

All Empanelled Vendors

Dear Sir

INVITATION OF QUOTATION FOR PROVISION OF THREE CABINS ON FIFTH FLOOR AT THE OFFICE BUILDING AT NABARD, JAMMU & KASHMIR REGIONAL OFFICE, JAMMU

Jammu & Kashmir Regional Office, Jammu, proposes for Provision of Three Cabins on Fifth Floor at NABARD Office Premises at Railhead Complex, Jammu.

2. We invite competitive sealed quotations for the above work at NABARD Office Premises at Jammu and request you to forward your quotations and other particulars as per **Annexure-1**, latest by **3.00 p.m. on 20.02.2020**. Your quotation should be in a sealed cover, super-scribed "**Quotation for Provision of Three Cabins on Fifth Floor**" addressed to the Chief General Manager, NABARD, Jammu & Kashmir Regional Office, NABARD Tower, Near Saraswati Dham, Railway Road, Jammu-180012.

Yours faithfully

Sd/-

(Desraj)

Assistant General Manager

Encl-Annexure-1

ANNEXURE-1

The Chief General Manager
National Bank for Agriculture and Rural Development
Jammu & Kashmir Regional Office
NABARD Tower, Railhead Complex
Near Saraswati Dham
Railway Road, Jammu

Dear Sir,

QUOTATION FOR PROVISION OF THREE CABINS ON FIFTH FLOOR AT THE OFFICE BUILDING AT NABARD, JAMMU & KASHMIR REGIONAL OFFICE, JAMMU

Please refer to your Letter No 1064 dated 14 February 2020 calling for Provision of Three Cabins on Fifth Floor at NABARD Office Premises at Railhead Complex, Jammu. Having examined the "Work Site" & "Scope of Work" by visiting the site and having acquired the requisite information in respect of the tender and having accepted the terms and conditions mentioned therein, we hereby offer to undertake the above work as specified in the said letter and quote our rates and furnish other required information in the prescribed proforma as per details below-

1.	Name and Address of the Agency	
2.	Contact Number & E-mail Id	
3.	Nature of ownership- Proprietorship, Partnership Firm or Private Limited Company	
4.	Details of Proprietor, Partners or Directors. Enclose ID proof of Proprietor, Copy of Partnership Deed or Registration Certificate in case of a Private Limited Company.	

5.	Income Tax PAN No. (Attach Self Attested Photocopy)	
6.	GST Registration No. (Attach Self Attested Photocopy)	
7.	Details of Bank Account	
(i)	Name of the Account Holder	
(ii)	Name of the Bank	
(iii)	Branch Address	
(iv)	Type of Account (Current or Saving)	
(v)	IFS Code	
(vi)	Account No. (Attach Self Attested Photocopy of a Cancelled Cheque)	

8. Item Rate:

ITEM RATE QUOTATION FOR PROVISION OF THREE CABINS ON FIFTH FLOOR					
M/s NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT					
AT:- NABARD JK RO, RAILHEAD COMPLEX, JAMMU					
Sr. No.	Item Description	Quantity	UNIT	Rate (INR)	Amount (INR)
1.	Provision of Three Cabins Material to be used: (a) Wood: Malaysian Kail (b) Plywood/ Laminated Plywood 12mm: Century/Green/Archid Ply (c) Cabin Wall Glass: 5mm (d) Door: Total 3 (As per existing Specifications & Design)	450	SFT		
Total Amount:					
In Words:					

Note: Rate quoted shall be inclusive of all taxes like GST and other applicable taxes.

Signature of bidder:

Name of the Bidder and designation:

Place & Date:

Company Seal:

Terms and Conditions:

1. Prices to be quoted in Indian Rupees only in both figures & words. No change shall be allowed in the rates and specification once accepted. Rates quoted shall be inclusive of all Transportation and Packaging (T&P) required and inclusive of all taxes etc. Nothing extra shall be paid on any account.
2. The work shall be carried out as per directions of NABARD official's. The work is to be commenced within 15 days and completed within 30 days of the issue of work order.
3. The acceptance of quotations will rest with the competent authority who does not bind himself to accept the lowest quotation and reserves the right to accept or reject any or all the quotations and to increase or reduce the quantities without assigning any reason thereof.
4. The contractor shall take all precautions to avoid all accidents and he shall be responsible for all damages and accidents caused due to negligence on their part.
5. The payment shall be made to the contractor after completion of the work.
6. The vendors are advised to inspect and examine site and its surroundings and satisfy themselves before submitting their quotation so as to understand the nature of work, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
7. The vendor shall be deemed to have full knowledge of the nature of work & site condition whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed.
8. The vendor shall be responsible for arranging and maintaining at its own cost all materials, tools & plant machineries, electricity access, facilities for workers and all other services required for executing the work.
9. The vendor (s) shall be disqualified for a minimum period of one year to participate in any of the NABARD Jammu quotation/ tender, if they fail to do the work in the time stipulated in the quotation.
10. The contractor should ensure that the manpower working on site is adequately insured and all measures of safety of the workers shall be taken care off. NABARD shall not be responsible for any mishap or accident at the site.

Signature of bidder:

Place & Date:

Name of the Bidder and designation:

Company Seal:

