



फा.सं / FILE NO: D-14013/02/2016-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 16 February, 2017

To

M/s Bharat Bhushan & Co.,
Plot No. 7, Blind Colony,
Titir Pur, New Delhi-110027,

Subject: -Procurement and supply of furniture items for computer lab in ISTM.
Ref: - Your quotation submitted vide Bid ID No. 490332, dated 21.12.2016.

Sir,

I am directed to refer to your letter No. Nil, dated 20.12.2016 on the above cited subject and to inform you that your quotation for supplying the furniture items to ISTM being the lowest and in accordance with the specifications and model approved by the committee of ISTM has been approved by the competent authority on the rates quoted by you. You are therefore requested to supply the furniture items as per the specifications mentioned in the tender and as per the sample table and chair shown.

2. The details of supply of the furniture items, rates and quantity are as mentioned below in confirmation of the tender document: -

Sl. No.	Item Description	Qty.	Unit rate	Total Amount without tax	Total Amount with taxes (VAT@ 12.5%)
1.	Computer Table size 30" x 18" x 30" made up of MDF board 25mm PFT Top with 1mm flex duly post formed with key board and one self for keeping CPU in desired colour. The MDF board & flex must be ISI mark and reputed brand namely (Merino, green Lam, Bhutan Board, Bajaj, National, Duro)	50	3200.00	160000.00	180000.00
2.	Computer Chair PU seat & back without arms 5 prongs base with 60mm castors in fixed design and desired colour	50	2190.00	109500.00	123187.00

3	Classroom Table 4' x 2' with one drawer and keyboard shelf made up of MDF board 25mm PFT Top with 1mm flex duly post formed in desired colour. The MDF board & flex must be ISI mark and reputed brand namely (Merino, green Lam, Bhutan Board, Bajaj, National, Duro)	02	5200	10400.00	11700.00
4	Medium Back Chair with PU seat & back OV Handle, 5 prong base with 60 mm castors in tilting mechanism in desired colour	02	2650	5300.00	5962.50
Total Amount				285200.00	320850.00

(Rupees Three Lakhs Twenty Thousands and Eight Hundred Fifty Only)

Terms & conditions: -

- a) You are requested to submit a performance security deposit equal to 10 % of the cost of the work awarded to you (Rs. 32,085/-) in the form of FDR in favour of Director, ISTM valid for 15 months from the date of issue as performance security as per the terms and conditions of the NIT.
- b) The delivery will be completed within 15 days of issue of purchase order.
- c) No advance payment will be made. Final payment will be made on receipt of the full quantity after an inspection of the furniture items is carried out by the designated committee of the Institute and they are found as per the approved specifications.
- d) In case of any fault/defect or if the chairs are not found as per the specifications, the same shall be repaired/replaced within one week at your own cost.
- e) All the terms and conditions as mentioned in the Tender Document will apply for the goods to be supplied.
- f) In case of any dispute arising about the supply order, the decision of the Director, ISTM is final and binding.
- g) Other terms & conditions will remain same as mentioned in the tender document.

3. If the above terms and conditions are acceptable to you, you are requested to start the work immediately and supply the full quantity within 15 (Fifteen) days from the date of receipt of the award letter.

Yours faithfully,



(R. Gayathri)
Deputy Director (Admn.)
Tel. 011-26102597

Copy to: - JD (Computer) / DD (SA) - for information.