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

Sealed quotations are invited from the eligible suppliers of “Godrej” furniute for the following items by the Regional Director, IGNOU Regional Centre, Trivandrum. The sealed envelops containing signed quotations may be superscribed as “quotations for supply of furniture” with a copy of Catalogue/Brochure.

Sl No	Name of the item
1	Coordinator chair (Godrej Bravo High Back chair)
2	Coordinator table (Godrej Make Table T-9)
3	Office chair (Godrej Make Bravo visitor chair)
4	Office Table (Godrej Make Table T-8)

1. The quotations should be addressed to “The Regional Director, IGNOU, Regional Centre, Karamana P O Trivandrum
2. The Earnest Money Deposit amount of **Rs.2000/- (Rupees Two Thousand only)** will have to be furnished by all tenderers. The Earnest Money Deposit can be submitted by the way of Banker’s cheque/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..
3. Quotation should reach the **Regional Centre** on or before **09<sup>th</sup> January 2020 at 2.00 PM**
4. The rate quoted shall be inclusive of all taxes and charges including transportation and delivery at IGNOU, Regional Centre / Study Centre.
5. Quotation will be opened on **09<sup>th</sup> January 2020 at 2.30 PM** in the presence of the available suppliers or their representatives at the schedule time.
6. The Regional Director, IGNOU reserves the right to accept or reject all or any of the quotation without assigning any reason thereof.

  
**Regional Director**