

**:: TNPDCCL ::****From**

**Er.M.SAHARBAN, B.E.,**  
Superintending Engineer,  
Tuticorin Eley.Distr.Circle,  
Tuticorin

**To**

List of Firms

**Lr.No: SE/TEDC/TTN/AEE/MM/AE/TA.2//F.STAT.EQ.No:020/25-26/D.No.1524/25 dt:22.12.25**

Dear Sir,

**Sub:** - Eley – TEDC – Enquiry for the supply of **Plain Ruled Register(100 Pages )** –  
Regarding.



- I.** Will you please quote your lowest price for the supply of the following articles as per the Sketch enclosed.

Sl. No	Enquiry No. & date and name of the item	Description of the Article	Quantity	Place of Delivery	Due date of opening
1.	Enq. No.020/ 25-26/ dt:22.12.25 (100 Pages Plain Ruled Register)	<b><u>PLAIN RULED REGISTER (100 PAGES)</u></b> To be printed in 7.7 kg white cream wove paper of size 34x21cm ( $\pm 0.5$ cm) The name “தூத்துக்குடி மின்பகிர்மான வட்டம்” Should be printed on top with blue rulings 100 pages in a register serially numbered stiff binding should be provided with 1 ½ lb straw board and colour designed marble paper corner calico should be provided. A paper label should be pasted showing the name of the circle and register.	<b>300 Nos</b>	FOR Stationery Stores, Central Office, Tuticorin	<b>12.01.26</b>

**NOTE: -**

3 Nos sample paper as per above specification should be enclosed along with quotation. Quotation without sample will be rejected.

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

**II. PRICE:**

The price quoted should be firm. The price should be nett. For/Destination. If for exworks, the freight and insurance charges for delivery of destination should be shown separately. The GST other

levies, if any, should be furnished separately, as extra or inclusive. If extra the percentage of tax applicable should be clearly mentioned.

### **III. PAYMENT :**

100% amount of the price will be paid to the contractors bills on the arrival of the materials within 45 days from the date of delivery at site in good conditions. NO PAYMENT WILL BE MADE AGAINST DOCUMENT NEGOTIATED THROUGH BANK.

### **IV. ANY LOSS OR DAMAGE:**

Any loss or damage during transit to site it should be made good by the contractor free of charge provided the same is reported within 15 days of the arrival of the materials at site.

### **V.ACCEPTANCE:**

It is not binding on the purchaser to accept the lowest or any tender .

### **VI.SAMPLE:**

- (i) Sample paper should be sent in full size in triplicate.
- (ii) The quotation received without sample is liable to be rejected.
- (iii) Bulk supply should confirm to the specification of the sample produced in all respects. If the supply does not confirm to the specification / the sample produced, such supplies will be rejected and should be replaced on free of cost within the delivery period.

### **VII.VALIDITY:**

90 Days from date of Opening of Tender.

### **VIII.PROOF APPROVAL:**

Proof Approval submission period is 15 days from date of receipt of Purchase Order.

### **IX. DELIVERY:**

The delivery period and mode of dispatch should be clearly specified. The offers from ready stock are preferable. The supply should be completed within 60 days from the date of receipt of approved proof. The proof should be sent within 15 days from the date of receipt of PO .The above delivery is subject to invocation of liquidated damages clause.

### **X. LIQUIDATED DAMAGES:**

If the contractor Fails to deliver the items / materials within the time specified in the contract, the purchaser shall recover from the contractor as liquidated damages a sum of half percent (0.5%) of the contract price of the undelivered item/materials for each calendar week of delay. The total liquefied damages shall not exceed Ten percent (10%) of the completed price of the units / materials so delayed. The date of supply will be reckoned as date of delivery for this purpose.

### **XI. BID QUALIFICATION REQUIREMENT :**

- (i) The tenderer should enclose the attested copy of GST, PAN & Previous P.O. copy for the same/ relevant stationary items in the outer cover for a value not less than 25% of tender value.

- (ii) The performance Certificate/ End user certificate should be enclosed if the material has been supplied to other organization than TNPDCCL /TANGEDCO /TNEB Limited.

## **XII. INSTRUCTIONS TO THE TENDERERS:**

1. The quotations should be sent in sealed covers superscripted as "Quotation for the supply of **300 Nos. of 100 Pages Plain Ruled Register against Limited Tender Enquiry No: 020/2025-26 Dt:22.12.2025**", 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 **14.00 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 Holiday, the tender will be opened on the next working day at **14.00Hrs**.

3. Telegraphic quotations will not be accepted.

### **4.EARNEST MONEY DEPOSIT: WAIVED**

### **5. SECURTY DEPOSIT: WAIVED**

6. It should be clearly indicated on the quotation whether the firm is registered with S.S. I or is a manufacture /dealer.

7. The rates quoted should be both in figures as well as in words.

8. Quantity indented may be altered to suit for requirement at the time of placing orders

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

10. The quotation should be valid for **90 days** from the date of opening.

11. Sample should be sent with the quotation positively.

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

13. The manufacture's routing test certificate/ or the Test certificate as per relevant ISS wherever applicable shall be furnished.

14. The latest GST certificate shall be enclosed along with the tenders.

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

**Sd/\*\*\*\***  
**SUPERINTENDING ENGINEER,**  
**TEDC/TUTICORIN.**