

## Invitation for Quotations for supply of Furniture Items

Ref: SIC/O3214/2011

09.02.2011

To:

Dear Sir,

SUB: INVITATION FOR QUOTATIONS FOR SUPPLY OF FURNITURE ITEMS

1. You are invited to submit your most competitive quotation for the following goods:-

Sl No	Brief of Description of the goods	Specification*	Qty	Delivery period	Place of Delivery
1	Steel shelving Cabinet 4 shelves	<b>1980mm(height)X915mm(width)X485mm (Depth)</b> made from CRCA Steel treated with anti –corrosion process for extra durability. It should be provided with three way bolting device and precision made six –lever lock	2 Nos	Within 15 days from the confirmed Order date	SIC, Directorate of Training, Thiruvananthapuram
2	Steel Rack	1800x900x375 mm CRCA Steel Shelves and CRCA Steel perforated v and spray painted rack -	1 No		
3	Computer Table	Outside dimension 120x600x750 mm. Both side laminated ,Slider keyboard and laminated top.	1 No		
4	Computer Chair	Pneumatic seat height adjustment 125mm. Permanent contact mechanism, upright position locking .Tilt tension adjustment. Abuse resistant fixed arm rest.Cushioned seat and back	1No		
5	Executive Chair	Pneumatic seat height adjustment 100mm,Back height adjustment-45mm,Seat depth adjustment-60mm,knee-tilt synchronous mechanism, 4-position tilt locking,tilt-tension adjustment	2 Nos		
6	Office Chair	Tubular CRCA Steel with the spring effect of the cantilever frame work. Depth-57 cm,width-58cm,height-88cm	2 Nos		

\* Where ISI certification marked goods are available in market, procurement should be generally be limited to goods with those or equivalent marking only.

### 2. Bid Price

a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.

- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.
- d) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The prices shall be quoted in Indian Rupees only.

**3. Each bidder shall submit only one quotation.**

**4. Validity of quotation.**

Quotation shall remain valid for a period not less than 15 days after the deadlines date specified for submission.

**5. Evaluation of quotation**

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

- a) are properly signed.
- b) Confirm to the terms and conditions and specification.

The quotation would be evaluated separately for each item

**Sales Tax in connection with sale of goods shall not be taken in to account in evaluation.**

**6. Award of Contracts.**

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.

6.1. 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.

6.2 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.

7. Payment shall be made immediately after the delivery of the goods.

8. Normal commercial warranty shall be applicable to the supplied items.

9. You are requested to provide your offer by **11 hours on 28.02.2011**

We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

(Purchaser)

Name : T.T Antony, I.A.S  
Address : State Project Director  
State Implementation Cell Cell (SIC)  
Industrial Training Department  
(Directorate of Training)  
Thycaud – Thiruvananthapuram 14  
Tel. No. 0471-2323856  
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## Format of Quotation

Ref: SIC/O3214/2011

Sl.No	DescriptionGoods	Specification	Qty	Unit	Quoted rate in Rs	Total Amount	
						In Fig.	In words
TOTAL							
Sales Tax							

Gross Total Cost: Rs.....

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

We also to confirm that the normal commercial warrantee / guarantee of ..... Months shall apply to the offered goods.

We here by 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