



Department of Economics, University of Kerala
Kariavattom Campus, Thiruvananthapuram, Kerala-695581

Phone: 04172308309 E-mail: ecodept50years@gmail.com

Ref No. UoK\Eco\81\2017

Date: 9-11-2017

To,
M/s
.....
.....

Sub: - Invitation for Quotations for Furniture- reg

Sir,

Sealed competitive quotations from reputed firms are invited by the undersigned on behalf of the Department of Economics, University of Kerala for the supply of the following items:

1.

Sl. No	Items	Specifications	Quantity	Delivery period	Place of Delivery
1	Student Desk	Leg Size 30"x2"x2" Frame Size 60"x20"x30" Top size 60"x20"x1" Front covering 60"x10"x1" Finished with polish	30 Nos (approximately)	Within 30 days from the date of supply order	Department of Economics, Kariavattom campus
2	Chair with Arms	Leg Size (Front) 18"x2"x2" Leg Size (Back) 36"x2"x2" Frame Size 3"x1 ¼" Arm Size 3"x1 ¼" Seat Size (Cushion covered with Rexin on 12mm plywood) 18"x16"x3" Back Size (Cushion covered with Rexin on 12mm plywood) 18"x12"x1" Seat Frame Size 3"x1 ¼" Back Frame Size 2"x1 ¼" Finished with polish	60 Nos (approximately)	Within 30 days from the date of supply order	Department of Economics, Kariavattom campus

2. General Conditions

a. The contract shall be for the supply of the mentioned items to the Department of Economics, University of Kerala. The bidder shall quote for items in the format of quotation attached. Corrections, if any, shall be made by

crossing out, initialing, dating and rewriting:

- b. All duties, taxes and other levies payable by the bidder, shall be included in the total price. However, the tax and duties leviable should be quoted separately.
- c. The rates quoted by the bidder shall be fixed for the duration of the contract .
- d. The prices should be quoted in Indian Rupees only.
- e. Each bidder shall submit only one quotation.
- f. Telex or Facsimile quotations are not acceptable.
- g. The firm should enclose supporting documents regarding registration of GST/IT/PAN and proof of credibility.

3. Validity of quotations

The quotation shall remain valid for a period of **One Year** after the deadline (**30/11/2017**) specified for submission of quotations.

4. Evaluation of quotations:

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

- a) properly signed, and
- b) Conform to the terms and conditions and specifications.

The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item (s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

5. Special Conditions:

- (a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 4 above :
- (b) The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expiration of the quotation validity period:
- (c) The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.
- (d) **Warranty/Guarantee:** - The supplier shall guarantee to repair/replace the items or its part –if found defective within a period of one year from the date of supply of items. The entire expenditure for repair/replace the item in this regard shall be borne by the supplier
- (f) The purchaser will have every right to increase or decrease the quantity required.
- (e) The University will release the payment only after inspecting the equipment and satisfy that the supply is as per the requirements. The payment will be made after successful completion of the supply on producing invoice in duplicate.

(f) 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 the contract.

(g) In case of dispute arises, the decision of Kerala University authority shall be final and binding on bidders.

(h) At the time of payment applicable taxes will be deducted at the existing rates.

6. Last date and time of receipt of quotations:

a. You are requested to submit the sealed quotations in the Tender by post supercribed on the envelope as “**Supply of Student Desk and Chairs**” latest by **30.11.2017 2 PM**

b. The bids shall be opened at the office of the Head, Department of Economics, Kerala University , Kariavattom on Date mentioned above. If the above date of opening tender happens to be on a holiday or due to any other valid reason, the tender opening process will be done on the next working day or the day fixed by the undersigned

The purchaser looks forward to receiving the quotation and appreciate the interest of the bidders.

Yours faithfully,

Dr. A Abdul Salim

Head

For and on behalf of the Department of Economics, University of Kerala

Format of quotation is enclosed

Supply of Furniture

Ref: Quotation Notice No..... Dated.....

Format of Quotation

Sl. No	Description of Goods	Wood Used	Unit Rate Rs.	Total Amount without Tax	Tax Rate in %	Tax Amount	Total Amount with tax for a single piece
1	Student Desk	Pincoda/ Violet					
		Treated Rub wood					
		Anjili					
2	Chairs with arm	Pincoda/ Violet					
		Treated Rub wood					
		Anjili					

We agree to supply the above goods in accordance with the specifications for the above mentioned unit price shown against the item(s) for which quotations have been submitted 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.

Date:

Seal

Signature :

Name:

Address: