

Tender Notice For Empanelment of Office Equipment Supplier

Meghalaya Rural Bank, Head Office is inviting bids for empanelment of firms for supply and maintenance of Office Equipment as under:

1. Revolving Chairs
2. Single Seater Chairs
3. Three/ Four Seater Chairs
4. Steel Almirah

Interested parties may please submit their applications to the following address within the 9th November 2023:

**The Chairman, Purchase Committee
Meghalaya Rural Bank,
Head Office, Shillong
Second Floor, KJP Assembly Conference Centre
Barik Point, Shillong
Meghalaya – 793 001**

Detailed requirements and Terms and Conditions is as per Annexures

Chairman, Purchase Committee

ANNEXURE-I

I. CHAIR TYPE: EXECUTIVE CHAIRS – REVOLVING CHAIRS

1. Tilt Mechanism –Knee tilt Synchronic mechanism
2. Locking Mechanism - Any position Locking and Upright locking
3. Armrest Type And Arm Movement - Fixed
4. Backrest Type - Tilting type
5. Armrest material - PU molded over metal insert
6. Minimum Density Of Foam Used In Seat - 50 kg per cubic meter
7. Minimum Thickness Of PU Foam Used In Seat - 50mm
8. Seat Upholstery Material - 100 % Polyester fabric
9. Backrest Base Frame Material - Thermoplastic elastomer frame with insert in one piece
10. Padding at back rest - Memory foam
11. Pedestal base - Glass Fiber Nylon

II. CHAIR TYPE – Single seat Non-Revolving and Non-Tilting chair with Armrest

1. Chair Frame type - Legs
2. Arm rest Type - Moulded
3. Backrest Type - Moulded
4. Frame material Configuration - One piece
5. Frame material - Steel tube (ERW quality) conforming to IS: 1161
6. Seat Material - Moulded Plywood
7. Seat Upholstered With - PU sheet
8. GSM Of Seat Cover - 220 GSM
9. Backrest Material - Moulded Plywood
10. Density Of Polyurethane Foam Used In Backrest – 45 kg per cubic meter
11. Backrest Upholstered With - PU sheet

III. CHAIR TYPE – Three Seat Chairs

1. STYLE: with arm and backrest
2. Seating Capacity (Nos): 3
3. Material Of Chair Frame: Stainless Steel
4. All Steel Component to be epoxy powder coated 60 micron thick

IV. STEEL ALMIRAH – (a) With Locker and (b) Without Locker

1. Material - Prime quality CRCA MS steel fully welded construction for integrity & ruggedness
2. Locking System - Three way locking system with good quality lock
3. No of Shelves - 4 Shelves & 5 Compartments
4. Size - 1980 x 915 x 482 mm
5. Body - 1.25
6. Gauge Shelves - 1.60 Gauge

GENERAL TERMS AND CONDITIONS

1. Interested parties shall submit their application in the firm's stationery along with details of their firm, experience, GST Registration and valid trading license.
2. The quoted price for each item shall be inclusive of taxes, delivery charges, installation and commissioning of the items.
3. Delivery of the goods shall occur when the goods arrive at the Bank Branch as specified in the supply order. Delivery shall be made within seven days from issue of the supply order.
4. All goods are to be delivered in sealed/ good condition. Defective/ faulty goods will not be accepted at the delivery site and shall be returned to the supplier.
5. Payment shall be made only after successful delivery of the goods and quality check by the Bank's official.
6. All goods are to be covered under Warranty for a period of one year from the date of delivery. The supplier shall also undertake repairs/ maintenance of the goods.
7. All goods/ items are to be supplied/ delivered to the Bank Branches throughout the State of Meghalaya.
8. Selection of firm/ firms shall solely lie at the discretion of the Bank.