



**RURAL ELECTRIFICATION CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)**

Core-IV, Scope Complex,
7 Lodi Road, New Delhi-110003
Tel: 24362483
FAX: 24360644

SPEED POST

No. REC/IT/93/2008/

Dated: 11-12-2008

To,

Sub: Request for quotation for procurement of 2 nos. of SONY VAIO laptops (Model No. VGN-Z26GN/B)

Dear Sir,

Rural Electrification Corporation Ltd., (A Govt. of India Enterprise) under Ministry of Power, intends to procure 2 nos. of SONY VAIO laptops (Model No. VGN-Z26GN/B). You are hereby requested to provide us the best rates as are offered to Govt. organization in the following format.

Sl. No.	Item	Qty.	Unit Rate (in Rs.)	Taxes (in Rs.)	Total price inclusive of tax (in Rs.)
1	SONY VAIO laptops (Model No. VGN-Z26GN/B) with carry bag and 1 year onsite comprehensive warranty	2			

- Sealed envelopes should be sent to IT Division, 1st Floor, REC Limited, Core 4, Scope Complex, 7, Lodhi Road, New Delhi by 18/12/2008 3:00PM.
- The lowest quote bidder will be arrived at by evaluating the Grand Total.
- The above quantities are indicative and may likely to go up based on actual requirement while execution of work. The payment would be made as per actual.
- Vendors are required to quote for all items.
- Decision of RECL is final and binding upon the bidders for the placing of orders.

Terms and Conditions

- **Delivery term:** Within 1 week of issue of the Purchase Order
- **Payment terms :**
 - 80 % payment on successful delivery and installation and commissioning at the destination/ location as mentioned in the Purchase Order.
 - Balance 20 % payment after one month of successful performance at places of installation. During this one month period, it is essential to have no complaint from the end user regarding performance / shortcoming of the installed systems and submission of 10% of the purchase order value as bank guarantee valid for a period of three months after warranty.

- Penalty for Delays:
 - a. Time is essence of the contract. The successful bidder must supply, install, test and commission all the equipment within 6 weeks of entrustment of the order. Failure to supply or commission all or some of the equipment(s) on or before the stipulated date will entail a penalty equal to 0.5% of the value of contracted Package price per week subject to maximum of 10% of total contract value. Payment of liquidated damages does not affect the successful bidder's liabilities.
 - b. In the case of delay in compliance with the order beyond 10 days of the stipulated time period, REC will have the right to cancel the order.

Yours faithfully,

Sd/-
(P.K.Mukopadhyay)
DGM (IT/ERP)