

TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED

From
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To
List of Firms

Email: setin@tnebnet.org

Lr.No:SE/TEDC/TIN/AEE/MM/AE/AD'Man/ENQ.LT.13/26-27/D.No.749/26,Dt.03.08.2026

Sir,

Sub: TNPDCCL – MM – Limited Tender Enquiry for the procurement of 210 nos of 100 Page Register – Invitation of quotation – Reg.

You are requested to quote your lowest rates for the supply of the following stationery items as per the specifications enclosed. The quotation should reach this office on or before 14.00 Hrs. on 17.08.2026 in a sealed cover superscribed:

"Quotation for the Procurement of 210 nos of 100 Page Register – Enquiry No. LT.13/26-27 – Due on 17.08.2026."

The quotations received against this enquiry will be opened on the same day at **14.30 Hrs.** in the presence of such tenderers or their authorized representatives who choose to be present.

Terms and Conditions

1. Prices: The prices quoted shall be firm and in Indian Rupees. The quoted rates shall include customs duty, import duty, freight up to destination and all other applicable charges. GST and other statutory taxes shall be indicated separately.

2. Payment: 100% payment will be released within **45 days** from the date of receipt of materials in good condition at the consignee's store and on acceptance of the contractor's bill.

No payment will be made against documents negotiated through Banks.

3. Loss or Damage: Any loss or damage during transit shall be made good by the supplier at free of cost, provided the same is reported within **15 days** from the date of receipt of the materials at site.

4. Acceptance: The purchaser reserves the right to accept or reject the lowest or any quotation without assigning any reason.

5. Samples:

(i) Full-size paper samples shall be submitted in triplicate.

(ii) Quotations received without samples are liable for rejection.

(iii) Bulk supplies shall strictly conform to the approved samples and specifications. Supplies not conforming to the approved samples/specifications will be rejected and shall be replaced by the supplier free of cost within the stipulated delivery period.

6. Validity: The offer shall remain valid for **90 days** from the date of opening of the tender.

7. Proof Approval: Proof copies shall be submitted within **15 days** from the date of receipt of the Purchase Order.

8. Delivery: The delivery period shall be **45 days** from the date of proof approval. Materials shall be delivered at **Central Stores, Thalaiyuthu.**

9. Liquidated Damages: If the supplier fails to deliver the materials within the stipulated delivery period, liquidated damages at the rate of **0.5% per calendar week or part thereof** on the value of the undelivered materials will be recovered, subject to a maximum of **10%** of the contract value of the delayed materials. The date of actual delivery shall be taken as the date of supply for this purpose.

10. Technical Specifications

10.1 100 PAGE REGISTER -210 Nos: To be printed on 70 GSM white cream wove paper of size 41 x 33 cm. Double side printing in English on top only. The matter is "Tirunelveli Electricity Distribution Circle" in bold letters with rulings horizontally. The register size is 33 x 20.50 cm. The register should contain 100 Pages (50 sheets of size 33 x 41 cm) and the pages should be serially numbered. Stiff binding should be provided with 11/2 lb straw board with colored marble paper. A paper label should be provided for showing the name of Distribution Circle and name of the register.

11. Bid Qualification Requirements

- a) The tenderer shall enclose self-attested copies of **GST Registration, PAN Card and previous Purchase Order(s)** for the same or similar stationery items having a value not less than **25% of the present tender value, i.e., Rs.4,400/-**.
- b) In case the materials have been supplied to organizations other than TNPDC/TANGEDCO/TNEB Ltd., a **Performance Certificate/End User Certificate** shall be enclosed.

12. Earnest Money Deposit (EMD)

An amount of **Rs.200/- (Rupees Two Hundred only)** shall be remitted through **NEFT/RTGS/Account Transfer** to the following account:

Account Name: TNPDC/TANGEDCO

Account No.: 1119201001581

Bank: Canara Bank, Thiagarajanagar Branch, Tirunelveli

IFSC: CNRB0006024

MSME bidders claiming exemption from EMD shall submit an **Undertaking in lieu of EMD** on the company's letterhead along with a valid MSME Certificate.

UNDERTAKING IN LIEU OF E.M.D.

It is hereby accepted that, mere submitting of bid by the bidder, who has exempted from EMD payment, shall be considered as token of acceptance to pay the amount equivalent to EMD, together with costs if any, in the event of non-fulfillment of the conditions stipulated in the tender specifications.

Place :

Date :

Company Seal:

Signature :

Designation :

Company :

1.0. BEFORE FILLING THE ABOVE SCHEDULE THE FOLLOWING POINTS MAY BE TAKEN AS GUIDANCE:

1. The rate should be quoted as follows Clearly :
a)Ex factory Price, b) ED and Cess on ED, C) GST as applicable on that time, d) Freight Charges, e) Total Rate /Unit in words and figures, Otherwise your Offer will not be considered.
2. Delivery period and mode of despatch should be specified without omission.
3. Full Size Paper sample should be sent along with the quotation.
4. Descriptive literature, pamphlet of the articles offered should accompany the quotation.
5. Offers from ready stock are preferable.
6. Telegraphic quotation will not be accepted.
7. If the due date of tender opening is declared as a holiday, the tender will be opened on the next working day at 14.30 Hrs.
8. The rates Quoted should be both in figures as well as in words and should be valid up to 90 days from the date of opening of this tender. If not your quotation will not be considered.
9. If you are a MSME unit copy of certificate should be enclosed along with Quotation otherwise your quotation will be rejected.
The competent authority reserves the rights to relax any of the specification or Conditions stated above.

Sd**/-

SUPERINTENDING ENGINEER
TEDC / TIRUNELVELI – 11.