

P B Katke
Engineer



**NATIONAL
INSURANCE
ACADEMY**

Monday, November 13, 2023

Ref. NIA/ENGG/2023-24/ Quot-Cafeteria

Subject: Supply of Tables and Chairs at NIA.

Balewadi, Baner Road, NIA P.O.,
Pune 411 045 (India).
Tel. (D): 020-27204043
Tel. (O): 020 – 27204000 / 27204444
Fax: 020-27204555
Email: pramodkatke@niapune.org.in
Website: www.niapune.org.in

Dear Sir,

NIA invites you to submit your offer by e-mail, for supply of Nilkamal make tables and chairs at NIA in complete accordance with enquiry documents/attachments:

Due Date & Time : 25.11.2023 at 03:00 Hrs.

Terms & conditions and

Schedule of Quantities & format for : As per attached Enclosure
quotation

Quotation Evaluation Criterion :

Quotation complete in all respects should reach at NIA at the above address on or before 03.00 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,

Engineer
Engg. Dept., NIA

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 is 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 transportation shall be recovered from the agency/firm/company bill.
8. Incomplete quotation will be rejected summarily.

ENCLOSURE

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Date: 13/11/ 2023

Format for quotation

To be filled by agency

No	Item / Particular	Approx. Quantity	Rate	Amount
1	Providing, Supplying and Placing Nilkamal make Novella 07 SS, 480Wx587Dx805H dining chair, Black Color complete with transport	50 Nos.		
		In words		
2	Providing, Supplying and Placing Nilkamal make Celebrationz 5 feet Rectangle Table, Brown Colour complete with transport	10 Nos.		
		In words		
3	GST			
4	TOTAL			

Warranty Details:

Signature and seal of contracting agency/firm/company

Date:

Address:

Attachments: Shopact/Udyam, GST registration, PAN