

QUOTATION ENQUIRY

No:-IIT Mandi/ PUR-42/2011/2335-37

Date: 11.08.2011

Quotations are invited in sealed envelope for the purchase of the following items as per specifications mentioned below: -

Sl. No.	Particulars	Quantity
1.	EXECUTIVE TABLE: (Modular) Executive Table in double colour having top and side panels of 25mm particle board duly post formed with 0.6mm thick post form laminate and exposed edges of top provided with machine pressed 2mm thick PVC edge bands glued with hot-melt EVA glue, modesty panel made of 18mm pre laminated board duly interconnected and attached to top with rastex, dowel and sockets. All the edges of under structure provided with machine pressed 0.8mm thick PVC edge bands glued with hot melt EVA glue. The top is also provided with two nos. SS cable managers On right as well as left side. size 1800x900x750mm	14
2.	DRAWER'S MOBILE PADESTAL (MODULAR): Mobile pedestal size 450x500x700mm made of 18 mm pre-laminated medium density fiber board of interior grade of approved shade, all panels of unit are inter connected with rastex, dowel and sockets having three drawers(two drawers of std. size and one file drawer) with SS handles and fitted on telescopic side mounted ball based channels with full extension with centre locking system. All the edges provided with machine pressed 0.8mm thick PVC edge bands glued with hot melt EVA glue.	14
3.	SIDE UNIT: (Modular) Side unit in double colour having top and side panel of 25mm particle board duly post formed with 0.6mm thick post form laminate and exposed edges of top provided with machine pressed 2mm thick PVC edge bands glued with hot melt EVA glue, modesty panel made of 18mm pre laminated board duly interconnected and attached to top with rastex, dowel and sockets. All the edges of under structure provided with machine pressed 0.8mm thick PVC edge bands glued with hot melt EVA glue. The top is also provided with one nos. SS cable managers and key board fitted on telescopic side mounted ball based channels with full extension. On right as well as left side. size 1060x500x700mm	14

4.	CPU TROLLEY: With adjustable side planks and caster wheels	14
5.	Revolving Chair (High back) with PU cushioned arms having 12mm thick steam pressed curved ply with PU molded cushions on seat and back duly covered with best quality upholstery cloth, with extra PVC shell on back and under seat, having hydraulic system and PVC base with five caster wheels. (Nylon) Seat size : 490x450mm Overall height: 1150mm	14
6.	Visitor Chair With PU cushion arms and 12 mm thick steam pressed curved ply seat & back with molded cushions covered with best quality upholstery cloth and 16 gauge round pipe frame. Seat & back size : 450x430mm Overall height : 760mm	14
7.	Office Almirah size 1980x450x900 Made of 20/22 gauge MS sheet having four shelves making five compartments with lockable doors having glass duly fitted in MS sheet frame, complete unit painted with synthetic enamel paint.	10

The last date & Time of receipt of quotations is **25th August 2011 at 11AM.**

Quotations will be opened on **25th August 2011 at 11.30 AM** at the Administrative block.

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable for rejection.

1. The quotations should be submitted on printed pad preferably with Sales Tax and PAN number of the firm.
2. The rates must be quoted both in figures and words and over writing should be avoided. However all cuttings/corrections must be duly authenticated.
3. The rates quoted should include Transportation Costs upto Mandi clearly mentioning the percentage/rate of Sales Tax / VAT or all other Taxes and

Duties the rates quoted should be valid for at-least one month from the date of opening of the quotation.

4. The quotations shall be submitted at the Administrative Block in a sealed envelope duly marked "Quotation against enquiry no. ___ dated ___ due on ___" on the corner of the envelope.
5. Quotation received after closing date/time will not be considered.
6. **Period required for Delivery should be mentioned.**
7. The whole supply as per order shall have to be completed within the time mentioned in the order failing which the Department shall have the right to accept or reject any quantity of goods ordered.
8. While sending rates the firm shall give an undertaking to the effect that the terms/conditions mentioned in the enquiry letter against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will not be considered
9. Normally, payment will be made on receipt of material and check with regard to quality and quantity of the material supplied and on submission of pre-receipted bill by the firm.
10. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the order.
11. Order for all above the items together will be placed with one vendor
12. The IIT Mandi reserves the right to reject any quotation wholly or partly without assigning any reason.

O.S.D.