



Ref: RGUKT-B/Proc/Chairs/Q02/2017, dated.07.03.2017

NOTICE INVITING QUOTATIONS

Description : Supply of **Chairs with Writing Pads**
NIQ No : RGUKT-B/Proc/Chairs/Q02/2017
Last date for submission : **20 .03.2017 by 05:00PM**

1. Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed Quotations (single bid system) for supply of Chairs with Writing pads to the RGUKT, Basar located in Nirmal District of Telangana State.

S.No.	Description	Qty
1	CHAIRS WITH WRITING PADS Comfort seating Seat and back fiber molding, Pad: Rubber wood, Capsule pipes 16 guage.	145 No's

2. Interested bidders are requested to submit the competitive offer for the above items strictly as per the instructions and terms & conditions mentioned in this document.
3. The covers should be super scribed as "**Quotation for Supply of Chairs with Writing Pads**".
4. The quotations must be accompanied with the following:
 - a. Bidder information sheet (Annexure-I)
 - b. Price offer (ANNEXURE-II)
 - c. **Image of the item proposed to supply (along with details specifications and measurements)**
 - d. Non refundable Processing fee of **Rs.500/- (Rupees Five Hundred only)** in the form of DD from any Scheduled Bank, drawn in favour of The Director, RGUKT, Basar, payable at Basar.
 - e. Copy of Registration Certificate from Commercial Tax Dept.
 - f. Copy of PAN card
5. RGUKT reserves the right to reject any/all quotations (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.

6. The conditions of the Contract:

- a. The rates mentioned shall be valid for a period of 180 days.
 - b. Bidders have to enclose an image of chair with measurements.
 - c. RGUKT has the right to ask for samples before placing orders.
 - d. The items must be delivered within **15 days** from the date of award of the contract.
 - a. **Payment terms:** 90% against satisfactory delivery and balance 10% after getting satisfactory certificate from the authorities concerned.
 - b. The prices should quote inclusive of all the transportation, loading & unloading charges.
 - c. The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.
7. Submission of the quotation will signify the acceptance of all the terms and conditions of the contract. It will not be obligatory for the institute to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

8. Address for sending of sealed quotations:

Procurement Section, Omega(ω)-11,
RGUKT- Basar, Mudhole Mandal,
Adilabad District, Telangana -504107.
Call:8919908978/9441186881.

Sd/-
Administrative Officer

ANNEXURE-I

The bidder information sheet:

1	Name of the organization				
2	Year of establishment				
3	Complete postal address				
4	Name & Designation of Authorized person				
5	Phone No.				
6	Fax No.				
7	Email				
8	Nature of the firm (Proprietary/partnership/etc...)				
9	Bank Details of the Agency:				
		Bank Name			
		Bank Address			
		Bank Account Number			
	IFSC Code				
10	PAN No.				
11	TIN No.				
12	Total No. of branch offices in Telangana				
13	Bid Document Fee (Non refundable)	Amount Rs. :			
		DD No. : DD Date : Issuing Bank & Branch :			
14	Experience Details (if any):				
	S.No.	Name of the Organization (along with contact details)	Year of supply	Items Supplied	Item value
15	Details of certificates enclosed.				

ANNEXURE-II

PRICE OFFER

S.No.	Item details	Qty	Unit Price (incl. of taxes) (Rs.)	Total Price (Rs.)
1	2	3	4	5
1	CHAIRS WITH WRITING PADS Comfort seating Seat and back fiber molding, Pad: Rubber wood, Capsule pipes 16 guage.	145 No's		
Total Amount (Rs.)				

Rupees _____ **only**

Note:

- 1) The prices are to be quoted inclusive of all taxes and transportation charges.