appoint its Arbitrator in pursuance of Sub-Clause (a) within 30 days after receipt of the notice of the appointment of its Arbitrator, the Institution of Engineers (India), will appoint the Arbitrator. A certified copy of the order of the Institution of Engineers (India), making such an appointment will be furnished to each of the parties.
- (c) Arbitration Proceedings will be held at Purchaser's Headquarters, and the language of the Arbitration Proceedings and that of all documents and communication between the parties will be *in* English.
- (d) The decision of the majority of Arbitrators will be final and binding upon both parties. The cost and expenses of Arbitration Proceedings will be paid as determined by the Arbitral Tribunal. However, the expenses incurred by each party in connection with the preparation, presentation etc., of its proceedings *and* also the fees and expenses paid to the Arbitrator appointed by such party or on its behalf will be borne by each party itself.
- (e) Where the value of the Contract is Rs. One Crore and below, the disputes or differences arising will be referred to the Sole Arbitrator. The Sole Arbitrator should be appointed by agreement between the parties; failing such agreement, by the appointing authority namely The Institution of Engineers (India).

54.5 Notwithstanding any reference to arbitration herein,

- (a) The parties will continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) The Purchaser will pay the Supplier any monies due to the Supplier.

55. Jurisdiction

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

56. Notices

56.1 Any notice given by one party to the other pursuant to this Contract will be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address.

- 56.2 A notice will be effective when delivered or on the notice's effective date, whichever is later.
- 57. Foreign Exchange
- 57.1 No Foreign Exchange is available or expected for this purchase. Offers which do not require release of F.E. or procurement of import license by TGTRANSCO only will be considered. Where some of the components are to be imported the manufacturer will have to make their own arrangements for import license etc., and should not seek for any assistance from TGTRANSCO.
- 58. Deemed Acceptance:
If any bidder is silent regarding any clause it is deemed that the said clause has been accepted by the bidder/supplier.

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SECTION - IV

SCHEDULE OF REQUIREMENTS

ANNEXURE

PACKAGE - ISupply of Paper items, File Pads & Stationery items

Sl. No.	Description of Material	Proposed quantity
1	Alpins Boxes (Bell pins)(700 pins each box)	50
2	BROWN ENVELOPE (ordinary) 12x5" size -100GSM with printing of TGTRANSCO logo	5000
3	BROWN ENVELOPE (ordinary) 9x4" size-100GSM with printing of TGTRANSCO logo)	8000
4	BROWN ENVELOPE (Window) 9x4" size-100GSM with printing of TGTRANSCO logo	5000
5	File Pads, FS size 35x 25 cms with printing as TGTRANSCO (flaps special-thick blue, ordinary-green	6000
6	Highlighter(red, yellow) Faber Castell	100
7	Camlin Correction pen (7 ml)	250
8	Inward Regi - 5Q with Srawboard 21' x 33'cm 80 GSM	50
9	Outward Registers - 5Q with Srawboard 21' x 33'cm 80 GSM	50
10	Paper weight	50
11	STAMP PAD 157MM X 96MM(Stamp Pad Big (blue colour) 160 x 97 mm (Ashoka)	50
11	STAMP PAD 110MM X 70MM (Stamp Pad medium (Blue colour) (Ashoka)	100
13	Self-Stick Resposable notes (FLAGS) of size 1" x 3" 100 sheets in a set(Flags (tri-color)(Post-It-Pads)	200
14	Tag Bundles (10 inches- length (100 No.s Tags in each bundle)	250
15	Xerox India Limited X75 A4 210mm x 297 mm 2.3 kg 75 GSM	6000
16	Xerox India Limited Trust A3 297 mm x 420 mm 4.7 KG 75 GSM	25

Sl. No.	Description of Material	Proposed quantity
17	JK Full Scape 215 x 345 mm 2.78 KG 75 GSM	2500
18	Xerox India Limited X80 A4 210 X 297 mm 2.5 KG 80 GSM	200
19	FAN FOLD PAPERS Single Part for Dot Matrix machine(10x 12")	15
20	Maplitho paper for Digital Duplicate Machine (Roneo Paper in reams)	100

Note:

- I) The paper supplied should be as per standards mentioned in clause 3 of Section III – General terms and conditions of the contract.
- II) The material supplied should be as per standards mentioned in clause 3 of Section III – General terms and conditions of the contract.
- III) If any bidder is silent in respect of any clause in the specification it is construed that the bidder has accepted for that clause.
- IV) The bidders are requested to duly verify the samples available at stationery section apart from the branded items before placing their bids
- V) The bidders shall quote for full quantity and supply brands mentioned in the specification only. No alternate brands will be entertained. If any bidder has not quoted for one/few items in a package, his/her bid will be rejected.
- VI) Concerned Officials and staff shall check the quality of the items for which brand is not specified and finalize to whom the items shall be awarded.

