



Public Web Notice  
(For reputed Manufacturer & Distributor)

CRGB/CO/GB/370/2023-24  
Date -06/11/2023

Dear Sir/ Madam,

**Quotation for Supply of Office Chairs at various branches/ offices of CRGB in CG State**

We invite quotations from reputed manufacturer (or distributor of OEM) for supply of chairs for the branches/offices located all over Chhattisgarh. The Terms & conditions and the technical specification & requirement of chairs are enclosed as Annexure-II, III and IV respectively.

The Bids shall be placed in sealed envelopes super scribed as:

**“Quotation for the supply of Chairs for CHHATTISGARH RAJYA GRAMIN BANK”  
(Private & Confidential)**

Should be submitted to the

**General Manager (Administration),  
CHHATTISGARH RAJYA GRAMIN BANK  
CORPORATE OFFICE,  
PLOT NO. 47, SECTOR - 24  
ATAL NAGAR  
NAVA RAIPUR (C.G) 492018**

Please arrange to submit your best offer with complete Details/Brochure by 27/11/2023 3:00 pm sharp. Quotations will be opened on 28/11/2023 by 3.00PM.

Yours Faithfully

**General Manager (Administration)**

**Annexure-I**

To,

**General Manager,**  
CHHATTISGARH RAJYA GRAMIN BANK  
Corporate Office,  
Sector – 24, Plot No. 47  
Atal Nagar  
Nava RAIPUR (C.G) 492018

Sir,

**Quotation for Supply of Office Chairs**

With reference to your letter CRGB/CO/GB/370/2023-24 Dated - 06/11/2023,

We submit necessary information herewith

1. Name & address of the Company:

(With direct phone numbers)

2. Name of Head/Chief of the company:

3. Email Address:

4. Income Tax PAN

5. GST Registration No.

**DECLARATION**

1. I/We hereby declare that the terms and conditions of the offer stated herein and as may be modified/mutually agreed upon are acceptable and binding to me/us.

2. We assure to comply with specifications. Items will be supplied original only, no duplicate or old/used/refurbished will be supplied.

3. We undertake to give a service commitment along with availability of spare parts for at least five years.

4. We undertake that the chairs will be supplied at respective sites/branches of CRGB and proper service/support centre(s) will be provided by our qualified service personnel.

5. Complaints with regards to repairing will be solved within 48 hours of receipt of complaints from branches/offices. This lead time for making the faulty system operational will include travel time of service personnel.

For, \_\_\_\_\_

(Signature of authorized Signatory)

Name –

Designation –

Place –

Date

Company Stamp

Mobile No –

Email

List of Documents Attached –

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS**

1. No tenders shall be accepted after the stipulated date and time. Bank reserves the right to accept or reject the entire quotation, without assigning any reason thereof at any stage.
2. Vendor must have their local office in the state of Chhattisgarh Only.
3. Necessary documents should be attached with offer/tender. Each of the tender documents should be signed by firm owner/proprietor/person submitting the tender as authorized signatory of firm. Any tender with any of the documents not so signed may be rejected.
4. Representatives of Bidders may be present **with a proper authority letter** during opening of Bid. However, Bids will be opened even in the absence of any or all of the Bidder's representatives.
5. Validity: The Rates quoted in the tender shall be **valid for a period of 12 months** from the date of issuance of work order and the Vendor/supplier may be required to provide additional quantity as and when required by the bank. However, the bank reserves the right to call for fresh quotations at any time during the period if considered necessary or extend the current rate with consent of L1 vendor.
6. Requirement shown in Annexure-IV is indicative and may vary as discretion of CRGB.
7. The Tenderer should also submit the Earnest Money Deposit of Rs.10, 000.00 (Rupees Ten Thousand Only) in the form of Demand Draft from any scheduled bank in favour of "**Chhattisgarh Rajya Gramin Bank, payable at Raipur**". This EMD amount is to be treated as initial security deposit. The tenders without EMD will be rejected.
8. The Tenderer is not entitled for any interest on EMD nor can he claim any right for award of the contract. The deposit amount shall be forfeited if the tenderer, after opening the price bid, withdraws/modifies his offer or modifies the terms and conditions thereof or fails to take up the work within 20 days from the date of awarding the tender/contract. EMD of unsuccessful bidders will be returned after finalization of tender process.

(Seal & Signature of authorized Signatory)

9. Tender shall be submitted duly filled in all respect in two envelopes in the following manner :-

Product Brochures and technical literature should invariably be attached with technical bid in separate envelopes.

