

To,

M/s-----

Sub:- Enquiry for supply of one Laptop for Executive Director (HR) Chhattisgarh State Power Holding Company Ltd., Raipur.

Dear Sir,

Please quote your lowest rate for supply of one Laptop for Executive Director (HR) Chhattisgarh State Power Holding Company Ltd., Raipur as per following specification & quality and accepting all terms & conditions given hereunder. Offer in sealed cover quoting this office reference on the top of envelope should reach this office on or before 08/12/2021 up to 12:00 PM. The offer will be opened on the same day at 01:00 PM.

S.No.	Description	Qty.
1.	Laptop Core i5 Series 11 th Generation, Screen – 15.6 Inch (FHD Display), RAM- 8 GB Storage- 1 TB HDD + 256 GB SSD, Graphics card- 2 GB Operating system- Windows 10 Make: DELL/LENEVO/HP etc.	01 No.

Terms & conditions:-

- 1. Taxes** :- Taxes should be indicated separately, registration of GST necessary. (GST no. should be indicated in offer)
- 2. FOR** :- AGM (HR), CSPHCL, Dangania, Raipur.
- 3. Delivery** :- 15 days from the date of issue of this order.
- 4. Payment** :- 100% payment after successful supply of material in good condition within 30 days.
- 5. Consignee** :- Manager (P&S) O/o AGM (HR), CSPHCL, Raipur.
- 6. Penalty** :- In case of delay in supply a penalty of Half ($\frac{1}{2}$) % per week subject to max. 10% of the order value.
- 7. Warranty** :- Minimum 01 Year from the date of supply of material.
- 8. Validity of offer** :- 90 days from the date of opening.

9. Extension :-

(a) CSPHCL reserves the right to place an extension order up to 50% additional quantity within 06 months from the date of order on the same rate, terms & conditions.

(b) **Price Reduction Clause:-** In case of fresh enquiry is issued for the same item before Completion of supply against extension order and lower rates are received in the fresh enquiry; the lower rates received in the fresh tender shall be applicable to the quantity of extension order balance to be supplied also.

10. Security Deposit :- 10% of order value by DD in favour of CSPHCL, Raipur within 07 days from date of issue of order. No interest shall be paid by CSPHCL on the Security deposit. In case of non-fulfillment of contractual obligations by the contractor, the security deposit shall be forfeited. This Security Deposit will be released after satisfactory completion of warranty period.

Note: Participation in enquiry shall mean that participant has accepted all terms & conditions given here in instant enquiry.

Thanking You.

**ADDL.GENERAL MANAGER (HR)
CSPHCL, RAIPUR**