

E-MAIL:

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD.

From
Er. R.JOTHINATHAN, M.E.,
Chief Engineer,
Materials Management,
NPKRR Maaligai, 4th floor,
144, Anna Salai, Chennai – 2.

To
All the Chief Engineers, Superintending
Engineers and other Heads of offices /
TANGEDCO and TANTRANSCO in TNEB Head
Quarters.
The Chief Engineers / BBGTPS , ETPS &
NCTPS I&II and its expansion projects, TR.
PROJECTS, Distribution / North & South
Regions.
The Superintending Engineers /Operation/
Chennai-I & Chennai-II& III, Chennai
Development Circle, P&C Chennai,
EDC/Central, West, North, Southi &II,
Kanchipuram, Chengalpet, LD & Grid
Operation.
All Heads of offices in headquarters office.
TheDFC/Central Payment/ Chennai-2.
The Residential Audit Officer/Chennai-2

Lr.No. CE/MM/SE/MM-I/EES/A3/F.Courier Service/D30 /21, dt.30 .01.2021.

Sir,

Sub : MM-I – RC No.06, dt.30.01.2021 placed on M/s. The Professional
Couriers, (Chennai) LLP for Collection of tapals from all offices of
TANGEDCO and TANTRANSCO offices under the jurisdiction in
Chennai and delivery all over the state of Tamil Nadu and outside the
state of Tamil Nadu for two years – Reg.

Ref: 1. Lr.No.CE/MM/SE/MM1/EES/A3/F.Spec.No.M.06/2020-21/RC No.06 /
D. 27/21, dt.30 .01.2021.

2. (Per.) FB TANGEDCO Proceedings No. 13, dt.21.01.2021

Rate Contract No.06, dt.30.01.2021 against the Specn.M.06/2020-21 has been
placed on M/s. The Professional Couriers, (Chennai) LLP for Collection of tapals
from all offices of TANGEDCO and TANTRANSCO offices under the jurisdiction of
Chennai and delivery all over the state of Tamil Nadu and outside the state of Tamil
Nadu for a contract period of 2 years from 01.02.2021. For the above subject, the
Board Level Tender Committee of TANGEDCO in its 337th Meeting held on
05.01.2021 has minuted as follows:

"Recommended the proposal to board for approval, as Director-Distribution mentioning the necessity for availing the Courier services to enable to correspond with Government of Tamil Nadu, other Governments Departments and private parties, etc.

However, no courier services will be entertained within the organization of TANGEDCO/TANTRANSCO as a whole and all communication shall be made through e-system". The Board of TANGEDCO in its 98th Meeting held on 13.01.2021 has approved the above.

Hence the Rate Contract No. 06, dt.30.01.2021 against the Specn.M.06/2020-21 placed on M/s. The Professional Couriers, (Chennai) LLP for Courier Service shall be utilized only for correspondence with Government of Tamil Nadu, other Governments Departments and private parties, etc. and that no courier services shall be entertained within the organization of TANGEDCO/ TANTRANSCO as a whole and all communication shall be made through e-system, as stipulated above.

Yours faithfully,


30.1.21
**CHIEF ENGINEER/
MATERIALS MANAGEMENT.**

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD
(ABSTRACT)

TANGEDCO – MM-I –Specn.M.06/2020-21 – Service contract for Collection of tapals from all offices of TANGEDCO and TANTRANSCO offices under the jurisdiction in **Chennai** and delivery all over the state of Tamil Nadu and outside the state of Tamil Nadu for a contract period of **two years** – Placing of orders – Approved.

(Technical Branch)

(Per.) FB TANGEDCO Proceedings No. 13

Dated: **21.01.2021**

Thai 8, Saarvari Varudam
Thiruvalluvar Aandu. 2052

READ:

Item No.98.10 of the Extract from the Minutes of the 98th Meeting of the TANGEDCO Board held on 13.01.2021.

PROCEEDINGS:

Approval of Board of TANGEDCO is hereby accorded for

1) the ratification and approval for having opened the price bid of the M/s The Professional Couriers, (Chennai) LLP as per the minutes of BLTC of TANGEDCO in its 331st Meeting held on 24-11-2020 deliberated and approved on the following matter, viz., even though the lone tenderer M/s The Professional Couriers, (Chennai) LLP have not satisfied the BQR (a), (b), (c) in the name of M/s.The Professional Couriers, (Chennai) LLP, and as no other participant except M/s.The Professional Couriers, Chennai, have participated in the tenders floated for the subject work , for the past ten years and in this tender, the offer of M/s.The Professional Couriers, (Chennai) LLP who have satisfied the BQR in the name of M/s.The Professional Couriers, Chennai is considered to have satisfied the BQR in the name of M/s.The Professional Couriers, (Chennai) LLP, as a special case, deliberating on the necessity for availing courier services to enable correspond with Government of TamilNadu and other Departments and private parties and that no courier services will be entertained within the organization of TANGEDCO/TANTRANSCO except the above mentioned, and all the other communications shall be made through e-system.

2. (i) award the Rate Contract to M/s. The Professional Couriers, (Chennai) LLP for collection and delivery of tapals through courier service for two years from **01.02.2021** at the rates indicated below:

Sl. No.	Destination	Weight of Tapal in Grams.	Charges per Tapal in Rs.(GST @ 18% extra)
1	Within the city/Town	a) First 500gms or part thereof	12.00
		b) For every Addl 250 gms or part thereof	5.00
2	Within the state of Tamil Nadu	a) First 500gms or part thereof	17.00
		b) For every Addl 250 gms or part thereof	8.00
3	Andhra/Kerala/ Karnataka	a) First 500gms or part thereof	19.00
		b) For every Addl 250 gms or part thereof	10.00
4	Mumbai/ Delhi / Kolkatta	a) First 500gms or part thereof	40.00
		b) For every Addl 250 gms or part thereof	25.00
5	Rest of India	a) First 500gms or part thereof	42.00
		b) For every Addl 250 gms or part thereof	30.00

(ii) No courier services will be entertained within the organization of TANGEDCO/ TANTRANSCO as a whole and all communication shall be made through e-system.

(By Order of the BOARD OF TANGEDCO)

R.Jothinathan
CHIEF ENGINEER
MATERIALS MANAGEMENT

To

The Chief Engineer/Materials Management/Chennai-2

The All Chief Engineers/TNEB Head Quarters/Chennai-2

Copy to the Chief Engineers/BBGTPS, ETPS & NCTPS-1&2 and its expansion Projects, Distribution Chennai North and South Regions, Transmission Project /Chennai -2

Copy to the Superintending Engineers/TNEB Head Quarters /Chennai-2

Copy to the Superintending Engineers /Operation/ I,II& III, GCC Chennai,CDC, P&C Chennai, EDC/Central, West, North, South I&II, Kanchipuram, Chengalpet, LD & Grid Operation and other offices in Chennai Jurisdiction.

Copy to the A10 Section/Board office/Secretariat Branch/Chennai-2

Copy to the H - Section/Board office/Secretariat Branch/Chennai-2

Copy to all Heads of offices in Headquarters office.

Copy to DFC / Central Payment / Chennai-2

Copy to The Residential Audit Officer / Chennai-2

Copy to A.P.O /Tamil Development/Chennai-2

/ Forwarded by Order/

R R SANTHI Digitally signed by R R SANTHI
Date: 2021.01.22 10:38:24 +05:30'
Superintending Engineer
Material Management I

Page No

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD

From
Er. R.JOTHINATHAN, M.E.,
Chief Engineer,
Materials Management,
4th Floor, Western wing,
NPKRR Maaligai,
144, Anna Salai, Chennai-600 002.

To
M/s The Professional Couriers,
(Chennai) LLP
No.32, Thiru - Vi - Ka Road,
Royapettah,
Chennai - 600 014.

