

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Varanasi
Gandhi Bhawan, BHU Campus, Varanasi
Website: ignou.ac.in, rcvaranasi.ignou.ac.in
Phone: 0542-2368022, 2368622
Email: rcvaranasi@ignou.ac.in

F. No.: IG/RCV/Furniture/2018

Dated: 18/09/2018

To,

Sub: Inviting Quotation for Furniture to be supplied to the Study Centers of at IGNOU Regional Centre, Varanasi.

Sir/Madam,

Quotations are invited from manufactures or their reputed distributors and also from Government/Semi Government Organizations and Public Sector Undertaking for supply of the Furniture items. The description and tentative required quantity of the furniture are as under:

Sl. No.	Items & Description	Dimension (In inch)	Material Quality	Tentative Quantity #
1.	Big Almirah 6 fit, 4 self with locker	(20x76x33)	20 gage	16
2.	Small Almirah 4 fit, 3 self without locker	(18x52x33)	20 gage	12
3.	Rack With 6 self	(72x36x15)	Angel 16 gage, sheet 20 gage	16
4.	Table with 3 Drawer 20 gage sheet 18 gage pipe Mica top	(48x24x29)	Iron Pipe 18 gage	12
5.	Chair (comparable to Godrej CH R-7)			14
6.	Chair (comparable to Godrej CH R-4)			12
7.	Chair with Arms			56

Quantity may vary as per actual requirement.

GENERAL TERMS & CONDITIONS:

1. The Rate is to be quoted keeping in mind the quality and quantity of the furniture.
2. The quantity to be purchased is at the sole discretion of this office. The office reserves the right to increase or decrease the quantity as well as the type of furniture to be purchased.
3. The firm must be registered with GST Authority.
4. The rate quoted should be **inclusive of all the charges** (including Transportation to office premises (BHU Campus)).

5. In case, the furniture is to be supplied directly to the IGNOU, Study Centre, then, actual transportation charges shall be reimbursed on production of original Bill/Voucher and receipt obtained from the receiver (i.e. Study Centre).
6. **The rate quoted is to remain valid for one year.**
7. The office reserve the right to check the quality and specification of the furniture ordered before taking delivery at the expenses of the firm.
8. Any deviation from the dimension/quality shall liable to be cancellation of order.
9. The payment shall be made by A/c payee cheque/ECS only, after the delivery of furniture in good condition.
10. **No advance payment shall be made.**
11. In case of any firm has quoted L-1 price for some item whereas other has quoted L- 1 for other item then the firm quoting L- I price for major item (i.e. Almirah etc.) then Second may be negotiated to lower the price for rest of the items to the level of L- I in case of other items quoted by different firms.
12. The firm / agency / vendor preferably should be situated in Varanasi only.
13. The firm/ agency/ vendor having experience of supplying furniture to the offices of Central Govt./State Govt. and or/University may be given preference, as per discretion of the office. Copy of Purchase Order may be enclosed as proof of experience.
14. The date and time of opening of Quotations shall be communicated through email/telephone.
15. In case of non-compliance to the specification, the EMD may be forfeited.
16. **HOW TO SUBMIT QUOTATION:**
 - (i) The interested firm / agency / vendor may go through this quotation inviting letter and submit the **sealed quotation** in the enclosed Performa duly signed and stamped by the Authorized Signatory. Self attested copy of the Work Award Letter/Purchase Order received (if any) from Central Govt./State Govt. and or/University may be attached as proof of experience.
 - (ii) **EMD:** The quotation must be accompanied by **EMD of Rs. 10,000/- (Rupees Ten Thousand Only)** through DD drawn in **favour of IGNOU, Payable at Varanasi**. It will be refundable after completion work award/purchase order.
 - (iii) The envelope must be subscribed as "**Quotation for Furniture**" on the top of the envelope and may be submitted by speed post/by hand to this office on or before the last date of submission.
17. The office reserves the right to accept/reject any or all the quotations, at any stage.
18. **The last date for submission of quotation is 12th October, 2018 (upto 3.00 PM).**

(Regional Director)
IGNOU, Regional Centre,
Varanasi

Encl: Quotation Proforma.

(To be sealed)

Date:

To,

**The Regional Director
IGNOU, Regional Centre,
Gandhi Bhawan, BHU Campus,
Varanasi- 221005**

Subject: Quotation for providing Furniture at IGNOU Regional Centre, Varanasi.

A.

Sl No	Items & Description	Dimension (In inch)	Material Quality	Rate (In Rs.)	Remark
1.	Big Almirah 6 fit, 4 self with locker	(20x76x33)	20 gage		
2.	Small Almirah 4 fit, 3 self without locker	(18x52x33)	20 gage		
3.	Rack With 6 self	(72x36x15)	Angel 16 gage, sheet 20 gage		
4.	Table with 3 Drawer 20 gage sheet 18 gage pipe Mica top	(48x24x29)	Iron Pipe 18 gage		
5.	Chair (comparable to Godrage CH R-7)				
6.	Chair (comparable to Godrage CH R-4)				

B. Details of Experience of Supplying furniture to Central Govt./State Govt. and or/University may be (attach copy of work award letter/purchase order)

C. Details of EMD: Amount Rs. 10,000/- vide DD No. Dated
Name of Bank

D. UNDERTAKING

1. I have read and understood the terms & conditions mentioned in the quotation inviting letter/notice.

2. I am ready to supply the furniture on the rates quoted above.

Signature

Name of Authorized Person

Name of the Firm

GSTN No. of the Firm

Address of the Firm

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