DELIVERY

- a. "Minimum 25% of the tendered quantity shall be delivered within 30 days from the commencement of each respective quarter" for all paper items except Fan Fold Papers and also
- b. "If required, the next quarter's delivery of paper items shall be made in advance as per the requirement".

1 No. of sample to be enclosed to the bid against each of the items quoted under this schedule (not returnable). The Bids received without samples will be considered as non-responsive.

ANNEXURE
PACKAGE – II

Supply of Plastic Folders and Stationery items

Sl. No.	Description of Material	Proposed quantity
1	Attendance Registers with printing of Transmission Corporation Of Telangana Ltd	300
2	Brown Tape 2 "	100
3	Binder Clips-19mm (1 box =12 pieces)	100
4	Binder Clips-25mm (1 box =12 pieces)	100
5	Binder Clips-32mm (1 box =12 pieces)	100
6	Calculator (Casio-MJ-120D)	100
7	Dust Bin	50
8	FILE PUNCH(Medium) (Punching Machine (Single) Kangaroo	100
9	Gem Clips((Plastic quoted)(1 box = 100 pieces))	50
10	Pencils(Apsara)(1 packet consisting of 10 pencils)	100
11	Plastic Folders A4 Transparent (White Colour) (solo) with printing of TGTransco Logo.	10000
12	Plastic Folders FS Transparent (White colour) (solo) with printing of TG Transco Logo.	2000
13	Plastic Folders A4 Transparent (White colour) (Solo) Plain	2000
14	Stapler Machines (Big) Kangaroo make	50
15	Stapler Machines (Small) (Kangaroo make) HD-10D Model	100
16	SPIRAL PAD (100 PAGES) (Executive) Kapil Note(No.5)	100
17	SCRIBBLING PAD (Scribbling Pads(Kapil) No. 5)	100
18	SKETCH PEN SET (Sketch Pen set (Luxor))	50
19	Tochans	100
20	Transparent Tape 2"	300
21	EXECUTIVE WRITING PAD (Writing pads (Executive) cushion)	50

Note:

1. The material supplied should be as per standards mentioned in clause 3 of Section III – General terms and conditions of the contract.
2. If any bidder is silent in respect of any clause in the specification it is construed that the bidder has accepted for that clause.
3. The bidders are requested to duly verify the samples available at stationery section apart from the branded items before placing their bids
4. The bidders shall quote for full quantity and supply brands mentioned in the specification only. No alternate brands will be entertained. If any bidder has not quoted for one/few items in a package, his/her bid will be rejected.
5. Concerned Officials and staff shall check the quality of the items for which brand is not specified and finalize to whom the items shall be awarded.

DELIVERY:

Minimum 50% of the tendered quantity is to be delivered within 30 days. The balance quantity shall be supplied within 3 months thereafter.

1 No. of sample to be enclosed to the bid against each of the items quoted under this schedule (not returnable). The Bids received without samples will be considered as non-responsive.

ANNEXURE PACKAGE – III

Registers, Folders etc.

Sl. No.	Description of Material	Proposed quantity
1	File Folders 14' x 10' under GSM Kraft Paper printing with printing of TGTRANSCO Logo	8000
2	Leather Bond Ruled Registers - 2Q - 21' x 33'cm 80 GSM	75
3	Leather Bond Ruled Registers - 5Q - 21' x 33'cm 80 GSM	50
4	Ruled Registers - 1Q - 21' x 33'cm 80 GSM	100
5	Ruled Registers - 2Q - 21' x 33'cm 80 GSM	100
6	Ruled Registers - 3Q - 21' x 33'cm 80 GSM	200
7	Ruled Registers - 4Q - 21' x 33'cm 80 GSM	100

The material supplied should be as per standards mentioned in clause 3 of Section III – General terms and conditions of the contract.

If any bidder is silent in respect of any clause in the specification it is construed that the bidder has accepted for that clause.

The bidders are requested to duly verify the samples available at stationery section apart from the branded items before placing their bids

The bidders shall quote for full quantity and supply brands mentioned in the specification only. No alternate brands will be entertained. If any bidder has not quoted for one/few items in a package, his/her bid will be rejected.

Concerned Officials and staff shall check the quality of the items for which brand is not specified and finalize to whom the items shall be awarded.

DELIVERY:

Minimum 50% of the tendered quantity is to be delivered within 30 days. The balance quantity shall be supplied within 3 months thereafter.

1 No. of sample shall be enclosed to the bid against each of the items quoted under this schedule (not returnable). The Bids received without samples will be considered as non-responsive.

ANNEXURE – I OF PACKAGE – I & III

REGISTERS, FILE PADS/FOLDERS etc., with printing

- I. File Folders: -- 8,000 Nos.
 Size of Folder - -- 14"x10",
 Paper to be used for printing -- 100 GSM Kraft paper
 Printing on file folder -- Front Page (I page)
 Back page (IV Page) as per specimen. (*)
- II. FILE PADS : 6000 Nos.
 FS size i.e., 35 x 25 cm Urgent/Special/
 Ordinary with calico corner and calico flaps - 3
 Lb yellow strew boards – printing cotton tape
 with 3" length and 1" breadth as per the colors
 noted below. The left flap should be longer by
 an inch than the right flap.
- | | |
|--|----------|
| a) Green/Maroon colors flaps
(Ordinary)/TGTRANSCO | 2000 Nos |
| b) Thick blue flaps (Special)/TGTRANSCO | 2000 Nos |
| c) Red flaps (Urgent)/TGTRANSCO | 2000 Nos |
| | ----- |
| Total | 6000 Nos |
| | ----- |
- III. Outward Registers: --- 5 Qrs. -- 50 Nos.
IV. Inward Registers: --- 5 Qrs. -- 50 Nos.
1. Size of Register -- 21"x33" cms - Full scape size as per specimen.
 2. Printing of the Register -- Composing and printing of ruling vertical and horizontal lines as per specimen.
 3. Paper to be used for the Registers -- white paper should be used for printing of pages. – 80 GSM
 4. Number of pages -- 250 sheets i.e. 500 pages.
 5. Binding of Register -- Stitching and Calico binding with thick card board of good quality and four side covers should be pasted with Calico as per specimen. (*)
- V. Attendance Registers: 1Q---300 Nos
 Printing of the Register -- TRANSMISSION CORPORATION OF
 TELANGANA LIMITED

(*) Specimen to be provided by TGTRANSCO to the successful bidder.

SECTION - V

SAMPLE FORMS

1. BID FORM

Date.

TO: (Name and Address of Purchaser)
Gentlemen and/or Ladies:

Having examined the Bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver. (Description of Materials) in conformity with the said bidding documents for the sum of. (total bid amount in words and in figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the Materials in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will *furnish* the guarantee of a bank in a sum equivalent to. 10% of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid upto (for the Bid Validity Period) specified in Clause and it will remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, will constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We certify / confirm that we comply with the eligibility requirements as per clause of the bidding documents.

Dated this.day of.20

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

2. BID SECURITY FORM

Whereas. (hereinafter called "the Bidder") has submitted its Bid dated (date of submission of bid) for the supply of.(name and /or description of the Materials) (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE.(name of bank) having our registered office at.(address of bank)(hereinafter called "the Bank"), are bound unto.(name of Purchaser) (hereinafter called "the Purchaser") in the sum _____for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____day of ____ **2025**.

THE CONDITIONS of this obligation are:

1. If the Bidder
 - a) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
 - b) does not accept the correction of errors in accordance with the Bid Specification; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity;
 - (a) fails or refuses to furnish the performance security, in accordance with the Bid Specification. **(OR)**
 - (b) fails or refuses to execute the Contract Form if required; **in such case**

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to **them**, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty five (45) days after(Specification Date) the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

NOTE: This **shall** be executed on a Rs.100/- non-judicial stamp paper issued by a scheduled Bank.

3. CONTRACT FORM

*THIS AGREEMENT made the. day of. **2025** Between.(Name of Purchaser) of the one part and.(Name of Supplier) of the other part:

WHEREAS the Purchaser invited bids for certain materials and ancillary services viz.....(Brief description of materials and services) and has accepted a bid by the Supplier for the supply of those Materials and services in the sum of.(Contract Price in Words and Figures)(hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions will have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents will be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedules submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the General Conditions of Contract and .
 - (d) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Materials and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the materials and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the materials and services which will be supplied/ provided by the Supplier are as under:

Sl. No.	Brief Description of Materials & services	Quantity to be supplied	Unit Price Rs.	Total Price Rs.	Delivery Terms

TOTAL VALUE: (Rupees _____only)

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed on the day and year first above written.

Signed, Sealed and Delivered by the

said. (for the Purchaser)

in the presence of.

Signed, Sealed and Delivered by the

said. (for the Supplier)

in the presence of.

NOTE: To be executed on a Rs.100/- Non-judicial stamp paper.

4. PERFORMANCE SECURITY FORM

To: _____(Name of Purchaser)

WHEREAS.....(Name of Supplier)
(hereinafter called "the Supplier") has undertaken, in pursuance of Contract
No.....dated.....**2025** to supply.(Description of Materials and
Services)
(hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier
shall furnish you with a Bank Guarantee by a recognized Bank for the sum specified
therein as security for compliance with the Supplier's performance obligations in
accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on
behalf of the Supplier, up to a total of. (Amount of the Guarantee
in Words and Figures) and we undertake to pay you, upon your first written demand
declaring the Supplier to be in default under the Contract and without cavil or
argument, any sum or sums within the limit of..... (Amount of Guarantee) as
aforesaid, without your needing to prove or to show grounds or reasons for your
demand or the sum specified therein.

This guarantee is valid until the. ... day of. 20 .

Signature and Seal of Guarantors

.....

Date.20 .

.....

.....

Address:.....

.....

.....

NOTE: This will be executed on a Rs.100/- non-judicial stamp paper by a scheduled
Bank.

5. PROFORMA FOR PERFORMANCE STATEMENT

Bid No. _____

Date of Opening _____

Time _____ Hours

Name of the Firm _____

Order placed by (full address of purchaser)	Order No. and Date	Description and quantity of ordered equipment	Date of Completion of Delivery	
			As per Contract	Actual

Remarks indicating reasons for late delivery, if any	Has the equipment been satisfactorily functioning? (Attach a Certificate from the Purchaser)

Signature of the Bidder _____

6. DETAILS TO BE FURNISHED BY THE SUPPLIER

1. Specification No.	:	
2. Name of the Material & quantity to be prepared (Enclose the list)	:	
3. Bidder's vendor Registration No. if any	:	
4. Last date and time for submission of Bid	:	
5. Date and time for opening of Bid	:	
6. State whether Bid guarantee is enclosed	:	
7. State whether 20% minimum quantity is quoted	:	
8. Whether willing to furnish performance B.G. @ 10% if order is placed	:	
9. Details of remittance of Specification cost	:	Rs. DD No. Date
10. Prices whether variable / Firm	:	
11. Whether any other tax / duty payable. If so give details and the same is included / not included.	:	
12. State whether TGTRANSCO terms of payment are accepted / Penalty if any	:	
13. Quantity offered for supply (Enclose the list)	:	
14. State whether 90 days validity offered	:	
15. Whether the material offered confirm to the relevant TGTRANSCO Specification	:	
16. Whether you have executed orders of the TGTRANSCO previously for these items. (Please give details)	:	
17. Similar details in respect of supplies made to other utilities	:	
18. Whether sales tax clearance certificate enclosed	:	
19. Whether Income-tax clearance certificate enclosed.	:	
20. Whether samples enclosed along with bid form (Yes / No)		

Note: If any bidder is silent in respect of any clause in the specification it is construed that the bidder has accepted for that clause.

7. SCHEDULE OF DEVIATION

TECHNICAL

Sl. No.	Requirements / Equipment	Specification Clause No.	Deviations	Remarks

It is hereby conformed that except for deviations mentioned above, the offer conforms to all the other terms & conditions specified in features specified in this Bid Document

Place:

Signature of the Bidder

Date:

Name :

Business address:

COMMERCIAL

Sl. No.	Requirements / Equipment	Specification Clause No.	Deviations	Remarks

It is hereby conformed that except for deviations mentioned above, the offer conforms to all the other *terms & conditions mentioned in the bid document.*

Place :

Signature of the Bidder :

Date :

Name :

Business address:

8. DECLARATION FORM

UNDERTAKING TO BE GIVEN BY THE COMPANY / PARTNERSHIP FIRM / CONTRACTOR ALONG WITH THE TENDER

I, _____
representing the Company / Partnership Firm / Contractor responding to the bid
invitation by the TGTRANSCO vide Specification No.
_____ hereby sincerely and solemnly affirm and
state as follows:

(STRIKE OUT THAT WHICH IS NOT APPLICABLE)

- (a) That myself or any of the representatives of my company / firm do not have
any relatives as defined in the appended Annexure III in the TGTRANSCO/
DISCOM

OR

- (b) That the following officers / employees of the TGTRANSCO / DISCOM are
related to me and to the representatives of my company / firm and their status
in the TGTRANSCO / DISCOM is as under:

Sl.No .	Name of the Officer Employee	Designation and Place of working	TGTRANSCO / DISCOM	Relationship
1.				
2.				
3.				
4.				
5.				
6.				

It is certified that the information furnished above is true to the best of my
knowledge and belief. It is hereby undertaken that in the event of any of the above
information found to be false or incorrect at the later date the TGTRANSCO is
entitled to terminate the contract / agreement entered into besides recovering
damages as may be found necessary, with due notice.

Signature of the Authorized Representative

DECLARATION TO BE GIVEN BY THE COMPANY / PARTNERSHIP FIRM / CONTRACTOR AT THE TIME OF ENTERING INTO AGREEMENT WITH TGTRANSCO:

(STRIKE OUT THAT WHICH IS NOT APPLICABLE)

- (a) I declare that myself or any one of the representative of my company / firm do not have any relatives as defined in the appended annexure II in the TGTRANSCO / DISCOM.

OR

- (b) That the following officers / employees of the TGTRANSCO / DISCOM are related to me and to the representatives of my company / firm as mentioned hereunder:

Sl.No .	Name of the Officer Employee	Designation and Place of working	TGTRANSCO / DISCOM	Relationship
1.				
2.				
3.				
4.				
5.				
6.				

It is certified that the information furnished above is true to the best of my knowledge and belief. It is hereby undertaken that in the event of any of the above information found to be false at the later date the TGTRANSCO is entitled to terminate the contract / agreement entered into besides recovering damages as may be found necessary, with due notice.

Signature of the Authorized Representative

LIST OF RELATIVES:

- | | |
|---------------------------------------|--------------------------------------|
| 1. Father | 14. Daughter's Husband |
| 2. Mother (including step mother) | 15. Daughter's Son |
| 3. Son (including step son) | 16. Daughter's Son's Wife |
| 4. Son's Wife | 17. Daughter's Daughter |
| 5. Daughter (including step daughter) | 18. Daughter's Daughter's Husband |
| 6. Father's Father | 19. Brother (including step brother) |
| 7. Father's Mother | 20. Brother's Wife |
| 8. Mother's Mother | 21. Sister (including step sister) |
| 9. Mother's Father | 22. Sister's Husband |
| 10. Son's son | 23. Son's Wife's Father |
| 11. Son's Son Wife | 24. Son's Wife's Mother |
| 12. Son's Daughter | 25. Daughter's Husband's Father |
| 13. Son's Daughter's Husband | 26. Daughter's Husband's Mother |

} And their
Siblings

9 :: BANK ACCOUNT DETAILS FOR RTGS

1. Name of the Bank :
2. Name of the Branch
Address, Contact Nos. :
3. Branch code :
City :
4. Account No. :
5. MICR No. :
6. IFSC No. :
7. Income Tax PAN Number :
8. GST Registration Number :
9. Date of GST Registration :
10. Place of GST Registration :

Signature of the Bidder

10 : : BANKERS CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/s. _____,
having their plant at _____ is
our customers and have satisfactory record of transactions. They are having the
credit limits of Rs. _____ lakhs in our Bank.

PLACE:
Date:

Signature of the Manager
Name:
Employee ID:
Code:
Bank address and Seal.

FORM-11UNDERTAKING TO BE GIVEN BY THE COMPANY ALONG WITH THE BID
REGARDING BANNING/BLACK LISTING

I, _____
 representing the Company responding to the bid invitation by the TGTRANSCO vide
 Specification No. _____ hereby sincerely and
 solemnly affirm and state as follows:

- (a) We,------(Name
 of company) or our promoter's firm(s) have not been banned/black-
 listed/debarred by any Govt. Department/undertaking or power utility for non-
 performance or malpractice or due to any reasons.

It is certified that the information furnished above is true to the best of my knowledge
 and belief. It is hereby undertaken that in the event of any of the above information
 found to be false or incorrect at the later dated, the TGTRANSCO / DISCOM is
 entitled to terminate the contract/agreement entered into besides recovering
 damages as may be found necessary, with due notice.

Signature of the Authorized Representative

SECTION – VI

PRICE SCHEDULES

PACKAGE-I
Stationery Items

Specification No. : Procurement of Stationery items

Scope of Supply / Work : Purchase of Paper items Stationery items and Registers - PROCUREMENT - Reg.

Schedule of Material Quantities and Prices (PR No.2800000070)

(All Financial Figures in Rs.)

ERP Item No.	Schd. No.	Material Code	Material Description	HSN Code	Qty.	Unit	Base Rate/ Unit	Total Price/Unit	GST Rate(%)	GST/ Unit	Total Landed Cost /Unit	Total Amount Excl. GST	Total Amount Incl. GST
1	PCK-I	2000000011	ALPIN BOXES((Bell Pins (700 pins in each box))	73199000	50	NO			18%				
2	PCK-I	2000000311	BROWN ENVELOPE 12"X5"((Brown Covers (ordinary) 12x5" size - 100GSM with printing of TGTRANSCOLogo))	48171000	5000	RM			18%				
3	PCK-I	2000000354	BROWN ENVELOPE 9"X4"((Brown Covers (ordinary) 9"x5"size- 100GSM with printing of TGTRANSCOLogo))	48171000	8000	NO			18%				
4	PCK-I	2000000009	BROWN ENVELOPE 9"X4" WITH WINDOW((Brown Covers (ordinary) 9"x4"size - 100GSM with printing of TGTRANSCOLogo))	48171000	5000	NO			18%				
5	PCK-I	2000000372	CORRECTING WHITE FLUID((Camlin Correction pen (7ml))	38249024	250	NO			18%				
6	PCK-I	2000000144	FILE PAD FS SIZE(35x25 cms with printingas TGTRANSCO (flaps special (thick blue) ordinary (green))	48201090	6000	NO			18%				
7	PCK-I	2000000518	HIGHLIGHTER PEN((yellow, Blue, Organe & Green)Faber Castell)	96082000	100	NO			18%				
8	PCK-I	2000000578	INWARD REGISTER(5Q with Srawboard 21'X 33'cm 80 GSM)	48201010	50	NO			18%				
9	PCK-I	2000000590	OUTWARD REGISTER(5Q with Srawboard 21'X 33'cm 80 GSM)	48201010	50	NO			18%				
10	PCK-I	2000000509	PAPER WEIGHT(Paper Weight)	70139190	50	NO			18%				
11	PCK-I	2000000477	STAMP PAD 157MM X 96MM((Stamp Pad Big)(blue colour) 160 x 97mm (Ashoka))	96122000	50	NO			18%				
12	PCK-I	2000000476	STAMP PAD 110MM X 70MM((Stamp Pad medium 110 x 70mm(Blue colour) (Ashoka))	96122000	100	NO			18%				
13	PCK-I	2000000463	SELF STICK RESPOSIBLE NOTES(FLAGS) OF SIZE 1" X 3" SIZE, 100 SHEETS IN A SET((Flags) of Size,1" x 3" Size100 Sheets in A Set(Flags	48201090	200	NO			18%				



ERP Item No.	Schd. No.	Material Code	Material Description	HSN Code	Qty.	Unit	Base Rate/ Unit	Total Price/Unit	GST Rate(%)	GST/ Unit	Total Landed Cost /Unit	Total Amount Excl. GST	Total Amount Incl. GST
			tri-color)(post-it-pads))										
14	PCK-I	2000000644	FILE TAGS(BUNDLES)((10 inches)10" length (100 No.s Tags in each bundle))	83059090	250	NO			18%				
15	PCK-I	2000000508	XEROX PAPER A4 SIZE 75GSM(Xerox India Limited X 75A4 210mm x 297 mm 2.3 kg 75 GSM)	48021010	6000	RM			18%				
16	PCK-I	2000000488	A3 SIZE PAPER(Xerox India Limited TrustA4 297mm x 420 mm 4.7 KG 75 GSM)	48021010	25	RM			18%				
17	PCK-I	2000000511	XEROX PAPER LEGAL SIZE(JK Full Scape 215 x 345 mm 2.78 KG 75 GSM)	48021010	2500	RM			18%				
18	PCK-I	2000000152	A4 SIZE PAPER REAM(Xerox India Limited X80A4 210 X 297 mm 2.5 KG 80 GSM)	48021010	200	NO			18%				
19	PCK-I	2000000483	FANFOLD PAPERS SINGLE PART 10"X12"(Fan Fold Papers Singlr Part for Dot Matrix machine (10x12"))	48021010	15	RM			18%				
20	PCK-I	2000000485	MAPLITHO PAPER 27"X17"(Maplitho Paper for Digital Duplicator machine (FS)17" X27"70GSM (in reams))	48021010	100	RM			18%				
Sub-Total of Schd. No. PCK-I:													

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

Total



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NOTE:

- 1 The material supplied should be as per standards mentioned in Clause-3 of Section-III – General Terms and Conditions of the contract.
- 2 All specimens are available in TGTRANSCO.
- 3 If any bidder is silent in respect of any clause in the specification it is construed that the bidder has accepted for that clause.
- 4 The bidders are requested to duly verify the samples available at stationery section apart from the branded items before placing their bids.
- 5 The bidders shall quote for full quantity and supply brands mentioned in the specification only. No alternate brands will be entertained.
- 6 Concerned Officials and staff shall check the quality of the items for which brand is not specified and finalize to whom the items shall be awarded.

(*) All covers should have the following print:

- a) TGTRANSCO Logo on the top left corner.
- b) 'On I.G.S. only' on the top center of the cover
- c) 'TRANSMISSION CORPORATION OF TELANGANA LTD., Vidyut Soudha, Hyderabad -500082' on the bottom left corner.

DELIVERY

- a. "Minimum 25% of the tendered quantity shall be delivered within 30 days from the commencement of each respective quarter" for all types of Papers except Fan Fold Papers and also
- b. "If required, the next quarter's delivery of paper items shall be made in advance as per the requirement".

1 No. of sample to be enclosed to the bid against each of the items quoted under this schedule (not returnable). The bids received without sample will be considered as non-responsive.

Signature of the Bidder:
Seal& Date:

PACKAGE-II
Stationery Items

Specification No. : JS/DS(Per.1)/AS(L,P,S&F)/PO(F&S)/JPO/Spec.No.36/2025.

Scope of Supply / Work : Purchase of Paper items Stationery items and Registers - PROCUREMENT - Reg.

Schedule of Material Quantities and Prices (PR No.2800000080)

(All Financial Figures in Rs.)

ERP Item No.	Schd. No.	Material Code	Material Description	HSN Code	Qty.	Unit	Base Rate/ Unit	Total Price/Unit	GST Rate(%)	GST/ Unit	Total Landed Cost /Unit	Total Amount Excl. GST	Total Amount Incl. GST
1	PCK-II	2000000599	ATTENDANCE REGISTERS(with printing of Transmission Corporation of Telangana Ltd.,)	48201010	300	NO			18%				
2	PCK-II	2000000062	BROWN TAPE 2"	39191000	100	NO			18%				
3	PCK-II	2000000043	BINDER CLIP 19MM((1 box = 12 pieces))	83059020	100	BOX			18%				
4	PCK-II	2000000042	BINDER CLIP 25MM((1 box = 12 pieces))	83059020	100	BOX			18%				
5	PCK-II	2000000041	BINDER CLIP 35MM((1 box = 12 pieces))	83059020	100	BOX			18%				
6	PCK-II	2000000134	CALCULATOR(Casio-MJ-120D)	84701000	100	NO			18%				
7	PCK-II	2000000347	DUST BIN	39241090	50	NO			18%				
8	PCK-II	2000000362	FILE PUNCH(SMALL)(Punching Machine (Single) Kangaroo Make)	84729090	100	NO			18%				
9	PCK-II	2000000305	GEM CLIP BOX(Plastic quoted)(1 box = 100 pieces))	83059020	50	NO			18%				
10	PCK-II	2000000207	PENCIL BOX(Apsara)(1 packet consisting of 10 pencils))	96091000	100	NO			0%				
11	PCK-II	2000000032	A4 SIZE PLASTIC FOLDER(Transparent (White Colour) (solo) with printing of TGTransco Logo)	39261019	8000	NO			18%				
12	PCK-II	2000000034	FS SIZE PLASTIC FOLDER(Transparent (White Colour) (solo) with printing of TGTransco Logo)	39261019	2000	NO			18%				
13	PCK-II	2000000032	A4 SIZE PLASTIC FOLDER(Transparent (White Colour) (solo)(Plain))	39261019	2000	NO			18%				
14	PCK-II	2000000631	STAPLER(BIG)(Kangaroo make(Trendy-35))	84729010	50	NO			18%				
15	PCK-II	2000000632	STAPLER(SMALL)(Kangaroo make (HD-10D Model))	84729010	100	NO			18%				



ERP Item No.	Schd. No.	Material Code	Material Description	HSN Code	Qty.	Unit	Base Rate/ Unit	Total Price/Unit	GST Rate(%)	GST/ Unit	Total Landed Cost /Unit	Total Amount Excl. GST	Total Amount Incl. GST
	II												
16	PCK-II	2000000475	SPIRAL PAD/NOTE BOOKS (100 PAGES)(Scribbling pads Spiral 100 pages (Executive)Kapil (No.5))	48201010	50	NO			18%				
17	PCK-II	2000000474	SCRIBBLING PAD(Scribbling pads 100 pages (Ordinary)Kapil (No.5))	48201010	100	NO			18%				
18	PCK-II	2000000521	SKETCH PEN SET(Luxor)	96082000	50	NO			18%				
19	PCK-II	2000000651	TOCHAN(Steel)	84729010	100	NO			18%				
20	PCK-II	2000000021	TRANSPARENT TAPE 2"	39191000	300	NO			18%				
21	PCK-II	2000000023	EXECUTIVE WRITING PAD(with cushion)	39201011	25	NO			18%				
Sub-Total of Schd. No. PCK-II:													

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

Total



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NOTE:

- 1 The material supplied should be as per standards mentioned in Clause-3 of Section-III – General Terms and Conditions of the contract.
- 2 All specimens are available in TGTRANSCO.
- 3 If any bidder is silent in respect of any clause in the specification it is construed that the bidder has accepted for that clause.
- 4 The bidders are requested to duly verify the samples available at stationery section apart from the branded items before placing their bids.
- 5 The bidders shall quote for full quantity and supply brands mentioned in the specification only. No alternate brands will be entertained
- 6 Concerned Officials and staff shall check the quality of the items for which brand is not specified and finalize to whom the items shall be awarded.

DELIVERY

Minimum 50% of the tendered quantity is to be delivered within 30 days. The balance quantity shall be supplied within 3 months thereafter.

1 No. of sample to be enclosed to the bid against each of the items quoted under this schedule (not returnable). The bids received without sample will be considered as non-responsive.

Signature of the Bidder:
Seal& Date:

PACKAGE-III
Stationery Items

Specification No. : JS/DS(Per.1)/AS(L,P,S&F)/PO(F&S)/JPO/Spec.No.36/2025.

Scope of Supply / Work : Purchase of Paper items Stationery items and Registers - PROCUREMENT - Reg.

Schedule of Material Quantities and Prices (PR No.2800000081)

(All Financial Figures in Rs.)

ERP Item No.	Schd. No.	Material Code	Material Description	HSN Code	Qty.	Unit	Base Rate/ Unit	Total Price/Unit	GST Rate(%)	GST/ Unit	Total Landed Cost /Unit	Total Amount Excl. GST	Total Amount Incl. GST
1	PCK-III	2000000374	FILE FOLDER 14"X10"(14" x 10" Under GSM Kraft Paper with printing of TGTRANSCO logo)	48201090	8000	NO			18%				
2	PCK-III	2000000061	LEATHER BOUND REGISTER 2Q(200 pages Ruled Register(21X 33 cm) 80 GSM)	48201010	75	NO			18%				
3	PCK-III	2000000025	LEATHER BOUND REGISTER 5Q(5Q Ruled Register(21X 33 cm) 80 GSM)	48201010	50	NO			18%				
4	PCK-III	2000000593	REGISTER 100 PAGES RULED(1Q - 21 X 33 cm - 80 GSM)	48201010	100	NO			18%				
5	PCK-III	2000000594	REGISTER 200 PAGES RULED(2Q - 21 X 33 cm - 80GSM)	48201010	100	NO			18%				
6	PCK-III	2000000028	RULED REGISTER 3Q(3Q - 21 X 33 cm - 80GSM)	48201010	150	NO			18%				
7	PCK-III	2000000595	400 PAGES RULED REGISTER(4Q - 21 X 33 cm - 80GSM)	48201010	50	NO			18%				
Sub-Total of Schd. No. PCK-III:													

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

Total



NOTE:

- 1 The material supplied should be as per standards mentioned in Clause-3 of Section-III – General Terms and Conditions of the contract.
- 2 All specimens are available in TGTRANSCO.
- 3 If any bidder is silent in respect of any clause in the specification it is construed that the bidder has accepted for that clause.
- 4 The bidders are requested to duly verify the samples available at stationery section apart from the branded items before placing their bids.
- 5 The bidders shall quote for full quantity and supply brands mentioned in the specification only. No alternate brands will be entertained.
- 6 Concerned Officials and staff shall check the quality of the items for which brand is not specified and finalize to whom the items shall be awarded.

DELIVERY

Minimum 50% of the tendered quantity is to be delivered within 30 days. The balance quantity shall be supplied within 3 months thereafter.

1 No. of sample to be enclosed to the bid against each of the items quoted under this schedule (not returnable). The bids received without sample will be considered as non-responsive.

Signature of the Bidder:
Seal& Date: