

**OFFICE OF THE  
THE CHIEF ENGINEER,  
Metro Zone/TGTRANSCO,  
2<sup>nd</sup> Floor, Room.No. 208,  
Kalyan Nagar X Roads,  
Erragadda, Hyderabad-500045.  
Ph. No. 040-29562977**

**TENDER Specification No. CE/MZ/Hyd/P-06/2025-26**

Name Of the Work : Supply of Printed Stationery required for various Offices/EHT Substations in Metro Zone, Hyderabad for the financial Year 2025-26

Name of the firm : M/s.....  
.....  
.....

**Sd/-  
CHIEF ENGINEER,  
METRO ZONE/HYDERABAD.**



**TRANSMISSION CORPORATION OF TELANGANA LIMITED**  
Website: [www.tgtransco.com](http://www.tgtransco.com) CIN No: U40102AP2014SGC064248

Office of the  
Chief Engineer/ Metro Zone  
TGTRANS CO /Erragadda /Hyderabad.

**TENDER NOTIFICATION.NO.CE/MZ/PURCHASE/P-06/2025-26/HYD/DE(T)/ADE-T4/F./  
D.NO.2753/25, DT. 28 .01.2026.**

**Sub:** - Metro Zone - Hyderabad - Supply of Printed Stationery required for various Offices/EHT Substations in Metro Zone, Hyderabad for the Financial Year 2025-26 - Regarding.

\*\*\*

Sealed Tenders from the manufacturers (OEMs)/authorized dealers/suppliers for "Supply of Printed Stationery required for various Offices/EHT Substations in Metro Zone, Hyderabad" with the following

\*\*\*

<b>Sl. No.</b>	<b>Spec. No.</b>	<b>Description of work</b>	<b>Qty.</b>	<b>E.M.D.</b>
1.	P-06/25-26	Supply of Printed Stationery required for various Offices/EHT Substations in Metro Zone, Hyderabad for the financial Year 2025-26.	As per schedule	Rs.7000/- (Rupees Seven Thousand Only)

Detailed tender specification and schedule of items can be downloaded from TGTRANS CO website, [www.tgtransco.com](http://www.tgtransco.com) from 28.01.2026.

The following documents and DD's are to be enclosed scrupulously, along with the specification:

- 1) A demand draft/Bankers Cheque for **Rs.590/- (Rupees Five Hundred and Ninety Only)** drawn on any Nationalized/scheduled bank in favour of Superintending Engineer/OMC/Metro-Central/Hyderabad payable at Hyderabad towards cost of each specification. The specification cost is non-refundable.
- 2) A demand draft/Bankers Cheque for an amount of **Rs.7000/- (Rupees Seven Thousand Only)** drawn on any Nationalised/scheduled bank in favour of Superintending Engineer/OMC/Metro-Central/Hyderabad payable at Hyderabad towards EMD (Refundable).

The filled in tenders duly signed & superscribing on envelope as mentioned in specification shall be deposited in the sealed tender box provided in the O/o Chief Engineer/Metro-Zone/Hyderabad on or before 27.02.2026.

**Last date for receipt of filled in sealed tender in tender box: 27.02.2026 upto 13:00 Hrs.**

**Date & time of opening of the tenders : 27.02.2026 at 15:00 Hrs.**

For further details please contact this office (phone No. 040: 29562977) during office working period or visit website [www.tgtransco.com](http://www.tgtransco.com)

**Sd/-  
CHIEF ENGINEER,  
METRO ZONE/HYDERABAD**

**Copy Communicated to:**

The Chief Engineer/Zone's, Rural Zone/Warangal Zone/Karimnagar Zone \*

**Copy to:**

The Superintending Engineer/OMC/Metro-East, West, Central & south/Hyderabad. \*  
The Superintending Engineer/ Metro-Civil, Telecom, 400KV Construction/Hyderabad. \*

It is requested to arrange to display in Notice Board please.

**TRANSMISSION CORPORATION OF TELANGANA LIMITED**

\*\*\*  
**SUMMARY SHEET**

**TENDER SPECIFICATION No. Chief Engineer/MZ/Hyd/P-06/2025- 26**

1. Material supplied : Supply of Printed Stationery required for various Offices/EHT Substations in Metro Zone, Hyderabad for the financial Year 2025-26.
2. Officer to whom the tenders : Chief Engineer/Metro Zone/TGTRANSCO shall be submitted Erragadda/Hyderabad.
3. Superscription on the sealed :  
Tender covers
  - (i) GST Registration No. of the Vendor with validity particulars
  - (ii) Tender against Specification No.
  - (iii) Due date and time for submission.
  - (iv) Date and time for opening.
  - (v) Payment of E.M.D. & Cost of specification. Give details; D.D. No., Date
  - (vi) Whether 90 days validity offered.....  
YES/NO
  - (vii) Whether the quotation is made with TGTRANSCO
  - (viii) Payment terms as per clause 8 of Sec. II (Financial).....YES/NO.
  - (ix) Whether the delivery is as per delivery schedule indicated.....YES/NO
4. Last date & Time of receipt of tenders: 13:00 Hrs. on 27-02-2026.
5. Date & Time of opening of tenders : 15:00 Hrs. on 27-02-2026.
6. Place of opening : O/o. Chief Engineer /Metro Zone / TGTRANSCO/GTS Colony/ Erragadda/Hyderabad – 500 045.
7. EMD to be paid along with : **Rs.7000/- (Rupees Seven Thousand Only)** by the way of Demand Draft or Bankers cheque in favour of “Superintending Engineer/ OMC Metro-Central/ Erragadda/ Hyderabad” drawn on any Nationalised/ Scheduled Bank payable at Hyderabad.  
(to be enclosed in the sealed tender).
8. Security Deposit : **5% of the purchase value**
9. Validity of tender : 90 days from the date of opening
10. Cost of specification : DD/Banker Cheque for Rs. 590/- to be drawn in Favour of Superintending Engineer/OMC/Metro-Central payable at Hyderabad. (to be enclosed in the sealed tender).

**Sd/-  
CHIEF ENGINEER,  
METRO ZONE /HYDERABAD.**

## **SECTION-1** **GENERAL**

### **1. Scope of Work:**

Supply of Printed Stationery required for various Offices/EHT Substations in Metro Zone, Hyderabad for the financial Year 2025-26.

This specification covers the supply of materials delivery FADS, (Free at Destination, O/o Chief Engineer/Metro Zone/Hyderabad) as detailed in the Schedule attached to the specification.

### **2. Filling up of Schedules:**

The schedules should be duly filled in the form attached to the specification. Unless full details required in the schedules are furnished the tender offers will not be considered and will be rejected. The partially filled schedules will be rejected i.e., the tender will have to quote for total quantity of all the items mentioned in the schedule.

### **3. Clearing of doubts:**

If the Tenderer has any doubt about the meaning of any portion of this specification, he should at once obtain the required clarifications information in writing from the CE/Metro Zone/ TGTRANSCO, Metro Zone/TGTRANSCO, 2<sup>nd</sup> Floor, Room.No. 208, Nagar X Roads, Erragadda, Hyderabad-500045. Ph. No. 040-29562977 from whom he has received the specification, before 15 days from the date of tender opening after which no correspondence will be entertained.

### **4. Earnest Money Deposit:**

- a) Each Tenderer must pay an E.M.D to a value of **Rs.7000/- (Rupees Seven Thousand only)**. This amount should be paid by way of Crossed Demand Draft on the State Bank of Hyderabad, State Bank of India or any other Nationalized/scheduled Bank drawn in favour of the Superintending Engineer/OMC/Metro-Central/Hyderabad payable at Hyderabad. The crossed DD/Bankers cheque shall compulsorily be enclosed to the tender or else the tender will be rejected out rightly and no request will be considered in this matter.
- b) Submission of EMD by way of cheque cash money order, call deposit or Bank guarantee will not be accepted.
- c) Requests for exemption from payment of EMD will not be entertained in any case even though the Tenders are registered with DGS & D and NSIC & S.S.I Unit
- d) The EMD will be refunded to unsuccessful Tender on application after intimation of the rejection of the Tender. In case of successful Tenderer of Tenders, the EMD may be adjusted towards part security deposit.
- e) EMD shall be paid for full amount as mentioned above non- payment of full amount towards EMD will lead to rejection of tender out rightly and no request will be consider in this matter. The EMD will be forfeited in the following cases.
  - i) When the successful Tender does not accept the order after issue of Purchase Order
  - ii) When Tender is alter his price or withdraws his offer during the validity period.
- f) The fact of having enclosed the E.M.D by Demand Draft along with the Tender on the fact of the Tenderer holding PEMD should be clearly superscribed in the sealed envelope.
- g) In any case, there shall not be claim of interest by the bidders.

