

TNPDCL

From
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To
The Limited Tenderers

Eng.No.17/26-27/ SE/MEDC/METRO/MDU/EE/GL/AEE/AE(MM)/D.No.919 /26

Dt.29.09.2026

Dear Sirs,

Sub: Elec- MEDC/Metro/Mdu – Stationery articles - Printing and Supply of Attendance Register, Causal Leave Register and Late Attendance Register and other registers (3 items) - Stationery Item – Quotation called for - Regarding.

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

SL. No.	Description of the Articles	Qty in No.	Rate per	GST %	Place of Delivery
1	Attendance Register	100 Nos			Store Custodian, Stationary Stores, Metro, K.Pudur, Madurai –7.
2.	Causal Leave Register	100 Nos			
3.	Late Attendance Register	100 Nos			

Specification (Attendance Register)

- Paper** : To be printed in 54 GSM TNPL white paper. Each Register must contain 25 Folio in size 41 x 33 cms. Folio should be serially numbered. Sample should be sent as 3 identical ones. The sample should be with in +/-5% of the required GSM
- Printing** : Double side printing in Tamil with blue ruling and black columns Lines per month day and exclusive of remark columns. Daily abstract as per specimen also be printed in left side bottom corners. Printing of the daily abstract in even paper (i.e page 2,4,6,8 etc.)
- Binding** : Central stitching with strong thread and binding with 1Lb straw board with Corner calico and marbles. Finished size 20.5cm X 33cm with name slip.

Specification (Causal Leave Register)

- Paper** : To be printed in 54 GSM TNPL white paper in the Size of 20.5 X 33 cms. Each Register must contain 30 pages and serially numbered.
- Printing** : Double side printing in Tamil with blue ruling and black columns
- Binding** : Central stitching with strong thread and binding with 1 Lb straw board with Corner calico and marbles. Finished size 20.5cm X 33 cm with name slip.

Specification (Late Attendance Register)

- Paper** : To be printed in 54 GSM TNPL white paper in the Size of 20.5X33 cms. Each Register must contain 30 pages and serially numbered. Sample should be sent as 3 identical ones. The sample should be with in +/-5% of the required GSM
- Printing** : Double side printing in Tamil with blue ruling and black columns
- Binding** : Central stitching with strong thread and binding with 1 Lb straw board with corner calico and marbles. Finished size 20.5cm X 33cm with name slip.

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

1. PRICE:

The price quoted should be firm. The price should be Nett FOR-D. If for Ex-works, the freight and insurance charges for delivery at destination should be shown separately. The excise duty / sales tax and other levies if any, should be furnished as extra or inclusive. If extra, the percentage of Tax applicable should be clearly mentioned.

2. Goods and Services Tax [GST] :

- i. Goods and Services Tax [GST] as a modern law, has been brought after Article 366(12A) of the Constitution as amended by 101st Constitutional Amendment Act, 2016. GST is an indirect tax system, commonly used by both the Central Government and the State/UT to final consumption with credit of taxes paid at previous stages available as set off. In a nutshell, only value addition will be taxed and burden of tax Governments on goods and services. GST is a destination based tax on consumption of goods and services. It is proposed to be levied at all stages right from manufacture up to be borne by the final consumer. GST has been rolled out w.e.f. 01.07.2017, across India.
- ii. The GST to be levied by the Centre on intra-State supply of goods and / or services would be called the Central GST (CGST) and that to be levied by the States/ Union territory would be called the State GST (SGST)/ UTGST. Similarly, Integrated GST (IGST) will be levied and administered by Centre on every inter-state supply of goods and services.
- iii. Any supplier of goods and service Provider of services who makes a taxable supply with an aggregate turnover of over Rs.20 lakhs in a financial year is required to obtain GST registration. In special category states, the aggregate turnover criteria is set at Rs.10 lakhs. In simple words Every business whose taxable supply of goods or services under GST (Goods and Service Tax) and whose turnover exceeds the threshold limit of Rs. 20 lakh / 10 Lakh as applicable will be required to register as a normal taxable person.

