

TNPDCL

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Enquiry No. S. 01 / 2025-26 / SE / KKEDC / AEE / MM / HD / D. No. 1347 / 25, DT. 20.12.2025

From
Superintending Engineer,
Kanyakumari Elec. Distn. Circle,
Post Box No.108.
Nagercoil - 629 003.

To
List of firms

Dear Sirs,

Sub: Enquiry for supply of **Attendance Register** - Reg.

Will you please to quote your lowest price for supply of Attendance Register as per sketch enclosed/specifications detailed.

SL. NO.	DESCRIPTION OF THE ARTICLE	NO./ QTY	PLACE OF DELIVERY
1.	<p><u>Attendance Register</u></p> <p>To be printed in size of 42 x 34 cm 12.2 Kg Azurloid Paper 25 facing folios in a register (25 sheets in a register). First two sheets should be left out as review slip and other sheet should be serially numbered. Both side printing in Tamil, Vertically black and Horizontally block ruling ½ Calico with plain marble stiff binding 1 LBS straw board to be used Name slip to be pasted on the top. The size of furnished register should be 21 x 34 cm. A label should be provided on the front face for identification of circle name and register name.</p> <p style="text-align: center;">Sample should be sent along with the quotation.</p>	200 Nos	Central Stores/ Nagercoil

Descriptive literature, pamphlet of the articles offered should accompany the quotation along with the specification.

Sample should be sent along with the quotation, otherwise the quotation is liable for rejection.

1. Validity should be **90 days** from the date of opening the tender.
2. Place of Delivery. Stationery Store/Nagercoil.
3. The tenderers shall quote the Ex-works Price, GST with Percentage, Freight & Insurance and any other charges separately for Delivery at destination Stores.
4. Quotations with any deviation from Board’s commercial terms will be liable for rejection.

II. Price

- i) Tenderers should quote firm price valid for one year from the date of issue of purchase order.
- ii) The price quoted should only be “Unit all inclusive price”. The amount of GST and percentage payable shall be indicated separately in the tender offer.

III. Delivery

The delivery period is **15 days** and the mode of despatch should be clearly specified. The offers from ready stock are preferable. Tender with delivery schedule other than the above are liable for rejection. Board reserves the right to alter the delivery schedule to suit its need as and when necessity arises during the pendency of contract.

IV. Payment

For the materials delivered within delivery period:

100% of all inclusive price within a time frame of 45 days from the date of receipt of materials in good condition at site including price variation bills (in case P.O is placed on price variation basis) will be made through **ONLINE (NEFT/RTGS)** , against submission of bills with required documents after deducting recoveries, if any.

For the materials delivered beyond delivery period:

100% of all inclusive price within a time frame of 45 days from the date of receipt of materials in good condition at site including price variation bills (in case P.O is placed on price variation basis) will be made through **ONLINE (NEFT/RTGS)** against submission of bills with required documents after deducting L.D and other recoveries, if any.

In the event of TANGEDCO failing to up keep the stipulated time frame for releasing payment to SSI units and non – SSI units against procurement of materials contract, the simple interest will be paid for the delayed period at SBI 3 months MCLR.

V. Liquidated Damages:

If the contractor fails to deliver the items/materials within the time specified in the contract or any extension there of, the purchaser shall recover from the contractor as liquidated damages a sum of half percent (0.5%) of the contract price of the delayed/undelivered items/materials for each completed week of delay.

The total liquidated damages shall not exceed ten percent (10%) of the contract price of the units/materials so delayed/undelivered. The date of receipt of materials at stores will be reckoned as date of delivery for this purpose. When ever the suppliers does not commence supply as agreed to the EMD/SD paid by him shall be forfeited in terms of the purchase order/contract and his name black listed after due notice. His bad performance should be recorded for future ordering and the higher rate at which the materials are to be procured from other because of the failure of the ordered supplied shall be recovered from the failed supplier.

Applicable GST will be levied on Liquidated Damages.

VI. Loss or Damages:

- (i) Any loss or damage during transit to site should be made good by the contractor free of charge, provided the same is reported within 15 days of the arrival of the material at site.
- (ii) Any defects of manufacture discovered after the first and before the second payment should be rectified free of charge and all defective materials replaced.

VII. Instructions to the Tenderers:

1. The quotation should be sent in sealed covers superscribed as “Quotation of **supply of Attendance Register** against **Enquiry No. S- 01/ 25-26, dt.20.12.2025 due on 07.01.2026**” so as to reach the undersigned by **14.00 hrs** on the due date. The quotations received against this enquiry will be opened on the same date at **15.00 hrs** in the presence of such of those tenderers who are present at the time of opening the tender.
2. If the due date of tender opening is declared as a holiday the tender will be opened on the next working day at 15.00 hrs.
3. Telegraphic/E-.Mail quotations will not be accepted.
4. **Earnest Money Deposit :**
Waived
5. **Security Deposit:**
Waived
6. **Responsibility:**
The tenderer is responsible for delivery of the materials at the destination station/stores in good condition. The tenderer should include and provide for securely protecting and packing the materials as per relevant packing standards to avoid damages or loss in transit.

