

PURCHASE ORDER

PO NO.: TFL/TALCHER/C&P/STATIONERY/24-25/PO-004

May 19, 2024

M/s. Maa Tarini Enterprises,
Vikrampur, FCI New Market,
Talcher, Angul, Odisha -759106

Kind Attention: Mr. Sunanta Kumar Sahu

Sub: Supply of Customized Stationery Items for TFL, Talcher, Odisha as per Technical Specifications (Section- V) & Schedule of Rates (Section- VI) of Tender No. TFL/TALCHER/PROJ/C&P/STATIONERY/2024/BSP dated 28.03.2024.

Ref:

1. Tender No. TFL/TALCHER/PROJ/C&P/STATIONERY/2024/BSP dated 28.03.2024
2. Your Offer No. Nil dated Nil

Dear Sir,

With reference to the above, we are hereby pleased to issue this Purchase Order (PO) for "Supply of Customized Stationery Items for TFL, Talcher, Odisha as per Technical Specifications (Section- V) & Schedule of Rates (Section- VI) of Tender No. TFL/TALCHER/PROJ/C&P/STATIONERY/2024/BSP dated 28.03.2024".

The Purchase Order (PO) shall be executed strictly in accordance with the terms and conditions set out below:

1.0 SCOPE OF SUPPLY:

Shall be as per Technical Specifications (Section- V) & Schedule of Rates (Section- VI) of Tender No. TFL/TALCHER/PROJ/C&P/STATIONERY/2024/BSP dated 28.03.2024.

2.0 DELIVERY PERIOD:

Delivery Period shall be essence of the contract. Ordered goods shall be delivered to the consignee location within 45 days from the date of issuance of Purchase Order (PO) by TFL. Bidder shall specify their best possible delivery period which must not be beyond 45 days. TFL has sole discretion to accept & evaluate or reject such bids in which the delivery period has been quoted by the bidders more than 45 days. Supply of ordered items should be completed within 25 days from date of approval of proof reading of samples of ordered items.

The ordered materials are to be delivered by the Supplier to the following address:

TALCHER FERTILIZERS LIMITED (TFL),
ADMINISTRATIVE BUILDING, TALCHER,
POST- VIKRAMPUR, DIST- ANGUL, ODISHA: 759106



The delivery shall be completed within 45 days from the date of issuance of Purchase Order (PO) by TFL. The date of receipt of material at TFL, Talcher and material is acceptable shall be treated as date of delivery of material.

Site Office: Administrative Building, Vikrampur, Talcher, Angul, Odisha -759106

Registered Office: Plot 2/H, Kalpana Area, BJB Nagar, Khordha, Bhubaneswar - 751014.

Approval of Sample Proofs: At the initial stage, samples for proof reading of all the items to be submitted by supplier within fifteen (15) days of placement of order which shall be approved by TFL in next five (05) days i.e. total 20 days from award of contract.

This scope of delivery shall include the following:

- i. Collection of jobs by supplier to be printed from TFL
- ii. Taking approval for the sample proof before final supply of ordered quantity of items.
- iii. Supply of items as per approved sample proof.

3.0 CONSIGNEE DETAILS:

Shri Nilesh Kumar Pandit,
Chief Manager (Electrical)
Administrative Building
Talcher Fertilizers Limited,
Post - Vikrampur, Talcher,
Dist - Angul, Odisha - 759106.

4.0 CONTRACT PRICE / ORDER VALUE:

The total purchase order value shall be ₹ 4,49,950/- (Rupees Four Lakh Forty-Nine Thousand Nine Hundred Fifty Only) exclusive of item wise GST rate @18% and ₹ 5,30,941/- (Rupees Five Lakh Thirty Thousand Nine Hundred Forty-One only), inclusive of Item wise GST rate @18%. Item wise detailed prices including GST rates are specified at Annexure-I.

Please refer to Annexure-I for detailed "Schedule of Rates".

5.0 PRICE BASIS:

The prices quoted should be for the complete scope as per technical specifications, inclusive of replacement of material in case of rejection of items to be supplied or not supplied as per sample, applicable GST, Freight upto Talcher site and any other incidental charges etc.

6.0 PAYMENT TERMS:

Successful bidder or Supplier shall submit error free tax invoice in triplicate along with relevant documents for the goods to be supplied by them duly addressing to the consignee for certification and onward submission at paying authority for release of payment. Payment shall be made by TFL within 15 days of receipt of error free bills.

PAYING AUTHORITY

Director (Finance),
Talcher Fertilizers Limited (TFL),
Administrative Building,
Post – Talcher, Vikrampur, Angul-759106

Kindly note that the GSTN of Talcher Fertilizers Ltd., Talcher, Odisha is 21AAFCT8667A1ZH.

7.0 SUBMISSION & APPROVAL OF SAMPLES FOR ITEMS TO BE SUPPLIED:

Supplier shall submit the maximum three (03) nos. of sample for proof reading of same price range & as per the specifications stipulated in tender documents for all the ordered items and further, the sample for the ordered items must be get approved from consignee prior to supply of total quantity of ordered items.

Bidder shall be allowed to quote only one rate for each item in the price bid or Schedule of Rates. Therefore, bidder must quote only one rate for each item taking into cognizance of samples to be submitted by them so that bidder can able to supply any one of the samples selected by the consignee out of the samples submitted by them for the supply



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of ordered quantity of each item. No price escalation whatsoever will be allowed for the supply of ordered quantity of each item in case of selection of any sample submitted by the bidder.

TFL reserves right to select & accept more than one sample out of samples submitted by the bidder.

In case, TFL selects & accepts more than one sample out of samples submitted by the bidder, then bidder should be able to supply the ordered quantity of items in terms of more than one sample as approved & accepted & requirement of TFL.

All the supplied materials should be as per ordered specifications. In case, the supplied material is found defective, the same shall be replaced by supplier with new material without implication of any additional cost to TFL.

8.0 GUARANTEE / WARRANTY

Not Applicable

9.0 CONTRACT PERFORMANCE SECURITY (CPS)/ SECURITY DEPOSIT

Not Applicable

10.0 PRICE REDUCTION SCHEDULE (PRS) FOR DELAYED DELIVERY:

In case of delay in delivery of equipment/materials or delay in completion, total Contract Price / Purchase Order Value shall be reduced by ½% (half percent) of the total Purchase Order Value per complete week of delay or part thereof [which is genuine pre-estimate of the loss/damage agreed between the Supplier and Purchaser without any proof of the actual loss/or damage caused by such breach/delay] subject to a maximum of 5% (five percent) of the total Purchase Order Value. In case of such delays, the invoice value shall be reduced proportionately before release of payment. In case the invoice value is not reduced proportionately for the delay, the Purchaser may deduct the amount so payable by Supplier from any amount falling due to the Supplier or by recovery against performance guarantee. Decision of the Purchaser in the matter shall be final and binding on the Supplier. The Purchase Order Value referred in this PRS clause is the FOT Dispatch point value including value of incidental Services (i.e. excluding GST and Freight/Inland Transportation).

Delivery shall be deemed to have been made:

- a) In case of FOT dispatch point Purchase Order, on evidence that the goods have been loaded on the carrier. The date of LR/GR shall be considered as the date of delivery.
- b) In case of FOT site Purchase Order, date of receipt of Goods by Purchaser at the designated site(s) shall be considered as the date of delivery.

In a supply Contract, if a portion of supply completed in all respect within the contractual delivery period and which can be used for commercial operation, the PRS shall be applicable only on remaining supplies which are completed beyond the contractual delivery period, @½ % (half percent) of the delayed delivery value maximum upto 5% (five percent) of the total Purchase Order Value.

Decision of the Purchaser in the matter of usage for commercial operation shall be final and binding.

PRS is the reduction in the consideration / Purchase Contract Value on account of delays in delivery and in such case, Supplier should submit invoice for reduced value as per PRS clause. If Supplier has raised the invoice for full value, then Supplier should issue Credit Note towards the applicable PRS amount with applicable taxes, failing which TFL



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will release the payment after giving effect of the PRS clause with corresponding reduction of taxes charged on Supplier's invoice.

In case any financial implication arises on TFL due to issuance of invoice without reduction in price or non-issuance of Credit Note, the same shall be to the account of Supplier. TFL shall be entitled to deduct / setoff / recover such implication(s) together with penalties and interest, if any, against any amounts payable by TFL to the Supplier under this Purchase Order or under any other contract or from forfeiture of Contract Performance Guarantee.

The Purchase Order shall be continued to be in force till the delivery of Goods or written Notice from Purchaser to Supplier for cancellation/termination of Purchase Order.

