

**Reqd.Post with Ack.Due:**



TRANSMISSION CORPORATION OF TELANGANA LIMITED  
VIDYUT SOUDHA:: HYDERABAD - 82.

Website:Transco telangana.gov.in CIN No:U40102AP2014SGC094248

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

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

P.O.No.4300000131/26/Jt.Secy/DS(Per.I)/AS(P,S&F)/PO(S)/JPO/F.919/Spec.No-36/2025/  
D.No.109 /2025-26, Dt:27.02.2026.

Sir,

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

Ref: 1. Tender Specification No.JT. SECY/36-2025.  
2. Your Offer (Quotation) Dt.22.12.2025 opened on 23.12.2025.  
3. Letter received from M/s. S.S.V. Manufactures, Hyd., Dt.29.01.2026.

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**1.**

**a. Acceptance:**

I, acting for and on behalf of and by the order and direction of TRANSMISSION CORPORATION OF TELANGANA LIMITED (herein after called the 'TGTRANSCO') accept your (M/s S.S.V. Manufactures, Hyderabad hereafter called the supplier) quotation vide references 2<sup>nd</sup> cited for supply of Paper items, Stationery items and Registers at Vidyuth Soudha as detailed under clause (2) subject to the terms and conditions set out in this order.

**b. Scope of Contract:**

This contract relates to the supply of Paper items, Stationery items and Registers as detailed under clause (2) and covers manufacture, delivery F.O.R destination as detailed in this Purchase Order.

**2. Schedule of Material and Prices**

TGTRANSCO hereby accept the rates of Supply of Paper items, Stationery items and Registers worth of Rs.34,25,539/- (Rupees Thirty-Four Lakh Twenty-Five Thousand Five Hundred and Thirty Nine Only) (inclusive of GST) as mentioned in the annexure.

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

### 3. Prices:

The prices noted under "Schedule of Materials" are "Firm" in Rupees on F.O.R destination basis and inclusive of all Taxes, Packing & Forwarding and other legally permissible duties and levies wherever applicable, handling charges to cover the transport byroad from destination to site/ stores, unloading at destination.

### 4. Taxes and Duties:

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

### 5. Income Tax:

Income tax will be deducted at source if applicable.

### 6. Payment:

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

If the supplier has received any over payments by mistake or if any amounts are due to the 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.

When the supplier does not at any time, fulfill his obligations in replacing / rectifying etc. of the damaged / defective materials in part or whole promptly to the satisfaction of the 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 demurrage charges, wharf ages or damage occurring to the consignments so dispatched.

### 7. Performance Security:

Within Fifteen days of receipt of the notification of Contract award, the successful Bidder need to furnish to the Purchaser the performance security for an amount of **10% of the contract value** for the period of 6 months for proper fulfillment of the contract, which will include the warranty period, and completion of performance obligations including warranty obligations.

The performance security will cover 60 days beyond the date of completion of performance obligations including warranty obligations in the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected / replaced material will be extended to a further period of 6 months and the Performance Bank Guarantee for proportionate value will be extended 60 days over and above the extended warranty period. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to fulfill its obligations under the Contract.

The performance security will be ....

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

OR

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

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

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

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

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

#### **9. Delivery:**

The delivery of the stationery should be as detailed below.

##### 1. For Paper Items:

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

##### 2. Other than Paper Items:

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

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

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

**11. Dispatch Instruction:**

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

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

**12. Warranty:**

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

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

**13. Risk:**

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

**14. Packing:**

All the material shall be securely packed in such a manner so as to withstand rough handling during rail and road transit up to site.

**15. Completeness of Contract:**

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

**16. Force Majeure:**

The Supplier will not be liable for forfeiture of its performance security, penalty for late delivery, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

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

If a Force Majeure situation arises, the supplier will promptly notify the Purchaser in writing of such condition and the cause thereof. Unless or otherwise directed by the Purchaser in writing, the Supplier will continue to perform its obligations under the Contract as far as is reasonable in practice, and will seek all reasonable alternative means for performance not prevented by the Force Majeure event.

