

## INVITATION FOR QUOTATION

TEQIP-III/2018/iit/Shopping/39/4403

18-May-2018

To,

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### 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	Seating Chair (Type-1)	40	30 Days	IIIT Guwahati, Bongora, Mirza, Dist: Kamrup; PIN: 781125	Yes
2	Seating Chair (Type- 2)	12	30 Days	IIIT Guwahati, Bongora, Mirza, Dist: Kamrup; PIN: 781125	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 and Installation - 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 **15:30** hours on **01-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  
GNB Road, Ambari, Guwahati, Pin-781001
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

### Item:- Seating Chair (Type- 1)

#### **Specification:**

**Base** – The base must be approximately 600-650mm and five pronged. It must be made of GF nylon 6 or equivalent.

**Castors** –Approximately 50-60mm twin wheel castors made of 100% nylon or equivalent.

**Stem assembly (Gaslift)** – CLASS-3 gaslift with 100-110mm travel for adjustment of seat height. The chair must have 360 degree resolving facility.

**Push Back Mechanism** – The push back mechanism must be present.

**Seating structure and upholstery** – Seat will be made of hot pressed plywood in ergonomic shape with polypropylene (PP)/fabric seat cover or equivalent. They are cushioned with moulded foam in the same shape as the plywood.

**Armrest**- Armrest with polypropylene /Polyurethane or equivalent material.

**Load Capacity** -Minimum 100kgs.

All metallic structures must be rust-proof and durable for 7 years, which must endorsed by OEM warantee. All equivalents and colour scheme of the product must be approved by the institute.

#### **DIMENSIONS:**

Overall Chair Height : Max 975—1050mm Min 875mm—950mm

Seat Height : Max 525mm—575mm, Min 425mm – 475mm

Seat Pan Depth : 410mm--470mm

Effective Seat Depth : 410mm--470mm

Seat Pan width : 410mm--470mm

Back Height from Seat : 410mm--470mm

Armrest Height from seat: 170--220mm

Overall Chair Depth : 540--600mm



Figure 2a: Illustration of Seating Chair 1

## **Item: Seating Chair (Type- 2)**

**Chair legs** - The legs are made out of 1 inch x 2.5mm thickness ERW tube.

**Seating structure and upholstery** – Seat is made of moulded hot pressed in ergonomic shape and must be upholstered with seat covers. They are cushioned with moulded foam of the same shape as the plywood.

**Arms**– Moulded self-skinned polyurethane/polypropelene arms or equivalent.

**Load Capacity**- Minimum 100kgs.

All metallic structures must be rust-proof and durable for 7 years, which must endorsed by OEM warantee. All equivalents and colour scheme of the product must be approved by the institute.

### **DIMENSIONS:**

CHAIR HEIGHT : 820--900mm

SEAT PAN DEPTH : 420--500mm

SEAT PAN WIDTH : 420--500mm

OVERALL WIDTH : 560--610mm

BACK HEIGHT FROM SEAT : 400-600mm

ARMREST HEIGHT FROM SEAT :150-- 200mm

SEAT HEIGHT FROM GROUND : 420--470mm

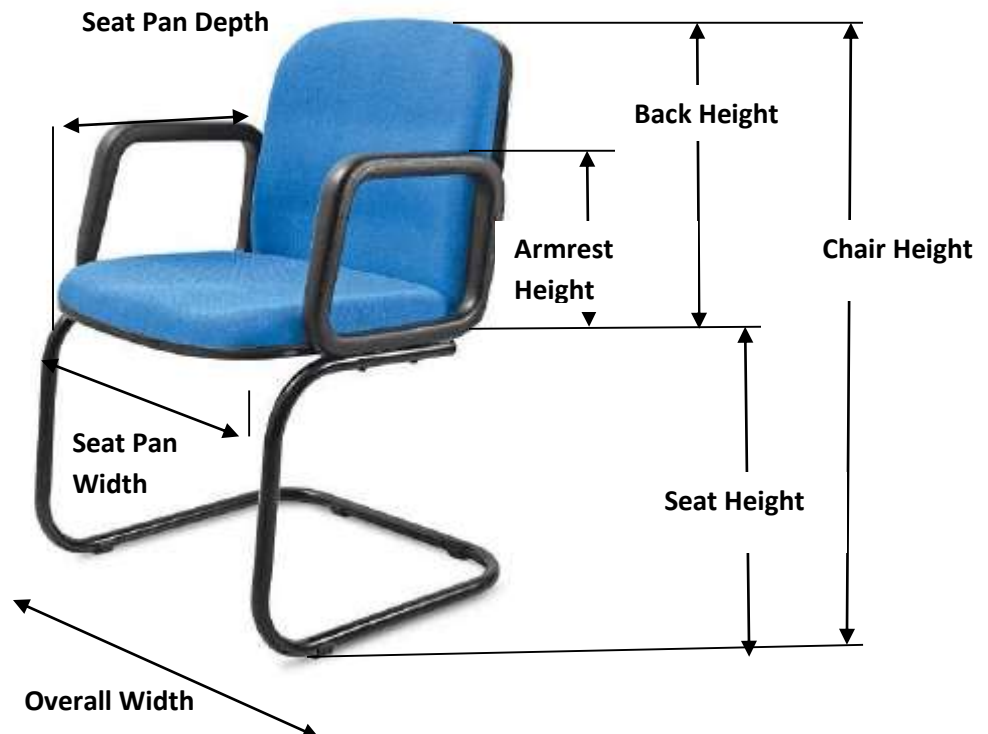


Figure 2b: Illustration of Seating Chair 2

**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)
<b>Total Cost</b>							

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: \_\_\_\_\_