**h) Cases where the EMD is superscribed on the cover but the Demand Draft is not found in the cover and also if full EMD amount is not furnished shall run the risk of being blacklisted by TGTRANSCO**

### **5. Validity of Tender:**

- a) Tender should be kept valid and open for acceptance for a period of 90 days counted from the date of opening of the Tenders. The period of validity cannot be counted from any due date other than the date of opening of Tenders. The tenderers will not be permitted to withdraw or vary their offers once made within 90 days from the date of opening of the Tenders and if they do so, the EMD will be forfeited.
- b) The Tenderer should clearly superscribed on the sealed tender envelope about the validity of Tender i.e. No. of days. Any offer giving a lesser period of validity other than 90 days is liable to be returned un-opened at the discretion of the TGTRANSCO.

### **6. Past performance:**

The Tenderer may furnish the details of purchase order if any for the materials mentioned in the tender schedule supplied TGTRANSCO/TGGENCO/ TG Power utilities/Telangana state Government organizations.

## **7. Quantity to quote:**

Suppliers are required to quote for total quantities for each item in full, as indicated in the Schedule (Form-III B). Offers quoting less than the prescribed quantity are liable for rejection. The samples of the Stationary are available in the O/o Chief Engineer/Metro-Zone/Hyderabad. The firms are requested to quote duly verifying the sample.

## **8. Completeness of Tender:**

The Tender should be complete with all details of materials, illustrative and descriptive literature and drawings, and information regarding the country of manufacture and origin of materials used in the manufacture of the articles. Tenders not accompanied by this information are liable for rejection.

## **9. Deviations from Specification:**

No deviations from the terms and conditions are allowed. All Tenders shall strictly conform to the conditions notified. Any Tenders not strictly in conformity with the notified conditions are liable to be rejected.

## **10. Due date and submission of Tender:**

Tenders in complete shape with all schedules and Tender forms filled in together with all accompanying Tender descriptive and illustrative literature must be sent in a sealed cover kept in an outer sealed cover both addressed to the Chief Engineer/ Metro Zone, Opp. CTI, GTS Colony, Erragadda, Hyderabad-500045 so as to reach him by the due date and time specified in the tender notification. The name of the Supplier/Tenderer should be clearly written both on the sealed cover and outer envelope.

## **11. The sealed cover as well as the outer envelope should be superscribed as follows:**

- a) GST Registration No. of the Vendor with validity particulars
- b) Tender against Specification No.
- c) Due date and time for submission.
- d) Date and time for opening.
- e) Payment of E.M.D. & Cost of specification.

Give details; D.D. No., Date

- f) Whether 90 days validity offered.....YES/NO
- g) Whether the quotation is made with TGTRANSCO payment terms as per clause 8 of Sec. II (Financial).....YES/NO
- h) Whether the delivery is as per delivery schedule indicated.....YES/NO

The Tenderers shall invariably complete Forms IIIA, IIIB, IIIC & IIID attached to the specification and enclose the same to the Tender without fail.

The time of actual receipt in the Tender receiving office only will count for the acceptance of the Tender and the date of Tender, 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.

The Tenderers who have purchased the specification only should quote.

Standard printed conditions attached to the tender will not be accepted. Only those mentioned in the body of the Tender will be considered. Should the Tender wish to depart from the provision of this specification, he shall list such departures in the body of the Tender and submit full particulars and reasons for such departure. Unless so specifically brought out and explained the equipment/ materials offered shall be considered to comply in every respect with the terms and conditions contained in the specification.

Telegraphic quotations and quotations given by fax will not be entertained under any circumstances. Clarifications, amplifications, and/or any other correspondence from the Tenderer subsequent to the opening of Tender will not be entertained. The Tenderers are advised to ensure that their Tenders are sent in complete shape at the first instance itself.

- i. Post Tender rebates, revisions or deviations in quoted prices and/or conditions or any such offers which will give a benefit to the Tenderer over others will not only be rejected outright but the original tender itself will get disqualified on this account the Tenders EMD will be forfeited. Conditional discounts are not acceptable.

In the event of the specified date for the submission of Tenders, being declared a holiday for a purchaser, the Tenders will be received upto the appointed time on the next working day.

## **12. Tender opening date:**

Tender will be opened at the office of the Chief Engineer/Metro Zone/Opp. Metro Zone/TGTRANSCO, 2nd Floor, Room.No. 208, Kalyan Nagar X Roads, Erragadda, Hyderabad-500045. Ph. No. 040-29562977 as indicated in the NIT the date and time as specified therein in the presence of such of those Tenders who have submitted their bids or their authorized representatives as may desire to be present.

In the event of the specified date of the Tender opening being declared a holiday for the purchaser, the Tenders shall be opened at the appointed time and location on the next working day or any other day as notified on the notice board at the O/o Chief Engineer/Metro Zone/Hyderabad.

## **13. Acceptance:**

It is not binding on the TGTRANSCO to accept the lowest or any Tender. The TGTRANSCO reserves the right to place orders for individual items with different Tenderers/overall items for one tenderer and to revise the quantities at the time of placing the order and to order extra materials upto the extent of the offered quantities within the validity of the Tender. The orders for the items may be split up between different Tenders to facilitate quick delivery of the materials required. The TGTRANSCO also reserves the right to accept or reject any particular Tender without assigning any reasons therefore. The TGTRANSCO reserves the right to vary the ordered quantity during the execution of the order. The evaluation will be done item wise or overall items to decide L1

## **14. Post Tender Offers:**

Under no circumstances shall a Tenderer alter his price during the validity period after Tenders are opened. Any Tenderer who does so resulting in recalling of Tenders by the TGTRANSCO shall not only lose his E.M.D but also run the risk of being blacklisted by the TGTRANSCO which reserves the right under the law to recover damages resulting there from.

## **15. Interchangeability:**

All similar material and removable parts of similar equipment shall be interchangeable with each other. A specific confirmation of this should be furnished in the tender.

## **16. Places of location:**

Particulars of site location and nearest rail heads to which the equipments/material have to be supplied will be given to successful Tenderers.

## **17. Delivery:**

The material shall be supplied within 2 months from the date of receipt of detailed purchase order. The delivery quoted shall 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 pre-requisites. The commencement date and date of completion of deliveries shall be indicated. The preferred delivery time which is the essence of this specification is indicated in the Schedule-IIIB Final deliveries are however, subject to confirmation at the time of placing the Order. Delay in delivery of materials FADS – (Free at Destination, Assistant Divisional Engineer/T-4 at O/o. Chief Engineer/Metro Zone/Hyderabad) 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. TGTRANSCO reserves its right to defer the delivery date at any time after orders are placed giving not less than 2 months notice without any change in the other conditions of supply. The delivery period which shall be reckoned from the date of issue of the Detailed Purchase Order and penalty for late delivery will be as per clause 8 of Sec. II (Financial of this tender specification.

## **17. Packing:**

The packing may be in accordance with manufacturer's standard practice unless otherwise specified. The supplier should however, ensure that the packing is such that equipments reach the destination without damages after transport by Air, Sea, Rail and/or Road.

The supplier, whenever dispatches materials 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 on the same. The consignee will return to the supplier one copy of the packing slip with his remarks. The proforma of packing slip will be as follows:

**19. PACKING SLIP:**

1. Purchase Order No. & Date.
2. Quantity allotted to the stores and rate applicable.
3. Quantity so far supplied to the stores and the rate applied.
4. Quantity now supplied and the rate applied.
5. Total quantity supplied under the Purchase Order with rates applied.
6. Programme for supplying the balance quantity to the stores.

The supplier shall invariably send to the Purchasing officer a copy of delivery challan whenever materials are dispatched

**20. The decision of the Chief Engineer/Metro Zone /TGTRANSCO/Hyderabad to accept any tender and to reject any or all tenders is final:**

The **Chief Engineer/Metro Zone /TGTRANSCO/Hyderabad**, reserves the right to accept or reject any tender and to annual tendering process and reject any or all tenders at any time prior to the award of contract without thereby incurring any liability to the affected tenderer or tenderers on the grounds of its authority.

