

**OFFICE OF THE COMMANDANT
PUDUCHERRY POLICE DEPARTMENT
INDIA RESERVE BATTALION**

No.499/QM/IRBn/SP(III)/17-08

Date: 20/1/17

To

Over leaf

**Sub: IRBn – Procurement of Office Furniture items – Sealed Quotations
inviting – Reg.**

Quotations are invited for Office Furniture items for India Reserve Battalion, Puducherry.

| SL No | Description of the article | Qty |
|-------|---|---------|
| 01 | Plastic Molded Chair | 200 nos |
| 02 | Plastic Oriented Chair | 10 nos |
| 03 | Stainless Steel 3-seater Chair standard size made of 20 guage SS steel sheet (304 grade) perforated sheet and all pipes are made 18 guage Stainless Steel | 03 nos |
| 04 | Big Steel Almarih size 78x48x30' made of 16 guage 1.6mm Four Shelves making 5 compartments for keeping storage of Materials. | 03 nos |

The following terms and conditions have to be observed by the bidders

1. Tender document with all the pages duly signed by the Tenderer.
2. Copy of the CST/VAT Registration.
3. Photo copy of PAN Card
4. Undertaking form duly signed by the tenderer
5. The bidders must enclose Demand Draft/ FDR for Rs.6,000/- (Rupees Six Thousand only) from any Nationalized Bank towards the Earnest Money Deposit drawn in favour of the Commandant, IRBn payable @ Puducherry.
6. The SSI units are exempted to pay the EMD as prescribed under rules. For this purpose, SSI units shall have to furnish registration certificate and functional certificates of SSI units issue by the competent authority with the tender offer, failing which the benefit of SSI units will not be allowed.
7. Quotations will be accepted till 1200 hrs on 21.02.2017. The tender /quotation and the sample may be sent to The Commandant, India Reserve Battalion, Police Complex, Dhanvandhiri Nagar (Post), Gorimedu Puducherry – 605006 by registered post or drop in the tender box placed at the office of the Deputy Commandant (QM) in the above address. This unit is not responsible for the delay in transit, if the quotations are sent by post. The quotations received after the due date and time prescribed, shall not be accepted. The quotation will be opened at 1500 hrs by the purchase committee on 21.02.17 in the office of

the Commandant in presence of available bidders or the authorized representatives. In case of unforeseen circumstances the date of receiving and opening of quotation will be a holiday, the date of receiving and opening will be next working day.

8. Rates should be quoted for Puducherry for each item which should include sales tax/VAT or any other charges etc. and should cover all incidental charges such as freight, packing, forwarding, insurance etc., and delivery should be given in the premises of this Department's QM section, Gorimedu, Puducherry 605006..

9. Rates should be quoted both in words and figures and every correction should be attested by the person signing the quotation. The rate quoted should be with specification.

10. No interest shall accrue on the above said EMD as long as they are held by the Government. The EMD in respect of unsuccessful Bidders will be released after finalization of Quotation. The EMD will be refunded to the successful Bidder after receiving security deposit.

11. The successful bidders will be sent communication of acceptance of their rates of the selected items. The successful bidder(s) shall be required to furnish receipt of intimation of acceptance within 07 days of his tender, security deposit @ 5% of the total value of items for which they become successful in the form of DD in favour of the Commandant, IRBn Puducherry. Supply Order will be issued only after paying the Security Deposit and they have to sign a contract deed with Department before commencement of the supply and must abide by the Terms and conditions laid down in the Quotation Notice. Non-payment of security deposit within stipulated period will result in forfeiture of Earnest Money Deposit and resulting in cancellation of the Quotation. If the security deposit to be remitted by the successful bidders happens to the amounts of their EMD they need not remit the security deposit.

12. All the articles supplied by the successful bidders shall be subject to inspection. Acceptance or rejection by the Director General of Police or any person authorized by him on his behalf and his opinion thereon shall in all respects be final and conclusive. Articles if rejected shall be removed by the suppliers at their own expenses forthwith. After each rejection, the suppliers shall forthwith supply and deliver equal quantity of such articles of the quality, size and specification.

13. The rate quoted will be valid upto 12 months from the date of rate approval order with a provision of extension.

14. The items have to be supplied within 30 days on receipt of supply order as door delivery and the charges for the purpose to be borne by the supplier.

NOTE: The rate for items is required to be filled in the format for Quotation Form attached only.


**Dy. Commandant (QM),
IRBn, Puducherry**

UNDERTAKING

(To be submitted duly filled in and signed along with Tender)

1. Name & Address of the Tenderer Firm :
2. D.D. No. if Tender Schedule is downloaded
Through website
3. a) Whether E.M.D. is enclosed? :
b) If so, details (DD Number,
date & amount) :
4. Details of documents enclosed, as
required
i) CST/VAT/TIN :
ii) PAN Card :
5. Other documents to confirm :
Reliability of the tenderer firm, if any

I/we have read or got read the above terms and conditions of the tender for the supply of Office Furniture items for the use of Puducherry Police. I/We are submitting my/our rate only after understanding the terms and conditions which shall be binding on me/us in respect of the tender.

I/We hereby tender to supply Office Furniture items as specified in the tender Schedule at the rate quoted as per your terms and conditions stipulated in the tender documents. The rate quoted will be valid upto 12 months from the date of rate approval order with a provision of extension.

SIGNATURE OF THE TENDERER

QUOTATION FORM

Name of the firm _____ :

Address of the firm _____ :

Contact No(s) _____ :

To

The Commandant, India Reserve Battalion, Puducherry

| SL No | NAME OF THE ITEMS & SPECIFICATION | QUANTITY REQUIRED | Rate per unit including all taxes etc (Write both in words and figures) |
|-------|---|-------------------|---|
| 01 | Plastic Molded Chair | 200 nos | |
| 02 | Plastic Oriented Chair | 10 nos | |
| 03 | Stainless Steel 3-seater Chair standard size made of 20 guage SS steel sheet (304 grade) perforated sheet and all pipes are made 18 guage Stainless Steel | 03 nos | |
| 04 | Big Steel Almarih size 78x48x30' made of 16 guage 1.6mm Four Shelves making 5 compartments for keeping storage of Materials. | 03 nos | |

Yours faithfully

Signature/ Name of the Bidder
With seal