

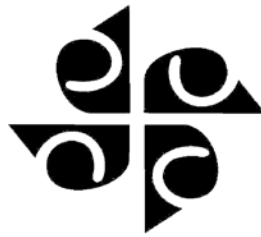
# **Request For Proposal (RFP)**

**For Selection of Vendor For**

## **REVOLVING OFFICE CHAIRS**

**For**

**The Akola Janata Commercial Co-operative Bank Ltd; Akola**  
**( Multistate Scheduled Bank )**



**Head Office,**  
**“ Janvaibhav ”,**  
**Old Cotton Market,**  
**Akola - 444 001**

**Tender Reference No. : AJCCB/2018-19/Revolving Office Chairs**

**Date : 01.06.2018**

The information provided by the bidders in response to this Request For Proposal (RFP) will become the property of The Akola Janata Commercial Co-operative Bank Ltd; Akola and will not be returned. The Bank reserves the right to amend, rescind or reissue this RFP and such amendments will be binding upon the Bidders. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever. This document is prepared by The Akola Janata Commercial Co-operative Bank Ltd; Akola and it should not be reused or copied or used either partially or fully in any form.

## 1. Invitation for tender offers

The Akola Janata Commercial Co-operative Bank Limited, Akola invites sealed tender offers from eligible, reputed manufacturers and/or their authorized dealers for supply of Revolving Office Chairs at Akola.

A complete set of tender document may be downloaded from our website [www.akolajanatabank.com](http://www.akolajanatabank.com). The interested bidder can submit the bid for the Revolving Office Chairs.

The details are given below:

<b>Tender Reference</b>	<b>AJCCB/2018-19/Revolving Office Chairs</b>
<b>Date of commencement of availability of tender document</b>	<b>01.06.2018</b>
<b>Last Date and Time for receipts of tender offers</b>	<b>12.06.2018 upto 3:00 pm</b>
<b>Address of Communication</b>	<b>Chief Executive Officer The Akola Janata Commercial Co-operative Bank Limited, Akola. " Janvaibhav" Old Cotton Market, P. B. No. 90, Akola - 444 001</b>
<b>Email address</b>	<b>admin@akolajanatabank.com</b>
<b>Contact Telephone Numbers</b>	<b>0724 - 2430012, 2430639, 2430241</b>
<b>Bids to be given to</b>	<b>Chief Executive Officer, The Akola Janata Commercial Co-operative Bank Limited, Akola.</b>

Specifications of Revolving Office Chairs, Terms and Conditions, the formats and pro-forma for submitting the tender offer are described in this tender document and its Annexure.

**Chief Executive Officer  
The Akola Janata Commercial Co-operative Bank Limited, Akola.**

## **Instructions to Bidders**

### **1. Bid Submission**

Bid should be submitted to the following in single sealed envelope at the Bank's address given below on or before the schedule given above. The envelope should be securely sealed and stamped.

**Chief Executive Officer**  
The Akola Janata Commercial Co-op. Bank Ltd.  
“ Janvaibhav ”,  
Old Cotton Market, Akola.  
Akola - 444 001 ( M.S.)  
E-Mail: admin@akolajanatabank.com

The envelope must be super scribed with the following information –

- Tender Number
- Due Date
- Name of Bidder
- Name of the Authorized Person
- E-mail ID of the authorized person to contact
- Mobile Number
- Correspondence Address

All schedules, Formats and Annexure should be stamped and signed by an authorized official of the bidder firm / company.

### **2. Opening of Offers**

Offers received within the prescribed closing date and time will be opened by the authorities of the Bank. Bank reserves all rights to accept or reject any quotation without assigning any reason thereof.

### **3. Preliminary Scrutiny**

The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This waiver shall be binding on all the vendors and the Bank reserves the right to exercise such waivers.

### **4. No Commitment to Accept Lowest**

The Akola Janata Commercial Co-op. Bank Ltd., is under no obligation to accept the Lowest Offer received in response to this tender and reserves the right to split the order or reject any or all the offers including incomplete offers without assigning any reason whatsoever.

### **5. Submission of Specification Details**

It is mandatory to provide the Specification details in the exact format (**Annexure C**) given in this tender. The relevant product information, brand and model number offered, printed product brochure, specification sheets etc. should be submitted along with the offer.

### **6. Format for Offer**

The suggested format for submission of Specification offer is as follows :

1. Index
2. Covering Letter. This should be as per Annexure A.
3. Details of the Vendor, as per Annexure B.
4. Offer with Specifications as given in Annexure C, complete with all the columns filled in.

