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**E-5**

**PROCUREMENT OF GOODS  
UNDER  
NATIONAL SHOPPING PROCEDURES**

*(For Contracts valued less than the  
equivalent of US \$ 1,00,000 each)*

**INVITATION FOR QUOTATIONS FOR SUPPLY OF  
GOODS UNDER NATIONAL SHOPPING PROCEDURES**

Enquiry No. : 03-IESWM/3P-137/2018-19 (394P)

Dated 19/04/2018

To

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Dear Sir/Madam,

Sub: Invitation for Quotations from Registered /Authorised Dealers & Suppliers for Supply Office revolving chair under ICZM Project at IESWM, DD-24, Sector-I, Salt Lake City, Kolkata-700064

1. You are invited to submit your most competitive quotation for the following goods:-

Sl No.	Brief Description of the Goods	Specifications	Quantity	Delivery Period	Place of Delivery
1.	<b>Office Revolving Chair.</b>	<p>Revolving Chairs with mid and upholstered back with net fabric and thicker seat cushion with high resilience.</p> <p>Back size – 89.5-100.5 cm(H) x 76.3 cm(W). Seat height adjustable from 43 to 54 cm with pneumatic height adjustment.</p> <p>Single piece Armrests with tilting back and tabular Frame.</p> <p>Pedestal Assembly with 5 numbers twin wheel Castors of good quality plastic.</p> <p>(Make : Godrej, Zuari, Transteel &amp; Similar)</p>	12 nos.	Within 15 days.	IESWM, DD-24, Sector-I, Salt Lake, Kolkata- 700 064.

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ 221.96 million towards the cost of the India Integrated Coastal Zone Management 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. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

4. **Each bidder shall submit only one quotation.**

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed
- (b) are supported with Copies of registration/ authorisation certificate, GST registration certificate, PAN Card, Professional tax Certificate etc.
- (c) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for the all item individually.

GST in connection with sale of goods shall not be taken into account in evaluation.

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 supply order.

8. **Payment & others condition**

- 8.1 Payment will be made within 15 days after Installation and acceptance of the materials.
- 8.2 Normal manufacturer commercial warranty/ guarantee shall be applicable to the supplied goods.
- 9. **Tender closing & Bid opening**
- 9.1 You are requested to provide your offer latest by **14-30** hours on **07.05.2018**. The quotations received will be opened at **15-00** hours on **07.05.2018**.

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

B 19/4/2018  
(Purchaser)

Name : **Alak Haldar**  
Designation : **Chief Administrative Officer**  
Address : **Institute of Environmental  
Studies and Wetland  
Management,  
DD-24, Sector-I, Salt Lake City,  
Kolkata – 700064  
Tel. No. 2334 0531/0239  
Fax No. 91-33-2358 0967**

FORMAT OF QUOTATION

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words
	<b>TOTAL</b>						
	<b>GST</b>						

**Gross Total Cost : Rs. ....**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (amount in figures) (Rs. .... amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of ..... months shall apply to the offered goods.

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**