

REGISTERED OFFICE  
INDIA POWER CORPORATION LIMITED  
PLOT NO: X -1,2& 3 BLOCK EP,  
SECTOR-V,SALT LAKE City,  
KOLKATA-700091  
P : +91 33 6609 4300 / 08 / 09 / 10  
F : +91 33 2357 2452  
CST No : 19740080255 ,VAT No : 19740080061

CENTRAL OFFICE :  
INDIA POWER CORPORATION LIMITED  
SANCTORIA  
P.O : DISHERGARH DIST ,  
BURDWAN-713333 , W.B.  
P : +91 341 6600 454 / 455 / 456 / 457  
F : +91 341 6600 464



**REQUEST FOR OFFER**

TO : XXXXX  , 000000, India Ph: Fax: Contact person : Your Vendor No with us : 101105	Enquiry No./Collective No : 2023005792
	Enquiry Date : 12.05.2023
	BID Closing Date : 19.05.2023
	Type of security Furnished, if Required  NOT APPLICABLE

Issuing Office : India Power Corporation limited  
Plot No. X ,1,2&3, Block -EP SECTOR-V Salt Lake  
City  
Kolkata West Bengal 700091 India  
P : +91 33 6609 4300/08/09/10  
F : +91 33 2357 2452

Contact info - MR Bibek Saha.  
(Assistant Manager Purchase )  
Tel - +913366094300  
Email - bibek.saha@indiapower.com

Delivery To : India Power Corporation limited  
Central Office  
Sanctoria  
Dishergarh , Burdwan  
West Bengal - 713333 ,India  
P :+91 341 6600454/455/456/457 F :+91 341 6600 464

Dear Sir,  
Your offer is invited for the supply of materials/providing services as per following descriptions,specification and indicated quantities.The offer should be submitted as per following format(Please submit your offer in your letter head as per format below).

SL No.	MATERIAL NO.	MAT. DESC	UOM	QTY	DELIVERY DATE
1	430110140N		each	4.000	15.06.2023

**Full Description**  
HP COMMERCIAL LAPTOP 250G8, INTEL CORE I3/11TH GEN, 8 GB RAM,512 GB SSD,15 INCH SCREEN,WINDOWS 10 PRO OEM FPP

Instructions for submission of offer:  
The offer should be submitted as per following format.

1	2	3	4	5	6	7	8	9
Item	UOM	Qty	Rate(Rs)	Amount (Rs) 3X4	Pkg & Forwd As % of 5	Freight & Transit Insurance	GST in % (if applicable)	Total Amount (5+6+7+8)

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Amount Including P&F,ED,ST/VAT(9)	
Freight (10)+VAT on Freight (11)+Transit Insurance(12)	
Total Quoted Price(9+10+11+12)	

**Mode of Submission of Offer :**

"PLEASE SUBMIT YOUR OFFER DULY INCORPORATING GST CODE AND HSN/SAC NO "  
OUR GST NO - 19AABCD0340G1Z4

Offer must be submitted mentioning our Enquiry Number, Enquiry Date and the due date of opening. Envelopes without any Enquiry No. Shall be rejected.

**TENDER OPENING PROCESS**

TENDERS AS RECEIVED SHALL BE OPENED IN PRESENCE OF INTERESTED BIDDERS AND EXECUTIVES OF IPCL AS ASSINED. TENDERS SHALL BE OPENED AT PURCHASE DEPARTMENT, HEAD OFFICE ON 19.05..2023 AT 16.00 HRS.

TENDER SHALL BE SUBMITTED AT HEAD OFFICE UPTO 12 HRS ON DUE DATE.

IPCL will not be responsible for any postal/courier delay in receiving offers. To avoid delay, proper care should be taken. Your complete offer as per our price format along with your terms and conditions is to be submitted at the address of the Issuing Office either by hand or by speed post/courier.

IPCL is not bound to accept any bid or lowest bid as received and can decide otherwise during order placement.

Terms & Conditions mentioned herein can be changed or additionally interested after negotiation and on mutual agreement during order placement.

**TERMINATION**

IPCL MAY CANCEL SPLIT, TERMINATE AND ACCEPT BID OTHER THAN THE LOWEST BID RECEIVED AGAINST THIS TENDER OR ANY OTHER BID EITHER DURING OR AFTER

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ENQUIRY OR EVEN AFTER ORDER PLACEMENT WITHOUT ASSIGNING ANY REASON.

FORCE MAJEURE CLAUSE AS PER IPCL NORMS SHALL BE ACCEPTABLE TO BOTH PURCHASE AND SELLER.

RISK PURCHASE CLAUSE AND LIQUIDATED DAMAGES CLAUSE SHALL BE APPLICABLE AS PER DPSC NORMS UNLESS WITHDRAWN SPECIFICALLY.

#### PAYMENT TERMS

We prefer a 30 days credit period. We shall try to make payment against your bill/invoice on receipt of material/goods and services in proper condition and after 30 days from the date of receipt of your invoice at IPCL. However delayed payments shall not carry any interest. You may mention your own terms & conditions if above is not acceptable. Deviation from standard payment term may carry negative points during price evaluation.

#### OTHERS

Materials delivery at our SPS unit,Asansol.

Desired delivery Phase wise within 15.06.2023

If your organisation is registered under Micro, Small & Medium Enterprise Act 2006, you are required to submit the requisite document in support of that along with offer. If you do not submit any such document we shall consider you as SME Vendor & no benefit as allowed in the said law shall be applicable in your said case.

BIDDER SHALL ALSO COMPLY WITH ALL STATUTORY OBLIGATIONS.

Bidders are requested to contact user department at HO to assess the actual job before submission of their offer.

Yours Faithfully  
India Power Corporation Limited

Head Of Purchase