**Envelope No.1** (EMD and Mandatory Information for Pre-qualification - Technical Bid):

Particulars	Mode	Favoring	Amount
Earnest Money Deposit (Refundable)	Demand Draft	Chhattisgarh Rajya Gramin Bank	Rs.10,000/-

10. The tenderer must submit the mandatory information strictly in Bank's prescribed format **as per Annexure-I**. Technical pre-qualification of the tenderer will be based on the mandatory information and supporting documents submitted along with the tender as well as Bank's scrutiny and/or inspection of work of the tenderer. **Envelope No.1 must not contain price bid or else the Bank will disqualify the tender without any further scrutiny.**

**Envelope No.2 (Price Bids- Financial Bids):**

11. Price Bid must be submitted in prescribed format **as per Annexure-IV**.
12. The "Financial Bid" should contain competitive prices of one chair in each category.
13. The rates must be quoted in the tender shall include all charges for supplying and onsite installation of Chairs up to the specified Branch of Chhattisgarh Rajya Gramin Bank. The rates quoted shall be deemed to be for the finished product ready to use at site/location with One year's onsite warranty support. Vendor must include in their rates charges for transportation, sales tax, excise duty, octroi and any other taxes as applicable. GST shall be payable extra as applicable.
14. Order will be placed in phased manner. Delivery of Chair & installation thereof to be made at our different location of branches/offices as suggested by CRGB. Delivery shall be made within four weeks from date of purchase order. Any delay will be penalized @2% of the order value per week of delay or part thereof. Amount of penalty so calculated will be deducted at the time of making payment.

(Seal & Signature of authorized Signatory)

15. The rates quoted once will be treated as final. No alteration either in rates or in term & conditions will be entertained. Bank can negotiate with L-1 vendor to get the better rates.
16. If, in the opinion of the Bank, L-1 vendor is not in a position to deliver the entire order quantity in the prescribed time frame the bank will be free to divide the order among L-1, L-2 and L- 3 vendors in a proportion, the bank considers necessary, subject to L-2/L-3 vendors matching L-1 prices. If other vendor also agrees to supply at L-1 rate, in that case more than 1 vendor can be ordered/contracted by the Bank for the supply of chairs in region / area specific.
17. Bank has also the right to award rate contract to bidders who agree to supply the chair in L-1 price; order will be placed as per requirement of the Bank in due course to any of the vendors.
18. The successful bidder(s) to whom the work is awarded will be under direct liaison of the representative of CRGB and has to follow his instructions from time to time.
19. In case of any dispute, decision of CRGB authority shall be final and abiding to the vendor.
20. Bank reserves the right to accept the offer of only one vendor in full or more than one vendor in part or reject any or all quotations, without assigning any reason therefore and irrespective of L-1 criteria, at any stage.
21. The bidder(s) will not be permitted to assign or give sub contract of the work awarded to him without prior permission from CRGB authority. The decision of CRGB authorities in this regard shall be final and binding to the vendors/bidders.
22. The vendor(s) must meet necessary statutory and legal compliances. CRGB will not be responsible for any legal action arising out of non-compliance to statutory & other similar legal compliances.
23. No attempt shall be made by the vendor(s) or their staff deputed at CRGB to unlawfully reveal, misuse or encroach upon the intellectual or private data/information to which they have access.
24. The Contractor must bear in mind that all the work shall be carried out strictly in accordance with the specifications made by the Bank. No deviation on any account will be permitted.
25. Bank reserves the right for any addition/deletion/alteration of materials/specifications before/after awarding the job without any compensation.

(Seal & Signature of authorized Signatory)

26. If the quality of Chairs supplied is found to be unsatisfactory by us at any point of time during warranty period, Bank is entitled to terminate the contract or withdraw the work order and vendor has to replace the unsatisfactory goods.

**27. Payment Terms:**

a) No Advance Payment will be made for any Purchase Order released.

b) After satisfactory Supply and installation of Chairs at respective sites 90% of Invoice amount will be paid. Rest 10% will be paid on expiry of Warranty period of One year.

c) No payment, however, will become due in case of any short supply of equipment, delay in carrying out onsite installation.

d) TDS (If applicable) will be deducted as per Central Government norms.

e) In case of failure on the part of the vendors to provide warranty / sustain repair or maintenance work to the satisfaction of the Branch/Office, CRGB authority reserves the right to forfeit 10% deposit amount kept as security deposit and any of the dues due to the vendor, terminate the contract with immediate effect and will be at liberty to get the work executed through a separate vendor at the risk and cost of the defaulting vendor.

f) Bills/Invoices should be detailed/annexed HSN Number and mentioning GST separately, although prices to be quoted inclusive of all taxes with breakup.

28. Complaints of fault/repairing will have to be solved within 24-48 hours of receipt during warranty period. This lead-time will include travel time of service personnel.

29. Damage during supply/shipment will not be accepted and payment will not be released. Supplier must replace the damage goods within 15 days.

