

TRANSFORMERS AND ELECTRICALS KERALA LIMITED

(A Joint Venture of Government of Kerala & NTPC Limited)

Angamally South P.O, Ernakulam District, Kerala, INDIA, Pincode 683 573, www.telk.com
 Phone :0484-2510251, 2510 Ext 330,331,332,334 Fax: 91-0484 2458995,2452873: mrm@telk.com
 CIN:U31102KL1963SGC002043 ENQUIRY LETTER (OFFICE COPY)

Ref. : PUR/CPTL/21/69

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Date : 08/06/2021

As Per List Attached

PR No.: ED/69/Z

Dear Sirs,

We require the following materials. Please send your quotation for the supply of the same so as to reach us on or before 03/07/2021.

Sl No	Itemcode	Description & Specification	UOM	Quantity Required	Delivery Before	Delivery Quantity
1	860000389	INKJET A1 SIZE PLOTTER 2880X1440 MAX. DPI WITH 512MB WITH ROLL FEED AND INTEGRATED AUTO CUTTER, PRINTER STAND & MEDIA BIN. SUPPORT MICROSOFT WINDOWS XP & AUTOCAD SOFTWARE. 2 SETS OF INK CATRIDES, 1 SET PRINT HEADS EXTRA. USB & ETHERNET. BUY BACK OF 1 NO. HP PLOTTER HP T-770 (SL.NO. CN0873 HOUR). SUITABLE FOR LOADING GE NA TRACING PAPER>65 G/CM2 WITH POST SCRIPT/COMPATIBLE FOR PRINTING CREO DRAWING.	NO	1.000	04/06/2021	1.000 *

te. * Shows tentative delivery date/quantity which are likely to vary.

- Prices : Price should be quoted for delivery of materials at our Stores, Angamally / F.O.R. Angamally.
2. Taxes : If any tax has to be paid extra, this and the rate of tax should be specified clearly in your quotation.
3. Delivery : Delivery is required as above.
4. Validity : The quotation should be valid for minimum period of 60 days from the date of opening of tender.
5. LD : LD @ 1% per week or part thereof subject to a maximum of 10% of order value will be applicable for deliveries beyond the mutually agreed dates

Note : Quotation should be sent in Sealed Cover


Superscribed Tender No. : CPTL/21/69

Due on : 03/07/2021

Quotation not enclosed in sealed cover and that received after the due date will be rejected.

Note: Copy(ies) of drawing(s)/material standard/sketch is/are enclosed/available with you.

Yours faithfully,



SENIOR MANAGER (MATERIALS)



- 1.0) TECHNO-COMMERCIAL & PRICED OFFER SHALL BE SUBMITTED FOR SUPPLY OF 1 NO. A1 SIZE, HP MAKE, INKJET PLOTTER WITH ACCESSORIES & SPARES SPECIFIED IN THE ENQUIRY LETTER AND CONFORMING TO THE SPECIFICATIONS IN THE ENQUIRY AND OTHER TERMS & CONDITIONS. THE QUOTED PRICE SHALL INCLUDE CHARGES FOR INSTALLATION, COMMISSIONING OF THE MACHINE AT TELK AND TRAINING OF THE TELK PERSONNEL. THE PURCHASE OF NEW MACHINE WILL BE ON BUY BACK BASIS OF 1 NO. INKJET PLOTTER, HP MAKE, MODEL- HP-T-770, SL.NO.CN0873H00R PURCHASED IN THE YEAR 2010. THE BUY BACK PRICE OF THE OLD MACHINE (WITHOUT GST) SHALL BE SEPARATELY QUOTED IN THE OFFER. VENDORS ARE FREE TO INSPECT THE OLD MACHINE AVAILABLE AT "TELK DESIGN DEPARTMENT" ON ALL WORKING DAYS/HOURS WITH ADVANCE INTIMATION TO THE TENDER INVINGING AUTHORITY.
- 2.0) PRICE QUOTED SHALL BE FOR FREE DOOR DELIVERY AT TELK DESIGN DEPARTMENT. GST, PACKING & FORWARDING (IF ANY) AND FREIGHT CHARGES (IF ANY), MAXIMUM TIME SCHEDULE REQUIRED FROM THE DATE OF RECEIPT OF PURCHASE ORDER FOR DOOR DELIVERY AT TELK SHALL BE CLEARLY MENTIONED IN THE OFFER.
- 3.0) PRODUCT CATALOGUE SHALL BE FURNISHED ALONG WITH THE QUOTATION. USER MANUAL SHALL BE FURNISHED ALONG WITH THE MACHINE.
- 4.0) DEALERS SHALL FURNISH THE VALID AUTHORIZATION CERTIFICATE ISSUED BY THE ORIGINAL MANUFACTURER FOR SELLING & SERVICING OF THE PRODUCT.
- 5.0) STANDARD WARRANTY PERIOD OF THE PRODUCT SHALL BE SPECIFIED IN THE QUOTATION.
- 6.0) OFFERES WILL BE SUBJECTED TO TECHNO-COMMERCIAL EVALUATION BY THE PURCHASER. VENDORS SHALL SUBMIT DOCUMENTARY EVIDENCE FOR EXPERIENCE IN SELLING SIMILAR PRODUCTS TO REPUTED GOVERNMENT/PRIVATE COMPANIES IN THE RECENT PAST SUPPORTED BY UNPRICED ORDER COPIES/PERFORMANCE CERTIFICATED RECEIVED FROM THE CLIENTS.
- 7.0) VENDORS SHALL SUBMIT A PROPOSAL FOR A COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) FOR A TOTAL PERIOD OF FIVE YEARS AFTER COMPLETION OF THE STANDARD WARRANTY PERIOD. THE CAMC CHARGES SHALL BE QUOTED ON PER YEAR BASIS FOR EACH YEAR DESCRIBING SCOPE OF THE SUPPLIER IN DETAIL. THE CAMC SHALL GENERALLY COVER SUPPLY OF ALL THE NECESSARY SPARES INCLUDING CONSUMABLES IF ANY AND THE SERVICES. THE PURCHASER (TELK) RESERVES THE RIGHT AT ITS SOLE DISCRETION WHETHER TO INCLUDE THE CAMC ALSO IN THE PURCHASE



