

**Office of The Chief Engineer**  
**Maharashtra State Load Dispatch Center,**  
Thane-Belapur Road, P.O. Airoli,  
Navi Mumbai Pin – 400 708.  
Tele :91-22-27601765 / 1766  
Fax :91-22-27601769  
Email : cesldc@mahasldc.in

**Ref: CELDK/ IT/2018/Laptop/ 1243**

**Date- 28.05.2018**

To

**Website for display**

**Sub: E-Enquiry for supply of Laptop along with Microsoft Office 2016 License at SLDC.**

Dear Sir,

You are requested to quote your lowest rate for Supply of Laptop along with Microsoft Office 2016 License as per the specification in Annexure B, on terms & conditions as per Annexure A.

The offer should be valid for at least 90 days from the date of opening of quotation. The quotations not complete in any respect or partial quotations will be totally rejected. No correspondence in this regard will be entertained

The sealed envelope marked as “**E-Enquiry for supply of Laptop along with Microsoft Office 2016 License at SLDC.**” must reach this office on or before **06.06.2018 upto 17:00 Hrs.** This quotation will be opened on Next Working day i,e on **07.06.2018** ,if possible.

Thanking You,

Yours faithfully

**Sd/-**  
**Superintending Engineer(Scada/IT)**  
**MSLDC, Airoli, M.S.E.T.C.L**

Encl: Annexure ‘A’- Terms & Conditions  
‘B’- Technical Specification of laptop  
‘C’- Price Schedule  
‘D’- Undertaking

Copy to: 1) AGM (F&A), MSLDC Kalwa  
2) Master File.

## ANNEXURE 'A'

### TERMS and CONDITIONS:

1) ELIGIBILITY CRITERIA:

- (a) The Bidder should have experience of successful completion of **Two similar works** during the Last Three financial years (F.Y. 2017-18, 2016-17, 2015-16). The cost of such individual similar work **should not be less than Rs. 1,14,720/-**.

Attested copy of work order to that effect from concern department/ agency is required to be submitted.

- (b) The Vendor should submit copies of following along with quotation :

- i. GST Registration certificate.
- ii. PAN /TAN registration certificate
- iii. Proof of firm being registered as shop establishment/firm/company, as applicable.
- iv. Audited annual accounts including balance sheets and other financial Statements OR valid ITR for past three financial years.
- v. Technical Specification compliance Annexure 'B'.
- vi. Data Sheet of Offered Specification.

Failure to provide the desired information and documents may lead to disqualification of the Bidder.

- 2) The rates should be quoted net inclusive of packing transportation, octroi charges and all other taxes, if any.
- 3) Rates should be quoted both in figures and words.
- 4) **Supply of Material:** Materials offered should be strictly as per specification mentioned in Annexure 'B'. The material shall be subject to approval of consignee after testing.
- 5) When the Configuration / Specification / feature required is not available in a particular model, next available higher configuration model shall be offered.
- 6) The offered material shall be of good quality, reputed brand and approved by the competent authority.
- 7) The vendor shall provide all standard Media for Operating system, Driver Software as supplied by the OEM.
- 8) Software licenses should be in the name of "Chief Engineer, MSLDC, MSETCL", and should be perpetual in nature
- 9) The quotations will be evaluated on the basis of specification/brand/make of the product as per MSETCL requirement. If considered necessary, the MSETCL committee may take the decision in this regards and decision of Committee would be final and binding to bidder.

- 10) **Delivery Period:** The material should be delivered to the consignee **within 30 days** from the date of receipt of order.
- 11) **Destination For Supply:** The material should be supplied at SLDC Kalwa office during working hours 10:00 Hrs. to 17:00 Hrs. on working day.
- 12) Your representative shall also deliver following document:
- i) Final invoice in triplicate.
  - ii) Delivery Challan
  - iii) Warranty Certificate for Laptop.
  - iv) License certificate for MS-Office.
- 13) **Terms of payments:** 100% payment will be affected to you within 30 days after supply, installation, testing and configuration of all material & on the basis of actual measurement recorded by the engineer-in-charge. However release of payment may depend on availability of funds.
- 14) **Penalty for late delivery:** If the materials are not supplied within stipulated time limit, penalty at the rate 1/2% (Half Percent) per week delay will be recovered from your bill subject to 10% maximum of work order value. In case failing of supply goods from your side, the balance goods will be purchased from other agency & difference in cost will be recovered from your bill & SD in this case will be forfeited to company.
- 15) **Security Deposit:** You will have to pay security deposit amounting to **10% of the ordered value** through Cheque/DD/Bank guarantee within 15(Fifteen) days from the date of receipt of order otherwise it will be deducted from bill payable. The same will be refunded to you after **ONE YEAR**, if execution of order is satisfactory. In the event of unsatisfactory performance of the contract or non-compliance to T&C this amount will be forfeited. No interest will be allowed on this deposit.
- 16) **Warranty and Support:**
- (a) Vendor should provide Onsite warranty for all Installation and Hardware delivered for minimum one year and extended as per OEM guarantee/warranty offered.
  - (b) During the warranty period of you will replace/repair free of cost if material found defective in coordination with OEM.
  - (c) Onsite Technical Support/maintenance for the period of ONE YEAR from the date of installation accepted by the MSETCL.
  - (d) During the warranty period, the bidder shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all the systems supplied.
  - (e) Comprehensive on-site support from bidder for day to day operational issues as and when arises.
  - (f) The Vendor shall attend unlimited breakdown calls on receipt of complaints. No Spares or any other Items will be supplied by MSLDC.
  - (g) Replacement of failed hardware within 24hrs or Next Business Day from the time call is lodged. The penalties for any non-compliance is defined under clause (18) Penalty for downtime.
- 17) **Technical Support:** You will provide onsite services for any technical problem in the executed work for the period of **One Year**.

**18) Penalty for downtime:**

The response time for attending the faults is Four hours (maximum) after it is reported to the vendor. The faults should be rectified within 24 hours or Next Business Day of reporting, failing which bidder shall arrange standby replacement. Else SLDC shall realize a sum equivalent to @ ½ % per week maximum extent of 10% of order value from the date of reporting to vendor as a penalty by the way of deductions from Security deposit amount. (During Technical Support Period)

- 19) Partial supply/installation/configuration/commissioning will not be accepted by the MSETCL. No any payment will be made for partially executed work.
- 20) All the expenses shall be borne by the Agency / Company.
- 21) **Transit Insurance:** Any damage during transit will not be the responsibility of MSETCL and bidder must agree to provide a replacement at his cost. Transit Insurance will be borne by bidder.
- 22) The quotation which are not confirming to the specifications as desired are likely to be rejected.
- 23) It shall be the responsibility of successful service provider to cover their personnel(s) under insurance against any risk during rendering the services for related activity. MSETCL shall in no way be responsible for any injury/accident to the personnel(s) of service provider during execution of work under the contract, if awarded.
- 24) For any loss to the company's property during execution of work, the bidder will be liable to pay the equivalent compensation as per the recommendation of concerned engineer.
- 25) Income tax or other statutory taxes will be deducted as per rules.
- 26) GST no. & PAN No. should be quoted on your quotation
- 27) Right to reject any or all quotations is the reserved by the undersigned

**12) The rates quoted will be valid for 90 days from the date of opening of quotation.**

- 13) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 14) Partial Bid will be summarily rejected without giving any reason/notice to the Bidder.
- 15) **Bid should be in the format provided in Price Schedule only any other format for bid will be summarily rejected without giving any reason/notice to the Bidder.**
- 16) No increase, decrease, discount reduction or any other changes in the price will be acceptable after the opening of the quotation.
- 17) Any variation in the rates, etc. will not be allowed on any ground such as mistake, misunderstanding, typographic etc. after the Enquiry has been submitted.

- 18) MSLDC does not bind itself to accept the lowest or any bid and reserves the right to reject all or any bid or cancel the Enquiry without assigning any reason whatsoever. MSLDC also has the right to re-issue the Enquiry without the Vendors having the right to object to such re-issue.
- 19) MSLDC may at its discretion abandon the Enquiry process any time before the issuance of Purchase Order.
- 20) The material supplied should be confirmed to relevant IS standards & with ISI mark.
- 21) During the period of contract, no upward revision of charges will be accepted.
- 22) If any dispute arises, the decision of the undersigned is final and binding on you.
- 23) In case of dispute, if any, the legal jurisdiction of the court shall be Mumbai only.**
- 24) You shall abide to M.S.E.T.C.L. standard terms and conditions regarding work contract.
- 25) Apart from the above points, all the terms and conditions published by MSETCL in booklet "Tender & Contract of Works" are applicable here also.
- 26) Other Conditions:**
  - (a) Bid should be free from correction and erasures. Corrections if any should be attested.
  - (b) The rate of GST prevalent on the date of enquiry, should be clearly indicated in the Quotation itself, if it's not mentioned; it will be treated as inclusive.
  - (c) More than one bid shall not be accepted from one party.
  - (d) Conditional bids will not be accepted.
  - (e) Any bid received after the due date and time shall be rejected.

**Sd/-**  
**Superintending Engineer(SCADA/IT)**  
**MSLDC, Airoli, M.S.E.T.C.L**

## Annexure-B

### Minimum Technical specification for Laptop

<b>Sr. No.</b>	<b>Particulars</b>	<b>Minimum Required Specs</b>	<b>Specification offered</b>
	<b>Make/Model</b>	<b>Please Specify Make / Model</b>	
1	Processor	8th Gen Intel Core i7-8550U with Intel HD Graphics (3.5 GHz,4 MB cache, 2 cores) Chipset integrated with processor	
2	Graphics Type	Integrated	
3	Graphics	Intel HD Graphics	
4	Graphics Memory	Intel HD Graphics	
5	Operating System	Windows 10 Professional	
6	Type of Hard Disk Drive	SSD	
7	Hard Disk Drive Size	512 GB	
8	Hard Disk Drive Speed	7200	
9	Type of RAM	DDR 4	
10	RAM Speed	2133	
11	RAM Size	16 GB	
12	Expandable RAM	32 GB	
13	Wi-fi Connectivity	802.11 a/b/g/n	
14	Bluetooth	4.0 or higher	
15	USB 2.0	2	
16	USB 3.0 or higher	1	
17	HDMI Port	Required	
18	Thunderbolt Port	2	
19	Display Size	13.3"	
20	Display Resolution	3200 x 1800 pixel	
21	Display Type	Touch	
22	Keyboard	Standard	
23	ROHS Compliance	Yes	
24	Certification	BEE	
25	BIS Registration	Yes	
26	Trusted Platform Enabled	Yes	
27	Finger Print Reader	Yes	
28	Battery (Li-Ion/Li-Polymer)	External	
29	Battery Back-up	10 Hrs.	
30	Weight (With Battery)	1.32 kg	
31	Battery Warranty	1 Year	
32	Warranty	1 Year On-Site Comprehensive	
33	Carry Case	Required	

**2. MS-Office:**

<b>Sr. No</b>	<b>Component</b>	<b>Minimum Required Specification</b>	<b>Specification offered</b>
<b>1</b>	<b>Version</b>	Office Home and Business 2016 Fully installed versions of Outlook, Word, Excel, PowerPoint, and OneNote.	

**SIGNATURE & SEAL OF THE BIDDER**

**DATE:-**

**PLACE:-**

**Annexure-C**

**Price Schedule**

Sr. No	Item Description	HSN Code	Qty	Unit Rate	GST %	Per Unit GST Amount	Total Incl. Tax
1	Laptop as per Technical Specifications in Annexure B		1				
3	MS-Office 2016 Software as per Technical Specifications in Annexure B		1				
<b>GRAND TOTAL</b>							
<b>In Words: Rupees</b>							

I certify that all the terms and conditions of the Enquiry documents are acceptable to US.

**SIGNATURE & SEAL OF THE BIDDER**

**DATE:-**

**PLACE:-**



**Annexure 'D'**

**UNDERTAKING**

**(On Company's Letterhead)**

To,

**Chief Engineer(SLDC)  
Maharashtra State Load Despatch Centre,  
Kalwa, Navi Mumbai**

Dear Sir,

I / We quote our firm rates for supply of Laptop along with Microsoft Office 2016 License at SLDC with terms and conditions mentioned in the enquiry document.

I / We have carefully read and which I / We have thoroughly understood and to which I / We hereby agree.

I / We hereby agree to keep this offer open for **90** days from the date of opening of enquiry and shall be bound by communication of acceptance dispatched within the prescribed time.

I / We hereby declare that I/we have not been blacklisted by the registering authority or any department of the Central /State Government, Semi-Government, public undertakings, corporate etc.

The information given by me is true and in future if it is found that the information given by me is false then MSETCL is free to take legal action including termination of the contract, against me.

Yours faithfully,

**Seal & Signature of the Bidder**

**Date :**

**Place:**