Email: maaro-mkt@tpcglobe.co.in,
maa@tpcglobe.co.in

Lr.No.CE/MM/SE/MM1/EES/A3/F.Spec.No.M.06/2020-21/RC No. 06 /
D. 27 /20, dt.30.01.2021.

Dear Sirs,

Sub : TANGEDCO - Specn.M.06/2020-21 - Collection of tapals from all offices of TANGEDCO and TANTRANSCO offices under the jurisdiction in Chennai and delivery all over the state of Tamil Nadu and outside the state of Tamil Nadu for two years - Service Contract – Issued.

Ref : 1.Your offer against Specification No. M.06/2020-21
2. Lr. No. CE/MM/SE/MM-I/EE/S/A3/Specn.No.M.06/2020-21/D.411 / 2020, dt. 09.12.2020.
3.Your Letter Dt 13.12.2021
4.Lr.No.CE/MM/SE/MMI/EES/A3/ D.409/2020, Dt. 03.12.2020.
5. Your Letter Dt 21.12.2021

1.0. ACCEPTANCE:

1.1. I, acting for and on behalf of and by the order and directions of TANGEDCO, accept your offer for Collection of tapals from all offices of TANGEDCO and TANTRANSCO in Chennai headquarters, all offices of TANGEDCO and TANTRANSCO under the jurisdiction of Chief Engineer / Distribution Chennai Regions including NCTPS I&II , ETPS and its expansion Projects, BBGTPS, GCC, Operation/I,II & III, P&C Chennai, Chennai Development Circles, EDC/Central, West, North, South I&II, Kanchipuram, Chengalpet, LD & Grid Operation and other offices in Chennai jurisdiction and delivery all over the state of Tamil Nadu and outside the state of Tamil Nadu through courier service for **two years** at the rates specified in Clause-2 of this contract subject to the terms and conditions set forth herein.

2.0. SCHEDULE OF RATES:

Sl. No	Destination	Weight of Tapal in Grams.	Charges per Tapal in Rs. (Exclusive of GST)	Applicable GST @ 18%	Charges per Tapal in Rs. (Inclusive of GST)
1	Within the city/Town	a) First 500gms or part thereof	12.00	2.16	14.16
		b) For every Addl 250 gms or part thereof	5.00	0.90	5.90
2	Within the state of Tamil Nadu	a) First 500gms or part thereof	17.00	3.06	20.06
		b) For every Addl 250 gms or part thereof	8.00	1.44	9.44
3	Andhra/Kerala / Karnataka	a) First 500gms or part thereof	19.00	3.42	22.42
		b) For every Addl 250 gms or part thereof	10.00	1.80	11.80
4	Mumbai/ Delhi / Kolkatta	a) First 500gms or part thereof	40.00	7.20	47.20
		b) For every Addl 250 gms or part thereof	25.00	4.50	29.50
5	Rest of India	a) First 500gms or part thereof	42.00	7.56	49.56
		b) For every Addl 250 gms or part thereof	30.00	5.40	35.40

2.1. CHARGES:

The above charges accepted shall be FIRM and valid from **01.02.2021** for a **period of two years.**

3.0. GOODS AND SERVICE TAX:

- 3.1 **Goods and Service tax** will be paid along with the bills for payment to the Service Tax authorities subject to production of evidence such as GST Code, GST Accounts code, GST registration Number etc. in the invoices/receipts.
- 3.2 The TANGEDCO has been registered as a dealer under GST Act 2017 (Registration No. 33AADCT4784E1ZC) In case of delayed delivery, the GST prevailing on the date of despatch or on the last day of the contractual delivery period whichever is LESS will be admitted. For both the cases, the supplier shall furnish documentary evidence while submitting the bills for payment.
- 3.3 It is the responsibility of the tenderer to make sure about the correct rates of duty levy on the material at the time of tendering. If the rates assumed by the Tenderer are less than the current rates prevailing at the time of tendering, the TANGEDCO Ltd will not be responsible for the mistake. If the rates assumed by the tenderer are higher than the current rates prevailing at the time of tendering, the GST prevailing at the time of tendering will only be paid.

