

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/21/613

Page : 1
Date : 12/10/2021

As Per List Attached

PR No.: DP/613/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 28/10/2021.

Sl No	Itemcode	Description & Specification	UOM	Quantity Required	Delivery Before	Delivery Quantity
1	860000390	24" LED MONITOR-HDMI VGA & HDMI PORTS ,FULL HD DISPLAY 1920X1080P,HDMI CABLES &ACCESSORIES MAKE:DELL,MODEL:SE2422H	NO	1.000	27/10/2021	1.000
2	860000410	WORKSTATION - DELL 3640 TOWER WORKSTATION MAKE:DELL, MODEL:PRECISION 3640 SPECIFICATIONS : INTEL XEON W-1250 PROCESSOR(6 CORE,12M CACHE,BASE 4.1 GHZ UPTO 4.8GHZ),32 GB(2X16GB) DDR4 2666 ECC UDIMM RAM,EXPANDABLE UPTO 128GB MAX, NVIDIA QUADRO P1000 ,4GB VIDEO CARD, 512GB PCIE NVME SSD FOR BOOT DRIVE, OS : WINDOWS 10 PRO FOR WORKSTATIONS (6 CORES) ENGLISH, STORAGE DRIVE:2TB 7200RPM,SATA 3.5" HDD(NON BOOT),EXPANDABLE UPTO 8TB 8X DVD+/-RW OPTICAL DISK DRIVE, DELL USB KEYBOARD&MOUSE,1000W POWER SUPPLY UNIT,WARRANTY: 5 YEARS PRO SUPPORT & NEXT BUSINESS DAY ONSITE SERVICE SCOPE OF WORK:OS SHALL BE LOADED BY BIDDER ON SSD DRIVE.BIDDER SHALL SUPPLY AND INSTALL THE WORKSTATION & ACCESSORIES AT TELK ANGAMALLY	NO	1.000	27/10/2021	1.000

1. 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

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/21/613

Page : 2
Date : 12/10/2021

As Per List Attached

PR No.: DP/613/Z

+-----+
| Note : Quotation should be sent in Sealed Cover |

| Superscribed Tender No. : CPTL/21/613 |

| Due on : 28/10/2021 |

| 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 WORK STATION & 24" LED MONITOR AS PER THE SPECIFICATIONS IN THE ENQUIRY AND OTHER TERMS & CONDITIONS. MAKE : DELL, QTY : 1 NO. EACH.
- 2.0) THE PRICE QUOTED SHALL BE FOR FREE DOOR DELIVERY AT TELK. 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) DEALERS SHALL FURNISH THE VALID AUTHORIZATION CERTIFICATE ISSUED BY THE ORIGINAL MANUFACTURER FOR SELLING & SERVICING OF THE PRODUCT.
- 4.0) FIVE YEARS ONSITE WARRANTY, PRODUCT SUPPORT AND NEXT BUSINESS DAY ONSITE SERVICE SHALL BE PROVIDED FOR THE WORK STATION. THE SCOPE OF WARRANTY SHALL BE CLEARLY MENTIONED IN THE OFFER.
- 5.0) THE OFFERS WILL BE SUBJECTED TO TECHNO-COMMERCIAL EVALUATION BY TELK.
- 6.0) THE CRITERIA FOR FINANCIAL EVALUATION OF THE TENDER WILL BE THE NET CASH OUT FLOW OF TELK.
- 7.0) 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.
- 8.0) 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 offline (manual) or online (e-tender) as specified in the tender enquiry. Online tenders shall be submitted only through the Govt. of Kerala e-tender portal www.etenders.kerala.gov.in. Offline tenders shall be submitted either in sealed covers or emailed to the unique email address of TELK for the purpose telktenders@gmail.com. The bidders shall submit the bids well before the prescribed due date and time.
- 3.** The offers shall be submitted in single cover system or two cover system as specified in the tender enquiry. 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 :** The bidders 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 if specified in the tender enquiry. Tender fee and EMD of the offline tenders shall be paid by means of DD drawn in favour of TELK or by NEFT to the specified bank account of TELK. Tender fee and EMD of the e-tenders shall be paid only through the e-tender portal. Tender fee and EMD paid by any other means are liable to be rejected. The EMD of the successful bidder will be refunded within 30 days of submitting the Performance Bank Guarantee.
- 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 from the date of opening of the Technical & Un-Priced Bid.
- 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 will be made through NEFT within 60 days of receipt material at our Stores, Angamaly and its acceptance unless otherwise specified.

