



Himachal Pradesh Power Corporation Ltd.

(A State Govt. Undertaking)

Electrical Contracts Cell, Himfed Building, BCS, New Shimla, Shimla-171009 (H.P.).

Tel.: +91 177 2671737, Email: dgm_elect@hppcl.in,

Website: www.hppcl.in.

No.: HPPCL/EC/IT/E-HDD/2017-18-

Dated:-

To

M/s.....

.....

.....

Sub: "Procurement of 1 TB External Hard Disk Drive(s) at HPPCL".

Dear Sir(s),

Sealed quotations are invited for procurement of 1 TB External Hard Disk Drive(s) at HPPCL as mentioned in the Schedule of Quantity and Specifications attached, on the following Terms & Conditions on the prescribed priced format attached:-

LAST DATE: The quotations must reach this office on or before 10/08/2017 up to 14:00 Hrs and shall be opened on the same day in the presence of the suppliers/vendors or their authorized representatives who may wish to be present at 15:00 Hrs. on 10/08/2017.

If the date of opening happens to be the holiday the same shall be opened on next working day.

**MODE OF-
QUOTATION:** The quotation must be sent in a wax sealed cover, duly inscribed: "QUOTATION FOR PROCUREMENT OF 1 TB EXTERNAL HARD DISK DRIVE(S) AT HPPCL" due on dated 10/08/2017 and addressed to The Dy. General Manager (EC), HPPCL, Himfed Building, BCS, New Shimla, Shimla (H.P.)-171009 ; Failure to which the quotation shall be out rightly rejected.

The quotation may be sent by Registered Post or can be dropped by hand in the Tender Box, kept in the office of the undersigned.

PAYMENT:

- i) 100% Payment shall be made after the date of receipt of the material/item(s) in full and good condition, within 20 days; on submission of the followings:
 - a. Supplier's invoice showing item description, quantity, unit rate and total amount,
 - b. The Receipt & Acceptance Certificate issued by the Consignee.
- ii) The taxes & duties (if any) shall be reimbursed on actual basis as per applicable rate separately on submission of following along with the bill/invoice:-
 - a. Evidence certifying that the specified taxes & duties have been deposited against the said contract/supply order.



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F.O.R:	The rates should be F.O.R. the O/o Sr. Manager (IT), IT Cell, HPPCL, Himfed Building, BCS, New Shimla, Distt. Shimla (H.P.)-171009.
TAXES & DUTIES:	The applicable taxes and duties (if any) should be quoted and specified separately.
RIGHT TO:	The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.
CERTIFICATE:	The suppliers/vendors/firms should have a valid GST Registration in India and submit the copy of the registration acknowledgement/certificate for the same; Failure to which the quotation shall be out rightly rejected.
VALIDITY:	The quotation should be valid for a minimum period of 60 days from the date of opening of the quotations.
SPECIFICATIONS:	The schedule of Quantity and Specifications are attached as Annexure-A .
RATES:	Should be firm and final.
DELIVERY & COMPLETION PERIOD:	Within 20 days after the award of supply order.
WARRANTY:	The product(s) should be warranted for a period of minimum Twelve (12) months from the date of the receipt. During warranty period, the vendor/supplier will provide free replacement of faulty equipment/part and technical support.
QUALITY ASSURANCE & INSPECTION AUTHORITY:	Sr. Manager (IT), HPPCL or their representative (s).
CONSIGNEE:	Sr. Manager (IT), IT Cell, HPPCL, Himfed Building, BCS, New Shimla, Distt. Shimla (H.P.)-171009.
REMARKS:	<ol style="list-style-type: none">1. The Representative(s) of the firms/vendors are required to bring the authorization on the letter head of their company/firm for the participation in the quotation opening. Representative(s) without the authorization letter shall not be allowed to attend the quotation opening.2. HPPCL will examine the quotation to determine for completeness, proper signing of the all pages of the quotation. The incomplete quotation & unsigned quotation shall be rejected.



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3. The firms/vendors are expected to examine all instructions, forms, terms and specification in the quotation. Failure to furnish all information required by the quotation in every respect will be at the firm/vendor's risk and may result in the rejection of its quotation.
4. The rate(s) shall be quoted by the firms/vendors, strictly as per price schedule(s). No other rate(s) shall be acceptable. In case there is any discrepancy/conflict in the prices mentioned in words and figures, then the prices mentioned in words shall be considered.
5. The Supply Order shall be awarded to the firms/vendors, whose offer is found to be technically & commercially acceptable, and evaluated lowest as per the aggregate of the Price Schedule.

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Dy. General Manager (EC)
HPPCL, Shimla

Copy of the above is forwarded to following for information and necessary action please.

1. The Sr. Manager (IT), HPPCL, Himfed Building, BCS, New Shimla, Shimla (H.P.)-171009. He is also directed to post this Notice Inviting Quotation on HPPCL official website under the subject cited title.
2. Notice Board.

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Dy. General Manager (EC)
HPPCL, Shimla



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Annexure-A

Price Schedule: Procurement of 1 TB External Hard Disk Drive(s)

Sr. No.	Item Description	Qty.	Unit Rate (INR)	Amount (INR)	Discount, if any (INR)	Taxes & Duties (if any) (INR)	Total Amount (INR)
(1)	(2)	(3)	(4)	(5)=(3)*(4)	(6)	(7)	(8)=(5)-(6)+(7)
1.	External Hard Disk Drive (Drive Type: USB Bus Powered Portable, Interface: USB 3.0 (USB 2.0 Compatible), Capacity: 1 TB, Internal Drive Speed: 5400rpm or higher, OS Supported: Windows XP or Later; Mac OS 10.4 or Later)	3 No.					

In Words:

Note: The taxes & duties quoted at sr. no. 7 above shall be only for indicative purpose and shall not be considered for the purpose of evaluation.

Signature(s).....

Name.....

Company.....

(Firm/Vendor).....