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

#### **17. Risk Purchase:**

In case of supplier who has not adhered to the delivery schedule, 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. This is in addition to the rights of TGTRANSCO mentioned in the specification.

#### **18. Jurisdiction**

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

#### **19. Acknowledgement.**

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

(This order is issued with the concurrence of Director(Fin., Comml.,& HRD),TGTRANSCO, vide. No.733, dt.13.02.2026)

Yours faithfully,

SD/-  
JOINT SECRETARY

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

Signature of the Contractor  
(with seal of the company)

Copy to:

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

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

**Schedule of Material Quantities and Prices for PO No. 430000131**

(All Financial Figures in Rs.)

ERP PO Itm No.	Schd. No.	Material Code	Material Description	HSN Code	PO Qty.	PO Unit	Base Rate /Unit	GST Rate (%)	CGST+ SGST	FADS Price /Unit	Total Amount Excl. GST	Total Amount Incl. GST(Rs.)
1	PCK-I	200000011	ALPIN BOXES (Bell Pins (700 pins in each box))	73199000	50	NO	30.00	18	5.40	35.40	1,500.00	1,770.00
2	PCK-I	2000000311	BROWN ENVELOPE 12"X5" (ordinary100GSM with printing ofTGTRANSCO Logo)	48171000	5000	RM	1.60	18	0.28	1.88	8,000.00	9,440.00
3	PCK-I	2000000354	BROWN ENVELOPE 9"X4" (rdinary)100GSM with printing ofTGTRANSCO Logo)	48171000	8000	NO	1.50	18	0.28	1.78	12,000.00	14,160.00
4	PCK-I	2000000009	BROWN ENVELOPE 9"X4" WITH WINDOW (- 100GSM with printing ofTGTRANSCO Logo)	48171000	5000	NO	1.50	18	0.28	1.78	7,500.00	8,850.00
5	PCK-I	2000000372	CORRECTING WHITE FLUID (Camlin Correction pen (7ml))	38249024	250	NO	16.50	18	2.98	19.48	4,125.00	4,867.50
6	PCK-I	2000000144	FILE PAD FS SIZE (35x25 cms with printingas TGTRANSCO (flaps special (thick blue) ordinary(green) emergency (Red)	48201090	6000	NO	23.50	18	4.24	27.74	141,000.00	166,380.00
7	PCK-I	2000000518	HIGHLIGHTER PEN ((yellow, Blue, Organe & Green)Faber Castell))	96082000	100	NO	16.95	18	3.06	20.01	1,695.00	2,000.10
8	PCK-I	2000000578	INWARD REGISTER ((5Q with Srawboard 21'X 33'cm 80 GSM))	48201010	50	NO	211.00	18	37.98	248.98	10,550.00	12,449.00
9	PCK-I	2000000590	OUTWARD REGISTER (5Q with Srawboard 21'X 33'cm 80 GSM))	48201010	50	NO	211.00	18	37.98	248.98	10,550.00	12,449.00
10	PCK-I	2000000509	PAPER WEIGHT	70139190	50	NO	16.95	18	3.06	20.01	847.50	1,000.06
11	PCK-I	2000000477	STAMP PAD 157MM X 96MM ((Stamp Pad Big)(blue colour) 160 x 97mm (Ashoka))	96122000	50	NO	38.00	18	6.84	44.84	1,900.00	2,242.00
12	PCK-I	2000000476	STAMP PAD 110MM X 70MM (Stamp Pad medium 110 x 70mm(Blue colour) (Ashoka))	96122000	100	NO	19.00	18	3.42	22.42	1,900.00	2,242.00
13	PCK-I	2000000463	SELF STICK RESPOSIBLE NOTES(FLAGS) OF SIZE 1" X 3" SIZE, 100 SHEETS IN A SET (120 Sheets in A Set(Flags tri-color)(JB9))	48201090	200	NO	17.00	18	3.06	20.06	3,400.00	4,012.00
14	PCK-I	2000000644	FILE TAGS(BUNDLES) (10" length (100 No.s Tags in each bundle))	83059090	250	NO	24.00	18	4.32	28.32	6,000.00	7,080.00
15	PCK-I	2000000508	XEROX PAPER A4 SIZE 75GSM (JK XEROX PAPER) 210mm x 297 mm 2.3 kg)	48021010	6000	RM	250.00	18	45.00	295.00	1,500,000.00	1,770,000.00
16	PCK-I	2000000488	A3 SIZE PAPER (JK XEROX PAPER)75GSM 297mm x 420 mm 4.7 KG)	48021010	25	RM	500.00	18	90.00	590.00	12,500.00	14,750.00
17	PCK-I	2000000511	XEROX PAPER LEGAL SIZE (JK XEROX PAPER)FS 75GSM 215 x 345 mm 2.78 KG)	48021010	2500	RM	305.00	18	54.90	359.90	762,500.00	899,750.00



