

No .IG/RCTVM/Furniture/19-20/

Dated: 09th March 2020

To

M/s _____

Sub: Purchase of furniture and equipment- Quotations requested-reg.

Sir,

Sealed quotations are hereby invited for the **Storewell (Almirah) Big Size** from the authorized suppliers/dealers of "Godrej" Furniture by the Regional Director, IGNOU Regional Centre, Trivandrum . The sealed envelope containing signed quotations may be superscribed as " Quotations for supply of furniture with a copy of catalogue/Brochure.

1. Quotation 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 the tenderers. The EMD 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 EMD shall be summarily rejected.
3. Quotation should reach the Regional Centre on or before **17th March 2020 at 3.00 PM**
4. The rate quoted shall be inclusive of all taxes and charges including transportation and delivery at IGNOU Study Centers at Pathanamthitta & Trivandrum.
5. Quotation will be opened on **17th March 2020 at 3.30PM** in the presence of the available suppliers or their representatives at the scheduled 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