7. Jurisdiction of Legal Proceedings:

No suit or any proceedings in regard to any matter arising in any respect under this contract shall be instituted in any court say in the City Civil Court of Chennai or the Court of Small Causes at Chennai and it is agreed that no other court shall have jurisdiction to entertain any suit or proceedings even though part of the cause of action might arise within their jurisdiction. In case, any part of cause of action arises within the jurisdiction of any of the courts in Tamil Nadu and not in the courts of Chennai city then it is agreed to between parties that such suits or proceedings shall be instituted in a court within Tamil Nadu and no other court outside Tamil Nadu shall have jurisdiction even though any part of the cause of action might arise within the jurisdiction of such courts.

8. Dues to Board:

The Board has the right to recover any dues from the contractor and Liquidated Damages from the retention amount/balance amount besides Security Deposit.

Amount due from the supplier to Board for defaults in any other contract will be adjusted from the pending payments and Security Deposit etc. against the contract awarded against this specification.

9. It should be clearly indicated in the quotation whether the firm is registered with S.S.I. or is a manufacturer/dealer.

10. The rates quoted should be both in figures as well as in words. In case of discrepancy, the lower of the two will be taken.

11. Quantity indented may be altered to suit the requirement at the time of placing order.

12. The undersigned reserves the right to split the tender, accept any tender or cancel the tender without assigning any reason.

13. **Sample should be sent with the quotation positively.**

14. In the event of any doubt, the sample available at this office may be perused if desired before quoting.

15. Test Certificate - waived

16. Guarantee certificate - Waived.

17. The materials shall conform to the Technical Specification mentioned herein.

18 i) S.T.C.C : waived

18(ii) PAN: The tenderers shall furnish the Permanent Account Number in their offer against this enquiry.

19. Specific concurrence or otherwise to all the terms noted herein should be furnished in the tender. Failure to do so will be taken as concurrence to the terms.

20. Rejection of Tenders:

The tender is liable to be rejected if it is.

- i. not in the prescribed form and two cover system not followed.
- ii. not accompanied by the requisite Earnest Money Deposit or proof of exemption.
- iii. not accompanied by an undertaking where Earnest Money Deposit is to be exempted.
- iv. Incomplete and evasive.
- v. not properly signed by the tenderer.
- vi. with validity period less than that specified in the specification.
- vii. From any black listed firm or contractor.
- viii. Received by e/mail, Telex or Telegram.
- ix. Received after the expiry of the due date & time.
- x. Not in conformity with Board's Technical Specification.
- xi. From a tenderer who is directly or indirectly connected with Government Service or Board's Service or local authority.
- xii. From a tenderer whose past performance or vendor rating is not satisfactory.
- xiii. Received with Earnest Money Deposit in the form of Cheque or Bank Guarantee.
- xiv. Not clearly stated whether the company is potentially sick industrial company or a sick industrial company in terms of Section 23 or Section. 15 of the Sick Industrial Companies (Special provisions) Act, 1985. Failure to supply this information will make the tender liable for rejection.

- xv. Received without superscription as prescribed in the specification.
- xvi. Received from those who have downloaded from the web site but not furnished the DD/Banker's Cheque towards tender cost or have not produced the proof of exemption from payment of tender cost within the outer cover.
- xvii. If the offer is made for the part of the material and not the whole of the material covered under the specification.
- xviii. Submitted without sample.**

21. Goods and Service Tax

The GST will be paid extra as applicable. The amount of GS Tax and percentage payable shall be indicated separately in the tender offer. GST is not applicable to Freight and Insurance charges.

TNPDCL has been registered as a company with GSTIN Enrolment provisional Reg. No. 33AA DCT4784EIZC and ARN AA 330617106413K

For the delayed supplies received beyond the contracted date of delivery, the GST prevailing on the date of dispatch or the GST applicable on the contracted delivery date whichever is less will be admitted.

The supplier shall furnish an undertaking to the effect that any statutory levies like GST etc., claimed and reimbursed by the Board is final and that there is no dispute over the liability for such levies between the supplier and the Government. An undertaking shall also be finished that if the supplier has subsequently got any refund out of the duty/tax paid and if it is established that the supplier is not liable to pay the duty/tax paid, the benefits should be passed on to the TNPDCL.

GST as applicable on the date of supply will be paid for supplies made within the stipulated delivery period, provided there is no increase in taxes due to change of slab caused by increase in turnover of the firm. If the increase is due to change of slab the same has to be borne by the firm only.

In case of delayed delivery the GST prevailing on the date of dispatch or the GST on the last day of the contractual delivery period whichever is LESS will be admitted. For both the cases the supplier shall furnish documentary evidence while submitting the bills for payment.

Provided always, it is hereby agreed and declared that in case, where the Board has doubt whether GST is not at all payable for the transaction in question, the Board is hereby authorized to with- hold the amount of tax until the party produces an order of court of competent jurisdiction, declaring the liability of the transaction to the GST.

The following certificates have to be furnished for admittance of claim of GST:

- (i) Certified that the transaction in which the GST has been claimed has been / will be included in the return submitted / to be submitted to the tax authorities for assessment of the GST and the amount of GST claimed from the purchaser has been/will be paid to tax authorities.
- (ii) Certified that the goods on which the GST has been charged has not been exempted under Act and rules made there under and the charges on account of GST on these goods are correct, under provisions of relevant Act or rules made there under.
- (iii) Certified that we shall indemnify the Board, in case it is found later on that wrong or incorrect payment has been received on account of GST paid by us.
- (iv) Certified that we are registered as dealer under the GST and our Registration No is.....

Yours faithfully,

SD***

SUPERINTENDING ENGINEER,
KKEDC/NAGERCOIL.