- 3.4 Any increase in GST consequent to the suppliers coming into different duty slab during the execution of the contract shall have to be taken into account and the all inclusive firm price shall be quoted accordingly by the Tenderers. Any Variation in GST due to statutory Variation within the contract delivery date shall be considered by the TANGEDCO Ltd.
- 3.5 In case of delayed delivery, the GST prevailed on the date of actual delivery applicable on the date of contractual date of delivery whichever is less shall be admitted.
- 3.6. Provided always, it is hereby agreed and declared that in case, where the TANGEDCO has doubt whether Good service tax is not at all payable for the transaction in question, the TANGEDCO is hereby authorised to with-hold the amount of tax until the party produces an order of court of competent jurisdiction, declaring the liability of the transaction to Goods and Service Tax.
- 3.7 **TDS under GST** is applicable for this tender and will be deducted @ 2% on each and every invoice of the contract as per section 51 of CGST Act 2017 notified by the Central Government Notification No.:50/2018 dt.13.09.18.
- 3.8. **GST applicability on Liquidated damages, Forfeiture of EMD and Security Deposits.**
- (a)Liquidated Damages: Liquidated Damages collected/recovered on inward supplies i.e. purchase of goods and services will attract GST @ 18% and Liquidated Damages collected/recovered on taxable outward supplies will attract GST @ 18%. GST will be additionally recovered from the supplier in addition to the stipulated LD rates in the Purchase Order/Contract.
- (b)GST rate on Forfeiture of EMD and Security Deposits: GST @ 18% will be collected additionally from the Tenderer at the time of Forfeiture of EMD and Security Deposits.
- (c)The GST amount recovered from L.D, forfeiture of EMD/SD is eligible for Input Tax Credit (ITC) to the suppliers and thus no financial burden on suppliers.
- 3.9. **GSTR-2A of TANGEDCO** will be verified to ensure the remittance of GST to Govt., by the supplier in respect of this PO. If the GST remitted by the supplier is found lesser than that claimed from TANGEDCO, the excess GST paid by TANGEDCO will be recovered from the supplier, duly adhering regular procedures. The supplier is requested to file the GST returns promptly to avoid delay in processing/payment of invoices. In case of non-filing of GSTR1 by supplier, the SD, EMD and other payments, if any, due to the supplier may be withheld.

4.0. INCOME TAX/TCS :

- 4.1 It is the responsibility of the contractor to be aware of their income tax liabilities in respect of this contract. TANGEDCO will deduct income tax at source at appropriate rate as applicable for the contract and will be remitted to the Government of India. TANGEDCO will issue necessary TAX Deduction at Source (TDS) certificate.
- 4.2 The Supplier shall collect TCS @ 0.1% (reduced to 0.075% upto 31.03.2021) on sale of goods as per section 206C (1H) of IT Act 1961, introduced by Finance Act 2020. Recovery of TCS and remittance as per the act is the responsibility of supplier. Certificate of TCS in Form 27D as per section 205C(5) of Income Tax Act

1961 has to be issued to TANGEDCO. The PAN No. Of TANGEDCO "AADCT4784E".

5.0. PAYMENT:

- 5.1. 100% Payment will be made on monthly basis. The acknowledgement received from the addresses should be handed over to the concerned despatch clerks without fail. The bill will be paid within a reasonable time by the concerned officers with whom the claim is made. Liquidated damages will also be recovered for the non service period as is done for the belated supply, in addition to recovery of 100% of charges borne by the TANGEDCO for dispatching the tapals by engaging any other agency.
- 5.2. Payment for the service will be made by **cheque only** on any of the Nationalised Bank / Scheduled Banks approved by Reserve Bank of India in Tamil Nadu. The bank charges involved in making the payment will be to the account of the contractor.
- 5.3. For the delayed payments, if any, the TANGEDCO will not pay interest on any account.
- 5.4. The bills will be passed by the concerned officers with whom the claim is made based on the following.
 - 1) Receipt of the contractor's bills in quadruplicate.
 - 2) Provision of evidence such as S.A Code(Service Accounting Code), HSN Code(Harmonized System Nomenclature Code),GSTIN registration No. etc., in the invoices/ receipts.
 - 3) The acknowledgement received from the addressees, i.e., proof of delivery. The bills for payment will be passed only after the approval/ acceptance of the following documents (a) and (b) by SE/MMI.
 - a) Payment of Security Deposit.
 - b) Undertaking towards jurisdiction for legal proceedings.
 - c) Declaration as per Annexure

6.0. PERIOD OF CONTRACT:

- 6.1. The period of contract shall be **from 01.02.2021** for a period of two years.

7.0. DELIVERY:

- 7.1. The tapals to addressees should be collected from the despatch clerk by 4.00 pm everyday and also whenever called from the consignee office.
- 7.2. The tapals received should invariably be delivered to the addressees with dated acknowledgement besides getting official seal or name and designation of the person receiving the covers on delivery.
- 7.3. The tapals should be delivered within next working day without omission for the destinations within city/town. For the destinations outside city/ within Tamil Nadu the tapals should be delivered within two working days from the date of collecting of tapals. For the destinations outside state, the tapals should be delivered within three working days from the date of collecting of tapals.
- 7.4. The acknowledgement received from the addressees should be furnished to the concerned despatch clerk without fail.

- 7.5. If any cover is undelivered or refused to be accepted, the same should also be brought to the notice of the concerned despatch clerk without fail.
- 7.6. The contractor should provide identity card to all agents who are engaged for collection / delivery of tapals.
- 7.7. The TANGEDCO also reserves the right to cancel the order if the delivery schedule is not kept up, without any further notice to the contractor.
- 7.8. The TANGEDCO will be at liberty to cancel the contract if the service is not rendered as per the delivery schedule specified, notwithstanding its right to claim liquidated damages for the belated deliveries. The actual date of receipt of tapal will be reckoned as the date of delivery for the purpose of calculation of liquidated damages in respect of that delayed tapal.

8.0. LIQUIDATED DAMAGES:

- 8.1. The execution of the contract as specified should be guaranteed by the contractor under the Liquidated Damages clause given below:
- 8.2. If the contractor fails to deliver the tapals within the time specified in the order or any extension thereof, but delivers the same with delay, then the TANGEDCO shall recover from the contractor as liquidated damages, a sum of ten percent (10%) of the contract charges of such delayed delivery for each day of delay. **The actual date of delivery of tapals at destination will be reckoned as date of delivery for this purpose.** Liquidated damages will also be recovered for the non service as is done for the belated supply, in addition to recovery of 100% of charges borne by the TANGEDCO for despatching the tapals by engaging any other agency.
- 8.3. If the services to be rendered are made by the contractor beyond the period of delivery stipulated in the order and if they are accepted by the TANGEDCO, such acceptance is without prejudice to the TANGEDCO's/ TANGEDCO's rights to levy liquidated damages for the delay in delivery.
- 8.4. The contractor is liable to pay the amount of loss sustained by the TANGEDCO in the event of non-execution of orders, if any, placed on them either in full or part to the satisfaction of the TANGEDCO under the terms and conditions of contract and in the event of placing orders for such service on some others at a higher price.
- 8.5. Those tapals despatched but for which acknowledgements have not been received will be treated as non service and appropriate deductions will be made for the same from the bill.

9.0. FORCE MAJEURE:

- 9.1. If at any time during the continuance of this contract the performance in whole or part in any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enmity, acts of civil commotion, strikes, lockouts, sabotages, fires, floods, explosions, epidemics, quarantine restrictions or other acts of God (hereinafter referred to as "eventualities") then, provided notice of the happening of any such eventuality is given by the contractor to the TANGEDCO within 15 days from the date of occurrence thereof, neither party shall, by reason of such eventuality be entitled to

terminate this contract, nor shall have any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist.

