

INVITATION FOR QUOTATION

TEQIP-II/2017/DL/Shopping/3

06-Mar-2017

To,

Sub: Invitation for Quotations for supply of Goods

Dear Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications given at Annexure I,

| Sr. No | Brief Description | Quantity | Delivery Period(In days) | Place of Delivery | Installation Requirement (if any) |
|--------|--|----------|--------------------------|---|-----------------------------------|
| 1 | Executive Officer Chair | 2 | 30 | Department of Training & Technical Education (Planning Branch), Muni Maya Ram Marg, Pitam Pura, Delhi | |
| 2 | Executive Officer Table with Side Drawer | 1 | 30 | Department of Training & Technical Education (Planning Branch), Muni Maya Ram Marg, Pitam Pura, Delhi | |
| 3 | Officer Chair | 1 | 30 | Department of Training & Technical Education (Planning Branch), Muni | |

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|---|--------------------------------|---|----|---|--|
| | | | | Maya Ram Marg, Pitam Pura, Delhi | |
| 4 | Officer Table | 1 | 30 | Department of Training & Technical Education (Planning Branch), Muni Maya Ram Marg, Pitam Pura, Delhi | |
| 5 | Sofa Set (5 Seater) with table | 1 | 30 | Department of Training & Technical Education (Planning Branch), Muni Maya Ram Marg, Pitam Pura, Delhi | |
| 6 | Visitor Chair | 8 | 30 | Department of Training & Technical Education (Planning Branch), Muni Maya Ram Marg, Pitam Pura, Delhi | |

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Programme[TEQIP]-Phase II** Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. Quotation,
 - 3.1 The contract shall be for the full quantity as described above.
 - 3.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
 - 3.4 Applicable taxes shall be quoted separately for all items.
 - 3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

- 3.6 The Prices should be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation.
5. Quotation shall remain valid for a period not less than **30** days after the last date of quotation submission.
6. Evaluation of Quotations,
The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
- 6.1 are properly signed ; and
- 6.2 confirm to the terms and conditions, and specifications.
7. The Quotations would be evaluated for all items together.
8. Award of contract:
The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. Payment shall be made in Indian Rupees as follows:
Delivery and Installation - 0% of total cost
Satisfactory Acceptance - 100% of total cost
10. All supplied items are under warranty of **12** months from the date of successful acceptance of items.
11. You are requested to provide your offer latest by **11:00** hours on **21-Mar-2017** .
12. Detailed specifications of the items are at Annexure I.
13. Training Clause (if any) **N.A**

14. Testing/Installation Clause (if any) **N.A**
15. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
16. Sealed quotation to be submitted/ delivered at the address mentioned below,
SPFU – NCT Delhi Muni Maya Ram Marg Pitampura, Delhi
17. We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

Annexure I

| Sr. No | Item Name | Specifications |
|--------|--|--|
| 1 | Executive Officer Chair | Revolving Executive Chair of high back. The seat and back is made up of 13mm hot pressed moulded ply which is covered by high density foam and a layer of softy form for extra comfort and upholstered with superior quality leatherite with designer stitching on it. The seating height of the chair is 19". The seat is 23" (w) x 19" (d) and back is 28"(h) x 19"(d). The chair has Torsion Bar mechanism system for extra comfort and gas lift mechanism for chair having one touch adjustment feature for height adjustment of the chair. The base of the chair is nylon with chrome cladding of it and has double nylon wheels for elegant look. The chair has PU handle with cushioning on top with up and down lift facility and chrome cladding. |
| 2 | Executive Officer Table with Side Drawer | Executive officers table, Size: 2100X900X740mm with top made up of 25 mm thick post formed top with 0.6mm decorative laminate on top and balancing laminate on unexposed face. The understructure is made up of 18mm thick pre-laminated particle board having all exposed edges sealed with PVC edge banding tape and all unexposed edges sealed with 0.6 mm 2mm PVC edge banding tape pressed at 200 degree C with hot melt glue on special machine. Table has a provision for wire manager cap at top. 2100X900X740 Side unit size 900x450x725 mm with two |

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| | | drawer & openable shutter |
| 3 | Officer Chair | Revolving Office Chair of high back. The seat and back is made up of 12mm hot pressed moulded ply with PU moulded foam of 40-45 density on seat and back. The seat and back have ABS cover for extra strength and comfort. The seating height of the chair is 18" extended to the maximum height of 22". The chair is upholstered with superior quality fabric on it. The seat is 19"(w) x 18.5"(d) and back is 29"(h) x 19"(d). The chair has gas lift mechanism having one touch adjustment feature for height adjustment of the chair. The base of the chair is steel ed nylon with double nylon wheels for elegant look. The chair has PU handle for extra comfort and elegant look. |
| 4 | Officer Table | Size 1500x750x745 with 3 drawers and openable shutters. Table with 25 mm post formed top. The under structure of the main table is made up of 4 nos. round pipe of 2" dia of 16 gauge with level adjuster at the bottom. The table has perforated designed modesty in 22 gauge for elegant look. Bending of all steel components is done with dies on computer operated break presses and power presses. All steel components are duly epoxy powder coated of not less than 45 micron. Drawers are made up with body made in 0.8 mm gauge and drawers made up of 0.9 mm gauge duly epoxy powder coated of not less than 45 micron. All drawers are fitted with good quality telescopic channels for smooth sliding of drawers. A good quality lock made up of six levers is provided in the pedestal. |
| 5 | Sofa Set (5 Seater) with table | Sofa having frame made of wood and ply with SS legs made of round pipe of 1" with nylon shoes fixed at the bottom. The cushioning of seat and back is done on flexible niwar of good quality + canvas + 100mm high density on seat and 75mm High density foam on back of superior quality for extra comfort and good sitting posture .The sofa is upholstered with superior fabric /leatherite pasted on it. Center table Size: 4'x2'. Understructure made of teak wood duly polished. |
| 6 | Visitor Chair | Medium Back fixed Visitor Chair. The seat and back is made up of 12mm hot pressed moulded ply with PU moulded foam of 40-45 density on seat and back. The seat and back have ABS covers for extra strength and comfort. The seating height of the chair is 18". The chair is upholstered with superior quality fabric on it. The seat is 19" (w) x 18.5"(d) and |

| | | |
|--|--|---|
| | | back is 25"(h) x 19"(d). The chair has PU handle for extra comfort and elegant look. The base of the chair is made up of round pipe of 1" of 14 gauge which is dully powder coated. |
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FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: _____

To:

| Sl. No. | Description of goods (with full Specifications) | Qty. | Unit | Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments) | Total Price (A) | Sales tax and other taxes payable | |
|-------------------|---|------|------|--|--------------------|-----------------------------------|-------------------|
| | | | | | | In % | In figures (B) |
| | | | | | | | |
| Total Cost | | | | | | | |

Gross Total Cost (A+B): Rs. _____

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____ (Amount in figures) (Rupees _____ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of ———— months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____

Address: _____

Contact No: _____