

INVITATION FOR QUOTATION

Sub: Invitation for Quotations for supply of Goods upto 31st July, 2013 till 5.00 PM

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	Drawers Running on channels	2	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	YES
2	Executive Table for Staff	2	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	No
3	Executive Table for SPA	1	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	No
4	Executive Tables for Superintendant	1	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	No
5	Over head storage	2	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	YES
6	Revolving Chair	1	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12,	No

				U.T., Chandigarh	
7	Revolving Executive Chair	3	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	No
8	Revolong Computer Chair	4	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	No
9	Steel Sheet Almirah	1	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	No
10	Visitor Chairs	10	30	O/o State Project Facilitation Unit (SPFU), U.T., Chandigarh	No
11	Workstation	1	30	O/o State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, U.T., Chandigarh	Yes

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 **45** 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 - 90% of total cost

Satisfactory Acceptance - 10% 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 **17:00** hours on **31-Jul-2013** .

12. Detailed specifications of the items are at Annexure I.

13. Training Clause (if any) **Not required**

14. Testing/Installation Clause (if any) **Proper Installation is required**
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,
State Project Facilitation Unit (SPFU), PEC Campus, Sector-12, Chandigarh.
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	Drawers Running on channels	Drawers running on channels with singly key locking systems.
2	Executive Table for Staff	Size 4'x 2.6' Knocked down Office table made from pre-laminated 25 mm board and post formed wood on side, scratch/stain resistance and termite proof. Both side work management on top for telephone wires. Provisions to fit drawer unit on both side under the tabletop.
3	Executive Table for SPA	Size 6'x 3' 25 mm pre-laminated particle Board Table top with 18 mm pre-laminated Particle Board beam panel, Prelam side pedestals with table top. Post formed wood on side, scratch/stain resistance and termite proof. Both side work management on top for telephone wires.
4	Executive Table for Superintendent	Size 5'x 2.5' Knocked down Office table made from pre-laminated 25 mm board and post formed wood on side, scratch/stain resistance and termite proof. Both side work management on top for telephone wires. Provisions to fit drawer unit on both side under the tabletop.
5	Over head storage	With pre laminated board in 18 mm thick with 2 mm thick edge Size:- 3' x 1'6"
6	Revolving Chair	High Back Revolving Chair with adjustable arms, Push back mechanism and cushioned seat.
7	Revolving Executive Chair	Medium Back Revolving Chair with adjustable arms, Push back mechanism and cushioned seat.
8	Revolving Computer Chair	Medium Back Revolving Computer Chair with adjustable arms, Push back mechanism and cushioned seat.
9	Steel Sheet Almirah	6 feet with locker, Steel Sheet Almirah with enamel spray paint with four fixed shelf.
10	Visitor Chairs	Cushioned visitor chair with armrest
11	Workstation	Workstation for two person with 45 mm thick aluminum powder coated, with fabric pin board/white/laminate and CPU Trolley and Key Board Tray. Size: 7 X 5

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: _____