ERP PO Itm No.	Schd. No.	Material Code	Material Description	HSN Code	PO Qty.	PO Unit	Base Rate /Unit	GST Rate (%)	CGST+ SGST	FADS Price /Unit	Total Amount Excl. GST	Total Amount Incl. GST(Rs.)
18	PCK-I	2000000152	A4 SIZE PAPER REAM (JK XEROX PAPER) 80 GSM 210mm x 297 mm 2.5 KG)	48021010	200	NO	274.00	18	49.32	323.32	54,800.00	64,664.00
19	PCK-I	2000000483	FANFOLD PAPERS SINGLE PART 10"X12" (Fan Fold Papers Singlr Part for Dot Matrix machine) BOx=3000 Sheets)	48021010	15	RM	1,080.00	18	194.40	1,274.40	16,200.00	19,116.00
20	PCK-I	2000000485	MAPLITHO PAPER 27"X17" (Maplitho Paper for Digital Duplicator machine (FS)17" X27"70GSM (inreams)	48021010	100	RM	239.00	18	43.02	282.02	23,900.00	28,202.00
<b>Sub-Total of Schd. No. PCK-I:</b>											<b>3,045,423.66</b>	
21	PCK-II	2000000599	ATTENDANCE REGISTERS (with printing of Transmission Corporation of Telangana Ltd.,)	48201010	300	NO	60.00	18	10.80	70.80	18,000.00	21,240.00
22	PCK-II	2000000062	BROWN TAPE 2"	39191000	100	NO	25.43	18	4.58	30.01	2,543.00	3,000.74
23	PCK-II	2000000043	BINDER CLIP 19MM (1 box = 12 pieces)	83059020	100	BOX	14.00	18	2.52	16.52	1,400.00	1,652.00
24	PCK-II	2000000042	BINDER CLIP 25MM (1 box = 12 pieces)	83059020	100	BOX	18.00	18	3.24	21.24	1,800.00	2,124.00
25	PCK-II	2000000041	BINDER CLIP 35MM (1 box = 12 pieces)	83059020	100	BOX	30.00	18	5.40	35.40	3,000.00	3,540.00
26	PCK-II	2000000134	CALCULATOR (Casio-MJ-120D)	84701000	100	NO	410.00	18	73.80	483.80	41,000.00	48,380.00
27	PCK-II	2000000347	DUST BIN	39241090	50	NO	50.00	18	9.00	59.00	2,500.00	2,950.00
28	PCK-II	2000000362	FILE PUNCH(SMALL) (Punching Machine (Single)Kangaroo Make)	84729090	100	NO	74.00	18	13.32	87.32	7,400.00	8,732.00
29	PCK-II	2000000305	GEM CLIP BOX (1 box = 100 pieces)	83059020	50	NO	16.00	18	2.88	18.88	800.00	944.00
30	PCK-II	2000000207	PENCIL BOX (Apsara)(1 packet consisting of 10 pencils)	96091000	100	NO	45.00			45.00	4,500.00	4,500.00
31	PCK-II	2000000032	A4 SIZE PLASTIC FOLDER (Transparent (White Colour) (solo) with printing of TGTransco Logo)	39261019	8000	NO	10.00	18	1.80	11.80	80,000.00	94,400.00
32	PCK-II	2000000034	FS SIZE PLASTIC FOLDER (Transparent (White Colour) (solo) with printing of TGTransco Logo)	39261019	2000	NO	13.00	18	2.34	15.34	26,000.00	30,680.00
33	PCK-II	2000000032	A4 SIZE PLASTIC FOLDER (Transparent (White Colour) (solo)(Plain))	39261019	2000	NO	9.30	18	1.68	10.98	18,600.00	21,948.00
34	PCK-II	2000000631	STAPLER(BIG) (Kangaroo make(Trendy-35)	84729010	50	NO	89.00	18	16.02	105.02	4,450.00	5,251.00
35	PCK-II	2000000632	STAPLER(SMALL) (Kangaroo make(HD-10D Model)	84729010	100	NO	60.00	18	10.80	70.80	6,000.00	7,080.00



