INSTITUTIONAL DEVELOPMENT PLAN
National Agricultural Higher Education Project
Sri Karan Narendra Agriculture University
Jobner-303339, Distt. Jaipur (Rajasthan)
Phone: 01425-254022; Email ID: pi.nahep@sk nau.ac.in

No: SKNAU/NAHEP/Proc./2021-22/L7 - 2
Activity No.: IN-SKNAU-JOBNER-179166-GO-RFQ/Office Table with chair
Date-25.06.2021

To

Prospective Suppliers

SUBJECT: INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE TABLE AND OFFICE CHAIR

Dear Sir,

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Brief Description of the Goods</th>
<th>Specifications</th>
<th>Quantity</th>
<th>Delivery Period</th>
<th>Place of Delivery</th>
<th>Installation Requirement if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Office Table</td>
<td>Annexure -1</td>
<td>10</td>
<td>30 Days</td>
<td>SKNCOA, Jobner, Jaipur</td>
<td>Yes</td>
</tr>
<tr>
<td>2.</td>
<td>Office Chair</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan 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; and
   b) conform to the terms and conditions, and specifications.

   The Quotations would be evaluated for all the item together at SKN College of Agriculture, Jobner.

   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 purchase order.

8. Payment will be released only on receipt of complete satisfactory supply, installation and demo of ordered goods.

9. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

10. The rates/price should be FOR, SKNAU, Jobner-Jaipur, Rajasthan. Offer should clearly mention the locations for which rates are quoted.

11. The firm should provide proof of GST registration no. /GSTR of latest month/PAN no.

12. Onsite installation should be provided by the supplier in consultation with the office.

13. The bidder should submit a major ISO/ BIFMA certificate.

14. **You are requested to provide your offer latest by 01:30 PM on 08.07.2021 in the name of Principal Investigator, IDP-NAHEP, SKN Agriculture University, Jobner 303 329.**

15. Envelop should be super scribed as “Quotation for Supply of Office Table and Office Chair”

16. We look forward to receiving your quotations and thank you for your interest in this Project.

   (Purchaser)

   [Signature]

   PI, IDP-NAHEP

   Sri Karan Narendra Agriculture University,
   Jobner, Jaipur -303329
FORMAT FOR QUOTATION

To
PI, IDP-NAHEP,
Sri Karan Narendra Agriculture University,
Jobner, Jaipur - 303 329

Sub.: Quotation for supply of Office Table and Office Chair
Ref.: Your invitation no. No: SKNAU/NAHEP/Proc./2021-22/………… Dated ………………..

Dear Sir,
In response to above referred invitation, we are submitting our offer for supply of Office Table and Office Chair. The details are as under:

1. Name of the Bidder: ………………………………………………..

2. Address of the Bidder: ………………………………………………..

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Goods Description</th>
<th>Specifications</th>
<th>Quantity (No.)</th>
<th>Quoted Unit Rate in Rs.</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In Figures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In Words</td>
</tr>
</tbody>
</table>

| TOTAL   |                   |                |                |                         |              |
|         |                   |                |                |                         |              |

| Tax  | ………………. |                   |                |                         |              |

Grand Total Cost: Rs. ………………..

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

We also confirm that the normal commercial warranty/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
ANNEXURE I

Specifications of Office Table with Drawer:
- Size: 1500 × 900 × 750 mm
- Material: Pre-laminated particle board
- Table top: Pre-laminated particle board with minimum thickness of 25 mm
- Side Panels: Pre-laminated particle board with minimum thickness of 18 mm
- Edge banding
- Branded hardware such as EBCO, HAFFLE, HETTICH
- Drawer: Mobile pedestal drawer, Depth: 450 to 550 mm, Width: 400 to 450 mm and height: 680 to 725mm, Telescopic channel

Specifications of Office Chair:
- Type: High back revolving chair
- Seat size: Minimum Width: 490 mm and Depth: 500 mm
- Backrest Size: Minimum Width: 470 mm and Height: 800 mm
- Titling ratio: 1:2
- Hand rest material: PU
- Chrome plated steel base

[Signatures]

Associate Professor
Department of Agronomy
SKN College of Agriculture JOBNER
SKNAU, JOBNER 303329