- 9.2. Provided that if the performance in whole or part by the contractor or any obligation under this contract is prevented or delayed by reasons of any eventuality for period exceeding 60 days, the TANGEDCO may at its option terminate this contract by notice in writing.
- 9.3. The period of extension shall be decided only by the consignee officers after verifying the evidence for the cause of delay.
- 9.4. It is hereby specifically agreed that time is essence of the contract. The termination of the contract as aforesaid shall not absolve the contractor of his liability to pay damages to the TANGEDCO for the breach of contract to complete the performance of the contract within the time fixed by the contract or extension thereof.

10.0. SECURITY DEPOSIT:

- 10.1. The contractor will have to furnish Rs. 6,00,000/- (Rupees Six lakhs only) as Security Deposit in the form of DD / Banker's Cheque / irrevocable Bank Guarantee with retention/validity period of **Thirty Six months** from the date of contract.
- 10.2. The contractor will have to furnish the Security Deposit within 15 days from the date of receipt of award of contract. The Security Deposit will not carry any interest. The TANGEDCO reserves the right to accept the belated payment of Security Deposit by levying penal interest at the rate of 22% per annum from the date of expiry of 15 days time limit till the date of actual payment of Security Deposit. The same will be recovered from the contractor's first bill. The penal charges will attract GST @ 18%.
- 10.3. Failure to comply with the terms regarding Security Deposit set out in the contract order within the stipulated time by the contractor will entail in the cancellation of the contract without any further reference to the contractor.
- 10.4. The Security Deposit will be refunded to the contractor only if the contract is completed to the satisfaction of the TANGEDCO. If the TANGEDCO 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 contractor to the purchaser, then the purchaser will in addition to such other dues that he shall have under law, appropriate the whole or part of the Security Deposit and such amount that is appropriated will not be refunded to the contractor.

11.0. RESPONSIBILITY:

- 11.1. The contractor is responsible for delivery of the tapals at the destination station in good condition. The contractor will be held responsible in case of any loss or theft of tapals occurred due to external damages, the results of rough handling in transit or due to weather conditions during transaction.

11.2. The contractor shall include and provide for securely protecting and packing the tapals to avoid damages or loss in transit. All risks connected with the delivery of these tapals should be borne by the contractor.

12.0. FAILURE TO EXECUTE THE CONTRACT:

12.1. Contractors failing to execute the order placed on them to the satisfaction of the TANGEDCO under the terms and conditions set forth therein, will be liable to make good the loss sustained by the TANGEDCO, consequent to the placing of fresh orders elsewhere at higher rate, i.e., the difference between the price accepted in the contract already entered into and the price at which fresh orders have been placed. This is without prejudice to the imposition of penalty under the Liquidated Damages clause.

12.2. Wherever the contractor does not commence the work/execute the contract as agreed to, the EMD/SD paid by the firm will also be forfeited in terms of the contract and the firm name will be black listed after due notice. The poor performance of the firm will also be recorded for the purpose of reference while dealing with the firm in future.

13.0. NON-ASSIGNMENT:

The contractor shall not assign or transfer the contract or any part thereof without the prior approval of the TANGEDCO.

14.0. EFFECTING OF RECOVERIES:

Any loss, arising due to non-fulfillment of this contract or any other contract, will be recovered from the Security Deposit held and/or any other amount due to the contractor from the TANGEDCO.

15.0. DUES TO TANGEDCO:

Amount due from the contractor to TANGEDCO for defaults in any other contracts / orders will be adjusted from the pending payments of this contract.

16.0. JURISDICTION FOR LEGAL PROCEEDINGS:

16.1. Suit or any proceedings in regard to any matter arising in respect of this contract shall be instituted in any court, save in the High Court, Madras, City Civil Court at Chennai or at the Court of small causes at Chennai. 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 the cause of action might arise within the jurisdiction of any other Courts in Tamil Nadu and rest within the jurisdiction of courts outside Tamil Nadu, then it is agreed to between the 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 shall have jurisdiction even though any part of the cause of action might arise within the jurisdiction of such courts. The contractor shall furnish an undertaking in a non-judicial stamp paper of Rs.80/- agreeing to the above condition on receipt of the Rate Contract order.

17.0. DECLARATION FOR ITC BENEFIT:

A declaration as per format enclosed to confirm that benefit of ITC has been passed on to TANGEDCO shall be furnished.

18.0. ARBITRATION ACT NOT TO APPLY:

The TANGEDCO will not accept any arbitration in case of disputes arising in any respect under this contract. Any dispute arising out of this contract shall not be subject to arbitration under the provisions of Arbitration and Conciliation Act 1996 in the event of any dispute between the parties.

19.0. ACKNOWLEDGEMENT:

- 19.1 Receipt of this service contract shall be acknowledged within one week from the date of receipt.
- 19.2. Your acknowledgement of receipt of this contract and all general correspondences may be addressed to the Superintending Engineer / Materials Management-I, 4th Floor, NPKRR Maaligai, 144, Anna Salai, Chennai, 600002. All the other correspondences regarding address clarification, location, payment etc., shall be addressed to the respective consignee officers.

Yours faithfully,

- Encl:1. Declaration Form (Schedule C)
2. Annexure-I
3. Annexure-II


CHIEF ENGINEER
MATERIALS MANAGEMENT 3/13

1. Copy to all the Chief Engineers, Superintending Engineers and other Heads of offices / TANGEDCO and TANTRANSOCO in TNEB Head Quarters
2. Copy to the Chief Engineers / BBGTPS , ETPS & NCTPS I&II and its expansion projects, TR. PROJECTS, Distribution / North & South Regions
3. Copy to the Superintending Engineers/Operation/ Chennai-I & Chennai-II& III, Chennai Development Circle, P&C Chennai, EDC/Central, West, North, South & II, Kanchipuram, Chengalpet, LD & Grid Operation.
4. Copy to all Heads of offices in headquarters office.
5. Copy to: DFC/Central Payment/ Chennai-2.
6. Copy to: The Residential Audit Officer/Chennai-2.

It is requested to send a report every month to this office in the format enclosed herewith through e-mail (semm1@tnebnet.org) along with copy by post in confirmation.

M/s. Professional Couriers, Chennai contact nos.

Contact nos., fax no. & e-mail ID. – Fax No.: 044-2855 42 41
E-mail : maaro-mkt@tpcglobe.co.in,
maa@tpcglobe.co.in

Contact Person:

1.V.Sugumar,
Manager- Marketing.
Mobile : 98842 - 15053

2.D.Yusuff Khan,
Senior Executive - Marketing.
Mobile: 9884216204
3.M.Abdul Latheef,
Mobile : 98842 15084
Phone: 044 2858 7118.
044 2841 6301.

Website for tracking documents. : www.tpcindia.com.

ANNEXURE

Name of office:

REPORT FOR THE MONTH OF ON THE NUMBER OF TAPALS AND
EXPENDITURE INCURRED IN RESPECT OF RC No. dt. .01.2021.

Sl. No.	Destination	Weight of Tapal in Grams.	Charges per Tapal in Rs. (Inclusive of GST)	Month / year	
1	Within the city/Town	First 500gms or part thereof			
		For every addl 250 gms or part thereof			
2	within the state of Tamil Nadu	First 500gms or part thereof			
		For every addl 250 gms or part thereof			
3	Andhra/ Kerala/ Karnataka	First 500gms or part thereof			
		For every addl 250 gms or part thereof			
4	Mumbai/ Delhi/ Kolkatta	First 500gms or part thereof			
		For every addl 250 gms or part thereof			
5	Rest of India	First 500gms or part thereof			
		For every addl 250 gms or part thereof			
				Amt in Rs.	
				Total expenditure	
	Penalty/LD recovered			Rs.	
	Reason for recovery :				

Expenditure/penalty in respect of following Circles included in the above table:

1.	SE/.....
2.	SE/.....
3.	SE/.....
4.	SE/.....
5.	SE/.....