30. BIFMA Certificate and Authorized dealer certificate may also be attached with tender documents. Vendor should also attach copy of empanelment letter if they are registered with any other Public Sector Bank/RBI/NABARD/Govt.Organization (State/Central). Vendor should also attached their previous copy of supply order, item supply to any Public Sector Bank/RBI/NABARD/Govt.Organization (State/Central).

31. Representatives of Bidders may be present **with a proper authority letter** during opening of Bid. However, Bids will be opened even in the absence of any or all of the Bidder's representatives.

(Seal & Signature of authorized Signatory)

32. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at RAIPUR.

ACCEPTED THE ABOVE TERMS & CONDITIONS

(Signature of authorized Signatory)

Name –

Designation –

Place - Company Stamp



### Technical Specification of Chairs

Brand – Godrej, Wipro, Featherlite, Nilkamal, Methodex or Equivalent if any (BIFMA certified product.)

#### A. High back revolving Chair (with arm)

SI.No.	Parts	Specification	Compliance Yes / No
1	Seat	Premium High back chair, with high quality Molded foam cushion and Fabric	
2	Mechanism	Revolving, Center Tilt, Tilt locking, Pneumatic height adjustment, swivel mechanism,	
3	Base	Chrome or Nylon base with Twin wheel castors.	
4	Arm Rest	P.U.	
5	Overall Dimension (Apx)	700W x 700D x 1000-1200H Seat height – 450 to 600	

#### B. Low back revolving Chair (with arm)

SI.No.	Parts	Specification	Compliance Yes / No
1	Seat	Premium Mid back chair, with high quality Molded foam cushion and Fabric	
2	Mechanism	Revolving, Center Tilt, Tilt locking, Pneumatic height adjustment, swivel mechanism,	
3	Base	Chrome or Nylon base with Twin wheel castors.	
4	Arm Rest	P.U.	
5	Overall Dimension (Apx)	700W x 700D x 800-900H Seat height – 450 to 600	

(Seal & Signature of authorized Signatory)

### **C. Visitor Chair (without arm)**

SI.No.	Parts	Specification	Compliance Yes / No
1	Seat	Premium medium back chair, with high quality Molded foam cushion and Fabric	
2	Leg	Single Iron frame S type	
3	Base	Chrome or Powder coated base with Twin wheel castors.	
4	Overall Dimension (Apx)	550W x 610D x 800H Seat height - 430	

### **D. Technical Specification of 3 Seater Waiting Chair (Airport Chair)**

SI.No.	Parts	Specification	Compliance Yes / No
1	Seat	Perforated MS sheet ( Base and Back are in single L shape with radius at bend) powder coated in silky silver (1.8 mm thick sheet)	
2	Beam	MS ERW Rectangular Tube black Powder coated	
3	Leg	Chrome plated rectangular MS structure, Bow Shaped (2.0 mm thick sheet)	
4	Arm Rest	Chrome plated round u shaped MS structure	
5	Overall Dimension (Apx)	1800W x 680D x 800H	
6	Weight	32 Kg ( $\pm 5\%$ )	

### **E. Technical Specification of 3 Seater Waiting Chair (Airport Chair) with cushion**

SI.No.	Parts	Specification	Compliance Yes / No
1	Seat	Perforated MS sheet with Cushion on the Base as well on the back ( Base and Back are in single L shape with radius at bend) powder coated in silky silver (1.8 mm thick sheet)	
2	Beam	MS ERW Rectangular Tube black Powder coated	
3	Leg	Chrome plated or Powder Coated rectangular MS structure, Bow Shaped (2.0 mm thick sheet)	
4	Arm Rest	Chrome plated round u shaped MS structure	
5	Overall Dimension (Apx)	1800W x 680D x 800H	
6	Weight	35 Kg ( $\pm 5\%$ ) or above	

(Seal & Signature of authorized Signatory)

**Financial BID**

Requirement Approx – 100 Sets

Sl. No.	Particular	Make & Model	Basic Price	GST @____%	Unit Price (Inclusive of All)
1	High back Chair (revolving with arm)				
2	Low back Chair (revolving with arm)				
3	Visitor Chair (without arm)				
4	3 Seater Waiting Chair (Airport Type)				
5	3 Seater Waiting Chair (Airport Type) with Cushion				

**Note:**

1. The specifications are given in Annexure - III.
2. The quantities can be increased or decreased at the discretion of the Bank.
3. The prices should be inclusive of all. i.e. F.O.R. destination (any of our office in the state of CG) all taxes, transportation charges, Installation, loading unloading etc.
4. Only GST Charges Extra as applicable.

(Seal & Signature of authorized Signatory)