**21. Jurisdiction.**

All and any disputes or differences arising out of or touching the order against this specification shall be decided only by the Courts or Tribunals situated in Hyderabad/Secunderabad cities. No suit or other legal proceedings will be instituted elsewhere.

Sd/-  
**CHIEF ENGINEER,  
METRO ZONE/HYDERABAD**

## **SECTION-II** **FINANCIAL**

### **1. Prices:**

Prices shall be quoted in Indian Rupees only on firm basis and the quotation should be FADS price inclusive of GST and other legally permissible duties and levies wherever applicable, handling charges and insurance to cover the transport by road from destination railway station to site/stores and storage at site/stores for 30 days thereafter but Exclusive of S.T.

Even through composite Firm price is quoted, the break-up for all the duties, taxes, freight, insurance etc., shall be furnished.

It is the responsibility of Tenderer to inform himself of the correct rates of duties and taxes leivable on the materials at the time of tendering.

If the rates of statutory levies assumed by the Tenderer are less than the correct rates prevailing at the time of Tendering the TGTRANSCO will not be responsible for such errors. If the rates of statutory levies assumed by the Tenderer are later proved to be higher than the actual/correct rates prevailing at the time of Tendering, the difference shall be passed onto the credit of the TGTRANSCO. If the rates of statutory levels assumed by the Tenderer increase due to increase in turnover, the increase shall be borne by the Tenderer.

In case the Tenderer is exempted from paying excise duty or Sales Tax such Tenderer shall invariably enclose a copy of the excise duty/sales tax exemption certificate. Otherwise excise duty gate pass has to be invariably furnished along with each bill if order is placed.

The proforma credit available to the supplier on the purchases of inputs (raw materials) consequent to the introduction of "MODVAT" scheme may be taken into account while quoting the prices. The duties and taxes, if any, payable extra may be stated.

### **2. Variable prices & price variation basis:**

Note: If the Tenderers quote with variable prices when firm prices are specified in the specification or vice versa their tender will be rejected and will not be considered for evaluation.

### **3. Statutory Variation:**

Any variation up or down in statutory levy or new levy introduced after opening of the Tender/after placing of the order under this specification shall be to the account of the TGTRANSCO provided that in cases where delivery schedule is not adhered to by the Tenderer and there is upward variation/revision after the agreed delivery date, the Tender/Supplier shall bear the impact of such levies and if there is downward variation/ revision of TGTRANSCO shall be given credit to that extent.

### **4. Security Deposit:**

The successful Tenderers shall furnish Security Deposit equal to 5% of the total accepted tender value for proper fulfillment of the contract, which will included the guarantee period failing which the E.M.D will be forfeited. This will not be waived in any case under any circumstance. The amount shall be forfeited, if the successful Tenderer fails to fulfill the terms of contract/order.

Security Deposit must be paid by crossed Demad Draft drawn in favour of Superintending Engineer/OMC/Metro-Central/TGTRANSCO/Hyderabad from any Nationalized / Scheduled Bank.

The security deposit (5% of the total accepted tender value) will be released after completion of delivery of goods in full shape and good condition.

### **5. Terms of Payment:**

a. 100% payment inclusive of taxes & duties will be made after 45 days from the date of receipt of goods in good condition by TGTRANSCO duly certified by the consignee or after approval of the test certificates whichever is later. No interest will be payable in case the payment is delayed for whatever reason.

Payment for the materials supplied will be made by the paying officer. The paying officer is **Superintending Engineer/OMC/Metro-Central/Hyderabad (or) Senior Accounts Officer, O/o Superintending Engineer/OMC/Metro-Central/Hyderabad.**

If the supplier has received any over payments by mistakes 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 amounts and/or Bank Guarantees given by the company due to or with the TGTRANSCO.

When the supplier does not at any time, fulfill his obligation in replacing, rectifying etc., of the damaged/defective materials in part or whole promptly to the satisfaction of the TGTRANSCO's Officers, the TGTRANSCO reserves the right not to accept the bills against subsequent dispatches make by the supplier and only the supplier will be responsible for any demurrages, wharfages or damage occurring to consignment so dispatched.

- b) Income tax & other applicable taxes, if any, will be deducted from the bills as per the procedure and vogue.
- c) Haritha Nidhi: Telangana Green Fund @ 0.01% of the total value of the contract may be deducted and remitted to the Telangana Haritha Nidhi, if applicable.

