



Guwahati Biotech Park

Technology Complex, IIT Guwahati
Guwahati- 781 039

Phone: + 91-361-2690228, Fax : 0361- 2690227

GBP/8.1.2/2020-21/ 4528

Date: 10.09.2020

NOTICE INVITING QUOTATION FOR SUPPLY OF OFFICE FURNITURE

Guwahati Biotech Park invites sealed quotations from reputed supplier/ manufacturer/ authorized agents for supply of Office Furniture. Details may be collected from the Administrative Department of Guwahati Biotech Park or may be downloaded from the official website www.guwahatibiotechpark.com under Business/Tender section. Last date for submission of quotation is 16.09.2020 before 1 PM.

Sd/-

(HEMEN DAS, IAS)

Chief Executive Officer
Guwahati Biotech Park



Guwahati Biotech Park

Technology Complex, IIT Guwahati
Guwahati- 781 039


Phone: + 91-361-2690228, Fax : 0361- 2690227



GBP/8.1.2/2020-21/

Date: 07.09.2020

NOTICE INVITING QUOTATION FOR SUPPLY OF OFFICE FURNITURE

Guwahati Biotech Park invites sealed quotations from reputed supplier/ manufacturer/ authorized agents for supply of Office Furniture. Details of Specification of the furniture to be supplied is as below;

Sl. No.	ITEM	Specification	Quantity	Sample
1	Almirah with slide up doors	<ol style="list-style-type: none">Slide up doors, Mild Steel Body and glass doorsLocking: Individual locking of each shelves.5 ShelvesMaterial: 16 Gauge Sheet and Paint Finish (Grey)Dimension: 15" x 36" x 78"	8	

2.	Storage Rack (Without Door)	<ol style="list-style-type: none"> 1. Spacious CRC Sheet 6 shelf slotted angle rack. 2. Material: 16 Gauge Sheet and paint finished(Grey) 3. Adjustable Height 6. Dimension: 15" x 36" x 78" 	10	
3.	Portable Step Ladder	<ol style="list-style-type: none"> 1. 6 steps foldable & 6 ft Height 2. Ladder with wide Steps and Anti-Skid 3. Steel make with platform and hand rail 	1	

Terms and Conditions

1. Quotations will have to be submitted in a Sealed Envelope and should be addressed to The Chief Executive Officer, Guwahati Biotech Park, and Technology Complex: IIT Guwahati, Guwahati -781039, Assam, India.
2. Last date for submission of quotations is 16.09.2020 before 1 PM. The quotations will be opened on the same day at 2 PM in presence of the bidders, if any.
3. Late or delayed quotation will not be accepted.
4. Quoted rates should be inclusive of all taxes and FOR Guwahati Biotech Park, Technology Complex, IIT Guwahati.

5. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.
6. Quoted rates must be valid for 45 days from the date of submission of the quotation.
7. Quotation to be submitted in the prescribed format (**Annexure I**) along with bidder's information (**Annexure II**)
8. Warranty: 3 Years
9. Delivery Time: 2 weeks from the date of issue of Purchase Order.
10. Payment Terms: 100% payment shall be made within 2-3 weeks from the date of successful delivery and installation of the items.

Sd/-

(HEMEN DAS, IAS)
Chief Executive Officer
Guwahati Biotech Park

PROFORMA FOR PRICE SCHEDULE**NOTICE INVITING QUOTATION FOR SUPPLY OF OFFICE FURNITURE**

Sl. No.	Description item	Qty.	Period of warranty / guarantee of the item	Unit Price (in Rs.)	Total price of the item (inclusive of GST, all charges, levies, handling and transportation charges, installing etc.) (in Rs.)
1.	Almirah with slide up doors	8			
2.	Storage Rack without Door	10			
3.	Portable Step Ladder	1			

It is hereby certified that I/we have understood all the terms and conditions specified in the Notice Inviting Quotation document and are thoroughly aware of the nature of job required to be done and goods/items to be supplied. We agree to abide by all the terms and conditions of the NIQ vide No. GBP/8.1.2/2020-21/ dated 7.9.2020. I/We hereby offer to carry out the job and supply the goods/items detailed above as per the tender terms and conditions.

(Signature and seal of Bidder)

Date:

GENERAL INFORMATION ABOUT THE BIDDER

To be filled & signed by the authorized signatory of the firm

1	Name of the Company	
2	Postal Address	
3	Telephone / FAX No.	
4	E-mail address & Website	
5	Type of Company :	
6	PAN No	
7	GST Registration	

(Signature and seal of Bidder)

Date: