



(Please mention "REF NO" in all documents)

QUOTATION ENQUIRY

-REF No.: VNIT/STR/QE/CE/ADV/2018-19/SC/4262

Date: 30/08/2018

To,

30 AUG 2018

REFERENCE OF THIS LETTER MUST BE MENTIONED ON THE ENVELOPE CONTAINING YOUR QUOTATION
Sub – Quotation Enquiry for procurement of "Chairs and Visitor Chairs" for Deptt. of Civil Engg.

Dear Sir / Madam,

You are invited to submit your most competitive quotation for the supply of following items / goods as per time schedule of submission, terms and conditions mentioned below;

Schedule of Quotation Submission

Date of issue : Thursday 30th August 2018
Last Date & Time of Submission : Wednesday 12th September 2018 Time 3.00 P.M.
Date & Time of opening : Wednesday 12th September 2018 Time 3.30 P.M.

Item particulars

SN	Item particulars & Specifications	Quantity
1	Chairs – High Back Leather (Color Beige) (Details Specification as pe Annexure- A is enclosed)	3 Nos.
2	Visitor Chairs with 4 Legged (Colour Beige) (Details Specification as pe Annexure- A is enclosed)	9 Nos.

Instructions, Terms & Conditions

- 1) The price should be quoted on F.O.R. VNIT, Nagpur.
- 2) Earliest delivery date to be mentioned for each item
- 3) The quoted amount will be firm and final. Quotation should be valid for 90 days from the date of opening the quotation.
- 4) Vendor should submit copy of GST Registration Certificate, PAN No., Certificate of Firm's Registration, Authorization certificate from the Principal/Manufacturer, etc. with your offer failing which the quotation will not be entertained.
- 5) Taxes GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation.
- 6) The description of goods is given in Govt of India notification dated 14th November, 2017 mentioned above. A certificate in this respect will be issued to the vender by the Institute.
- 7) Each Vendor shall submit only one quotation. All the information shall be furnished by the vendors in the prescribed format of quotation enquiry. Each document submitted with quotation should be duly attested & stamped by the vendor, failing which submitted quotation will be treated as non-responsive. Incomplete or Conditional Quotation(s) will not be accepted.
- 8) Any certificate / document above submitted by the vendor are found to be incorrect /false/ forged/ fake. intentionally / un-intentionally at any stage, will lead to disqualification of vendor. Institute shall be free to take any action by blacklisting the Vendor / Firm.
- 9) The vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
- 10) Vendors should offer special educational discount to the Institute on quoted rates.
- 11) In case of price quoted in foreign currency, its conversion rate to INR on the date of opening the quotation/tender shall be considered.

Signature of Bidder with Seal & Date

- 12) **Guarantee/Warranty:** Normal comprehensive **Warranty/Guarantee of 5 years** shall be applicable to the supplied goods. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at VNIT by the vendor.
- 13) Institute will release the full & final payment on delivery of items and its successful installation/ demonstration at concerned department / laboratories of VNIT Nagpur. The vendor will be required to submit the bills in triplicate along with delivery memo. Payment will be made through Crossed Cheque/ECS/NEFT/RTGS. For Electronic payment mode, Firm/Company bank details on letter Head will be required.
- 14) Quotations received after the last date of submission will not be considered.
- 15) Any amendment or corrigendum regarding this enquiry will be issued on the Institute website only
- 16) The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
- 17) Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
- 18) **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
- 19) The Quotation in sealed envelope super-scribed with "**Quotation Enquiry for procurement of "Item Name" for "Department Name"**" and to be sent to Dy Registrar (Stores), Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur 440 010, Maharashtra (India). The quotation can also be submitted in person in the "**Quotation/Tender Box**" at the Stores Section, Old Library Building, 1st Floor, VNIT, Nagpur - 440010 on any working day.

Yours truly


Dy. Registrar (Stores)

Signature of Bidder with Seal & Date

“FORMAT OF QUOTATION ENQUIRY”

QE No.: VNIT/STR/QE/CE/ADV/2018-19/30

Dated:

ITEM: “Chairs and Visitor Chairs”

Sr. No	Item with Specifications	Qty	Basic Rate P.U. (Rs.)	GST % & Amount P.U. (Rs.)	Total Amount P.U. (Rs.)
1	Chairs – High Back Leather (Color Beige) (Detail specification as mentioned above)	3 Nos.			
2	Visitor Chairs (Detail specification as mentioned above)	9 Nos.			
	Educational Discount				
	Total Cost F.O.R. V.N.I.T. Nagpur				

[A] DUTIES & TAXES (if applicable):

1. Custom Duty if any : _____
2. GST @ _____% : _____
2. Freight/ Transportation : _____
3. Insurance @ _____% : _____
4. Packing & Forwarding : _____
5. Others, (if any) : _____
6. Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur : _____



[B] Others Details (Enclosed)

7. Specification as per Requirements : Yes / No
8. Warranty/Guarantee : _____ Years
9. Delivery period : _____
10. Firms Registration Certificate : _____
11. Authorization Certificate : _____
12. Details of client lists : _____
13. GST Registration Certificate : _____
14. PAN No. : _____
15. Others, (if any) : _____

The Firm/Company agrees to supply the above items for final offer price (Rs. _____/- [In Words Rs.....) inclusive of duties & taxes at [A] above within the period specified in the Invitation for Quotations. We also confirm that the normal commercial warrantee /guarantee of 36 months shall apply to the offered goods.

Signature of Bidder with Seal & Date

ANNEXURE - A

	Quantity	Indicative image
<p>Chairs</p> <p>1. DEFINE HB LEATHER (Color Beige) :- With Backrest:- Back Type - High Back, Seat to Backrest Supplying Height - 735mm, Backrest Height - 870mm, Backrest Width - 560mm(Max), Backrest Construction - Ply+Foam, Finish - Leather/Fabric. Backrest made out of 12 mm multilayer BWP ply., PU foam of 37 mm thickness and density of 32Kg/m</p> <p>2. Seat Rest:- Width Excluding Arms - 490mm, Depth including of Waterfall edge - 490mm, Min Seat Height - 435mm, Max Seat Height - 550mm, Finish - Leather/Fabric, *500 mm is width when 3D arm is used.</p> <p>3. Seat Foam:- Made out of High resilience foam with the following properties Density 58-61 Kg/m.</p> <p>4. Mechanism: Synchro 4 Position.</p> <p>5. Back Tilt: 89 - 109 degrees, Seat Tilt: 0 - 6 degrees, Tension Adjustment: Back tension can be regulated by operating from the side mounted knob while seated on the chair, Locking Positions: 4 positions, can be locked & unlocked by lever.</p> <p>6. Gas Lift: Meets DIN 4550 Class 3.</p> <p>7. Caster: PU Caster Dia 60 mm.</p> <p>8. BASE : ALUMINIUM BASE : The base made up of pressure die casted in aluminium fitted with 5Nos twin wheel castors. The base is 650mm pitch circle diameter.</p>	<p align="center">03</p>	
<p>VISITOR CHAIR WITH 4 LEGGED (COLOR Beige)</p> <p>1. VISITERS CHAIRS with 4 legged - : Providing and fixing Visitor chairs with Back Rest:- Back type - Mid Back, Seat to Backrest Height - 510mm, Backrest Height - 630mm, Backrest Width - 490mm, Backrest Construction -Ply+Foam, Finish - Fabric.</p> <p>2. Backrest is made out of 12 mm multilayer BWP ply. PU foam of 50 mm thickness Seat Rest- Width Excluding Arms - 455mm,</p> <p>3. TUBULAR FRAME: The tubular frame is 4 legged type & made of Dia.2.54cm.(1")x 14 BG M.S. E.R.W. tube and black powder coated.</p> <p>Armrests:- Armrest Option - Fixed, Armrest Height from the seat - 175mm.</p>	<p align="center">09</p>	

AV elio
25/11/18