#### **6. Currency of Payment:**

- 6.1 **All payments will be make in Indian Rupees.**

#### **7. Responsibility of the Tenderer for Loss/Damage:**

The Tenderer is responsible for the safe delivery of the goods in good condition at the destination. He should acquaint himself of the conditions obtaining for handling and transport of the goods to destination and shall include and provide for security and protective packing of the goods so as to avoid damage in transit.

External damages or shortages that are *prima facie* the results of rough handling in transit or due to defective packing will be intimate within a freight of the receipt of the materials. Internal defects, damages or shortages of any integral parts which cannot ordinarily be detected on a superficial visual examination though due to bad handling in transit or defective packing will be intimate within 2 months from the date of receipt of the materials. In either case the defective or damaged materials should be replaced by the supplier free of cost to the TGTRANSCO. If no steps are taken within 15 days of receipt of intimation of defects or such other reasonable time as the TGTRANSCO may deem proper to afford, the TGTRANSCO may without prejudice to its other rights and remedies cause to be repaired or rectified the defective material or replace the same and recover the expenditure incurred there for from the deposit such as Earnest Money, Security and Performance or other monies available with TGTRANSCO or by resorting to legal action.

For the purpose of any legal construction, the materials shall be deemed to pass into TGTRANSCO's ownership only at the final destination where they are delivered and accepted.

#### **8. Penalty for late delivery:**

(i) **General:** The time for and the dates for delivery mentioned in the purchase order shall be deemed to be the essence of the contract. In case of delay in delivery of materials at destination. Whatever be the reason, the TGTRANSCO may at its option, demand and recover an amount equivalent to half percent of the value of the materials not delivered within the prescribed time limit for every week of delay or part thereof, subject to max of 5% of the total value of the contract.

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

(ii) The date of receipt of materials at the destination stores in good condition (Form-13) will be taken as the date of delivery.

For penalty, the number of days of delay would be rounded off to the nearest week and interest calculated accordingly. Materials/equipment which are not of acceptable quality or are not conforming to specification would be deemed to be not delivered.

The penalty specified in this Clause shall be levied and would be adjusted against subsequent pending bills.

#### **9. Force Majeure:**

The supplier will not be liable for delay or for failing to supply the material/equipment for reasons of 'Force Majeure' such as acts of God, acts of Public enemy, acts of Govt., fires, floods, strikes, lockouts etc., and strikes in works of manufacturers of proprietary items as specified by the TGTRANSCO.

The supplier shall within 10 days from the beginning of such delay notify to the TGTRANSCO in wiring the cause of delay. The TGTRANSCO shall verify the facts and grant such extension of time as facts justify.

No price variation shall be allowed during the period of force majeure and penalty would not be levied for this period.

#### **10. Risk Purchase and Black Listing:**

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

**Sd/-**  
**CHIEF ENGINEER,**  
**METRO ZONE/HYDERABAD**

**FORM-III-A**  
**(TO BE FILLED BY THE TENDERER)**

1. Enquiry No. :
2. Specification No. :
3. Name of the Material :
4. Vendor GSTB Registration No. For this item :
5. Quantity on Enquiry :
6. Last date and time for submission of tender :
7. Date and time for opening of tender :
8. Whether EMD is enclosed :
9. Whether the quotation is in single part/two part. :
10. Whether the specified minimum quantity is quoted. :
11. Whether prepared to furnish performance Bank Guarantee @ 10% if order is placed. : --Not applicable--
12. Cost of specification whether remitted :
13. Whether month-wise delivery schedule is indicated. :
14. Prices whether Variable. :
15. Whether exercise duty is included/excluded :
16. Whether sales tax included/excluded :
17. Whether TGTRANSCO's terms of payment are accepted:
18. Quantity offered for supply :
19. Whether 90 days validity offered :
20. Whether sample is enclosed :
21. Whether the material/equipment offered conforms to the relevant TGTRANSCO's/ISS specifications and drawings : --Not applicable--
22. Whether executed orders of the Board previously for the items tendered now. Please give full details. : --Not applicable--
23. Similar details in respect of supplies made to other S.E.Bs:
24. Whether E.M.D exemption letter enclosed, if exempted. : --Not applicable--
25. Whether Income Tax clearance certificate enclosed. : --Not applicable--
26. Whether the product bears ISI mark. : --Not applicable--

