**Bid Offers will be received up to : 15:00 Hrs on 04.12.2019**

**Bid Offers will be opened at : 16:00 Hrs on 04.12.2019**

**LIMITED TENDER ENQUIRY**

Enquiry No. **SRLDC/C&M/I-566/2019-20** Dt:**- {{issue\_date}}**

To:

Dear Sir,

Please submit your lowest quotation in sealed envelope duly superscribed with our enquiry No. and due date of opening for the tender as detailed below as per terms and conditions of POWER SYSTEM OPERATION CORPORATION LIMITED given in annexures.

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Description of goods | Unit | Qty. |
| 01 | Procurement of Stationery for SRLDC, POSOCO, Bangalore | As per BOQ. | As per BOQ. |

* Quote sheet in Annexure–I
* BOQ in Annexure - II
* General conditions of Tender given in Annexure –III

Tenderers shall furnish the offer price and related information in the annexures only.

**All annexures should be duly signed, Sealed and sent.**

Yours faithfully,

For POWER SYSTEM OPERATION CORPORATION LIMITED

(Manjunath G.R)

Chief Manager (C&M)

Phone: 080-22268726

**Annexure- I**

***QUOTE SHEET***

**Bid Ref. No. SRLDC/C&M/I-566/2019-20 Date: {{issue\_date}}**

**Name of Package: Procurement of Stationery for SRLDC, POSOCO, Bangalore**

To

Southern Regional Load Despatch Centre

Power System Operation Corporation Limited,

No.29, Race Course Cross Road

Bangalore -560009

1.0 Having examined the Bidding Documents, including annexures and attachments , the receipt of which is hereby acknowledged, we the undersigned, submit our offer for Procurement of Stationery for SRLDC, POSOCO, Bangalore in full conformity with the said Bidding Documents for a sum of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Amount in Rupees in Words)*

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*(Amount in Figures)*

1.1 We agree that the entered rates and prices shall be deemed to include the full scope as aforesaid, including overheads and profit.

1.2 We declare that prices are quoted by us **on FIRM price basis** during the execution of contract.

1.3 We understand that where there are discrepancies between amounts stated in figures and amounts stated in words, the amount stated in words shall prevail.

1.4 We confirm that Bid Prices include all taxes, duties, levies and charges as may be assessed on us, our Sub-Contractor/Sub-Vendor or their employees by all municipal, state or national government authorities.

Dated this \_\_ day of \_\_\_\_\_\_\_\_20\_\_

Thanking you, we remain,

Yours faithfully,

(Signature) :

(Name in Block letters):

(Designation) :

(Common Seal) :

Mob No :

Date:

Place:

**ANNEXURE –II**

**BILL OF QUANTITIES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Item Description** | | **Quantity** | **Unit Price** | **Total Amount**  **(In Rs.)** |
| 1 |  | |  |  |  |
|  |  | Total | | |  |
|  |  | GST @ | | |  |
|  |  | **Grand Total** | | |  |

**Rupees in words ( only)**

**\*The vendors are requested to quote only for the above-mentioned model.**

It is understood that in the price schedules, where there are errors between the total of the amounts given under the column for the price Breakdown and the amount given under the Total Price, the former shall prevail and the later will be corrected accordingly. Also, that where there are discrepancies between amounts stated in figures and amounts stated in words, the amount stated in words shall prevail. If there is discrepancies between unit price and total amount price, unit price shall prevail.

PAN No. :

GST Registration No :

Any other information :

(Authorised signatory)

With Seal)

**ANNEXURE –III**

**GENERAL CONDITIONS OF TENDER**

1. **Scope of Work** : The scope of work includes Procurement of Stationery for SRLDC, POSOCO, Bangalore, as per BOQ in Annexure-II and as per terms & conditions of the contract
2. **Terms of Payment** : 100 Percent shall be made after supply of Stationery items as per BOQ and after acceptance by Jr Officer HR
3. **Delivery Period** : The Material shall be delivered in one month from the date of acceptance of Purchase Order
4. **Price Basis** : The Prices quoted shall be on FIRM Basis throughout the contract period.
5. **Validity** : The prices quoted shall be firm and remain valid for a period of 90 (ninety) days from the date of opening of Tender. Tender received with validity of less than 90 (ninety) days are liable to be rejected
6. **Taxes and Duties** : GST as applicable shall be paid as per the direction of appropriate State / Central Government. Deductions shall be made at source for Income tax /statutory duties as per rules & regulations in vogue
7. **Liquidity Damage** : If the Contractor fails to perform the work within the specified period given in the Letter of Award or any extension thereof, with respect to successful completion of supplies, the Contractor shall pay to the Owner as Liquidated Damages and not a penalty, a sum of half percent [0.5%] of the contract price for the delayed portion for each calendar week of delay or part thereof in completion of works and handing over to the Owner. However, the amount of Liquidated Damages for the contract shall be limited to a maximum of Five Percent [5%] of the Total Contract Price.
8. **Quantity Variation** : During the execution of the contract, the Owner reserves the right to increase or decrease the quantities of items under the contract but without any change in unit price or other terms and conditions. Such variation shall not be subjected to any limitations for the individual items but the total variation in all such items under the contract shall be limited to +/- 20 % of the Total Contract Price.
9. **Scope of Work** : Jr Officer HR shall be officer Incharge

**Submission of Tenders:** Tenders shall be submitted in sealed covers on or before the due Date **04.12.2019** duly super-scribed with tender enquiry ref. & due date of tender opening, and addressed to:

**The Deputy General Manager (C&M),**

**Power System Operation Corporation Limited,**

**Southern Regional Load Despatch Centre,**

**No.29, Race Course Cross Road, Bangalore -560 009**

Tenders received which do not bear the above superscription on the envelopes, shall be liable for rejection. Tenders received after the last date and time of opening of tenders will not be accepted.

**Due Date for Receipt of Bids (on or before) : 15:00 Hrs. on 04.12.2019**

**Due Date for Opening of Bids (at) : 16:00 Hrs. on 04.12.2019**