- i. *GST Registration Number:* TANGEDCO has migrated into GST regime on 15.06.2017 by duly uploading various mandatory data as required by the GST portal. The provisional ID issued to TANGEDCO is 33AADCT4784E1ZC. The details are also posted in TANGEDCO web portal.

GST Registration Number or GSTIN is 15 Digit identification number which is allotted to each applicant who applied for GST Registration. GST Number is completely based on the Pan Number and State code. First two digit represent the state code and another 10 digit represent the PAN number of the client, one digit represent the entity code (Like proprietorship or partnership etc), one digit is blank and last one is represent check digit.

- ii. *Transaction Value:* The value of a supply of goods or services or both shall be the transaction value, which is the price actually paid or payable for the said supply of goods or services or both where the supplier and the recipient of the supply are not related and the price is the sole consideration for the supply. Sec 15(1) states that value of supply of goods and service shall be the transaction value i.e. the price actually paid or payable. The conditions for accepting the transaction value area) Supplier and the recipient of the supply are not related. b) Price is the sole consideration for the supply.

- iii. *Composition Scheme:* Composition scheme specifies that registered person whose turnover in the preceding financial year is below certain specified limit (Currently ■ 75 lakhs) may intimate the proper officer to pay in lieu of tax payable by him an amount calculated at such rate may be specified.

Eligibility for composition scheme: Sec10(2) of the central Goods and Services Tax Act, 2017 states that the registered person shall be eligible to opt under sub- section (1), if-

- he is not engaged in the supply of services other than supplies referred to in clause (b) of paragraph 6 of Schedule II;
- he is not engaged in making any supply of goods which are not leviable to tax under this Act;
- he is not engaged in making any inter-State outward supplies of goods;
- he is not engaged in making any supply of goods through an electronic commerce operator
- who is required to collect tax at source under section 52; and
- he is not a manufacturer of such goods as may be notified by the Government on the recommendations of the Council.

- iv. *Supply of Service and Goods:* When there is a combined supply of many goods / services, it has to be determined whether it is a Composite supply or mixed supply of goods or services Applicability of TDS on GST provision amended up to date ruler in fore.

(a) *COMPOSITE SUPPLY:* A composite supply is the one where all the goods or services or a combination has to supplied together i.e., naturally bundled and there would be a Principal Supply that could be identified (Ex. Supply of Machinery with packaging, insurance and freight - the principal supply is machinery). In this case, the rate of principal supply will be applied on entire value.

(b) *MIXED SUPPLY:* A mixed supply is where the goods or services or the combination thereof which could be individually supplied (like Pizza and Coke) but sold together at a single price. In this case, the highest rate to the good in that mix is applied on all the goods. The GST shall be applicable at appropriate prevailing rates as notified by GST Act. In the event of delay in execution of contract, the GST rate prevailing on the scheduled period or on the actual date of execution, whichever is less only will be admitted. The bidders should have registered under GST Act and furnish GSTIN. In the event of contractor is within TN, SGST & CGST shall apply and if the contractor is outside TN, IGST shall apply.

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TDS : TDS on GST provision is applicable amended up to date as per rules in force.

3. **DELIVERY:** -

The delivery Period and mode of despatch should be clearly specified. The offers for delivery schedule of 45 days ready stock from the date of receipt of P.O. is preferable.

4. **PAYMENT:**

I. For the materials delivered within delivery period:

100% of all inclusive price on receipt of materials in good condition at site with in a reasonable time will be paid against submission of bills with required documents after deducting recoveries, if any.

II. For the materials delivered beyond delivery period:

100% of all inclusive price on receipt of materials in good condition at site with in a reasonable time will be paid against submission of bills with required documents after deducting L.D and other recoveries, if any.

In case of delay in supply, the materials will be accepted subject to the following conditions:

There should be no declining trend in prices.

a) Payment will be released as per the latest purchase order rates or lowest rates obtained

during the recent tenders opened subject to levy of liquidated damage for belated supplies.

b) TNPDCCL reserves the right to accept or reject the delayed supplies without assigning any reason therefore and take action as per the other terms and conditions of this specification.

c) For the delayed payments if any, the simple interest shall be calculated for the delayed period by adopting the 90 days MCLR of SBI prevailed at the time of signing of agreement of Purchase Order.