**SIGNATURE OF THE TENDERER**

**FORM-III C****PAST PERFORMANCE DETAILS**

**(For a Period of last five years, year wise prior to date of tender opening, Item wise with subtotals year wise)**

**Material:-****Year:-**

<b>Sl. No.</b>	<b>Order Placed by (Name and full address of purchaser)</b>	<b>Order No. &amp; Date</b>	<b>Description and quantity</b>	<b>Value of Order</b>	<b>Date of Completion of Order</b>		<b>Whether the Performance Certificate from Purchase attached (Yes/No)</b>
					<b>As Per Order</b>	<b>Actual</b>	

**Note:-** It is responsibility of the Tenderer to prove the qualifying requirements by furnishing copies of P.Os and by enclosing the performance certificates issued by the purchasers, with actual utilization particulars of the material/equipment. Offers without these details are liable for rejection.

**Signature of Tenderer with Seal and Date**

**DETAILS TO BE FURNISHED IN CASE OF A MANUFACTURER**

1. Name and address of firm
2. Location of manufacturing works/  
factory/factories owned.
3. Details of additional plant and  
machinery erected.
4. Details of stores or class of  
stores which the factory, as  
equipped is capable of production  
( Specifying each item separately)
5. Production capacity of each item,  
with the existing plant and  
machinery.
6. Details of arrangements for quality  
control of products such as  
laboratory etc.
7. Whether there is scope for  
expansion and to what extent?
8. Whether samples were tested to any  
standard specification, if so, copies  
of original test certificates should  
be submitted in triplicate

PLACE:

**SIGNATURE AND DESIGNATION**

DATE:

## **TENDER FORM**

### **TRANSMISSION CORPORATION OF TELANGANA LIMITED**

SPECIFICATION.....(To be filled in by the Tenderer)

MATERIAL.....(To be filled in by the Tenderer)

To  
The Chief Engineer  
Metro Zone  
Erragadda  
Hyderabad.

Dear Sir,

Having examined the above specifications together with the accompanying general conditions therein referred to we hereby offer to provide and execute the order described in the said specification according to the specification general conditions at the rates entered in the attached schedule of prices.

- 1) We hereby undertake to have the material delivered within the time specified in the Form III-B.
- 2) We hereby guarantee the particulars entered in the schedules attached to the specification.
- 3) In accordance with Clause 4 of Section-II of the specification we propose to furnish securities to the extent 5% percent of the values of the contractor.

**SIGNATURE OF THE TENDERER**

**FORM - III (B) SCHEDULE OF QUANTITY AND PRICES**  
**SPECIFICATION NO. CE/Metro Zone/P- /2025-2026 OF CE/MZ/HYDERABAD**

<b>Sl. No.</b>	<b>Description of Material</b>	<b>Qty required (Nos.)</b>	<b>UOM</b>	<b>TGTRAN SCO's Delivery schedule</b>	<b>HSN Codes(If any) 8 Digits</b>	<b>Ex-works price per unit</b>	<b>GST Sales Tax</b>	<b>Rate per Unit 9 = (7+8)</b>	<b>Total Value (10 = 9x 3)</b>	<b>Remarks (Make/Type/ Model of the offered material shall be mentioned)</b>
(1).	(2).	(3).	(4).	(5).	(6).	(7).	(8).	(9).	(10).	(11).
1	Attendance register	148	Nos.	2 Months						
2	Consumable Register (as per sample)	53	Nos.							
3	FCR (For pensioners) financial ledger 400 pages with card board binding, 60 GSM full scape rule) ruled with alphabetical & numbering(as per sample)	10	Nos.							
4	Employee FCR	16								
5	Gate pass book, 1/8" each pad containing 50 No.s (1+3) ( as per sample)	56	Nos.							
6	Inward registers with card board binding each containing 400 pages on two sides print ( full scape size) (as per sample)	115	Nos.							
7	Interruption registers 200 pages (as per sample)	189	Nos.							
8	LC books Each book of (100X2 folios) in duplicate(1+1) with numbering and ledger paper 60GSM with ordinary binding ( as per sample)	160	Nos.							
9	Max.Min Demand registers 200 pages (as per sample)	232	Nos.							
10	Notice book for 132/220/400KV (1+1 duplicate) 1/8, 50 pages with numbering on one side print and card board binding on one side )1 copy detachable )(as per sample)	58	Nos.							
11	Outward registers with card board binding each containing 400 pages on two sides print (full scape size) (as per sample)	182	Nos.							
12	Patrolling dairy of 6.5"X4" size of 100 pages on two side print and ordinary binding 60 GSM (as per sample)	47	Nos.							
13	Printed log books 16 sets of documents each set containing printed pages 3 blank white pages (as per sample)	262	Nos.							
14	PCBs of size 13"x8" containing 100 folios in duplicate i.e., 100x2 original, detachable on one side printing with numbering (as per sample)	166	Nos.							

15	T-Note books (300 pages) of full scape size (1+3) in triplicate with numbering on one side print and ordinary binding 60 GSM, Original & duplicate perforated ( as per sample)	147	Nos.	2 Months							
16	Tappal books 6.5"X8" size of 200 pages with 2 sides print and cardboard binding ( as per sample)	59	Nos.								
17	T&P Registers (as per sample)	44	Nos.								
18	Transformer maintenance registers (as per sample)	121	Nos.								
19	Material Issue Register 400 pgs	10	Nos.								
20	Material Receipt Register 400 pgs	10	Nos.								
21	Devolutions Received Register 400 pgs	12	Nos.								
22	Trip Sheet Books	30	Nos.								
23	Vehicle Log Books	46	Nos.								
24	Cash Book (ledger paper of 80 GSM)	9	Nos.								
25	Work order application books	2									
26	Measurement Books	132	Nos.								
27	PTR History Book	78	Nos.								
28	Diesel Requisition book of 6.5 x 8 size of 200 pages with numbering on one side printing and ordinary binding	4	Nos.								
29	Registers - 100 pages (ruled)	145	Nos.								
30	Registers - 200 pages (ruled)	160	Nos.								
31	Registers - 300 pages (ruled)	135	Nos.								
32	Registers - 400 pages (ruled)	67	Nos.								
33	Spring Folder Files	290	Nos.								
34	Box Files	140	Nos.								
35	Brown sheet folders, thickness: 5mm, printing (as per sample)	1785	Nos.								
36	File folders No.999 with hole calico rabbit with printing, thickness:3 mm (as per sample)	1800	Nos.								
37	File pads thickness: 5mm, with flaps 7.5cms with and thread of 100 cms (as per sample)	1800	Nos.								
38	Envelopes (big Size)	2600	Nos.								
39	Tappal Pads	62	Nos.								
40	Crop compensation value statement	3	Nos.								
41	Tan Delta &oil sample register (100 pages)	15	Nos.								

42	Line loses Register (200 pages)	15	Nos.							
43	Energy meter reading Register (200 pages)	15	Nos.							
46	Surge Monitor Register (200 pages)	15	Nos.							
47	Gas reading register (200 pages)	30	Nos.							
48	OLTC Tap change counter register (100 pages)	40	Nos.							
49	Battery Reading Register (100 pages)	15	Nos.							
50	Complaint Register (100 pages)	15	Nos.							
51	Hotlines Register (100 pages)	15	Nos.							

Note: 1) Discount if any may be mentioned

- 2) Company shall deliver the material within 2 months from the date of receipt of purchase order
- 3) Bidder/tender should quote for total quantity of all the items of Printed stationary mentioned above and as per the samples, else tender will be rejected
- 4) The Company has to deliver the material (general Stationery) to the Assistant Divisional Engineer/ Tech-4 O/o Chief Engineer/Metro Zone/Hyderabad  
The bills will be processed & transmitted to OMC Metro-Central circle for arranging payments.
- 5) EMD for Rs.7000/- (Rupees Seven thousand only) and cost of specification to the tune of Rs. 590/- shall be enclosed otherwise tender will be disqualified
- 6) Company has to quote duly verifying samples which are available in the O/o. Chief Engineer/Metro Zone/Hyd.
- 7) Superscription on the envelope is mandatory failing which bid will be treated as unsuccessful.

**SIGNATURE OF THE TENDERER WITH SEAL**

Sd/-  
**CHIEF ENGINEER,  
METRO ZONE/HYDERABAD.**