

INVITATION FOR QUOTATION

DIC/UIET/2017/Shopping

Date: 31/05/2017

Package: Chairs under Traffic Sensing & IT Labs

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	Qty	Delivery Period(In days)	Place of Delivery
1.	Chairs	30	30	UIET, Sector 25 Chandigarh

2. Quotation,
 - 2.1 The contract shall be for the full quantity as described above.
 - 2.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - 2.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.
 - 2.4 Applicable taxes shall be quoted separately for all items.
 - 2.5 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.
 - 2.6 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

5.1 are properly signed ; and

5.2 confirm to the terms and conditions, and specifications.

6. The Quotations would be evaluated for all items together.

7. 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.

7.1 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.

7.2 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.

8. Payment shall be made in Indian Rupees as follows:

Delivery and Installation - 90% of total cost

Satisfactory Acceptance - 10% of total cost

9. All supplied items are under warranty of **12** months from the date of successful acceptance of items.

10. You are requested to provide your offer latest by **17:00** hours on **14.06.2017**.

11. Detailed specifications of the items are at Annexure I.

12. Training Clause (if any) **na**

13. Testing/Installation Clause (if any) **yes**

14. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.

15. Sealed quotation to be submitted/ delivered at the address mentioned below,

University Institute of Engineering and Technology, Sector-25, South Campus Panjab University
Chandigarh

16. The quoting party shall provide the following bank details along with the quotation:

- I. Bank Name
- II. Bank Account Number
- III. Name of Branch & Address
- IV. IFSC Code

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

(Authorized Signatory)

Name & Designation

Annexure-1

S.No.	Name of Equipments	Qty	Specifications
1.	Chairs	30	<p><u>Specification for Chairs;</u></p> <p>ECONOMY EXECUTIVE CHAIRS PCH-5002T</p> <p>SEAT/BACK ASSEMBLY: The Seat and back should be made up of 1.2 ± 0.1cm. Thick hot pressed plywood measured as per QA method described in OCP-QLTA-P14-18 and upholstered with changeable fabric upholstery covers moulded Polyurethane foam; together with moulded back-spine cover. The back foam is designed with contoured lumbar support for extra comfort. Size: 43.0cm (W) X46.0cm (H) Seat size: 47.0cm (W) X50.0cm (D)</p> <p>2. HIGH RESILIENCE (HR) POLYURETHANE FOAM: The HR Polyurethane foam is moulded with density =45+/-2 kg/m³ and Hardness load 16±2 kg as per IS: 7888 for 25% compression.</p> <p>3 ARMRESTS: The armrests are made of black integral skin Polyurethane with 50-70 Shore Hardness and reinforced with M.S insert. The P.U armrests are then fixed to black powder-coated (DFT 40-60 microns) armrests brackets made of 0.5±0.05cm thk. HR steel and fitted with cladding made of injection moulded Polypropylene.</p>

			<p>4. Permanent Contact Mechanism:</p> <ul style="list-style-type: none"> • 360 revolving type • 14 ± 2 maximum back-tilt only • Upright position locking • Tilt Tension adjustment <p>Fixed type Mechanism: 360 revolving type without back tilt</p> <p>SPINE COVER: The Spine cover is injection moulded in back co-polymer Polypropylene</p> <p>PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment stroke of 12.0±0.3 cm</p> <p>TELESCOPIC BELLOW ASSEMBLY: The bellow is 3 piece telescopic type and injection moulded in black Polypropylene</p> <p>PEDESTAL ASSEMBLY: The pedestal is fabricated from 0.2 ± 0.02cm thick HR sheet (IS:DD 1079/HR), powder coated (DFT40-60 microns) and Fitted with an injection moulded black Polypropylene hub cap and 5 no.s twin wheel castors. The pedestal is 60.0 ± 0.5cm. Pitch-center dia. (70.0 ± 1.0 cm with castors).</p> <p>TUBULAR UNDERSTRUCTURE: The understructure should be made of Ø 2.54 ± 0.03cm. x 0.2 ± 0.016cm. thk. M.S.E.R.W. tube and black powder coated (DFT 40-60 microns)</p> <p>TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in Black Nylon</p>
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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: _____