



No.CED/DAP/4826 /2018-2019
To,

Date: 08/01/2019

Sub.: Enquiry for Supply of furniture

Dear Sir,

You are requested to quote your prices for supply of stores listed overleaf. The quotations may be sent to **The Director, Civil Engineering Department, SVNIT, Surat-395007** in a sealed envelope and subscribed as: "**Quotation for furniture of Civil Engineering Department** with reference to enquiry No. CED/DAP/4826 /2018-19 Date: 08/01/2019 your quotation should reach on or before **25/01/2019 positively during office hours by post or courier only.**

The quotations furnish the following information's:

1. The brand or make of each item should be specifically stated and wherever necessary complete set of specifications and dimensions should be given.
2. The price quoted should be for the complete set of equipments. For price comparison the total combined price of all the items in the inquiry will be considered and accordingly the purchase order will be issued.
3. If asked, samples should accompany the quotations.
4. Sales tax, General tax, Central Sales tax, Custom duty, Insurance charges, packing and forwarding charges if not included in the prices quoted, should be clearly specified.
5. The period of validity (minimum 120 days) of the quotation may be specified. Offers subject to prior sale may please be avoided.
6. The delivery period is to be clearly mentioned in the quotation. Preferably delivery period should be within two – three weeks from the date of receipt of confirmed order.
7. The mode of delivery of the stores may be mentioned. The delivery should be F.O.R. SVNIT basis only.
8. All concessions available to an educational institution should be specified and also taken into account while quoting. No "C" or "D" form can be issued by the institute.
9. The Director reserves the right to accept stores which are not strictly in conformity with the specifications but otherwise found suitable.
10. Payment is normally made by cheque drawn on the S.V.N.I.T. Branch Office of State Bank of India, Surat-395007 within a period of 45 days from the date receipt, acceptance of successful installation & performance by the supplier at the institute.
11. All the duties, taxes and other levies payable by the contractor under the contract shall be specify separately and also included in the total price.
12. The price should be quoted in Indian Rupees (INR) only.

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13. The Institute is exempted from the payment of Custom Duty in terms of Government of India, Ministry of Science and Technology, Department of Science and Industrial Research, Notification No 51/96-Custom Dt :23/07/1996 and also payment of Central Excise Duty in terms Notification No 10/97- Central Excise Dt 01/03/1997. However, the applicable rate should be clearly indicated in the bid.
14. The Director reserves the right to reject, the lowest bid without assigning any reasons.
15. Minimum **One** year warranty/guarantee shall be applicable to the supplied goods. Necessary warranty certificate signed by the manufacturer should accompany with other documents.

Yours faithfully,



Head, CED

Tom
2/11/19

LIST OF FURNITURE WITH SPECIFICATION TO BE SUPPLIED

Sr. No.	Description of Item	Nos
1	Computer Table Multi desk system made up of square tubular steel structure and 18 mm thick pre-laminated particle board fitted with PVC cable manager dia 75 mm to run power cables. (A) Main unit: W-90 x D-60 x H-76(cm) (B) Add on unit: W-90 x D-60 x H-76(cm) (C) Top partition: D-90 x H-45(cm)	12 Nos.
2	Computer Chair Premium executive medium back chair with central tilt mechanism, tilt locking, moulded foam seat and back, pneumatic height adjustment, upholstered in high quality tapestry, swivel mechanism and twin wheel castors. Overall size: H: 80.5-92.5 x W-75 x D-75 (cm)	25 Nos.
3	Book-case 4 compartment, All steel parts of 22swg CRCA sheet IS 513, Doors of 20swg CRCA sheet IS 513, Each door has 4mm glass, Good quality lock with S.S common keys in duplicate, Good quality plastic handle, Adjustable stud provided to protect from water during floor cleaning, All steel parts of powder coated with high quality powder after 10 tanks antirust treatment process. Overall Size: H-174 x W-91.5 x D-32 (cm)	2 Nos.
4	Storage Cabinet 4 adjustable shelves, All steel parts of 0.90 mm thick sheet IS 513, Back and all adjustable shelves of 0.80 mm thick CRCA sheet IS 513, Good quality handle cum 3 way locking arrangement with palm operated handle, Good quality plastic shoes, All steel parts of powder coated with standards quality powder after 10 tanks antirust treatment. Overall Size: H-198 x W-91.5 x D-48.2 (cm)	1.No.