



Ref: 368/PDD/GSC/2017

Date: 20/05/2017

To,

All Eligible Bidders

Dear Sir,

**SUB: Requirement of Chairs for use in Branches and Offices**

We request you to submit your best quotes for the supply of the following **Chairs** as per the details furnished in this document, for use in Branches and Offices of Karnataka Vikas Grameena Bank:.

**BRIEF DESCRIPTION OF THE REQUIREMENTS:**

Sl.No	Description	Qty (approximately)
1	High back Chairs	100
2	Mid back chairs	200
3	Low back computer chairs	400
4	Visitors Chairs	500
5	3 seated (metal perforated) Chair	100
	TOTAL:	1300

The proposal/Bid being submitted would be binding on the Vendor. As such it is necessary that authorized personnel of the firm or organization sign the BID. The designated personnel should be authorized by a Senior Official of the Organization having authority to do so. The proposal must be accompanied with an undertaking letter duly signed by the designated personnel providing a Bid commitment. The letter should also indicate the complete name and designation of the designated personnel. Necessary resolutions/Authority/ Power of Attorney available shall be enclosed. In case the principal vendors authorize their business partners or authorised distributors to bid on their behalf, a separate authorization letter, with a commitment to fulfill the terms should be submitted. It is mandatory that such of those business partners/authorised distributors should have service support centers **in nine districts as mentioned in Terms and Conditions letter.**

Following instructions may please be taken note of in this connection.

Offer shall be submitted for **Chairs** for the full schedule of requirements. Non price bid and Price bids are to be submitted separately.

Bid shall be submitted in 2 (two) separate sealed envelopes, one 'Non Price Bid' (Technical Offer) and other 'Price Bid' (Commercial Offer) clearly mentioning on top of the envelope 'Non-Price Bid' or 'Price Bid', duly super scribing the envelope with the reference number of this letter, due date, name of the Bidder, Offer reference number etc.

All Bid Documents are to be properly filed and all pages of the non-price/price bids should be numbered serially (1/xxx, 2/xxx (where xxx is last page number of Bid document)) and should bear the company's seal and signature/s of the authorized person/s on all pages.

ENVELOPE-I: Non-Price Bid (Technical Offer):

The Non-Price Bid (Technical offer) as per [Annexure-I](#) should be complete in all respects and contain all information asked for, except prices. The technical offer should not contain any price information. The Technical Offer should be complete and indicate that all products and services asked for are quoted.

ENVELOPE-II: Price Bids (Commercial Offer):

The Price Bids (Commercial Offer) as per [Annexure-II](#) should give all relevant price information and should not contradict the Technical Offer in any manner. *Please note that if any envelope is found to contain both technical and commercial offer together, that offer will be rejected summarily.*

The best and firm price should only be quoted ([as per the Proforma enclosed](#)). The prices should be inclusive of Central excise, customs and other duties/levies. *Sales Tax, Octroi/Entry Tax, VAT, Service Tax etc., if payable extra, is payable at actual upon production of documentary evidence of payment. The bid shall clearly mention whether the present/future Sales Tax is included in the price or otherwise.*

The Technical Bid (Non-Price Bid) will be opened first for evaluation. The Price Bids will be opened only if the Technical Bid is found responsive. The technical bid should necessarily contain all Technical details and terms of Payment, Delivery and any other conditions.

- Bidder's proposal should strictly conform to the Technical specifications and other terms and conditions.
- Proposals not conforming to the specifications will be rejected summarily.  
*Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.*

The details required as per [Annexure shall also be enclosed without fail](#). The Bank may reject any proposal not containing all the requirements called for in various Annexure. Technical/Commercial Bids must contain required/relevant information on all the items including optional items, if any without fail.

The last date for submitting the proposals along with Bid security is **15/06/2017 by 16.00 hours** at this Office. Any proposal received after the due date and time will not be considered. Both Price and Non-Price bids complete in all aspects should be submitted to The General Manager, Karnataka Vikas Grameena Bank, Head Office, Belgaum Road, DHARWAD-580 008 within the above stipulated date, clearly furnishing the details of RFP on the front page of the envelop.

Please acknowledge the receipt

Yours faithfully

CHIEF MANAGER (PDD)

