



Guwahati Biotech Park

Technology Complex, IIT Guwahati
Guwahati- 781 039

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

GBP/8.1.2/2017-18/ 3630

Date: 21.8.2017

NOTICE INVITING QUOTATION FOR SUPPLY OF OFFICE FURNITURE

Guwahati Biotech Park invites sealed quotations from authorized dealers/ reputed companies for supply of office furniture of Godrej make or any equivalent reputed brands. 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 28th August, 2017 at 2 pm.

Sd/-
(Shri. Vinod Seshan, IAS)
Chief Executive Officer
Guwahati Biotech Park



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IMPORTANT DATES:

Last date for submission of sealed quotations: 28th August, 2017 , 2.00PM

Opening of sealed quotations: 28th August, 2017, 2.30 PM

DETAILS OF SPECIFICATION OF FURNITURE ARE AS FOLLOWS;

Sl. No.	Name of the furniture	Specification	Quantity
1.	Table	Godrej Make Trident Junior (Colour: Wenge + Fusion Maple) or equivalent Size: 1500 x 750 x 740 mm	1
2.	Chair	Godrej Make Revolving Chair- High back, Premium Executive (Colour: Black) or equivalent.	1
3	Visitor Chair	Godrej Make – Visitor with Armrest, Premium Executive (Colour : Black) or equivalent	5

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, Technology Complex: IIT Guwahati, Guwahati -781039, Assam, India and reach the office of the Guwahati Biotech Park
2. Rates quoted should be on Door Delivery Guwahati Biotech Park Basis as per the format in **Annexure I.**
3. General Information of the bidder to be submitted as per the format in **Annexure II.**
4. The rates to be quoted only for Godrej or any equivalent brands conforming to the mentioned specifications and should be inclusive of GST.
5. Only first make of material has to be used.
6. Guwahati Biotech Park reserves the right to accept/reject any/all offers without assigning any reason whatsoever.
7. 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.
8. Quoted rates must be valid for 45 days from the date of submission of the quotation.
9. Payment Terms: 100% payment shall be made within 2-3 weeks from the date of successful delivery of the furniture.

Sd/-

(Shri. Vinod Seshan, IAS)
Chief Executive Officer
Guwahati Biotech Park

PROFORMA FOR PRICE SCHEDULE

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

Sl. No.	Type of furniture	Specification	Quantity	Unit Price in Rs.	GST	Total Price including GST in Rs.
1.	Table	Godrej Make Trident Junior (Colour: Wenge + Fusion Maple) or equivalent Size: 1500 x 750 x 740 mm	1			
2.	Chair	Godrej Make Revolving Chair- High back, Premium Executive (Colour: Black) or equivalent.	1			
3	Visitor Chair	Godrej Make – Visitor with Armrest, Premium Executive (Colour : Black) or equivalent	5			
Grand Total						

It is hereby certified that I/we have understood all the terms and conditions specified in the NIQ 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. I/We hereby offer to carry out the job and supply the goods/items detailed above as per the 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: