

**: TAMIL NADU POWER DISTRIBUTION CORPORATION LIMITED:
Tender Enquiry Letter**

From

Er.L.Parimala,B.E.,
Superintending Engineer,
Karur Elecy.Distn.Circle,
Karur.

To

As per List

Lr.No.SE/KEDC/KRR/AEE/MM/AE/F.Enq.No.PRI 03/2026-27, Dt. 23.09.26,
Due on. 12.10.2026

Sirs,

Sub: Enquiry No. PRI 03/2026-27, Dt: 23.09.2026. Printing and Supply of
Covering Letter Pad - As per specimen and specification – Regarding.

Please quote your lowest price for supply of the following material.

Sl.No	Description of Material	Unit	Quantity	Delivery Terms
	Covering Letter Pad: * Covering Letter Note Pad should be of size 21 cm (B) X 33 Cm (L), Best Quality 8.3Kgs statement white paper. PRINTING: * Statement matter printed with black color. BINDING: *200numbers sheets should be binded in note pad method. Gum should be pasted on 21 cm side so as to tear the papers easily from the Top. Finished size should be 21 X 33 cm with a name slip. (Tolerance of +or-0.5cm in dimension allowed) LABEL: *A label to be provided on the wrapper sheet indicating the name of the Book, Distribution Region. TNPDCL KARUR REGION OFFICE Covering Letter Pad Note: *Fountain pen ink should not be observed in paper.	Nos	50	15 Days Proof submission + 30 Days

I. Term and Conditions:

- 1. Sample (as per paper quality) should be sent along with the quotation.
Otherwise the quotation is liable for rejection.**
2. Validity should be 90 days from the date of opening the tender.
3. Place of Delivery: Central Stores/K.E.D.C/Karur.

4. The tenderers shall quote the Ex-works price, GST with percentage, Freight & Insurance and any other charges separately for Delivery at destination stores. The rate should be quoted both in figure and words.
5. In Quotation the specification may be furnished in full.
6. The income Tax 'PAN' & GSTIN may be furnished in the quotations.

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

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 and Excluding GST. The GST will be paid extra as applicable. The amount of GST and percentage payable shall be indicated separately in the tender offer.
- iii) Any variation in Excise Duty due to statutory variation within the contract delivery date shall be considered. But the increase due to Tenders coming into different taxes/duty slab will not be considered. Tenders not adhering to these instructions will be summarily rejected.

III. Delivery:

1. The delivery period and the mode of dispatch 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.

2. 15 days for proof submission and the material should be delivered within 30 date of receipt of proof approved.

IV. Payment:

(a) For the materials delivered within the contractual delivery period:

100% of the all inclusive price (including GST) of the materials of each consignment will be paid within a reasonable time after receipt of materials submission of bills with required documents after deducting recoveries, if any.

(b) For the materials delivered beyond the contractual Delivery period:

100% of the value of All inclusive price of the materials after deducting the appropriate amount of L.D of each consignment and other recoveries if any, will be paid after receipt of materials at site in good condition and submission of bills with required documents.

(i) Payment for the supplies will be made cheques drawn on any – one of the Nationalized or scheduled Banks or its branches in Tamil Nadu. Officers agreeing to the above TNPDCCL terms of payment will be preferred. TNPDCCL may reject the offers with other terms of payment.

(ii) Payment to the vender SSI units and Non-SSI unit shall be released within a time frame of 45 days the date of receipt of materials at good condition at site. In the event of TNPDCCL 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 thereof, 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 percent) 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. Where ever the suppliers does not commence supply as agreed to the 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 reference in future ordering. In additions, the difference in price agreed by the failed supplier and the higher rate at which the materials are to be procured from others because of the failure of the ordered supplied shall be recovered from the failed supplier.

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 should also be rectified free of charge and replaced situation arises.

VII. Instructions to the Tenderers:

1. The quotation should be sent in sealed covers super scribed Quotation for the Printing and supply of Covering Letter pad Enq.No.PRI 03/2026-27, Dt. 23.09.2026 so as to reach the undersigned by 12.10.2026 14.00 Hrs. i.e on due date. The quotations received against this enquiry will be opened on 12.10.2026 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: Is waived as a special case.

5. Security Deposit:

5.1. The successful tenderer will have to pay a Security Deposit of 5% of order value (All-inclusive prices) as Security Deposit in the form of DD/Banker's Cheque in the name of Superintending Engineer/Karur Electricity Distribution Circle/ TNPDC/ Karur within 30 days from the date of receipt of order. Otherwise the P.O. will be cancelled.

5.2. Failure to comply with the terms regarding Security Deposit out in the order within the stipulated time by successful tenderer will entail in the cancellation of the contract without any further reference to the supplier.

5.3. The Security Deposit will be repaid to the supplier after the expiry of the guarantee period ensuring that defects/damages during the guarantee period are rectified/replaced. If the Purchaser incurs any loss or damages on account of breach of any of the clauses or any other amount arising out of the contract becomes payable by the supplier to the purchaser, will in addition to such other dues that he shall have

under law, appropriate the whole or part of Security deposit and such amount that is appropriated will not be refunded to the supplier.

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 High Court, Madras or District Court at Karur or Sub-Court at Karur or at the District Munsif Court at Karur. 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 rest within the jurisdiction of courts of outside the state of Tamilnadu, then it is agreed to between parties that such suits or proceedings shall be instituted in a court within the state of Tamil Nadu and no other court outside the state of Tamil Nadu and no other court outside the state of 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 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, in either way upto $\pm 25\%$.

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

13. Sample (as Per Paper quality) 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. The manufacturer's routine test certificate/(or) the Test Certificate as per relevant IS may be submitted if required.

16. 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.

17. Rejection of Tenders:

The tender is liable to be rejected if it is:

- i. not in the prescribed format 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 the 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. submitted without sample.

18. GST

18.1 The GST will be paid extra as applicable. The amount of GST and percentage payable shall be indicated separately in the tender offer. GST is applicable to Freight & Insurance charges shall be included separately in the tender offer.

Sd/- (***)**
SUPERINTENDING ENGINEER,
KEDC/KARUR