ERP PO Itm No.	Schd. No.	Material Code	Material Description	HSN Code	PO Qty.	PO Unit	Base Rate /Unit	GST Rate (%)	CGST+ SGST	FADS Price /Unit	Total Amount Excl. GST	Total Amount Incl. GST(Rs.)
36	PCK-II	2000000475	SPIRAL PAD/NOTE BOOKS (100 PAGES) (Scribbling pads (Executive)Kapil (No.5))	48201010	50	NO	22.00	18	3.96	25.96	1,100.00	1,298.00
37	PCK-II	2000000474	SCRIBBLING PAD (Scribbling pads 100 pages (Ordinary)Kapil (No.5))	48201010	100	NO	15.00	18	2.70	17.70	1,500.00	1,770.00
38	PCK-II	2000000521	SKETCH PEN SET (Luxor)	96082000	50	NO	16.00	18	2.88	18.88	800.00	944.00
39	PCK-II	2000000651	TOCHAN (Steel)	84729010	100	NO	30.00	18	5.40	35.40	3,000.00	3,540.00
40	PCK-II	2000000021	TRANSPARENT TAPE 2"	39191000	300	NO	24.00	18	4.32	28.32	7,200.00	8,496.00
41	PCK-II	2000000023	EXECUTIVE WRITING PAD (with cushion)	39201011	25	NO	940.00	18	169.20	1,109.20	23,500.00	27,730.00
<b>Sub-Total of Schd. No. PCK-II:</b>											<b>300,199.74</b>	
42	PCK-III	2000000374	FILE FOLDER 14"X10" (Under GSM Kraft Paper with printing of TGTRANSCO logo)	48201090	8000	NO	1.50	18	0.28	1.78	12,000.00	14,160.00
<b>Sub-Total of Schd. No. PCK-III:</b>											<b>14,160.00</b>	
43	PCK-III	2000000061	LEATHER BOUND REGISTER 2Q (200 pages Ruled Register(21X 33 cm) 80 GSM)	48201010	75	NO	183.00	18	32.94	215.94	13,725.00	16,195.50
44	PCK-III	2000000025	LEATHER BOUND REGISTER 5Q (5Q Ruled Register(21X 33 cm) 80 GSM)	48201010	50	NO	295.00	18	53.10	348.10	14,750.00	17,405.00
45	PCK-III	2000000593	REGISTER 100 PAGES RULED (1Q - 21 X 33 cm - 80GSM)	48201010	100	NO	44.00	18	7.92	51.92	4,400.00	5,192.00
46	PCK-III	2000000594	REGISTER 200 PAGES RULED (2Q - 21 X 33 cm - 80GSM)	48201010	100	NO	66.00	18	11.88	77.88	6,600.00	7,788.00
47	PCK-III	2000000028	RULED REGISTER 3Q (3Q - 21 X 33 cm - 80GSM)	48201010	150	NO	75.00	18	13.50	88.50	11,250.00	13,275.00
48	PCK-III	2000000595	400 PAGES RULED REGISTER (4Q - 21 X 33 cm - 80GSM)	48201010	50	NO	100.00	18	18.00	118.00	5,000.00	5,900.00
<b>Sub-Total of Schd. No. PCK-III:</b>											<b>65,755.50</b>	

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

**Total 2,903,685.50 3,425,538.90**

**Amount in Words: Thirty Four Lakh Twenty Five Thousand Five Hundred Thirty Eight Rupees Ninety Paise**