ANGAMALLY SOUTH. P.O., PIN. 683 573, ERNAKULAM DISTRICT, KERALA, INDIA.
Phone: 0484-2510330, 2510331, 2510335. Fax: 0484-2452873, 2452363, 2458995.

E-mail: contracts@telk.com, mtl@telk.com, cnm@telk.com



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.
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. TELK has the right to split the order quantities to various parties to meet our delivery commitments.
15. **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.
16. **Packing :**
 - (a) Goods must be packed securely to withstand all hazards in transit up to destination.
 - (b) The net weight and name of the material shall be marked clearly and conspicuously on each container.
 - (c) Wherever any special packing is called for, the same shall be strictly adhered to as per our specification.
 - (d) Items which are not to be exposed for moisture and rain water entry shall be adequately protected against rain water entry during transportation.
17. **Delivery :**

"TIME OF DELIVERY IS THE ESSENCE OF THIS CONTRACT"
18. **Documents :**
 - (a) Challans should be submitted in duplicate.
 - (b) Invoices should be submitted in triplicate.
 - (c) RR/PWB/Lorry Consignment Note should be in the name of Transformers and Electricals Kerala Limited, Angamaly and should not be marked "SELF" even if the terms of payment are through Bank.
19. **Consignee :** Manager (Stores), Transformers and Electricals Kerala Limited, Angamaly.
20. **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.
21. **Disposal of rejected goods**
 - (a) 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.
 - (b) 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.



22. **Excess Supply** : Goods supplied in excess of the quantity ordered will be accepted and paid for only in exceptional circumstances at our discretion.
23. **Jurisdiction** : Any dispute arising out of this contract shall be subject to the jurisdiction over the area in which our Factory situates.
24. **Test Certificate** : Test Certificate shall be furnished along with the Invoice copy.
25. **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.
26. **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.
27. **RIGHT TO ACCEPT OR REJECT THE TENDERS** :
 - a) The right to accept the tender in full or in part/parts will rest with TELK.
 - b) Tenders 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.
 - c) 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.
 - d) 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.
 - e) 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.

Important Notice

- i. 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.
- ii. Tenderer is 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/21/613)		
Sl.No	Particulars	Reply by Bidders
1	Make & model number of the offered products	Work station : / Monitor : /
2	Whether the bidder is the original manufacturer or dealer
3	Confirmation for 5 years onsite warranty and product support for the Work station. Detailed scope of Warranty shall also be furnished.
4	Confirmation for onsite service on next business day for the work station.	Yes/No
5	Warranty period for the LED Monitor
6	Submission of all Tender Documents duly signed & stamped by the vendor for its acceptance	Yes/No
7	Bid shall be valid for a minimum period of 60 days from the date of opening of tender.	Yes/No
8	Applicable GST (%)
9	Whether the quoted price 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
10	Transit Insurance charges shall be borne by the Supplier and shall be included in the quoted price	Yes/No
11	Acceptance of all the technical and other terms & conditions	Yes/No
12	Acceptance of TELK payment terms (within 60 days after receipt and acceptance of the material)	Yes/No
13	Deviations (if any) from the specified terms & conditions shall be submitted as a separate document	Yes/No
14	Maximum time schedule for delivering the items at TELK from the date of receipt of the order days
15	Any other relevant information :	
16	Contact details of the vendor :	

