



CHHATTISGARH STATE POWER HOLDING COMPANY LIMITED

(A Successor Company of CSEB)

CIN No. U65993CT2008SGC020995

O/o AGM(HR), Chhattisgarh State Company Limited

No. 01-02/Computer & Peripherals/2250

Raipur, Dated : 19.08.2020

To,

M/s-----

Sub:- Tender enquiry for supply of Laptop & Multifunction printer for Company Secretary, CSPCL, Raipur.

Dear Sir,

Please quote your lowest rate for supply of Laptop & Multifunction printer for Company Secretary CSPCL, Raipur as per following specification and quality. Offer in sealed cover quoting this office reference on the top of envelope should reach this office on or before **09.09.2020** up to 3 pm. The offer will be opened on the same day at 4 pm.

S. No.	Description	Qty.
1.	Core i5, Series 10th Generation Laptop, screen size 15.6", 8GB, DDR4 RAM, 1TB, HDD DDR 4GB Graphics, HD CAM, Card Reader , Bluetooth, SPK.WIFI, OS Window 10, MSAV Life Time, Make: DELL/HP/LENEVO/HCL/SAMSUNG/LG etc.	01 No.
2.	Multifunction Laser Printer, Make : HP/Samsung/Canon/Epson etc. Print, Copy & Scan, ADF & Duplex scanning/printing Print speed - 20 ppm (minimum), Two-sided printing Scan file format – PDF & JPG (300 dpi minimum)	01 No.

Terms & conditions:-

1. Taxes :- Taxes indicated separately. registration of GST necessary. (enclose Document for registration of GST)
2. FOR :- AGM (HR), CSPHCL, Dangania, Raipur.
3. Delivery :- 15 days from the date of issue of this order.
4. Payment :- 100% payment after receipt of the material in good condition within 30 days.
5. Consignee :- Manager (P&S) O/o AGM (HR), CSPHCL, Raipur.
6. Penalty :- Half (½) % per week subject to max. 10% of the order value.
7. warranty :- One Year from the date of supply of material.
8. validity of offer :- 90 days from the date of opening.

Thanking You.

Your Sincerely

ADDL.GENERAL MANAGER (HR)
CSPHCL, Raipur

Registered Office: Second Floor, Vidyut Sewa Bhawan, Dangania, Raipur- 492013(Chhattisgarh)

Phone-2574113, Fax- 0771-2574040, website: www.cspc.co.in, e-mail-dgmhrs@cspc.co.in

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Schedule-I
Commercial Terms & Conditions

Sealed offers are invited from the reputed firms only for supply of Laptop & Multifunction printer for Company Secretary, CSPCL, Raipur.

1. Offer must be submitted in sealed cover addressed to Manager (P & S) O/o AGM (HR), CSPHCL, 2nd floor, Vidyut Sewa Bhawan, Dangania, Raipur, with the name of work, due date of opening and the name of bidder super scribed on the cover.
2. Not more than one offer shall be submitted by one contractor or one firm of contractors.
3. The offer shall be submitted in the Manager (P & S) O/o AGM (HR) on or before **09.09.2020** up to 03.00 PM only.
4. Schedule-I & II filled and signed at the places specified shall be submitted in one sealed envelope duly super scribed as Commercial and Special Terms & Conditions. The schedule-III shall be submitted in another sealed envelope duly superscribed as price bid. Any offer not bearing the signature in all the pages/ documents accompanying the tender is liable for rejection. The envelop of schedule-I & II and the envelop of schedule-III should be kept in a separate envelop duly superscribed with tender specification No., date of opening, name of the firm.
5. The bidder shall furnish with the tender, latest income tax clearance certificate from the authority. Alternatively, the bidder shall give copy of income tax return filed and may give valid reasons for their inability to furnish such certificate. The company reserve the right to reject any tender if the income tax clearance certificate or the reason for the bidders inability to furnish such certificate is not furnished.
6. Tender document which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected.
7. The submission of a tender document by the bidder implies that he has read and accepted the instructions and the conditions of the contract, and has made himself aware of the scope of the work to be done and local conditions and other factors bearing on the execution of the contract.
8. The company will not, after acceptance of the contract rate, pay any extra charges for any reason whatsoever, even in case where, the contractor has misjudged the conditions of the contract.

9. Rate shall be quoted both in words and figure in the price schedule enclosed. Rate quoted shall remain firm throughout the contract period. In case of deviation of rates in figures and words, rates as beneficial to the company shall prevail.
10. The tender documents shall be returned legible and free from erasure, over writing or conversion of figures. Any correction made should be done in legal manner.
11. It shall not be obligatory for the company or its officers to accept the lowest tender. The authority for the acceptance of the tender will rest with the company, which does not bind itself to assign any reason for declining to consider any particular tender or tenders.
12. The tender should be valid positively, for acceptance for a period of three months from the date of opening, otherwise it is liable for rejection.
13. Further information required, if any can be had from the Manager (P & S) O/o AGM (HR), CSPHCL, 2nd floor, Vidhyut Sewa Bhawan, Dangania, Raipur.
14. All matters arising out of or any way connected with this contract shall be deemed to have arisen in Raipur only and the courts at Raipur shall be the jurisdiction to determine the same.
15. Any deviation from the enclosed terms and condition should be specially mentioned in the offer, failing which it will be assumed that there is no deviation from the terms and conditions.
16. The tender document received after the due date and time shall not be accepted/opened.
17. The company reserves the right to accept/reject any tender without assigning any reason thereof.
18. The quantity indicated in schedule-III are indicative only and the order placed for supply of material may vary to any extent on either side, but the quoted rate shall remain firm. The contractor shall not have any claim for the variation in quantity which may increase or decrease to any extent.
19. This notice of tender shall form part of the contract and any breach of the terms of this notice shall be deemed to be a breach of contract.

