

INVITATION FOR QUOTATION

TEQIP-III/2018/iiit/Shopping/41/4427

24-May-2018

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	Place of Delivery	Installation Requirement (if any)
1	Modular Desk	40 Nos	30 Days	IIIT Guwahati, Vill : Bongora, Mirza, Kamrup, Assam, Pin:781015	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 III** 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, Installation and 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 **07-Jun-2018** .
12. Detailed specifications of the items are at Annexure I.
13. Training Clause (if any) **No**
14. Testing/Installation Clause (if any) **Yes**
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,

The Director
Indian Institute of Information Technology Guwahati
G.N.B. Road, Ambari, Guwahati, Pin-781001

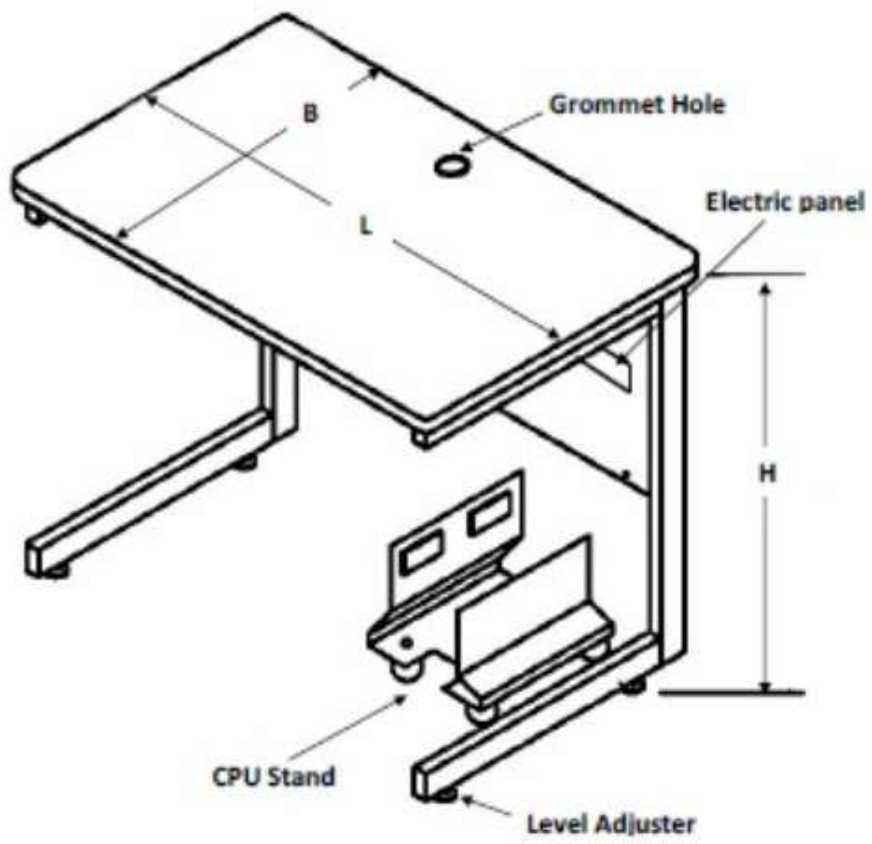
Note:- The quotation must be enclosed in a sealed envelope superscribed with –“IQ no:- TEQIP-III/2018/iiit/Shopping/41/4427 , due date: 07.06.2018 and time 1100 Hrs”

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

Sd/-
(Authorized Signatory)
Name & Designation
Gautam Barua, Director, IIITG

Annexure I

Sr. No	Item Name	Specifications
1	Modular Desk	<p>Overall size: 900mm X 600mm X 760mm (LBH)</p> <p>Framework: The frame assemblies must be manufactured from standard hollow metal sections and all sheet metal components should be of CRCA structure. The framework is basically made of rectangular hollow tubes with a cross section of 50mm x 25mm and should be 2mm thick. The frame legs should be provided with around 25mm level adjusters to correct the unevenness of flooring.</p> <p>The workbench must have a 50mm thick modesty partition which shall also serve as an electrical raceway and house the desired number of electrical switches and sockets. A two switch and 6 sockets 5- 15A electric panel must be provided. The height of the modesty partition must be minimum 450mm and it must have provision for wires coming in from both sides of the workbench. And the modesty partition cum raceway must also be provided with adequate electrical insulation for metal components. The modesty partition cum raceway is made from 1.6mm thick CRCA MS sheet metal fixed on the vertical frame of the workbench just below the Table Top with a 12mm pre-laminated particle board fascia (Make: Century / equivalent) with 0.8mmthick edge banding (Make: Rehau /equivalent). The modesty partition fascia must be installed on threaded metal inserts for durability of the mounting system and ease of maintenance.</p> <p>The complete understructure is epoxy powder coated after pre-treatment process. All bolts used for assembly of the table are TVS/UNBRAKO/equivalent.</p> <p>Static Load Capacity: Around 140 --160 kilograms.</p> <p>Table top: 25mm thick pre-laminated particle board (Make: Century / Equivalent) with 0.8mm thick edge banding (Make: Rehau/Equivalent)</p> <p>Desk grommet hole: Around 50mm radius grommet hole and a compatible grommet hole cover shall be provided on the table top.</p> <p>Accessory: CPU Stand</p> <p>Metal powder coated CPU Stand with 4 castor wheels, which are lockable. Load carrying capacity around 50 Kgs. It must be manufactured in high grade sheet metal steel. CPU stand must be separable from the modular desk.</p> <p><i>Note: All metallic structures of the modular desk and CPU trolley must be rust-proof. They have a durability of minimum 7 years, which must be endorsed with OEM warrantee. All equivalentents and colour scheme of the products must be approved by IIIT Guwahati.</i></p>



Illustrative figure of Modular Desk

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: _____