



**National
Institute of
Bank
Management**

January 02, 2017

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)
Telephone : 0091-20-26716000 (EPABX) ☐ Fax : 0091-20-26834478
E-mail : nibmweb@nibmindia.org ☐ Website : www.nibmindia.org

**Lt Col Ranvir Singh (Retd)
Head, Administrative Services**

Dear Sir,

Sub: Quotation for Repairing of Office chairs with Upholstery work at NIBM.

National Institute of Bank Management (NIBM) is an apex level institute for Teaching, Consultancy and Research in Banking Industry. NIBM is an autonomous institute established by Reserve Bank of India and Public Sector Bank.

We wish to invite sealed quotation as per subject mentioned above in the prescribed form along with detailed information of the agency. Sealed envelopes addressed to the Director, National Institute of Bank Management, Kondhwe Khurd, NIBM Post Office, Pune 411048 should deposited in the tender box kept in Room No.1109, First Floor, Admin Block I at NIBM between 2.00 p.m. to 5.00 p.m. on any working day or can be e-mailed to fdc@nibmindia.org on or before Jan 23, 2017.

Terms for tendering quotations are as follows:

1. Quotations should be tendered in sealed envelopes along with detailed information of the agency.
2. The quotation can be sent by e mail marked only to fdc@nibmindia.org quotation sent by email should not be marked to any other email id, else quotation will stand cancelled.
3. All quotations should be signed by a person authorized to do so and should be stamped with the seal of the agency.
4. Quotation by fax will not be considered.
5. The price quoted should be inclusive of all taxes, Duties, Octroi, LBT, Transport Charges, etc. and clearly state the warranty period and delivery schedule.
6. Quotation received after the due date will not be considered.
7. Quotation should clearly mention validity, delivery schedule and warranty period. Terms of payment 100% payment within 20 days from successful repairing of chairs and installation.
8. All the support during the warranty period, if required, will be provided by the vendor. Vendor will take all responsibility to work as intermediary between NIBM and the manufacturing company. NIBM will not deal with the manufacturer directly for any kind of support.
9. NIBM reserves the right to accept or reject all or any tender without assigning any reason thereof.
10. For any clarification please contact :

Address for Communication	The Estate Cum Security Officer National Institute of Bank Management NIBM PO, Kondhwa Khurd Pune 411 048
Telephone No	020-26716397, 26716550
Email id	eso@nibmindia.org
Timing	Monday to Friday between 2.00 p.m. to 5.00 p.m.

Lt Col Ranvir Singh (Retd)
Head, Administrative Services

NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

QUOTATION FORM

Sub : Repairing of Office chairs with Upholstery work

Sr. No.	Specification	Rate Per. Chair(Rs.)	Quantity	Total Amount
1	Specification For Chair Cushion Foam :- Seat - 3 Inches (40 Density) (Size- 21"X24") Back - 2 Inches (40 density) (Size- 21"X15") Make :- Sleepwell Primo (Furniture Cushioning)		200 Nos.	
2	Labour Per Chair including with repairing loose material		200 Nos.	
			Total Rs.	

Note :- The rates quoted shall be inclusive of all the taxes, VAT, LBT and transportation etc.

Date:

Place:

Signature of Authorised Person
With Agency Seal