



**Balmer Lawrie & Co. Ltd**

(A Government of India Enterprise)

SBU: Greases & Lubricants Division, Manali, Chennai 600 068.

Phone: 044-25946621/

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Ref: GLC/TE17/033

DT: 24.11.2017

Due date: 7.12.2017

**TENDER ENQUIRY**

To

Dear Sir,

**Sub: Supply of 20 SEATER CONFERENCE TABLE WITH CHAIRS --quotation called for.**

Please let us have your lowest offer (**F.O.R. Manali basis only**) for the supply of **OFFICE Furniture** as per specification given in the annexure.

The furniture offered should be strictly conforming to our specification failing which we shall reject your offer.

**Scope: - Supply, installation, commissioning of 20 SEATER CONFERENCE TABLE WITH CHAIRS**

**Technical specification along with a Schematic Diagram given as ANNEXURE-1**

**Price:-**Your offer should be clearly & separately indicated in the sequence of Basic Price, GST & transportation charges if any & Insurance charges if applicable, along with lead time/ delivery terms etc. The rate should be kept firm till complete execution of our order.

**Delivery:** - Two to Four weeks from date of our Purchase Order-Preferred

**Payment:** Our standard payment terms are 90% within 30 days from date of submission of your bills & subject to our approval/ acceptance by Cheque. Balance 10% of the order value is retained by us as retention money towards performance of the furniture for the period of 12 months from the date of commissioning or will be released after furnishing a Bank Guarantee [BG] for equivalent amount from any nationalized bank as per our format. The BG/Retention money will be returned / paid back after the completion of said period without any interest.

**Guarantee/Warranty:-**

Guarantee/Warranty is to be provided for a minimum period of twelve months from date of installation/commissioning.

**Scope of Installation & commissioning:-**

*You should depute/send your service engineer for commissioning the furniture at our site on free of cost with prior intimation to us. Also provide free proper training for our employees concerned.*

**After Sales Service:-**

*You should provide necessary after sales service for the furniture in all aspects. A list of service or authorized service center should be provided for our reference and contact.*

**Validity:-***Your offer should be kept valid for 45 days from the date of opening the tender.*

**Due date:-**

*Kindly send us your most competitive offer in a sealed envelope superscripting "Quotation for 20 SEATER CONFERENCE TABLE WITH CHAIRS" so as to reach us on or before 07.12.2017 to the under signed at the above address.*

**LD Clause:** *Furniture shall be delivered to us as per our delivery schedule without fail. Any delay in delivery as per our schedule will be liable for imposition of LD @ 0.5% of the total order value per week subject to a maximum of 10%.*

**Arbitration:-***If any dispute arises between the supplier/seller as to the interpretation of the terms of the contract the same shall be referred to an arbitrator of Balmer Lawrie & Co. Ltd and the award/decision of the arbitrator shall be firm and binding on the parties. The arbitration shall be governed by the provision of the Arbitration and Conciliation Act, 1996.*

*Any tender/contractor may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.*

*The company reserves the right to change the order quantity or cancel any or all the tenders without assigning any reason whatsoever. Also to add further terms and conditions in the Purchase order/Work order placed on the successful tenderer besides what are slated above.*

*Thanking you,*

*Yours faithfully,*

**For Balmer Lawrie & Co. Ltd**

**[PCS. SRINIVAS]**

**CHIEF MANAGER [SCM]**

**Technical Specification of 20 SEATER CONFERENCE TABLE WITH CHAIRS**

Scope: - Supply, installation, commissioning, calibration and stamping of 20 SEATER CONFERENCE TABLE WITH CHAIRS

Sr.No	Descriptions	Specification
1	Model	<b>20 SEATER CONFERENCE TABLE WITH CHAIRS</b>
2	Table	<ul style="list-style-type: none"> <li>• Top and leg made with 25mm pre laminated board with top edges covered with 2mm PVC edge band.</li> <li>• Modesty made with 18mm pre laminated board edges covered with 0.5mm edges banded</li> </ul>
3	SIZE	20' L x 4' W x 2 ½' H
4	COLOUR	BEACH

B	FIRST DESK PORT	QTY	RATE	GST%	TOTAL
	First Desk Port Should Have Hydraulic Mechanism With Smooth Operation With Following	2 nos			
a)	3 PIN 5 AMPs	2 nos			
b)	DATA	2 nos			
c)	1 VGA				
d)	1 HDMI				
e)	1 Nos.6.3 Audio	1 Nos			
f)	1 USB				

C	SECOND DESK PORT	QTY	RATE	GST%	TOTAL
	Second Desk Port Should Have Hydraulic Mechanism With Smooth Operation With Following	2 nos			
a)	3 PIN 5 AMPs	2 nos			
b)	2 PIN 5 AMPs	1 nos			
c)	1 DATA				

**D. MEDIUM BACK REVOLVING CHAIR – 20 NOS\* Ergonomic executive office chair.**

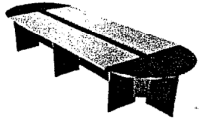
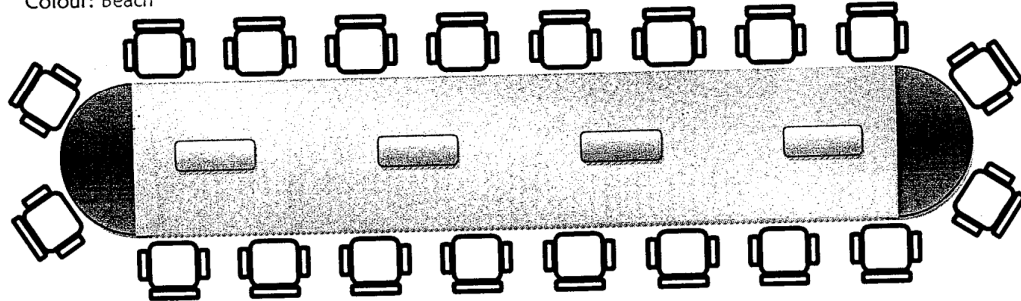
- Push Back Mechanism With Tension Control.
- PP Heavy Fixed Arm Rests.
- Gas Lift Height Adjustment
- 5 Wheel Powder Coated Metal Base.
- Seat : Molded Foam / Back : Fabric Netted

**20 SEATER CONFERENCE TABLE** HSN CODE 94036000-- 1 No

Top and Leg made with 25mm pre laminated board with top edges covered with 2mm PVC Edge band.  
Modesty made with 18mm pre laminated board edges covered with 0.5mm edge banded.

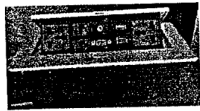
Size: 20' L x 4' W x 2½' H

Colour: Beach



First Desk Port should have Hydraulic mechanism with smooth operation with following – 2 Nos

- 3 pin 5 amps – 2 Nos
- 2 Nos Data,
- 1 VGA,
- 1 HDMI,
- 1 No. 6.3 Audio
- 1 USB



Second Desk Port should have Hydraulic mechanism with smooth operation with following- 2 Nos

- 2 Nos 3 pin 5 AMPs
- 1 No 2 Pin 5 amps
- 1 data



**MEDIUM BACK REVOLVING CHAIR – 20 Nos** • Ergonomic executive office chair

- Push back mechanism with tension control
- PP Heavy fixed arm rests
- Gas lift height adjustment
- 5 Wheel Powder coated metal base
- Seat: Molded foam / Back: Fabric netted