## 7. Location of Supplies

At the address given below :

Sr. No.	Location Name	Location Address	Quantity
1	Jalgaon ( Khandesh ) Branch	THE AKOLA JANATA COMMERCIAL CO-OP. BANK LTD; AKOLA 91, NAVIPETH, NEAR L.I.C. OFFICE, JALGAON ( KHANDESH ), JALGAON - 425 001.	Total 16 Chairs
2	Burhanpur Branch ( Madhya Pradesh )	THE AKOLA JANATA COMMERCIAL CO-OP. BANK LTD; AKOLA " PARINISHA", SHANWARA GATE, BURHANPUR ( MADHYA PRADESH), BURHANPUR - 450 331.	Total 03 Chairs
3	Yavatmal Branch	THE AKOLA JANATA COMMERCIAL CO-OP. BANK LTD; AKOLA DATTA CHOWK, YAVALMAL DISTT. YAVATMAL	Total 10 Chairs
4	Tapadia Nagar Branch, Akola	THE AKOLA JANATA COMMERCIAL CO-OP. BANK LTD; AKOLA JATHARPETH CHOWK, GUPTE MARG, AKOLA.	Total 43 Chairs

## 8. Costs

The offer must be in fixed price basis in Indian Rupees only and shall be inclusive of all taxes but " excluding GST " and shall include the following :

1. Basic Cost of the equipment.
2. Excluding amount of GST as applicable.
3. Comprehensive on-site warranty covering all parts & labour for various items. This period will start from the date of delivery and acceptance of all the goods by The Akola Janata Commercial Co-op. Bank Ltd.
4. Transportation and Forwarding charges to the site.
5. Insurance to cover equipment up to delivery of equipment to The Akola Janata Commercial Co-op. Bank Ltd. at site.
6. All costs should be given in Figures and Words.

The offer shall be inclusive of Excise Duty. The following taxes should be clearly mentioned in the Bid.

1. GST ( Extra as applicable )

#### **9. Fixed Price**

The Offer shall be on a fixed price basis, inclusive of all taxes, levies but excluding GST. No price increase will be permitted.

#### **10. Negotiation**

It is absolutely essential for the vendors to quote the lowest price at the time of making the offer in their own interest. Bank, however, reserve the right to enter into any price negotiations.

### **Terms and Conditions of the Tender**

#### **1. Payment Terms**

The Akola Janata Commercial Co-op. Bank Ltd. will make payment as follows:

- 100% payment for supplies executed will be made post delivery and successful supplies.

#### **2. Insurance**

Appropriate insurance to cover the equipment for the transit period and till the delivery is accepted by The Akola Janata Commercial Co-op. Bank Ltd. at the respective site is to be taken by the vendor.

#### **3. Order Cancellation**

The Akola Janata Commercial Co-op. Bank Ltd. reserves its right to cancel the order in the event of one or more of the following situations:

Delay in completion of work beyond 15 days from the date of issuance of respective supply schedule.

Bank reserves the right to take appropriate action and make good any or all losses incurred during the process from the vendor.

#### **4. Location**

This tender is being floated by The Akola Janata Commercial Co-op. Bank Ltd. The items being procured through this tender shall be delivered by the vendor after getting the order, at the mentioned site of The Akola Janata Commercial Co-op. Bank Ltd. Bank reserves right to make changes in the locations, if necessary.

#### **5. Right to Alter Quantities**

The Akola Janata Commercial Co-op. Bank Ltd reserves the right to alter the quantities specified in the tender. The Akola Janata Commercial Co-op. Bank Ltd. also reserves the right to delete one or more items from the list of items specified in tender.

**ANNEXURE A - Tender Offer Cover Letter**

Date :

Tender Reference No.:

To,  
Chief Executive Officer,  
The Akola Janata Commercial Co-op. Bank Ltd; Akola  
" Janvaibhav ", Old Cotton Market,  
Akola - 444 001

Dear Sir,

Having examined the tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Revolving Office Chairs in conformity with the said tender document in accordance with the Schedule of Prices attached in the specified offer and made part of this tender.

If our tender offer is accepted, we undertake to execute the order within 15 days from the date of purchase order.

We agree to abide by this tender offer and all the terms & conditions till 1 month from the date of purchase order and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

This tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We hereby, once again, confirm our acceptance to all the terms and conditions of your tender.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Signature : \_\_\_\_\_

Designation : \_\_\_\_\_

Authorized to sign the tender

## ANNEXURE B - Vendor's Details

Sr. No.	Item	Details
1	Name of Firm / Company	
2	Correspondence Address	
3	Telephone and Mobile Numbers	
4	Fax Numbers	
5	Constitution of the Firm / Company	
6	Name and Designation of the person authorized to make commitments to “ The Akola Janata Commercial Co-operative Bank Ltd; Akola ”	
7	Email Address	
8	Year of Commencement of Business	
9	PAN Number	
10	GST Identification Number	

## ANNEXURE C : Offer with Specifications

I : 1. Jalgaon Branch, 2. Burhanpur Branch, 3. Yavatmal Branch &  
4. Tapadia Nagar, Akola Branch

Sr. No.	Item Description	Unit Price	Qty	Taxes ( % extra )
1	<p><b><u>Low Back Chair :</u></b></p> <p>a) Moulded seat high density foam, hot press bend ply.</p> <p>b) Heavy duty push back, single locking mechanism or fix push back.</p> <p>c) 120 mm hydraulic height adjustment.</p> <p>d) Heavy duty powder coating 5 legs metal stand with nylon wheels.</p> <p>e) Heavy duty T shape hard handle or other type shape handle or P.U. handle.</p>		<p><b>29 Chairs</b></p> <p>( 1.Jalgaon Branch - 06, 2.Yavatmal Branch - 08, 3.Tapadia Nagar, Akola - 15 )</p>	
2	<p><b><u>Medium Back Chair :</u></b></p> <p>a) Moulded seat high density foam, hot press bend ply.</p> <p>b) Heavy duty push back, single locking mechanism or fix push back.</p> <p>c) 120 mm hydraulic height adjustment.</p> <p>d) Heavy duty powder coating 5 legs metal stand with nylon wheels.</p> <p>e) Heavy duty Curved shape hard handle or other type / shape handle or P.U. handle.</p>		<p><b>10 Chairs</b></p> <p>( 1.Jalgaon Branch - 02, 2.Burhanpur Branch - 02, 3.Yavatmal Branch - 02, 4.Tapadia Nagar, Akola - 04 )</p>	
3	<p><b><u>High Back Chair :</u></b></p> <p>a) Moulded seat high density P.U. 3 inch foam, hot press bend ply.</p> <p>b) Any position locking synchronise mechanism.</p> <p>c) 120 mm hydraulic height adjustment.</p> <p>d) Spider powder coating 5 legs heavy stand with nylon wheels.</p> <p>e) Powder coating arms rest P.U. coating soft handle.</p>		<p><b>03 Chairs</b></p> <p>( 1.Jalgaon Branch - 01, 2.Burhanpur Branch - 01, 3.Tapadia Nagar, Akola - 01 )</p>	



4	<p><b><u>Executive Medium Back Chair :</u></b></p> <p>a) Moulded seat high density foam, hot press bend ply.</p> <p>b) Heavy duty push back, single locking mechanism or fix push back.</p> <p>c) 120 mm hydraulic height adjustment.</p> <p>d) Heavy duty stainless steel coating 5 legs metal stand with nylon wheels.</p> <p>e) Heavy duty Curved shape hard handle or other type / shape handle or P.U. handle.</p>		<p><b>12 Chairs</b></p> <p>( 1.Tapadia Nagar, Akola - 12 )</p>	
5	<p><b><u>Executive High Back Chair :</u></b></p> <p>a) Moulded seat high density P.U. 3 inch foam, hot press bend ply.</p> <p>b) Any position locking synchronise mechanism.</p> <p>c) 120 mm hydraulic height adjustment.</p> <p>d) Spider stainless steel coating 5 legs heavy stand with nylon wheels.</p> <p>e) Stainless steel coating arms rest P.U. coating soft handle.</p>		<p><b>01 Chair</b></p> <p>( 1.Tapadia Nagar, Akola - 01 )</p>	
6	<p><b><u>Visitors Chair :</u></b></p> <p>a) Fixed Chair with cushion.</p> <p>b) Stainless steel / Powder coating round pipe frame having 4 legs and without handle / arms.</p>		<p><b>17 Chairs</b></p> <p>( 1.Jalgaon Branch - 07, 2.Tapadia Nagar, Akola - 10 )</p>	

Signature of Bidder: \_\_\_\_\_

Place :

Name :

Date :

Business Address :

Note: Bidders should strictly quote in the format and for periods as mentioned above. No counter condition/assumption in response to the bid will be accepted. Bank has a right to reject such bid.

\*\*\*\*\* End of RFP \*\*\*\*\*