



Government of India  
Ministry of Mines  
Indian Bureau of Mines  
Store section

Indira Bhavan, Civil lines  
Nagpur-444001  
Tel/Fax No. :0712-2565333  
Phone no. 0712-2534469  
Email: store@ibm.gov.in  
Website: www.ibm.gov.in  
Dated: 10.06.2015

No. 430(09/2014-15/Sto

**TENDER/QUOTATION LETTER**

From : The Controller General  
Indian Bureau of Mines

To :

Subject : Quotation for purchase of office Steel furniture  
Sir,

Quotation is invited by the undersigned on behalf of Controller General, Indian Bureau of Mines Nagpur for purchase of following stores of this department. The quotation should be submitted in the following format failing which the same is likely to be rejected

Sl no.	Particulars of items /store	Make	Qty Req.	Rate for one	Amount	VAT	Other charges (specify, if any)	Grand total for
(a)	(b)		(c)	(d)	(e)	(f)	(g)	(h) (c+f+g)
1	Executive Revolving Chair - Low back		01 No.					
2	Asstt Table steel		02 Nos.					
3	Visitor chairs		05 Nos.					
4	Steel Tubular Office Chairs 'S' Type with Arms		05 Nos.					
5.	Computer Table		04 Nos.					
6.	Computer chair		03 Nos.					
7	Executive Revolving Chair – High back		03 Nos.					
8	Steel Almirah (Big) 6ft		01 No					
9.	Steel file cabinet with 4 drawers		01 no.					

Details technical specification of above furniture in Annexure-I  
**Tenderer are mandatory to be filled-up all information in Annexure-II**

01.Quotations should be sent along with broacher/literature (without broacher/literature your quotation will not considered) in sealed cover super scribing, "quotation reference number, quotation for Purchase of Steel Furniture last date of quotation **03/07/2015**" on the top of envelop and addressed to the Asstt. Stores Officer, Indian Bureau of Mines, fourth floor 'A' Block Indira Bhavan Civil Lines, Nagpur 440001.

Contd.p/2..

The tender/quotation may also be dropped in the tender box kept in the ground floor of the office premises at Indira Bhavan, Civil Lines, Nagpur. The department will not be responsible for late receipt of any quotation (i.e. after due date) sent through post or otherwise and no late tender shall be entertained. The quotation will be accepted up to 3.30PM on or before **03.07.2015**. The quotation received in time will be opened by the Tender Opening Committee at 4.00 pm on the same day. The bidders or their representative may be present, if they so desire, at the time of opening of quotations (not more than one representative per tender shall be allowed).

**Note:** In the event of office being closed due to any reason whatsoever on the proposed date of opening of tender /quotation, the tender /quotation will be opened on the next working day at the scheduled time without giving any further notice in this regard.

02. The quotation should be signed and dated by the intended supplier or his authorized representative on each page and his full name (in capital letters) and designation, if any may be recorded below the signature in the last page.
03. Quotation should be submitted directly by the original manufacturer or its sole authorized distributor/dealer/Indian Agent. In case of bid by authorized dealer/distributor/Indian Agent, the manufacturer authorization should be attached with the tender.
04. Validity: The quotation/rate will remain valid for a period of 3 months (90 days) from the date of opening of quotation.
05. VAT: Prevailing VAT. This should be clearly indicated in the tender.
06. TIN / CST / ST / VAT Number wherever applicable must be clearly mentioned in the quotation and bill also.
07. Excise duty, if applicable, will be allowed.
08. **Inspection:** The stores will be inspected by IBM Official.
09. **TRANSIT INSURANCE:** The transit insurance for the goods will be arranged by the vendor. The vendor will pay transit insurance charges.
10. The F.O.R destination, no other charges such as octroi/LBT, packing, forwarding freight Insurance, loading and unloading, clearance, installation and commissioning, orientations or on the job training etc. will be borne by the department. However, Octroi /LBT Exemption Certificate, if required, will be issued and request for such certification must be indicated in the quotation.
11. The quotation should indicate the warranty/ guarantee / replacement period. The minimum warranty / guarantee period will be one year unless an increased period is specially mentioned against the items
12. The bidder is required to pay **Earnest Money of Rs.3,000/-** by means of Demand Draft of **any nationalized bank** drawn in favor of Pay and Account Officer, IBM, Nagpur payable at Nagpur. Quotations received without demand draft or demand draft issued by non-nationalized banks will not be considered and such tenders are liable to be rejected. **Earnest money will be forfeited if the successful bidder fails to honor the bid.**
13. **TERMS OF PAYMENT:** 100% Payment within 30 days (approximate) against the pre-receipted bill in triplicate after receipt of item(s) in refilling of toner cartridges with satisfactorily in good condition, duly signed by consignee or his authorized official by the consignee.

The payment will be made by Indian Bureau of Mines (IBM) through EFT (Electronic Fund Transfer) / ECS (Electronic Clearing Systems) only. Prescribed proforma will be provided with the supply order and it must be submitted by the vendor / supplier duly filled in with all the relevant information and certified as well as stamped by the concerned bank authority along with the bill.

14. **LIQUIDATED DAMAGES:** In case the supplier defaults in delivery, he may forfeit the EMD / Security Deposit. IBM reserves the right to claim damages @ **0.5% per week** of the tendered amount for the delay in supply or 100% for defective and sub-standard goods supplied by the Vendor.
15. **Performance Security** in the form of Bank Guarantee **from any Nationalized Bank** for an amount of 10% of value of the contract (if order is placed) should be within 15 days of receipt of order to ensure due performance of the contract. Such performance security should cover a period of ninety days beyond the warranty period. (i.e 15 months)
16. **Refund of Performance Security:** Performance Security will be refunded, without any interest on completion of 15 months of supply & installation or 60 days after warranty period, whichever is later, if performance of the contract is satisfactory, otherwise performance security will be encashed.
17. **Verification of Bank Guarantees issued by Nationalized Bank only** : Bank Guarantee submitted by the supplier as Performance Security is subject to verification from the issuing Nationalized bank by Purchaser (IBM) before acceptance. The bid security will be returned after the performance security is received& verified.
18. The firm must have a service station at Nagpur to provide after sales services & maintenance.
19. **DELIVERY:** The parties must specify the delivery date by which they should ensure the supply of material, if any before the specific date. The intended supplier must submit the acceptance of the order within 7 day from the date of receipt of order.
  - (i) The delivery date is the essence of the contract and supplier shall, therefore, **supply the item(s) within a month from date of confirmed order from IBM**. Indian Bureau of Mines does not accept partial delivery of consignment.
  - (ii) Should it appear that there is likely delay for execution of the contract work due to any reason which is beyond the control of the supplier; the supplier should obtain, well in advance, the concurrence of the Controller General, IBM, Nagpur in writing for extension of delivery date. However, this solely depends upon the competent authority of the Department who has full authority to reject the request for extension of date without assigning any reason thereto.
  - (iii). Stores shall be supplied on door delivery basis as per terms & condition contained in the supply order.
20. TDS may be deducted as per the govt. norms, if required.
21. The Competent Authority reserves the right to place the order either for whole or in part i.e. less number of items than indicated in the tender.
22. The CG, IBM, Nagpur reserves the right to cancel any or all the tenders without assigning any reason.

Any dispute if arising in the matter will be subject to the jurisdiction of court at Nagpur, Maharashtra.

(K.C.Sen)  
Assistant Stores Officer(HQ)  
For Controller General

## Indian Bureau of Mines

## Technical Specification For Furniture:

1	Executive Revolving Steel Chair -Low back with hydraulic uplift	The Chair will have 5 prong base made from 14 gauge pressed steel sheet and fitted with heavy duty castor wheels. The Seat & Back will be made from one piece round steel tubular Ergonomically designed frame and are cushioned with 32 density foam cushions and upholstered with acrylic cotton Fabric in approved shade. Fitted with 'D'/ 'Y' type PU Arm-rest. The seat height is adjustable by Gas Lift mechanism. Med. Back-Push back mechanism. The chair will have full Revolving & lockable Tilting system.
2	Asstt. Table steel	Size: 48L x 24"W x 30"H The under structure frame is made out of 25 mm sq. x 1.6mm(16 Gauge) wall thickness Square steel tube. Fitted with a 18mm thick Pre-laminated wooden particle board (NOVAPAN) top with PVC beeding on side faces. The Top is securely fitted on a C-section machine pressed channel made from 1.25mm (18 Gauge) thick CRCA steel sheet. Having drawer storage unit with auto-locking arrangement filled on right hand side of Table. Provided with a footrest.
3	Visitor chairs	Visitor chair (Low back S type Chair) Size: Seat 16" (W) x 16"(D), Back 16" (W) x 14"(H) Material: Plastic back cover, plastic seat outer, PP arm set, Molded ply seat, seat & back are high density foam cushion and upholstered in acrylic cotton fabric in approved shade, Heavy MS round pipe of 1"x1" Design: S type frame chair with handles
4	Steel Tubular Office Chairs 'S' Type with Arms	Size: 900 H x 535W x 560D –mm 25 mm dia x 1.6mm(16 gauge) wall thickness- CR ERW grade-round steel tubular cantilever frame is reinforced at bends with a tube insert at bends points - for extra strength and spring action. The seat & Back are made out black polished teak-wood frame duly knitted with nylon can fitted with black HDP armrest.
5	Computer Table	Size : 36"L x 24"W x 30"H Having a sliding Key-board tray, drawer. The frame is made out of 25mm Square x 16 G. wall thickness steel tube. Provided with shelves for storage of CPU, Input & Output Stationery. The top and shelves made out of 18 mm thick pre-laminated particle board with PVC beading on the side faces. Legs provided with leveling screws.
6	Computer chair	The base is made out of pressed steel sheet of 5 prong fitted with castor wheels. The seat & back are foam cushioned and upholstered in acrylic cotton fabric. Having revolving and manual seat height adjustment facility. Back rest is having Push back arrangement. With arms: fitted with PVC Arm set
7	Executive Steel Revolving Chair - High back with hydraulic uplift	The Chair will have 5 prong base made from 14 gauge pressed steel sheet and fitted with heavy duty castor wheels. The Seat & Back will be made from one piece round steel tubular Ergonomically designed frame and are cushioned with 32 density foam cushions and upholstered with acrylic cotton Fabric in approved shade. Fitted with 'D'/ 'Y' type PU Arm-rest. The seat height is adjustable by a Gas lift mechanism. The chair will have full Revolving & lockable Tilting system.
8	STEEL ALMIRAHS-BIG/LARGE (Plain)	Size: 78"H x 36"W x 19"D Having 4 adjustable shelves making 5 equal compartments. The doors are provided with a 3 way locking mechanism controlled by a 6 lever un-pickable lock with keys in duplicate. the doors will be made out of 20 gauge and other parts in 22 gauge CR-CA prime quality steel sheets and manufactured as per IS specifications.
9	File cabinet (steel ) with 4 drawers	Filling cabinets with special plastic Handle as per ISI specification No.3313/94, side and back, Top and bottom 0.8 mm lock / Mechanism shall be of 1.6 mm of size given below:- 1380 x 470 x 700 mm 54 ¼ " x 18 ½ " 27 ½ " with 4 Drawers

## Indian Bureau of Mines

Tender are mandatory to be filled-up following information

01	Name of Tenderer:-	
02	Tender / quotation No and date:-	
03	Tender / quotation Due date & due time	
04	Address of Tenderer:-	
05	Telephone No	
06	FAX No of Tenderer:-	
07	E-mail ID of Tenderer:-	
08	TIN / CST / ST / No.	
09	VAT Number	
10	PAN Card No.	
11	Warranty /guarantee for quoted item/s	
12	Delivery period	
13	Validity of quotation – 90 days	
14	Amount of EMD/Bid Security for Rs 2000/-. To be attached	
15	Payment terms kindly refer sl no. 11 of tender / quotation	
16	Bank Guarantee / FDR/ Demand Draft / Bankers Cheque No.	
17	Name of the Bank and Branch and addresses	
18	11. (a) Name & address of the Workshop / Services in Nagpur from where after sales service will be provided:-	
19	(b) Telephone No of workshop	
20	(c) FAX No of workshop/Services, if any	
21	(d) E-mail ID of workshop/services if any	
22	Catalogue / literature attached	

Company Name

Seal &amp; signature

Contact person &amp; telephone no. / M.No.