11.0 OTHER TERMS & CONDITIONS:

All other terms and conditions shall be governed as per Tender No. TFL/TALCHER/PROJ/C&P/STATIONERY/2024/BSP dated 28.03.2024.

This Purchase Order (PO) along with all Annexure is being issued to you in duplicate. You are requested to return to us one copy, duly signed and stamped on each page.

Thanking you,

Yours faithfully,
For M/s Talcher Fertilizers Limited



ENCLOSURES:

1. Annexure-I: Schedule of Rates (SOR)
2. Annexure-II: E-Banking Mandate Form
3. Tender No. TFL/TALCHER/PROJ/C&P/STATIONERY/2024/BSP dated 28.03.2024

ANNEXURE- ISCHEDULE OF RATES (SOR)

Sl. No.	Item Description	UOM	Qty.	Unit Rate including freight, P&F, all other taxes except GST (in ₹)	Total Rate including freight, P&F, all other taxes except GST (in ₹)	Applicable GST		Total rate on FOR Talcher site basis including GST (in ₹)
						GST %	GST amount (in ₹)	
1	Covering Envelope with internal lamination (A4 size)	Nos.	500	9.50	4750.00	18%	855.00	5605.00
2	Covering Envelope with internal lamination (12"X16")	Nos.	150	36.00	5400.00	18%	972.00	6372.00
3	Covering Envelope (10.5" X 4.5", 120 GSM Paper)	Nos.	2000	5.00	10000.00	18%	1800.00	11800.00
4	Box File	Nos.	800	106.00	84800.00	18%	15264.00	100064.00
5	Laminated Flat File	Nos.	3000	56.00	168000.00	18%	30240.00	198240.00
6	Transparent L Folder	Nos.	1000	16.00	16000.00	18%	2880.00	18880.00
7	Conference Pad – Plain (10 sheet per pad)	Nos.	2000	17.00	34000.00	18%	6120.00	40120.00
8	Conference Pad – Ruler (35 sheet per pad)	Nos.	500	36.00	18000.00	18%	3240.00	21240.00
9	Letter Head (85 GSM Paper)	Nos.	2000	4.00	8000.00	18%	1440.00	9440.00
10	Ruled Register with White paper – 200 pages (60 GSM Paper)	Nos.	200	350.00	70000.00	18%	12600.00	82600.00
11	Attendance Ruled register with ledger paper – 450 pages (60 GSM Paper)	Nos.	20	550.00	11000.00	18%	1980.00	12980.00
12	Temporary Gate Pass	Nos.	10000	2.00	20000.00	18%	3600.00	23600.00
Grand Total					449950.00		80991.00	530941.00



E-BANKING MANDATE FORM

GSTIN . 21CMKPS5379G2ZN

MOB.: 9861867558

**M/S. MAA TARINI ENTERPRISES**Deals In : All Types of Printing Works & Office Stationery Supply.
At.- F.C.I. New Market, Talcher, Dist. Angul- 759 106

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Ref.No.....

Date.....

E-Banking Mandate Form

(To be issued on vendors letter head)

1. Vendor/Customer Name: **M/s Maa Tarini Enterprises**
2. Vendor/Customer Address : **FCI, New Market, PO-Vikrampur, Talcher, Dist. Angul**
3. Vendor/Customer e-mail id: **mtetal123@gmail.com**
4. Particulars of bank account
 - a) Name of Bank: **State Bank**
 - b) Name of Branch: **TFT Branch**
 - c) Branch code: **SBIN0003312**
 - d) Address: **Talcher Fertilizer Township, Vikrampur, Angul, Odisha-759106**
 - e) Telephone number:
 - f) Type of account (current/saving etc.) **Current**
 - g) Account Number: **31299330118**
 - h) RTGS IFSC code of the bank branch
 - i) NEFT IFSC code of the bank branch
 - j) 9-digit MICR code: **759002511**

I/we hereby authorize Talcher Fertilizers Limited (TFL) to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the Talcher Fertilizers Limited (TFL) responsible.


(Signature of Proprietor/customer)

BANK CERTIFICATE


We certify that **M/s Maa Tarini Enterprises** has an Account no. **31299330118** with us and we confirm that the details given above are correct as per our records. **Proprietor**



Bank stamp



Date : 05/04/2024


(Signature of authorized officer of bank)