

एन.बी.एस.सी. लख./ 429 /PR-21/ Supply of OFR/2018-19

दिनांक: 19 दिसम्बर 2018

प्रिय महोदय,

विषय: हमारे कार्यालय/छात्रावास हेतु OFR रूम हिटर्स की आपूर्ति

उपरोक्त विषय में हम सूचित करते हैं कि हमारे कार्यालय/छात्रावास हेतु OFR रूम हिटर्स की खरीद करना चाहते हैं। क्रय किए जाने वाले रूम हिटर्स का विवरण निम्न प्रकार है:

1	रूम हिटर्स का प्रकार एवं मात्रा	OFR 9 Fins	112 Nos	न्यूनतम 2000W
		OFR 11 Fins	09 Nos	न्यूनतम 2900W
2	ब्रांड (Brand)	Havells, Usha, Orient, Murphy Richards and other equivalent		
3	टेंडर फी	590/-		
4	E.M.D.	E.M.D. of Rs.18,800/- in favour of National Bank Staff College, Lucknow		

1. इस दस्तावेज में दिए गए विवरण के अनुसार आप राष्ट्रीय बैंक स्टाफ महाविद्यालय के लिए उक्त आपूर्ति के लिए RFQ हेतु आमंत्रित हैं। कार्य को कार्य आदेश की तिथि के 15 दिन के भीतर पूरा किया जाना है। निविदा दो भागों में देनी है।
2. **लिफाफा** में बयाने की राशि (Earnest Money Deposit) के रूप में **₹ 18,800/- (₹ Eighteen Thousand and Eighty Only)** एवं टेंडर फीस के रूप में **₹.590/-** के जमा करने का प्रमाण अथवा लेन-देन पर्ची (Transaction slip), हस्ताक्षरयुक्त RFQ फार्म, इत्यादि रहेंगे। **लिफाफा** में राशि/मात्राओं का मूल्य के अनुसार मूल्य बोली (सिर्फ संलग्न प्रोफार्मा के अनुसार) रहेंगे।
3. पूरी तरह से भरे हुए **RFQ** को प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय, सेक्टर - एच, एल डी ए कॉलोनी, कानपुर रोड, लखनऊ - 226 012 को संबोधित सीलबन्द RFQ डीपीएसपी, प्रथम तल, एन.बी.एस.सी. में इस प्रयोजन हेतु रखे गए टेंडर बॉक्स में **दिनांक 26 दिसम्बर 2018 को 15.00 बजे तक अथवा उससे पहले** जमा कर दें। उन्हें उसी दिन **15.30 बजे** टेंडरकर्ताओं अथवा उनके प्राधिकृत प्रतिनिधियों, जो उपस्थित होंगे, की उपस्थिति में खोला जाएगा।

भवदीय

(डी. शंकर)

सहायक महा प्रबंधक

राष्ट्रीय बैंक स्टाफ महाविद्यालय
National Bank Staff College

NATIONAL BANK STAFF COLLEGE, (NBSC), LUCKNOW

RFQ

Place: Lucknow

Date: _____

The Principal,
National Bank Staff College (NBSC),
Sector 'H', LDA Colony
Kanpur Road
Lucknow 226 012

Dear Sir,

Having examined the specifications and schedule of quantities relating to the works specified in the RFQ hereinafter set out and having acquired the requisite information relating thereto as affecting the RFQ, I/We hereby offer to supply specified items in the said RFQ within the time specified in the said RFQ at the rates mentioned in the attached schedule of quantities and in accordance in all respects with the specifications and instructions in writing referred to in conditions of RFQ and Schedule of Quantities with such materials as are provided for, and in all other respects and in accordance with such conditions so far as they may be applicable.

MEMORANDUM

1	Description of works	Supply of Oil Filled Room Heater at NBSC, Lucknow
2	Last date and time for submission of quotation.	Before 3:00 PM on 26/12/2018
3	Time allowed for delivery	15 days , from issue of written work order.
4	Mode of Payment	After supply of item and submission of bill
5	Tender Fee	Rs.590/- (Fee inclusive of 18% GST) (Non Refundable)
6	EMD	Rs.18,800/-
7	RMD	5% of final bill payment shall be deducted and deposited with us till the completion of Defect Liability Period of 1 year from day of virtual completion (bill settlement).

- 2 Should this RFQ be accepted, I/We hereby agree to abide by the terms and provisions of the said conditions of RFQ so far as they may be applicable.

Yours faithfully

(Seal & Signature of Bidder)

PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractors/ service providers for effecting payment through ECS (e-payments)

Name and address of contractors/service providers with phone nos.

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1	Name of the account holder (As appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account number	
5	IFS Code	
6	Type of account (Savings, current, etc.)	
7	PAN Number	
8	Registration Number	
9	GSTN	

Please enclose photocopy of cancelled cheque and PAN Card along with RFQ Document.

