



SPECIAL TERMS & CONDITIONS (SPC)

1. Bidders have to submit their bids in sealed covers in two parts. **Part 1 (Cover 1):** Techno-commercial bid in which all the documents except price bid shall be submitted with your seal & signature on each sheets. **Part 2 (Cover 2):** The price bid only for chairs, mandatory spares & service after warranty period.
Both Cover 1 & Cover 2 is to be put in one cover and submit to our TELK address on or before due date. The outer cover/Envelop shall be addressed to Manager, Contracts & Materials Department, Transformers & Electricals Kerala Ltd, Angamaly.
The outer envelope shall be super scribed with the following "Quotation against Tender No. CPTL/HR/26/947 due on:"
2. Detailed Material specification as per the enquiry shall be followed. Annexure 2, 3 & 4 attached shall be filled sealed and signed to be submitted along with offer in cover 1. You can quote with maximum three models against each items tendered.
3. Bidders have to seal & sign all tender documents, such as the enquiry, Specification, SPC, Annexure-3 etc and submit along with your full specification sheet and techno commercially complete offer. **You have to submit the un-priced commercial offer with all Technical specifications, data sheets & other details along with photographs/catalogue covering all other commercial points.**
4. After expiry of warranty period (refer clause: 16 for warranty), the supplier/manufacturer shall continue to provide onsite support for repair and replacement of defective/worn-out components of the chair on chargeable basis. You have to quote your rates for the service (rate per visit/per day rate).
5. List of mandatory spares and its rates shall be quoted for considering for replacement after the warranty period.
6. **Price basis:** At our stores Angamaly. If Freight charges in extra you shall indicate the same in the offer. Transit insurance shall be arranged by the supplier.
7. **Payment terms** shall be within 60 days after receipt. Any deviation from our tender terms & conditions shall be indicated separately sealed & signed or to be indicated in your un priced commercial offer as mentioned above. **For any other payment terms corresponding loading will be taken for final rate evaluation at the rate of Rs. 16.25% per annum.**
8. **New vendors** have to go through our vendor evaluation process and order shall be placed on them only if they got approved. If the evaluation process will take much time TELK has the right to place the order on the lowest approved supplier to meet the delivery requirements.
9. You have to send your Invoice, LR, Test Certificates, Warranty Certificates & Packing list to us immediately through courier after your dispatch. Original Invoice shall be sent directly through courier to the under-signed.



ANNEXURE 1; SPC-TELK CPTL/HR/26/947

10. **Delivery Period:** The basic consideration and the essence of the order/Contract shall be in strict adherence to the time schedule for performing the specified Works. **Bidders shall indicate their delivery time / delivery period in your offer.** Our tentative delivery requirement is given in the enquiry letter.
11. **Validity of Offer:** The tender will be considered FIRM for acceptance for a period of 60 (Sixty) days from the date of opening of the bid. The bidder will not be free to withdraw or modify their tender within this period.
12. **Within five (5) days of receipt of the order, the successful Bidder/contractor/Vendor shall sign, seal and date and return the duplicate/copy of the same to the Owner (TELK) as a token of acceptance of the purchase order.** If successful contractor/vendor/ bidder has not send duplicate copy of the order to TELK within the stipulated time, it is deemed to be understood that the contractor has accepted the order.
13. Material will be inspected at supplier's works by our representatives prior to dispatch, if required. Witness inspection shall be arranged at your works before dispatch on request from TELK (if required)
14. The goods supplied will be subject to final inspection at our factory .We reserve the right to reject and return, at the risk and cost of the supplier, such goods which do not conform to our specification/defective and required quantity. Such rejected goods should be replaced / repaired immediately without any extra cost.
15. TELK reserves the right to split the quantity in the ratio 70: 30 among L1 and L2- provided L2 has to line up with L1 price. The rounding of decimal will be done to the next whole number, with priority given to the lowest bidder first, provided that they agree to meet the delivery as per the requirement. The splitting of order will be based on our requirements only.
16. **Risk Purchase** -We reserve the right to procure the goods from elsewhere at your risk and cost, in the event of failure to supply within the stipulated time.
17. **Warranty: Minimum 2 years comprehensive warranty against any manufacturing defects, including chair mechanism, defective components. The same shall be repaired/replaced** free of cost during the warranty period. Supplier shall provide on-site service for complaints during the entire warranty period.
18. Successful bidder shall submit Performance Bank guarantee/Security Deposit of 5% of order value within 21 days of receipt of purchase order. You can either submit the Bank guarantee against the order/ Deposit as DD/cheque/NEFT/can opt for payment terms of 95% within 60 days from receipt and acceptance and balance within 30 days after warranty period. The PBG/SD will be returned within 30 days from the expiry of warranty period. The bidder shall clearly mention the mode of PBG/SD opted in the tender.
19. Any disputes shall be subjected to the jurisdiction of High court of Ernakulam.



ANNEXURE 1; SPC-TELK CPTL/HR/26/947

20. LD shall be applicable at the rate of 1% per week subjected to a maximum of 10% of the order value for delay in delivery date
21. Packing and transportation from manufacturer's works to the stores (TELK, Angamaly) is the responsibility of the vendor/supplier and the same shall be included in the basic price as the price basis is FOR TELK stores, Angamaly, Ernakulam, Keralam. Transit insurance will be to the account of contractor / supplier/Vendor.
Packing shall have following details: **1) Supplier name, 2) PO No. , 3) Serial No., 4) DC No. and 4) Invoice No.** legibly indicated. Proper care shall be taken to avoid any damages on transportation or water ingress.
22. Tolerance of +/- 25% is applicable
23. **Taxes & Duties:** The taxes and duties will be applicable at the rates prevailing at the time of invoicing. For suppliers, you shall indicate the applicable taxes and duties at the time of tendering in your offer.
24. Your offer shall contain the following details: **Technical specification with Model No. & Make, Price Basis, taxes, Freight, Insurance & packing charges if any in extra, Payment terms, Delivery period, Warranty etc.**
25. **The offers received on or before the due date will be considered and late quotations will not be entertained. The price bid of the technically qualified vendor only will be considered for financial evaluation.**

Visit our website. www.telk.com- Tender notice to get the details and formats.

For any queries please contact Manager, Contracts & Materials Dept. 9388767057/ 04842510336

Sreejith G

Manager(C&M)