

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Regional Centre, Rajadhani Complex, Killippalam, Karamana P.O, Trivandrum – 695 002

F.No.: IG/RC-14/Furniture/2016/

Dated: 17<sup>th</sup> February, 2016

M/s .....

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**Sub: Quotation for supply of Furniture – req.**

Sir,

Sealed quotations are invited for supply of racks as specified below.

Item		Quantity
<b><u>STEEL RACK WITH 06 SHELVES</u></b>		
Body	- Manufactured in steel, powder Coated / enamel painted in grey / green colour.	16 nos.
Panels	- 20 gauge thickness	
Angles	- 18 gauge thickness	
Size	- 06 Feet Height 3 x 1 feet width panels	
No..of shelves	- 06 shelves in one feet gap	

1. The standard description and specification mentioned above are tentative. Any similar specification with better ergonomic features may be provided, if available..
2. The rates quoted should be inclusive of all taxes, duties, transportation, loading / unloading etc. The items are to be supplied and erected at **IGNOU Regional Centre, Rajadhani Building, Killippalam, Karamana P.O, Thiruvananthapuram – 695002.**
3. The last date for receipt of quotation is **3<sup>rd</sup> March, 2016** at **2-00 PM**. The quotations will be opened at 02-30 PM on the same day in the presence of tenderers.
4. The tender complete in all respects should be addressed to the **Regional Director, IGNOU Regional Centre, Thiruvananthapuram** so as to reach on or before the last date and time for submission as above..
5. The Earnest Money Deposit amount of **Rs. 2000/-** ( Rupees Two Thousand only ) will have to be furnished by all tenderers. The Earnest Money Deposit is to be submitted by way of Demand Draft from any Public Sector / Scheduled Bank drawn in favour of **IGNOU** payable at **Thiruvananthapuram**. Any tender not accompanied by Earnest Money shall be summarily rejected.
6. No interest shall be paid by **IGNOU** on the EMD. The EMD deposited is liable to be forfeited if the tenderer withdraws or amends the tender in any respect, within the period of validity of the offer.

**ANNEXURE - I (Technical Bid )**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Regional Centre, Trivandrum**  
**( Tender for supply of Furniture to IGNOU Regional Centre, Trivandrum )**

<b>Details of Earnest Money Deposit.</b> <b>Rs. 2000/- (Please attach the DD with this form)</b>		<b>DD No. :</b> _____ <b>Dated</b> _____ <b>Bank:</b> _____
<b>1</b>	<b>Name of the firm</b>	
<b>2</b>	<b>Address</b>	
<b>3</b>	<b>Whether Regd. / Pvt. Ltd. / Other</b>	
<b>4</b>	<b>Name of Proprietor / Partner / Managing Director</b>	
<b>5</b>	<b>Name of the authorized signatory</b>	
<b>6</b>	<b>Designation</b>	
<b>7</b>	<b>Telephone No.</b>	
<b>8</b>	<b>Email Id.</b>	
<b>9</b>	<b>Annual turnover of the Company</b>	
<b>10</b>	<b>PAN No.</b>	
<b>11</b>	<b>VAT / TIN No.</b>	
<b>12</b>	<b>Excise Regn. No.</b>	
<b>13</b>	<b>Details of current / previous contracts (Enclose copies of contracts) for supply of <b>Furniture</b> to Govt. / Public Sector Undertaking</b>	
	<b>(a)</b>	<b>Name of Organisation</b>
	<b>(b)</b>	<b>Contact person name</b>
	<b>(c)</b>	<b>Telephone No.</b>
<b>14</b>	<b>Validity</b>	
<b>15</b>	<b>Warranty</b>	
<b>16</b>	<b>Delivery</b>	
<b>17</b>	<b>Any other information</b>	

I confirm that I have read the tender document and understood that in case of any of the statements furnished by the undersigned is found false OR in any of / all the terms and conditions of the tender are not complied with, the tender is liable for cancellation and the earnest money deposited shall be forfeited by IGNOU. I agree that the decision of IGNOU in this regard would be final and binding on the tenderer.

Date \_\_\_\_\_

( Office Seal )

(Signature)

Name :

Address

## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Trivandrum

( Tender for supply of Office Furniture Items to IGNOU Regional Centre, Thiruvananthapuram )

## FINANCIAL BID

Sl. No	Name Of The Item	Specification	Brand	Price per Unit (Rs.)			
				Basic Price	Duty	Tax	Total (Figures) Total (In words)
1	Steel Rack 6 x 3 x 1 feet size	<u>Slotted Angle Rack with 06 shelves</u> Angles with 18 gauge thickness, Panels with 20 gauge thickness size of 6 feet height 3 x 1 feet width panels powder coated & enamel painted in grey/green colour.					

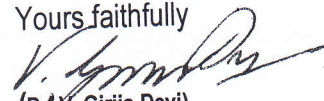
1. The furniture items are to be supplied at IGNOU Regional Centre, Killippalam, Trivandrum
2. The rates quoted should be inclusive of Transportation, loading, unloading and assembling charges, if any.
3. Price break-up indicating basic price, all taxes and duties etc. individually should also be given.

Signature and Seal of the Tenderer



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7. EMD of the unsuccessful tenderers shall be returned after finalization of the tender.
  8. The tender in the prescribed format must be under sealed cover. This is a two-bid system. The first cover should be superscribed "**Technical bid for supply of office furniture items**". The second cover should be superscribed "**Financial Bid for supply of office furniture items**". Both these Envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent / submitted. The third sealed cover shall be addressed to the **Regional Director, IGNOU Regional Centre, Karamana.P.O., Thiruvananthapuram** superscribing "**Tender for supply of office furniture items**".
  9. **Envelope No. (1)** shall contain the Technical bid and other details like experience, copies of PAN, VAT registration etc. **The Earnest Money Deposit shall be kept in this envelope.** Those who do not qualify the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened.
  10. In the financial bid (**Envelope No.2**), the prices and other information like discounts and (or) any terms having a bearing on the price shall be written both in Words and Figures. If there is discrepancy between the price / information quoted in words and figures, the price / information quoted in words shall prevail.
  11. The "**Technical bid**" shall be opened in the first instance in the presence of tenderers or their authorised representatives. Only one authorised representative per tenderer will be permitted to be present at the time of opening of the tender. The financial bids will be opened only for the technically qualified bidders.
  12. Each page of the offer shall be numbered and will bear the signature of the tenderer at the bottom with stamp. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.
  13. The details of VAT / TIN / PAN should be given with the technical bid.
  14. The offer shall be kept valid for acceptance for a minimum period of ninety days from the date of opening of the financial bid.
  15. 100% payment shall be made on satisfactory delivery of the items.
  16. Test certificate should be submitted, wherever required.
  17. IGNOU may accept or reject any quotation without disclosing any reason thereof and may or may not accept the lowest / any quotation.
  18. In case of any dispute, the decision of the Regional Director, IGNOU Regional Centre, Trivandrum shall be final.

Thanking you,

Yours faithfully  
  
(Dr. V. Girija Devi)  
Regional Director