(Seal & Signature of Bidder)

Supply of Oil Filled Room Heaters at NBSC, Lucknow

Bidder shall provide information given below:

1. Model No. and Make of the product for which you have quoted.

Model No: _____

Make: _____

2. Attach technical specifications or product brochure detailing information of the product.
3. Submit ITR for last 5 financial years: 2017-18, 2016-17, 2015-16, 2014-15 and 2013-14.
4. Submit Audited Balance Sheet for last 3 years: 2017-18, 2016-17 and 2015-16.
5. Submit self-attested photocopies of firm registration certificate, PAN, GST Registration and valid equipment dealership certificate.

Eligibility:

1. **Turn Over:** Bidder shall have a minimum annual turnover of Rs 2 Lakh per year for the last three financial years (i.e. 2015-16, 2016-17 and 2017-18), duly supported by audited or CA certified statement of accounts.
2. **Experience:** Bidder should atleast have five years' experience in this business.
3. Bidder should be **authorized dealer/authorized stockist/distributor** of the OEM for which the bidder is quoting. Bidders are requested to enclose valid certificate from the manufacturers.

Other Terms and Conditions:

1. This RFQ is a single bid process.
2. Bidder shall pay Tender Fee of Rs.500/- along with the RFQ.
3. An amount of Rs.18,800/- shall be paid as EMD by the bidder along with RFQ.
4. Demand Draft/e-payment receipt towards the EMD and Tender Fee, drawn in favour of National Bank Staff College, payable at Lucknow or directly credited to NBSC's Current Account Number-912020055439842 with Axis Bank, Main Branch, 31/93 MG Road, Near Governor House, Lucknow-226001 (IFSC Code-UTIB0000053). Payment through cash or cheque will not be accepted.
5. All pages of the RFQ and all supporting documents/certificate attached herewith shall be duly signed and sealed.

6. Sealed RFQ application shall be deposited in the 'Quotation Box' kept in the Administrative Block, National Bank Staff College, Lucknow, within the stipulated time/date only.
7. Full name, postal address, email address and telephone number of the bidder shall be written on the bottom left hand corner of the sealed covers.
8. Corrections, if any, in the quotation shall be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
9. RFQ received after the prescribed time and date will not be considered.
10. RFQ would remain open for acceptance for 30 days from the date of opening.
11. For any clarifications please contact nbsc@nabard.org
12. If the successful bidder fails to comply with the terms and conditions of the RFQ, the security deposit shall be forfeited in full or in part as decided by the Competent Authority.
13. The Contractor shall indemnify and keep indemnified, defend and hold good the National Bank Staff College, Lucknow.
14. Invitation for rates or RFQ does not mean that NBSC is bound to accept L1 bidder. Decision of NBSC regarding award of work shall be final.
15. Bidder has to supply at NBSC, Lucknow campus. No extra freight charges or labour charges shall be entertained. All costs, taxes, levies, etc. shall be included in the bid.
16. No exemption from Tender fee or EMD shall be entertained to any firm under any circumstances including those exempted under MSMED Act. RFQ without Tender Fees or EMD is liable to be rejected.
17. Conditional Tenders/RFQ is liable to be rejected.
18. Penalty of 0.25% of incomplete amount of supply shall be levied in case of delay in successful completion of the supply.
19. EMD will be deposited with the NBSC till the completion of defect liability period (DLP) of 1 year from the date of virtual completion of the supply. In case of faulty supply or defects during the DLP, EMD shall be forfeited.

(Seal & Signature of Bidder)

Supply of Oil Filled Room Heaters at NBSC, Lucknow

Technical specification

Supply of Oil Filled Radiator Electric Room Heaters: 112 Nos. of OFR Room heaters of 9 fins with minimum of 2000W power rating and 9 Nos. OFR Room Heaters of 11 fins with 2900W power rating. Both variety of ORF shall meet following technical specifications.

- (a) Thermostat based OFR for Temperature adjustment and power level switching
- (b) Remote control based OFR (optional)
- (c) Over-heat and Tilt protection
- (d) Heater with fan inbuilt
- (e) Minimum 1 year manufacturer warranty
- (f) Caster Wheels
- (g) It should be complete in all respects like electric leads and three pin plug, etc.
- (h) Energy efficient and safe
- (i) Approved Make: Havells, Usha, Orient, Murphy Richards and other equivalents

(Seal & Signature of Bidder)

Supply of Oil Filled Room Heaters at NBSC, Lucknow

Schedule of quantities with technical details: Financial quotes

Sr.No	Particulars	Quantity	Rate	GST	Amount (Rs)
1	Supply of Oil Filled Radiator Electric Room Heaters of 9 fins with minimum of 2000W power rating.	112			
	Supply of Oil Filled Radiator Electric Room Heaters with 11 fins and 2900W power rating.	9			
	Total				

GST as applicable may be included in final amount / rate quoted.

Amount in words: _____

(Seal & Signature of Bidder)