

# TRANSMISSION CORPORATION OF TELANGANA LIMITED

Website: [Transco.telangana.gov.in](http://Transco.telangana.gov.in) CIN No: U40102TG2014SGC094248

O/o.The Chief Engineer,  
Rural Zone/TSTRANSCO  
220KV Sub-Station, GTS Colony,  
Erragadda, Hyderabad .500045.  
Tele Fax: **040 –23831147.**

## **TENDER NOTIFICATION. CE/RURAL/PURCHASE/P-22/2023-24/HYD/ADE(G)**

**D.No.3961/23, Dt.20.01.2024**

Sir,

**Sub:-** RZ/Hyderabad- Supply of General Stationery for various circles in Rural Zone  
For the financial Year **2023-24** – tenders called for-Reg.

**Ref:-** Tender Specification No. CE/RZ/O&M/P- 22 /**2023-24.**

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Sealed Tenders are invited from the eligible bidders for supply of General Stationery for various circles in Rural Zone against the tender specification vide under reference cited above.

S.No.	Spec.No.	Description of work	Qty	E.M.D.
1	P-22/23-24	Supply of General Stationery required for various Offices/EHT Substations in Rural Zone, Hyderabad for the Financial Year <b>2023-24.</b>	As per schedule	Rs.6000/- (Rupees Six Thousand Only)

Detailed tender specification can be downloaded from the TSTransco web site [www.tstransco.in](http://www.tstransco.in). The sealed tenders duly filled in along with specification cost of **Rs. 590/-** and EMD of **Rs. 6000/-** by way of DD drawn in favour of “Superintending Engineer/OMC/Sangareddy” and payable at Hyderabad should be deposited in the Tender box provided at the office of Chief Engineer/ Rural Zone/ TSTRANSCO/ Erragadda/ Hyderabad.

Last date for receipt of the filled in tenders is **13.00** on **Dt: 19.02.2024.**

The tenders will be opened in presence of Tenderers or their representatives at the office of Chief Engineer/Rural Zone/ TSTRANSCO/ Erragadda/ Hyderabad at 15.00 Hrs (3 PM) on **Dt: 19.02.2024.**

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**CHIEF ENGINEER  
RURAL ZONE/ HYDERABAD.**

### **Copy to**

The Superintending Engineers/OMC/ Sangareddy, Nalgonda, & Mahabubnagar.  
The Superintending Engineer/400KV/Construction/Rural/Hyderabad.  
The Superintending Engineer/Civil/Rural/Hyderabad.  
The Superintending Engineer/Telecom/Rural/Hyderabad.  
The Superintending Engineer/LIS/Rural/Hyderabad

With a request to  
arrange to display  
In Notice Board

**Copy to:**SAO O/o.CE/Rural Zone/Erg/Hyd.

### **Copy communicated to:**

The Chief Engineer/Transmission/VS/Hyderabad.

All Chief Engineer/ Metro, Warangal, Karimnagar Zones of TS Transco. - With a request to  
arrange to display  
in Notice Board

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# TRANSMISSION CORPORATION OF TELANGANA LIMITED

## SUMMARY SHEET

### **TENDER SPECIFICATION No. CE/RZ/Hyd/O&M/P-22/2023 – 2024.**

1. Name of the work : Supply of General stationery for various circles in Rural Zone Hyderabad.
2. Officer to whom the tenders shall be submitted : Chief Engineer/Rural Zone/TSTRANSCO/Erragadda/Hyderabad.
3. Superscription on the sealed cover : (i) Name of the work  
(ii) Tender Specn.No.**CE/RZ/O&M/P-22 /2023-24.**  
(iii) Tender opening date & Time  
(iv) Details of EMD paid i.e., DD No. ,Date & amount  
(v) Details of Spec. cost i.e., DD No., Date & amount.
4. Last date & Time of receipt of tenders: **13.00 Hrs. on 19.02.2024**
5. Date & Time of opening of tenders : **15.00 Hrs. on 19.02.2024**
6. Place of opening : O/o. Chief Engineer/Rural Zone/  
TSTRANSCO/Erragadda/  
Hyderabad – 500 045.
7. EMD to be paid along with tender : **Rs.6000/- (Rupees Six Thousand Only)** to be paid by way of Demand Draft drawn in favour of Superintending Engineer /OMC/Sangareddy, Hyderabad” on any Schedule Bank payable at Hyderabad
8. Security Deposit : **5% of the Contract value**
9. Approx Value of Work : **Rs. 3 Lakhs.**

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**CHIEF ENGINEER,  
RURAL ZONE/ HYDERABAD.**

## **SECTION-1**

### **GENERAL**

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

The supply of General Stationery, as detailed in the schedule attached to the specification.

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

Tender offers will not be considered if the schedule not filled properly

#### **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 Chief Engineer/Rural Zone TSTRANSCO, Erragadda, Hyderabad – 500 045 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:**

- 4.1 Tenderer has to pay an EMD of Rs. 6000/- by way of Crossed Demand Draft from any scheduled Bank drawn in favour of the Superintending Engineer/OMC/Sangareddy payable at Hyderabad. The crossed DD shall compulsorily be enclosed to the tender. The tenderer without EMD amount enclosed will not be considered.
- 4.2 Submission of EMD by way of cheque, cash, money order, call deposit or Bank guarantee will not be accepted.
- 4.3 Requests for exemption from payment of EMD will not be entertained in any case even though the Tenders are registered with GEM and NSIC.
- 4.4 The EMD will be refunded to unsuccessful bidder only after finalizing the tender.
- 4.5 In case of successful bidder the EMD paid will be adjusted towards part of security deposit.
- 4.6 The EMD will be forfeited in the following cases.
  - a) When the successful Tenderer does not accept the order after issue of Purchase Order
  - b) When Tender is disqualified for the reasons outlined in para 10.08.
  - c) When a Tenderer alters his price or withdraws his offer during the validity period.
- 4.7 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 TSTRANSCO

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

Tender should be kept valid and open for acceptance for a period of 120 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 tenders will not be permitted to withdraw or vary their offers once made within 120 days from the date of opening of the Tenders and if they do so, the EMD will be forfeited.

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

The Tenderer may furnish full particulars regarding supplies of the materials in question made so far to the TSTRANSCO and other boards and organizations in India.

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

Suppliers would be required to quote for total quantities of each item in full, of a lot indicated in the

specification. Offers quoting less than the prescribed quantity are liable for rejection.

**8. Completeness of Tender:**

The Tender should be complete with all details of materials. Tenders not accompanied by this information may be liable for rejection.

**9. Deviations from Specification:**

All Tenders shall strictly conform to the conditions notified. Any Tenders not strictly in conformity with the notified conditions are liable for rejection.

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

10.1 Tenders in complete shape with all schedules and Tender forms filled in together with all relevant enclosures must be sent in a sealed cover to the Chief Engineer/Rural Zone, Erragadda, Hyderabad-500045 so as to reach him by the due date and time specified in the tender notification.

The name of the Tenderer should be clearly written both on the sealed cover and on outer envelope.

10.2 The sealed cover as well as the outer envelope should be superscribed as follows:

- a. Name of the work
- b. Tender Specn.No.CE/RZ/O&M/P- /2023-24.
- c. Tender opening date & Time
- d. Details of EMD paid i.e., DD No. ,Date & Amount
- e. Details of Spec. cost i.e., DD No., Date & amount

10.3 Tenders not superscribed as in clause 10.2 are liable to be rejected.

10.4 The Tenderers shall invariably complete Forms A, B, & C attached to the specification and enclose the same to the Tender without fail. Tenders without these enclosures may be rejected.

10.5 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 TSTRANSCO will not be responsible for any postal or any other transit delays.

10.6 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.

10.7 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.

10.8 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.

10.9 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.

**11. Tender opening date:**

11.1 Tender will be opened at the office of the Chief Engineer/Rural Zone/Erragadda, Hyderabad as

indicated in the summary from the date and time as specified therein in the presence of such of those Tenders or their authorized representatives as may desire to be present.

- 11.2 **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 a notified on the notice board at the O/o Chief Engineer/ Rural Zone/Hyderabad.**

**12. Awarding Criteria:**

- 12.1 It is not binding on the TSTRANSCO to accept the lowest or any Tender. The TSTRANSCO reserves the right to place orders for individual items with different Tenderers 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 if desired. The TSTRANSCO also reserved the right or reject any particular Tender without assigning any reasons therefore. However preference will be given to lowest tenderer.

- 12.2 The TSTRANSCO reserves the right to vary the ordered quantity during the execution of the order.

**13. Post Tender Offers:**

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

**14. Delivery:**

Delivery period shall be reckoned from the date of receipt of the detailed purchase order. The delivery quoted shall be firm, definite, unconditional and on the basis of receipt of materials at destination in good condition. The preferred delivery time which is the essence of this specification will indicated in the Purchase Order. Delay in delivery of materials should be FADS – (Free at Destination, Stores/Circles). 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. TSTRANSCO reserves the right to defer the delivery date at any time after orders are placed giving not less than **1 month** notice without any change in the other conditions of supply.

**15. Packing:**

- 15.1 The packing may be in accordance with manufacture's standard practice unless otherwise specified. The supplier should however, ensure that the packing is such that it should reach the destination without damages after transport by Air, Sea, Rail and/or Road
- 15.2 The supplier shall invariably send to the Purchasing officer a copy of delivery challan whenever materials are dispatched.

**16. Guarantee:**

- 16.1 Material supplied shall be guaranteed for a period of 6 Months from date of supply.
- a) Quantity and Quality of material supplied.

- 16.2 If during the period of guarantee, any of the material found defective, such materials, shall be replaced by the Tenderer at free of cost to the TSTRANSCO, failing which the cost of the failed material will be deducted from the subsequent bills.

## **17. 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.

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**CHIEF ENGINEER,  
RURAL ZONE/HYDERABAD.**

## **SECTION-II**

### **FINANCIAL**

#### **1. Prices:**

- 1.1 Prices shall be quoted in Indian Rupees only on firm basis and the quotations should be FADS price.
- 1.2 Even through composite Firm price is quoted, the break-up for all the duties, taxes, freight, insurance etc., shall be furnished.
- 1.3 **It is the responsibility of Tenderer to know the prevailing statutory taxes. TSTRANSCO considers evaluation of the tender price on the basis of prevailing tax rates as on the date of Tender Calling Date.**
- 1.4 If the rates of statutory levies assumed by the Tenderer are less than the correct rates prevailing at the time of Tendering the TSTRANSCO 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 on to the credit of the TSTRANSCO. If the rates of statutory levels assumed by the Tenderer increase due to increase in turnover, the increase shall be borne by the Tenderer.
- 1.5 In case the Tenderer is exempted from paying GST such Tenderer shall invariably enclose a copy of the GST exemption certificate.
2. **Variable prices & price variation basis:**

Note: if the Tenderers quotes 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:**

**In cases where delivery schedule is not adhered to by the supplier and there are upwards variations/revision after the agreed delivered date the supplier will bear the impact of such levies.**
4. **Insurance:**

Insurance shall be the responsibility of the Tenderer as FADS rates are called for. The insurance should include the transport by Road from Destination Railway Station to the site/stores and storage for 30 days thereafter.
5. **Security Deposit:**
  - 5.1 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. Therefore, the EMD paid will be adjusted towards part of Security Deposit and hence, the successful bidder has to pay the balance Security deposit by way of crossed Demand Draft in favour of Superintending Engineer/OMC/Sangareddy to fulfillment of Security deposit clause. 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.
  - 5.2 Security Deposit may be paid by crossed Demand Draft on any scheduled Bank.

## **6. Terms of Payment:**

- 6.1 100% payment will be arranged by TSTRANSCO within 45 Days from the date of delivery of the material in good condition at destination and upon the receipt of your bills in triplicate along with the advanced stamped receipt duly supported by the duplicate copy of the delivery challan duly



acknowledged by the TSTRANSCO representative, in token of having received the materials in good condition duly deducting the statutory taxes as applicable.

- 6.2 Payment for the materials supplied will be made by cheque or by online transfer and the paying officer is **Superintending Engineer/OMC/ Sangareddy.**
- 6.3 If the supplier has received any over payments by mistake or if any amounts are due to the TSTRANSCO due to any other reason, when it is not possible to recover such amounts under the contract resulting out of this specification, the TSTRANSCO reserves the right to collect the same from any other amounts and/or Bank Guarantees given by the company due to or with the TSTRANSCO.
- 6.4 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 TSTRANSCO's Officers, the TSTRANSCO reserves the right not to accept the bills against subsequent dispatches made by the supplier and only the supplier will be responsible for any demurrages, wharfage's or damage occurring to consignment so dispatched.

**7. Currency of Payment:**

**All payments will be made in Indian Rupees only.**

**8. Responsibility of the Tenderer for Loss/Damage:**

- 8.1 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.
- 8.2 External damages or shortages that are prima facie the results of rough handling in transit or due to defective packing will be intimated within a 15 days 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 intimated 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 TSTRANSCO. If no steps are taken within 15 days of receipt of intimation of defects or such other reasonable time as the TSTRANSCO may deem proper to afford, the TSTRANSCO 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 amounts available with TSTRANSCO or by resorting to legal action.
- 8.3 For the purpose of any legal construction, the materials shall be deemed to pass into TSTRANSCO's ownership only at the final destination where they are delivered and accepted.

**9. Penalty for late delivery:**

- 9.1 (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 TSTRANSCO 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 TSTRANSCO 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.

9.2 For penalty, the number of days of delay would be rounded off to the nearest week and interest calculated accordingly.

9.3 Materials which are not of acceptable quality or are not confirming to specification would be deemed to be not delivered.

9.4 The penalty specified in Clause 9.1 shall be levied and would be adjusted against subsequent pending bills.

#### **10. Force Majeure:**

10.1 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 TSTRANSCO.

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

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

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

In case of supplier who has not adhered to the delivery schedule. The TSTRANSCO reserves the right to purchase the balance quantity from the open market/floating another Tender and recover the extra expenditure thus incurred from the supplier. TSTRANSCO 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 TSTRANSCO mentioned in the specification.

**Form-A**  
**SCHEDULE OF QUANTITY AND PRICES**  
**SPECIFICATION NO.CE/RZ/O&M/P-22/2023-24.**

<b>Sl. No</b>	<b>Items</b>	<b>Quantity required ( Nos.)</b>	<b>Basic price per unit</b>	<b>GST Rate (%)</b>	<b>Rate per unit including GST</b>	<b>Total Value excluding GST</b>	<b>Total value including GST</b>
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1	A4 size White Papers 75 GSM, AP copier Millinium (1 ream = 500 sheets), 2.3 KGs (as per sample)	673					
2	Legal size White Papers 75 GSM, AP copier Millinium (1 ream = 500 sheets), (as per sample)	191					
3	Calculators ( Orpat 12 Digits ).	20					
4	Registers (100 pages ruled 60 GSM) (as per sample).	69					
5	Registers (200 pages ruled 60 GSM) (as per sample).	90					
6	Single Punch (Kangaroo make ).	46					
7	Double Punch(Kangaroo make ).	24					
8	Staplers Kangaro make HP-45.	74					
9	Staples Pins HP-45 Kangaroo make Set.	50					
10	Staplers Kangaroo make HD-10D.	52					
11	Staplers no. 10-1M ( Set of 20 boxes).	45					
12	Stamp pad large size	25					
13	Stamp pad Size ( 11.6 x 6.5 CM ) with Blue ink 25 ml Combo ( Camlin )	28					
14	Stamp pad ink bottles (blue) each containing 50ml of any standard make.	49					
15	White board Marker pens (blue) camlin make (as per sample).	45					
16	HB Pencil Box APSARA ( Each box - 10 Pencils )	46					
17	Green pens make uniball eye.	58					
18	Gum bottle (camel make or equivalent) 150 ml.	28					
19	Self stick responsible notes (flags) of 1"X3" size, 200 sheets in a packet, 4 colours – 50x4 post it make	90					
20	File tags (15cm length approx.) 1 bunch = 50 Nos	448					

**Grand Total:**

**Grand Total in Words:**

**Note:** Basic Rate must be mentioned excluding of Taxes in basic price per unit column and clearly mention GST % in GST Column.

SIGNATURE OF THE TENDERER WITH SEAL

**FORM-B**

**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:-**

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

**Note:-** It is the 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**

**FORM-C**  
**UNDERTAKING**

SPECIFICATION.No.....(To be filled in by the Tenderer)

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

To  
The Chief Engineer  
Rural Zone, TSTransco,  
Erragadda,  
Hyderabad.

Dear Sir,

Having examine the above specifications together with the accompany 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 specification.
- 2) We hereby guarantee the particulars entered in the schedule attached to the specification.
- 3) In accordance with Clause of the specification we propose to furnish security deposit to the extent of 5% percent of the value of work.
- 4) We hereby agree to execute the work as per the terms of Clauses-II (8) and 9.1.

SIGNATURE OF THE TENDERER