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- ORDER WHILE AWARDING THE CONTRACT. PAYMENT FOR AMC WILL BE MADE ON YEARLY BASIS WITHIN 45 DAYS AFTER SUCCESSFULL COMPLETION OF THE CONTRACT AFTER CERTIFICATION OF THE BILLS BY THE IN-CHARGE OF THE MACHINE AT TELK.
- 8.0) THE CRITERIA FOR FINANCIAL EVALUATION OF THE TENDER WILL BE THE NET CASH OUT FLOW OF TELK.
- 9.0) VENDORS SHALL SUBMIT ALL THE TENDER DOCUMENTS (ENQUIRY LETTER, ENQUIRY ANNEXURE, GENERAL TERMS AND CONDITIONS, TECHNO-COMMERCIAL CHECKLIST) DULY SIGNED AND STAMPED AS A TOKEN OF ITS ACCEPTANCE.
- 10.0) PERFORMANCE BANK GUARANTEE : THE SUCCESSFUL BIDDER WITHIN 21 DAYS OF THE AWARD OF PURCHASE ORDER, SHALL BE REQUIRED TO SUBMIT A PERFORMANCE BANK GUARANTEE (PBG) ISSUED BY STATE BANK OF INDIA OR ANY OTHER NATIONALIZED BANK EQUIVALENT TO 10% OF THE BASIC ORDER VALUE OF THE MATERIAL/PRODUCT IN THE FORM PRESCRIBED BY THE PURCHASER FOR THE FAITHFUL PERFORMANCE OF THE MATERIAL/PRODUCT IN ACCORDANCE WITH THE SPECIFICATIONS. THE "PBG" SHALL BE VALID UNTIL 90 DAYS AFTER COMPLETION OF THE WARRANTY PERIOD. IF THE SUPPLIER FAILS TO FURNISH THE PBG WITHIN THE STIPULATED TIME, THE PURCHASER RESERVES THE RIGHT TO WITHHOLD PART OF THE PAYMENT EQUIVALENT TO 10% OF THE BASIC ORDER VALUE OF THE MATERIAL/PRODUCT. THE PBG/ WITHHELD AMOUNT WILL BE RELEASED ONLY AFTER COMPLETION OF THE WARRANTY PERIOD.
- 11.0) LIQUIDATED DAMAGES : LIQUIDATED DAMAGES @ 1% PER WEEK OR PART THEREOF SUBJECT TO A MAXIMUM OF 10% OF ORDER VALUE WILL BE APPLICABLE FOR DELIVERIES BEYOND THE MUTUALLY AGREED DATES.



SENIOR MANAGER (MATERIALS)



TRANSFORMERS AND ELECTRICALS KERALA LIMITED

(A Joint Venture of GOVERNMENT OF KERALA & NTPC Limited)

GENERAL TERMS AND CONDITIONS

1. **Conclusion of Contract** : The Order is the acceptance of the Offer made by the supplier and hence, right to withdraw the offer does not subsist from the date of the order
2. **Mode of submission** : The offers shall be submitted in sealed cover or emailed to telktenders@gmail.com in the case of offline/manual tenders. The bidder shall submit the offers well in advance before the prescribed date and time.
3. The offers shall be submitted in single cover system or two cover system as specified. For two cover system, Technical Bid and Price Bid are separate. First cover shall contain Technical Bid which shall contain Technical particulars, Un-priced commercial bid, Test Reports, Catalogue, and Quality Assurance Plan as applicable. Second cover shall contain Price Bid ie, BOQ (In the format if given by TELK). You shall submit all the documents of the tender duly signed & stamped as a sign of acceptance. Deviations / comment or any additional information if any, shall be furnished along with the technical bid.
4. **Fixed Price** : Bidder shall quote only Fixed Rate / Price and not subject to any escalation whatsoever during the period of Bid Validity and execution of Purchase Order. Any Bid with adjustable or price variation clause shall be treated as 'Non-Responsive' and liable for rejection except for Copper & Oil. Unit Rate shall only be considered as correct and valid, which shall be taken for further consideration.
5. **Tender Fee & EMD** : Tender fee & EMD shall be paid by means of Demand Draft drawn in favour of TELK, Angamaly if specified in the tender. EMD of successful bidder will be refunded within 30 days of completion of contract.
6. **Taxes and Duties** : All Taxes / Duties, if any, payable extra over and above the quoted rate, shall be specifically indicated in the Priced Bid, failing which the quoted rates shall be considered as "all inclusive". Offer shall carry clear details of HSN code and applicable Rate of CGST/IGST/SGST. Invoice shall be submitted in triplicate and shall be in conformance with the format specified as per GST ACT 2016.
7. **Validity of Offer** : Offer shall be kept valid for acceptance for a period of 60 days (sixty days) minimum from the date of opening of the Technical & Un-Priced Bids.
8. **Liquidated Damages** : Liquidated Damages will be levied for any delayed lot delivery @ 1 % of the value of the goods delayed, per week of delay subject to a maximum of 10% or part thereof.
9. **Terms of Payment** : Payment terms shall be through NEFT within 60 days of receipt material at our Stores, Angamaly unless otherwise specified.
10. Evaluation of the Offers shall be on the basis of "To-Door Cost at TELK, Angamaly" (NET Cash outflow of TELK).
11. For technical qualification we will be evaluating supplier's capability to supply quality material for the entire ordered quantity, past performance references and commercial terms offered.



ANGAMALY SOUTH. P.O., PIN. 683 573, ERNAKULAM DISTRICT, KERALA, INDIA.

Phone: 0484-2510337, 2510331, 2510335. Fax: 0484-2452873

E-mail: contracts@telk.com, l.kala@telk.com

12. In case the lowest bidder (L1) is not a registered / approved supplier of TELK, Angamally, they will be allowed to supply the items only after evaluation by TELK authorities and enlisting as approved/registered supplier. They shall submit duly filled vendor capability report/supplier registration requisition form available in our website www.telk.com.
13. In case L1 is a new supplier to TELK, L2 may also be considered in order to meet urgent requirements.
14. **Quality :** The Goods shall be supplied conforming to the description /specification /sample referred in the order/tender or agreed to upon in writing or otherwise
15. **Packing :**
- Goods must be packed securely to withstand all hazards in transit up to destination
 - The net weight and name of the material shall be marked clearly and conspicuously on each container
 - Wherever any special packing is called for, the same shall be strictly adhered to as per our specification
 - Items which are not to be exposed for moisture and rain water entry shall be adequately protected against rain water entry during transportation
16. **Delivery :**
"TIME OF DELIVERY IS THE ESSENCE OF THIS CONTRACT"
17. **Documents :**
- Challans should be submitted in duplicate
 - Invoices should be submitted in triplicate
 - RR/PWB/Lorry Consignment Note should be in the name of Transformers and Electricals Kerala Limited, Angamally and should not be marked "SELF" even if the terms of payment are through Bank
18. **Consignee :** Manager (Stores), Transformers and Electricals Kerala Limited, Angamally.
19. **Inspection :** 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 supplier, such Goods, which do not conform to our specification and the required quality. Such rejected Goods should be replaced within 60 days from the date of rejection. Materials will be inspected at suppliers' works by our representative, prior to dispatch, if required.
20. **Disposal of rejected goods :**
- If rejected goods are not replaced/removed from our Stores within three months from the date of receipt at our Stores, we reserve the right to dispose the same as scrap without further notice.
 - Defects noticed on Material accepted but observed during manufacture/production, such defects will be intimated to the supplier who shall visit TELK for investigation and arranging replacement.
21. **Excess Supply :** Goods supplied in excess of the quantity ordered will be accepted and paid for only in exceptional circumstances at our discretion.



22. **Jurisdiction** : Any dispute arising out of this contract shall be subject to the jurisdiction over the area in which our Factory situates
23. **Test Certificate** : Test Certificate shall be furnished along with the Invoice copy.
24. **Publicity** : Any publicity by the Vendor in which the name of the Purchaser and/or indenter is to be used should be done only with the explicit written permission of the Purchaser.
25. **RIGHT TO ACCEPT OR REJECT THE TENDERS** :
- The right to accept the tender in full or in part/parts will rest with TELK.
 - Bids not accompanied with prescribed information or are incomplete in any respect, and/or not meeting prescribed conditions, shall be considered as non-responsive and are liable to be rejected.
 - TELK reserves the right to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Buyer's action.
 - If the bidder gives wrong information in his tender, TELK reserves the right to reject such tender at any stage or to cancel the contract.
 - TELK reserves the right to reject the bid of parties who have failed to meet contractual delivery /provide adequate after sales support for the products supplied against earlier orders.

26. **PERFORMANCE BANK GUARANTEE** :

The successful bidder shall be required to submit a Performance Bank Guarantee (PBG) issued by State Bank of India or any other Nationalized Bank equivalent to 10% of the basic order value of the equipment in the form prescribed by the Purchaser for the faithful performance of the equipment in accordance with the terms & conditions of the specifications within 21 days of the award of Purchase Order. The PBG shall be valid until 90 days after completion of the Warranty period. If the supplier fails to furnish the PBG within the stipulated time, the Purchaser reserves the right to withhold part of the payment equivalent to 10% of the basic order value of the equipment until the completion of specified Warranty period. The PBG/withheld amount will be released only after completion of the specified Warranty period.

Important Notice

- In the event of quoting "Packing and Forwarding charges" extra in the offer, the "Packing Charges" and "Forwarding Charges" shall be separately mentioned in your offer.
- Bidders are requested to furnish all the details called for in the -tender. In case any required data/information is/are not furnished in the offer, Purchaser reserves the right to assume the same for the purpose of evaluation/comparison and decide the Tender accordingly

NOTE : In case special conditions are mentioned in the tender, the same shall prevail over the general terms & conditions.



[Signature]
Senior Manager (Contracts & Materials).

Techno-Commercial Checklist (Enquiry No. CPTL/ED/21/69)		
Sl.No.	Particulars	Reply by Bidders
1	Name of the original manufacturer of the product & model number
2	Whether the bidder is the original manufacturer or dealer
3	Submission of valid authorization certificate by the manufacturer in case of participation by the dealers	Yes/No
4	Standard Warranty period offered. Detailed scope of Warranty shall also be furnished.
5	USB, Ethernet and suitability for loading GE NA tracing paper<65gsm with post script/compatibility for printing creol	Yes/No
6	The offer shall also include the prices for ink cartridges-2 sets, print heads-1 set as free spares.	Yes/No
7	Submission of all Tender Documents duly signed & stamped by the vendor for its acceptance	Yes/No
8	Bid shall be valid for a minimum period of 60 days from the date of opening of tender.	Yes/No
9	Applicable GST (%)
10	Readiness for buy back of old machine and buy back price of old machine (without GST) shall be quoted in the offer	Yes/No
11	Whether quoted price for new machine is for free door delivery at TELK. (If not, P&F charges, freight charges etc (if any) shall be quoted separately in the quotation)	Yes/No
12	Transit Insurance charges shall be borne by the Supplier and shall be included in the quoted price	Yes/No
13	Acceptance of all the technical and other terms & conditions	Yes/No
14	Acceptance of TELK payment terms (within 60 days after receipt and acceptance of the material)	Yes/No
15	Deviations (if any) from the specified terms & conditions shall be submitted as a separate document	Yes/No
16	Readiness for submitting PBG as per the T&C of the tender.	Yes/No
17	Maximum time schedule for delivering the material at TELK from the date of receipt of the order days
18	Any other relevant information :	
19	Contact details of the vendor :	



Authorized signatory with seal