**INVITATION FOR QUOTATION**

**TEQIP-II/2013/OR1G02/Shopping/46 19-Jul-2013**

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 | Conference Chairs | 18 | 90 | CET, Bhubaneswar | Yes |
| 2 | Conference table | 1 | 90 | CET, Bhubaneswar | Yes |
| 3 | Executive Chairs | 8 | 90 | CET, Bhubaneswar | Yes |
| 4 | Executive Tables | 7 | 90 | CET, Bhubaneswar | Yes |
| 5 | Minor steel almirahs | 7 | 90 | CET, Bhubaneswar | Yes |

1. 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.
2. Quotation,
	1. The contract shall be for the full quantity as described above.
	2. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
	3. All duties and other levies payable by the supplier under the contract shall be included in the unit price.
	4. Applicable taxes shall be quoted separately for all items.
	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.
	6. The Prices should be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.
4. Quotation shall remain valid for a period not less than **55** days after the last date of quotation submission.
5. Evaluation of Quotations,

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

* 1. are properly signed ; and
	2. confirm to the terms and conditions, and specifications.
1. The Quotations would be evaluated for all items together.
2. 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.

* 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.
	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.
1. Payment shall be made in Indian Rupees as follows:

|  |
| --- |
| **Delivery and Installation - 90% of total cost****Satisfactory Acceptance - 10% of total cost** |

1. All supplied items are under warranty of **12** months from the date of successful acceptance of items.
2. You are requested to provide your offer latest by **4:00** hours on **22-Aug-2013 .**
3. Detailed specifications of the items are at Annexure I.
4. Training Clause (if any) **Required**
5. Testing/Installation Clause (if any) **Required**
6. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
7. Sealed quotation to be submitted/ delivered at the address mentioned below,

Principal, College of Engineering & Technology,P.O.- Ghatikia,Technocampus,KalingaNagar BHUBANESWAR-751003

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 | Conference Chairs | All dimensions in mm 1. SEAT/ BACK ASSEMBLY: 1.2 cm thick hot pressed plywood upholstered with fabric and moulded Polyurethane Foam. The back is made up 1.2cm thick hot pressed plywood upholstered with replaceable fabric upholstery covers and moulded polyurethane foam. The back ply and foam is designed with contoured lumber support for comfortable seating posture. 2. Back size: 48cm.(W) X 64.5cm. (H) 3. Polyurethane foam: The Polyurethane foam for seat and back is moulded with density =45 +/-2 kg/m3 and hardness= 20 +/-2. 4. Armrests (Adjustable) : the armrest top is made of moulded polyurethane (P.U) and mounted on to a lift height adjustable type M.S tubular armrest support chrome plated. Height is adjustable up to 6.5cm in 5 steps & also has swivel adjustment of 22° on both sides. 5. Knee tilt synchro mechanism with seat depth adjustment mechanism: a) 360° revolving type b) Single point control c) Front pivot for tilt with feet resting on ground ensuring more comfort. d) Tilt tension adjustment e) 4-position locking with anti-shock feature. f) Seat back tilting ratio of 1:2 (11° seat tilt/22° back tilt) g) Seat depth adjustment of 6 cm can be locked in 6 positions. 6. Adjustable backrest: The backrest consists of a sliding up down mechanism, which can be adjusted in the range of 7.5cm and can be locked in 4 positions for correct position of lumber support. 7. Pneumatic height adjustment: The pneumatic height adjustment has an adjustment of 9.0cm. 8. Pedestal assembly: The pedestal is fabricated from steel, chrome plated and assembled with injection moulded black polyurethane hub cap and 5 nos. Twin wheel castors (castor wheel dia. 5.0cm). The pedestal is 66.0cm. Pitch-center dia. (76.0sm with castor). 9. Twin wheel castors: The twin wheel castors are injection moulded in black Nylon. |
| 2 | Conference table | 19 sitter conferences table All dimensions in mm. Particle board and has wire management facilities for uncluttered wiring. Profiled legs with twin coloured modesty for better looks. # Overall dimensions (mms) Seats W D H Single 675.0 600.0 750.0 Double 1350.0 600.0 750.0 Specification: Work surface: Top thickness is 25mm PLB with PVC beading all over. Legs: 18mm thick Pre-laminated Twin having curved profile. Modesty: Pre-laminated Twin boards 18mm thick in two shades. Wire Manager: A Wire Manager running along the width of desk fitted on the modesty panel from inside |
| 3 | Executive Chairs | All dimensions in mm 1. SEAT/ BACK ASSEMBLY: 1.2 cm thick hot pressed plywood upholstered with fabric and moulded Polyurethane Foam. The back is made up 1.2cm thick hot pressed plywood upholstered with replaceable fabric upholstery covers and moulded polyurethane foam. The back ply and foam is designed with contoured lumber support for comfortable seating posture. 2. Back size: 48cm.(W) X 76.0cm. (H) 3. Polyurethane foam: The Polyurethane foam for seat and back is moulded with density =45 +/-2 kg/m3 and hardness= 20 +/-2. 4. Armrests (Adjustable): the armrest top is made of moulded polyurethane (P.U) and mounted on to a lift height adjustable type M.S tubular armrest support chrome plated. Height is adjustable up to 6.5cm in 5 steps & also has swivel adjustment of 22° on both sides. 5. Knee tilt synchro mechanism with seat depth adjustment mechanism: a) 360° revolving type b) Single point control c) Front pivot for tilt with feet resting on ground ensuring more comfort. d) Tilt tension adjustment e) 4-position locking with anti-shock feature. f) Seat back tilting ratio of 1:2 (11° seat tilt/22° back tilt) g) Seat depth adjustment of 6 cm can be locked in 6 positions. 6. Adjustable backrest: The backrest consists of a sliding up down mechanism, which can be adjusted in the range of 7.5cm and can be locked in 4 positions for correct position of lumber support. 7. Pneumatic height adjustment: The pneumatic height adjustment has an adjustment of 9.0cm. 8. Pedestal assembly: The pedestal is fabricated from steel, chrome plated and assembled with injection moulded black polyurethane hub cap and 5 nos. Twin wheel castors (castor wheel dia. 5.0cm). The pedestal is 66.0cm. Pitch-center dia. (76.0sm with castor). 9. Twin wheel castors: The twin wheel castors are injection moulded in black Nylon. |
| 4 | Executive Tables | All dimensions in mm 1. Main desk having 1350w X 750d X 750h with two drawers. 2. Two Drawers (1 Box drawer and 1 filling drawer). The top & drawer fronts are in white cedar while the other components are in black. 3. Tops/Work surfaces (White cedar): 18mm thick PLB with PVC clipping. 4. Side panels (Black): 18mm thick PLT with PVC clipping. |
| 5 | Minor steel almirahs | Size: Minor: 900mm(W) x 450mm(D) x 1167.5mm(H) |

**FORMAT FOR QUOTATION SUBMISSION**

(In letterhead of the supplier with seal)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_