



Balmer Lawrie & Co. Ltd

(A Government of India Enterprise)

LOGISTICS SERVICES,

628 ANNA SALAI, TEYAMPET, CHENNAI 600018 \

Phone:044-24302450, website:

www.balmerlawrie.com, E-MAIL vaidyanathan.k@balmerlawrie.com

Ref: BL/LS/CHN/FURNT/2017/18/032

dt 08.03.2018

Due date: 15.03.2018

TENDER ENQUIRY

To

All Eligible Suppliers

Dear Sirs,

Sub: SUPPLY OF OFFICE CHAIRS

We intend to procure 10 Nos. Office chairs of renowned brands for our Chennai office with the following specifications :

- ** PUF arm rest over a triangular frames,
- ** Moulded foam for seating and back rest with choice of colours.
- ** back rest adequately designed to the human ergonomics
- ** Mobility with wheels, adjustable heights, powder coated frames
- ** Manufacturer's on site warranty for a minimum period of 1 year.
- ** Free delivery to our place of choice within Chennai .

The agency should quote rate for the above chairs specifications in the quote format given below .

ITEM SPECIFICATIONS	BASIC PRICE PER UNIT	GST	Remarks
Office chairs			
Exexutive Chair			
Discount offered	%		
Warranty period			
Delivery terms	Free delivery to our place of choice within Chennai		
Delivery period			

The agency should indicate their GST registration details along with the quotation and the authority for representing the brand manufacturers.



Company reserves the right to reduce or increase the no. of units to be purchased and the rates should be maintained irrespective of reduction in the quantity indicated above.

Payment: Our standard payment terms are 100% against supply and installation /

After Sales Service:-

You should provide necessary after sales service for the equipment /machine in all aspects /

Validity:-

Your offer should be kept valid for 30 days from the date of opening the tender. /

Due date

Kindly send us your most competitive offer in a sealed envelope superscribing "Quotation for OFFICE CHAIRS" so as to reach the undersigned on or before 17/03/2018 at the above address.

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


K.VAIDYANATHAN.

SR.BRANCH MANAGER LS

