



**Notice Inviting Quotation  
for supply of Office Furniture**

**NIQ No. : GBP/ 8.1.2 /2018-19/ 3996 dated 08.03.2019**

**Guwahati Biotech Park  
Technology Complex  
IIT Guwahati, Guwahati-781039  
Tel: 0361-2690228  
Email: [ceogbp@guwahatibiotechpark.com](mailto:ceogbp@guwahatibiotechpark.com)**

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## Guwahati Biotech Park

Technology Complex, IIT Guwahati

Guwahati- 781 039

Phone: + 91-361-2690228/229, Fax : 0361- 2690227

GBP/8.1.2/2018-19/ 3996

Date: 08.03.2019

### SECTION I

Name of the Work	Notice Inviting Quotation for supply of office furniture
Issue of NIQ Document/Downloads	From 08.03.2019 to 22.03.2019
Receipt of Quotation	22.03.2019 at 12 pm
Opening of Bids	22.03.2019 at 2 pm



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Guwahati- 781 039

Phone: + 91-361-2690228/229, Fax : 0361- 2690227

GBP/ 8.2.2 /2018-19/ 3996

Date: 8.3.2019

### NOTICE INVITING QUOTATION

1. Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039 invites sealed quotations from supplier/ manufacturer/ authorized agents for supply of office furniture.
2. Quotation in sealed cover superscribed as “**Notice inviting quotation for supply of office furniture**” shall be addressed to the Chief Executive Officer, Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati- 781039
3. The last date of submission of filled in quotations is 22.03.2019 up to 12 PM.
4. Bids will be opened on the same day at 2 p.m. in presence of the bidders.
5. Quotations received after the last date i.e. after the expiry of the closing time shall not be entertained
6. Quotation should be based on the terms and conditions as mentioned in the tender document.

Sd/-

Chief Executive Officer  
Guwahati Biotech Park

## SECTION II



### TERMS AND CONDITIONS



1. Only manufacturer(s) or their sole authorized distributor/ agent are eligible to bid. Authorization letter from Original Manufacturer (OEM) in favor of authorized Agent to be enclosed.
2. Bidder must be an Indian entity and registered in India as partnership/proprietorship/Company under the Companies Act 2013. Documentary proof to be enclosed.
3. Bidder should be GST registered.
4. 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.
5. Warranty : 3 years.
6. Incidental Services: The supplier shall be required to perform the following services:-
  - a. Installation & Commissioning, Supervision and Demonstration of the goods.
  - b. Providing required jigs and tools for assembly, for the completion of the installation.
7. Quoted rates must be valid for 45 days from the date of submission of the quotation.
8. The quoted price should be inclusive of GST, transportation, installation and commissioning charges.

9. Delivery and installation period: Maximum Two (2) weeks from the date of purchase order. The furnitures are to be delivered and installed at office of Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039
10. Successful bidder will have to adhere to the delivery schedule strictly.
11. Payment terms: 100 % Payment shall be released on successful installation of photocopier machines by the way of the bank transfer within 1/2 weeks of receipt of the installation report and invoices in triplicate.
12. Guwahati Biotech Park reserves the right to accept or reject any offer in part of full without assigning any reason there of, and to amend the terms and conditions before award of the contract.

## SECTION III

### SPECIFICATIONS OF THE OFFICE FURNITURES TO BE SUPPLIED

Sl. No.	Item	Specification	Quantity	Sample
1.	Storage almirah without locker  (Godrej Interio Make)	<ol style="list-style-type: none"> <li>1. Material: Steel</li> <li>2. Number of Door: Double with standard lock and two set of keys</li> <li>3. Size 900 x 500 x 1850 mm (W x D x H).</li> <li>4. Number of shelves: 5 (adjustable)</li> <li>5. The body should be made of complete 8 mm thick CRCA sheet and doors in 1 mm. The CRCA should be cleaned from all dents &amp; Burrs.</li> <li>6. Color of paint: grey color</li> </ol>	1	 <p><b>Photographs are depiction not actual</b></p>
2.	Storage almirah with locker  (Godrej Interio Make)	<ol style="list-style-type: none"> <li>1. Material: Steel</li> <li>2. Number of Door: Double with standard lock and two set of keys</li> <li>3. Size 900 x 500 x 1850 mm (W x D x H).</li> <li>4. Number of open shelves: 4(adjustable) and 1 locker</li> <li>5. The body should be made of complete 8 mm thick CRCA sheet and doors in 1 mm. The CRCA</li> </ol>	1	 <p><b>Photographs are depiction not actual</b></p>

		<p>should be cleaned from all dents &amp; Burrs.</p> <p>6. Color of paint: grey color</p>		
3.	Storage Rack (Without Door)	<ol style="list-style-type: none"> <li>1. 7 shelves</li> <li>2. Material: Steel and grey paint finished</li> <li>3. Adjustable Heights</li> <li>4. Dimension: (71x 31x38) inch</li> </ol>	2	 <p><b>Photographs are depiction not actual</b></p>
4.	Storage Almira without Locker	<ol style="list-style-type: none"> <li>1. Material: Steel</li> <li>2. Number of Door: Sliding doors and two set of keys</li> <li>3. Size 900 x 500 x 1850 mm (W x D x H).</li> <li>4. Number of shelves: 5 (adjustable)</li> <li>5. The body should be made of complete 8 mm thick CRCA sheet and doors in 1 mm. The CRCA should be cleaned from all dents &amp; Burrs.</li> <li>6. Color of paint: grey color</li> </ol>	2	 <p><b>Photographs are depiction not actual</b></p>

**Date:**

**Seal**

**Name and signature of the authorized person**



**SECTION IV**

**PROFORMA OF PRICE SCHEDULE**

SL. NO.	ITEM	QUANTITY	PERIOD OF WARRANTY / GUARENTEE	UNIT PRICE IN RS.	GST	TOTAL PRICE IN RS.
1.	Storage almira without locker	1				
2.	Storage almira with locker	1				
3.	Storage rack without door	2				
4.	Storage almira with sliding door	2				

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

**Date:**

**Seal**

**Name and signature of the authorized person**

**SECTION V**

**INFORMATION ABOUT THE BIDDER**

1.	Name of the Firm/Company:	
2.	Registered Office Address:	
3.	Name of the Contact Person, Signing authority :	
	Contact Details: Telephone No. & Fax No. Email Address: Website:	
4.	Bank Details of the Firm:	
5.	GST Registration Number	
6.	Firm Registration Details	

**Date:**

**Seal**

**Name and signature of the authorized person**