SIGNATURE OF TENDERER

ADDL.GENERAL MANAGER (HR)
CSPHCL, Raipur

Schedule-II
Special Terms & Conditions

1. **PQR** :- Firm should have valid PAN & GST number. Also the bidder should have experience of satisfactorily executing similar type of supply order during last 05 years. Documentary evidence regarding the above should be submitted with Schedule-I & II.
2. **Prices** :- only firm rate is to be quoted. No price variation shall be admissible.
3. **Taxes & Duties**:- Price bid has to be submitted in prescribed format only as per schedule-III. Taxes and duties shall be indicated separately. However, payment for statutory levies and taxes & duties will be made against production of documentary evidence. The price quoted should be in accordance with the entire scope of work. The order will be placed on basis of lowest rate quoted for all the phases of work. The price bid must be without any assumption, condition, qualification, reservation or variation. Conditional tender offer or offers variance from prescribed specification would be ineligible to compete for award of tender work.
4. **Validity** : - The validity of offer quoted shall be minimum for 90 days, from the date of opening of price bid.
5. **Delivery period** :- Period for supply of machines at various sites, shall be within 15 days from the date of issue of purchase order.
6. **Payment** : - 100% Payment after delivery of material in good condition within 30 days. The bill shall be submitted in 4 copies. No interest shall be payable for delay in bill payment.
7. **FOR destination** : - Delivery of material should be FOR Vidyut Sewa Bhawan, Raipur.
8. **Guarantee** :- Tenderer will have to extend on- site warrantee for a minimum period of one year from the date of installation on supplied machines & its spare parts. Any machine or its part found to be defective or develop defects during guarantee period, will have to be repaired/replaced by the supplier free of cost. During this guarantee period, bidder would provide comprehensive replacement guarantee on all equipments free of cost and render free after- sale-service on site. The bidder would undertake to continue to provide comprehensive maintenance support along with all spare parts, replacements and preventive maintenance during this period. Replacement provided should be same type, configuration and quality as specified by the manufacturer on the machine.

9. **Extension order**:- Extension may be given on the performance basis of the supplier on the terms & conditions-

- a. Extension order may be placed limited to maximum 50% of original quantity within 6 months, from date of order.
- b. The rates to be offered against the extension order shall be the rates applicable against the main order or the rates, which shall be available against fresh tender, if any whichever is lower. Thus following price reduction clause shall prevail.

In case of fresh tender is issued for the same item before completion of supply against extension order and lower rates are received in the fresh order, the lower rates in the fresh tender shall be applicable to the quantity of extension order balance to be supplied also.

10. **Support & maintenance** :- During the guarantee period, supplier would provide comprehensive & replacement guarantee on all equipments free of cost and render free after – sale service on site. The supplier would undertake to provide comprehensive maintenance along with all spare parts, replacements and preventive maintenance during this period. Replaced spare parts & component will become the property of CSPHCL. Replacement provided should of same type, configuration and quality as specified by the manufacturer of the machine.

11. **Penalty** :- ½% per week subject to maximum 10% penalty of the order value will be imposed towards delay in supply.

Sl. No.	Particulars	
1.	11 Digit Bank Account Number	
2.	Name of Account Holder/Account Name	
3.	Banks MICR code	
4.	Name of the Bank	
5.	Address of Bank	
6.	City of Bank	
7.	Bank Branch	
8.	Bank IFSC code	
9.	GST No.	
10.	Mobile No./Phone No.	
11.	E-mail ID	

SIGNATURE OF TENDERER

ADDL.GENERAL MANAGER (HR)
CSPHCL, Raipur

Registered Office: Second Floor, Vidyut Sewa Bhawan, Dangania, Raipur- 492013(Chhattisgarh)
Phone-2574113, Fax- 0771-2574040, website: www.cspc.co.in, e-mail-dgmhrs@cspc.co.in
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Schedule -III
Price and Quantity

Sn	Item	Qty.	Make & model	Rate (in Rs.)	Tax/ GST (in Rs.)	Total amount In figure/ In words including Tax/ GST (in Rs.)
1	Core i5, Series 10th Generation Laptop	01 Nos.				
2	Multifunction Laser Printer	01 Nos.				

Note:-

1. Prices quoted shall be firm.
2. The offer with the rates given in any form/proforma other than that, mentioned above shall be liable for rejection.
3. The prices shall be indicated as per unit basis only (rate in words may also be written along with figure).

SIGNATURE OF TENDERER
Designation & Seal