III. Payments will be made by the Superintending Engineer through electronic mode. The Bank charges involved in making the payment will be to the account of the Contractor. The Contractor has to furnish the following details of the bank account to which the payment to be credited:

- Name of the account holder
- Name of the bank
- Name of the Branch
- Account Number
- IFSC code of the branch.

IV. For the delayed payments, if any, the simple interest shall be calculated for the delayed period by adopting the 3months MCLR of SBI prevailed at the time of signing of agreement.

V. Penalties, if any levied will be deducted by the TNPDCCL from the monthly payments also.

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- VI. Tax deduction at source as per the Income Tax rules shall be applicable to the payments made for the work done. TNPDCCL shall make payments after deducting the tax due and shall be responsible for remittance of the same to the IT Department.
- VII. Any other statutory levies such as Service Tax etc., in force will also be deducted at the time of passing the bill/making payment.
- 5. EMD - WAIVED as a special case.
- 6. SECURITY DEPOSIT - WAIVED as a special case.
- 7. LIQUIDATED DAMAGES:-

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

- 8. LOSS OF DAMAGE:-
 - (i) Any loss or damage during transit to site should be made good by the contractor free of charge, and the same will be reported within 15 days of receipt of the material, at site.
- 9. ANY DEFECTS:-

Of manufacture discovered offer the first and before the second payment should be rectified free of charge and all defective materials replaced.
- 10. INSTUCTIONS TO THE TENDERERS:-

The quotation should sent in sealed covers super scribed as "Quotation for the Printing and Supply of Attendance Register, Causal Leave Register and Late Attendance Register against Enquiry No. /26-27, SE/Metro EDC/ MDU/AEE(MM)/AE(MM)/D.NO. /26, dt. .09.2026 Due on. .09.2026, 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 14 Hrs in the presence of those tenderers who are present at the time of opening the tender.

- 1. 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.
- 2. The rates quoted should be both in figures as well as in words.
- 3. Tenders not submitted in the authenticated departmental form and not submitted before 2.00 pm on .09.2026, the tender will be summarily rejected.
- 4. Quantity indented may be altered to suit for requirement at the time of placing order.
- 5. The undersigned reserves the right to split the tender, accept any tender or cancel the tender without assigning any reason.
- 6. The Quotation should be valid for 90 days from the date of opening.

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7. If the validity period quoted is less than that stipulated in the Specification, the offer will be liable for rejection.
8. Further, the tenderer shall agree to extend the validity of the bids without altering the substance, and prices of their bids for further periods, if any, required by the TNPDCL (Board).
9. Sample/Pamphlets (Only one number) as per specification should be sent with Quotation positively, if fails the offer will summarily be rejected.
10. A copy of PAN Card should be enclosed.
12. It should be clearly indicated on the quotation whether the firm is registered with S.S.I/MSME or is a dealer/manufacturer.
13. Specific concurrence or otherwise to all the terms noted here in should be furnished in the tender. Failure to do so will be taken as concurrence to the terms.
14. The tenderer should not be directly or indirectly connected with Government service/ Board's Service or service of Local authority. The Successful tenderer should give a declaration before awarding tenders regarding this.
15. Annexure should be duly filled in Rs.200 bond & should be sent to this office along with tender.

Sd.....
Superintending Engineer,
MEDC /Metro, Madurai.

BID QUALIFICATION REQUIREMENT (BQR)

The Bidders shall become eligible to bid on satisfying the following BID QUALIFICATION REQUIREMENTS and on sending of the required attested copies of documentary evidences along with the tender.

- 1) The Sample shall be furnished.
- 2) **The bidders should have registered under GST Act.** The self-attested copy of the GST Registration certificate shall be furnished along with the offer as proof.

THE OFFERS OF BIDDERS NOT SATISFYING ANY OF THE ABOVE "BID QUALIFICATION REQUIREMENT" WILL BE SUMMARILY REJECTED.

Bidders should submit along with the tender documentary evidence in support of the Bid Qualification Requirement. On opening, if these proofs are not available, the tender will be summarily rejected.

Sd.....
**SUPERINTENDING ENGINEER,
MADURAI METRO EDC/MADURAI.**