

**S N Rane**  
**Executive Engineer**

Oct 26, 2019

Ref. NIA/ENGG/Office Chairs /2019-20



Balewadi, Baner Road, NIA P.O.,  
Pune 411 045 (India).  
Tel. (D): 020-27204047  
Tel. (O): 020 – 27204000 / 27204444  
Fax: 020-27204555  
Email: [snrane@niapune.org.in](mailto:snrane@niapune.org.in)  
Website: [www.niapune.org.in](http://www.niapune.org.in)

**Subject: Supply of Office Chairs at NIA.**

Dear Sir/Madam,

NIA invites you to submit your offer for supplying Office Chairs in sealed envelope super scribing Ref & Due date for the “**Supply of Office Chairs at NIA**” in complete accordance with enquiry documents/attachments:

Due Date & Time	:	09.05.2019 at 05:00 Hrs
Terms & conditions	:	As per attached Enclosure-I
Draft of letter & details of Contractor	:	As per attached Enclosure-II
Schedule of Quantities & format for quotation	:	As per attached Enclosure-III

**Quotation Evaluation Criterion:**

Quotation complete in all respects should reach at NIA at the above address on or before 05.00 hrs of the scheduled date. Quotation received after the due date and time is liable to be rejected. NIA reserves the right to accept or reject any or all quotation received at its absolute discretion without assigning any reason whatsoever.

Thanking You,

Yours truly,

**Executive Engineer**  
**Engg. Dept., NIA**

## **ENCLOSURE – I**

**Ref. NIA/ENGG/2019-20**

**Date: 26/04/ 2019**

### **TERMS AND CONDITIONS:**

1. Prices- Rates quoted should be firm.
2. The rates should be quoted on the basis on the units specified in words as well as in figures without any cutting, in case of differences of values / rates in figure and words or any confusion it will be constituted to take the rates which are lowest.
3. Payment- Payment shall be made within one month of receipt of bills from the agency/firm/company after the completion of work.
4. Guarantee / Warrantee must be written in the quotation.
5. The quotation should be valid for a minimum period of 60 days from the date of enquiry letter date.
6. The acceptance of Items are subject to inspection by the Engg Dept.
7. In case of transportation work, agency/firm/company shall strictly observe the regulations as laid down by Traffic Police / Motor Vehicle act. NIA shall not be responsible / accountable for violation of these rules. Any damage to NIA property / material during the course of transportation shall be recovered from the agency/firm/company bill.
8. Incomplete quotation will be rejected summarily.

## ENCLOSURE – II

The Director  
National Insurance Academy  
S.No. 25, Baner Road,  
Balewadi,  
N.I.A Post office,  
Pune - 411045.

Dear Sir/Madam,

**Subject: Supply of Chairs 80 Nos at NIA.**

**You're Ref No. NIA/ENGG/ date- 26/04/ 2019.**

With respect to the quotation in above mentioned, I / We hereby submit my / our quotation in a required format.

I / We have adhered to the requirements prescribed by NIA Pune. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

I / We understand that you are not bound to accept the lowest or any tender you may receive.

**Thanking you,**

**Yours faithfully,**

Signature and seal of contracting agency/firm/company

Date:

Address:

**Details of Contractor:**

<b>AGENCY/FIRM/COMPANY PROFILE</b>	
<b>Required Information</b>	
1	Name and registered address of the agency/firm/company
2	Legal status (Individual, proprietary, partnership firm, limited company, corporation, etc.
3	Name, designation, and telephone nos. of the contact person / persons, Fax No. E-mail id
4	Month and Year of commencement of service business.
5	Statutory details
	<b>(Photocopies to be attached)</b>
	Registration number of the firm. (As per Shop and Establishment act.)
	PAN Number
	GST – Registration number

*(Note- kindly attach zerox copy of above mentioned in No.5)*

**Signature and seal of contracting agency/firm/company**

**Date:**

**Address:**

**ENCLOSURE – III**

**Ref. NIA/ENGG/Chairs/2019-20**

**Date: 26/04/ 2019**

**Format for quotation**

No	Item Name	Qty	MRP Amount	Disc. %	GST %	Net price
1	Supplying and placing on site at prescribed locations <b>Chairs of Medium back, PP fixed Arms, Synchro tilt Mechanism, MS Powder Coted revolving Base, Class S4 Hydraulic Height Adjustment, Modular foam cushion with Golden Brown Fabric. Complete including transportation.</b> (Note:- One Prototype chair is available for inspection at National Insurance Academy We request you to inspect sample of chair before submission of quotation. )	80 Nos				
2	Specify warranty / Guarantee					

Signature and seal of contracting agency/firm/company

Date:

Address: