

**Office of the Principal
Government of Tripura
Ramkrishna Mahavidyalaya
Kailashahar, District: Unakoti**

SHORT NOTICE INVITING TENDER/QUOTATION

No. F.2 (38)/RKM/KLS/RUSA/TEN/2017/

Dated : Kailashahar, the, 2nd Nov., 2017

Sealed Tenders/Quotations (preferably under DGS & D rate, where applicable) are invited from the interested "Authorized manufactures/dealers" of India for procurement of **Conference table, conference chairs(with arms), books , revolving chairs (computer work) and Full HD Smart LED TV**. Last date of receipt of complete tender/quotation is 10th November, 2017 (2 pm) which will be opened on the 10th Nov. 2017 at 2.30 Pm. Authorized manufactures/ dealers/ suppliers are requested to submit quotations in the prescribed format only enclosed herewith (Annexure-I) and drop the same in the tender box installed in the office of the college.

----sd----
Principal-in-Charge
Ramkrishna Mahavidyalaya
Kailashahar

Terms and conditions for submitting quotation.

1 The supplier/manufacturer should carefully place the quotation of the items which they can supply reliably and in due time. Unnecessary quoting of items which they will be unable to supply at later stage at the time of issuing supply order could result in penalty or as decided by the concerned College authority and can also lead to cancelling of purchase order of the same.

2 The supplier/manufacturer can quote for any or all of the annexure. However, Quotation should be submitted separately for each annexure. In the quotation our notification reference number should be mentioned separately for each of the quotation as mentioned in the corresponding annexure.

3 The quotation must contain a valid supplier reference number and date. The validity of the quotation should be at least 45 days. The supplier quotation number should be separate corresponding to each annexure they quote.

4 The quotation should contain detail specification of the items as and whenever expected with brand name, details accessories provided etc. Wherever quotation for a complete set is requested should imply including the accessories needed for use. The price of all/part accessories which are not included in main set/unit should be mentioned separately along with specification.

5. Wherein items are required to be assembled/installed before use, the same should be done in the college along with presentation/demo wherever asked for.

6. It should be noted that no advance payments in any form for supplying the materials will be made to the competent supplier quoting the lowest price and to whom the purchase/supply order will be issued. The payment will only be made after satisfactory delivery of items in good condition and after checking, installation & demo etc, (as and wherever required). If however any supplier needs any advance payment it should be exclusively mentioned in their quotation and for this if or when payment is to be made a valid documents and receipts should be provided or handed over at the time of receiving the advance payments to concerned authority.

7. It should be noted that no payment will be made towards packing, freight, forwarding, handling and transportation to F.O.R destination RamKrishna Mahavidyalaya, Kailashahar. So only GST/surcharges (if any) as applied will be applicable only on the actual quoted items. The GST/Surcharges etc. should be separately mentioned in the quotation. If supplier needs to add the transportation charges (if any) it should be mentioned separately as a percentage of actual value (e.g. say x%). For comparison the price/cost of items as required then will be calculated/ considered by adding actual values and other charges like transportation if any [excluding only the taxes (GST/SURCHARGES etc.).]

8. It should be noted that the items quoted with specification should match with the actual items they supply. If at the time of checking, delivery it is found that the items quality and specification differs from what asked for, it will be rejected then and thereby and the payment will not be made.

9. Supplier should provide their TIN/GST etc. registration no. in the quotation.

The supplier/manufacturer or alike whoever be submitting quotations should comply with the above terms and conditions and thus submitting a quotation would imply their agreement on the same.

Details of Items

Item No	Type of items	Specification	Make	Tentative qty
1.	Conference Table	Size(LxBxH)- 30'x8'x2,5', Oval shaped, made of teak wood structure, 2ft. width table top with 1mm branded Formica fitted on branded waterproof boiled 19mm block board, front and rear 1mm branded Formica fitted on 6mm branded waterproof boiled plywood, front side desk for all members, Complete in all respect	Branded Ply and Formica	01
2.	Conference Chairs	steel structure, with foam/cushion for comfort, hand rest(arms)	Branded	As per requirement
3	Books	NA	As listed in the website	As per requirement
4	Revolving chairs (computer work)	steel structure, height adjustable, roller for movement	Branded	As per requirement
5	Full HD Smart LED TV	(i) 80.1cm (32inches), full HD, LED, internet facility (ii) 101.6 cm (40inches),), full HD, LED, internet facility	Sony/LG/Samsung	As per requirement

FORMAT FOR SUBMISSION OF QUOTATIONS

1. QUOTATIONS TO BE SUBMITTED PREFERABLY IN THE PAD OF THE MANUFACTURERS/ VENDOR/ SUPPLIERS
2. PLEASE MENTION OUR REF/ NOTIFICATION NO. WITH DATE
3. VENDOR/ SUPPLIER REF NO./ QUOTATION NO. WITH DATE SHOULD BE MENTIONED
4. PLEASE SUBMIT IN TABULAR FORM CITED BELOW

SL NO.	ITEM/ARTICLE NAME	BRAND MODEL & SPECIFICATION	RATE per unit (In Rs.)	GST (along with rate)	CARRYING/INSTALLATION /DEMONSTRATION CHARGE(S), ETC(IF ANY)	GRAND TOTAL (In Rs.) (4+5+6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
...						

5. TERMS AND CONDITIONS/ VALIDITY, ETC signed by proprietor.
6. **DISCOUNT/REBATE(IF ANY) MAY BE MENTIONED IN A SEPARATE COLOUMN**
Note : COMPARISON WILL BE MADE ON GRAND TOTAL AMOUNT ONLY