



CENTRAL ARID ZONE RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
Jodhpur (Rajasthan) 342 003
Phone No. 0291 – 2787152(AAO)

By Speed Post/Website



F. No. 41(1)/2014-2015/Admn.IV/

Dated: 13.02.2015

To,

M/s.
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Sub: Quotation for purchase of Officers Chair, Visitors Chair, Medium Back Chair, Office Chair, Officer Table and Office Table.

Dear Sir(s),

You are requested to quote your lowest rates keeping the following conditions in view for the articles as indicated overleaf/ in Schedule to tender (copy enclosed):

1. No advance payment will be made. However, the payment is normally made within 30 days from the date of receipt of material in good condition as per order.
2. The quantity proposed in the quotation may be increased or decreased at the discretion of the authority while placing the order.
3. Quotations not found according to specification will be rejected/not considered.
4. The firm should supply the printed literature/leaflet/catalogue/operational manual etc., if applicable. The firm should also supply a copy of the authorised dealership certificate of the item, if applicable.
5. Quotations should remain valid for 6 months from the date of quotation.
6. The rate should be on F.O.R. CAZRI, Jodhpur basis for indigenous items.
7. No. form 'C' & 'D' for sales tax will be issued. Payment will be made at full rate, if applicable. However, the firm is required to produce the valid sales tax Registration No. The firm should also indicate PAN/TIN as per Income Tax Rules.
8. The Rates quoted should **be clearly indicated in figure as well as in words**. While quoting the rates, it may be clearly indicated whether the items are inclusive or exclusive of ST/VAT, CST, Excise Duty, Custom Duty, Octroi, etc. either in terms of percentage or in absolute term.
9. Delivery will have to be made normally within 30 days from the date of issue of our order or as mentioned in the supply order unless such extension is allowed by the Institute **failing which suitable penalty as indicated in the supply order will be imposed.**
10. The quotation may be sent to the office by courier/Reg. Post/Speed Post in sealed cover superscribed with **“Quotation for purchase of Officers Chair, Visitors Chair, Medium Back Chair, Office Chair, Officer Table and Office Table”** due date 26.02.2015 and the same must be reach to this Office on or before **26.02.2015 upto 3.00 p.m.** failing which it will not be considered. The quotation should be dropped in the Tender Box placed in the Store Section (with A.A.O. IV).
The quotations will be opened on the same day i.e. 26.02.2015 at 3.30 p.m.
11. In case of any disputes, the decision of the Director, CAZRI, Jodhpur shall be binding on the part of the contractor/supplier.

P.T.O. ★

12. Director, CAZRI, Jodhpur reserves the right to accept or reject any or all the quotation without assigning any reason.
13. All bids must be accompanied by a bid security/Earnest money deposit (EMD) @ 2% of the estimated value of the item, if the cost of the item is Rs. 1.00 lac or more, in the form of a Demand Draft on a scheduled commercial bank in India, in favour of **ICAR Unit – CAZRI, Jodhpur**. Without EMD as above, quotation will not be considered (Offer less than Rs. 1.00 lac need not require EMD). If the firm is registered with National small Industries Corporation (NSIC) there is no need to submit EMD (Bid Security) but relevant papers/valid documents of exemption of EMD must be attached the quotation must be attached with the quotation otherwise quotation may not be considered.
14. Guarantee/Warranty may be provided for the item(s) for which rates are quoted.
15. The firm awarded the contract may/will have to furnish a performance security in the form of Bank Guarantee as per the proforma to be supplied alongwith supply order or FDR pledged to **“ICAR Unit – CAZRI, Jodhpur”** from a scheduled Commercial Bank for an amount which may vary from 5% to 10% of the value of the contract at the discretion of Director, which should remain valid for the entire period of warranty plus two months.
16. In case, rates are quoted in terms of foreign currency, the rates must be quoted as on FOB basis and NOT on CIF basis indicating all the terms and condition. The foreign banking charges shall be borne by the beneficiary.
17. No part supply will be allowed.
18. Installation/Demonstration where-ever required will have to be done by the firm free of cost by their representative/engineer.
19. The items required is for the Headquarter CAZRI, Jodhpur and therefore, supply will have to be made accordingly.
20. The furniture for which rates are quoted should be of an ISO 9001,1400,18001 Certified Company.
21. Users list, and photocopies of the P.O. received for the said item of last years may also be attached with the tender.
22. A committee of the Institute may inspect the furniture items before finalize the purchase of quality furniture. A sample of each item may be kept ready/get available at this Institute/firm’s showroom on request of the Institute.

Yours faithfully,

Asstt. Administrative Officer (s)
for Director

Schedule to Tender

S. No.	Particulars	Qty.	Place of Supply
1.	Officers Chair High back revolving officer chair having complete steel body ½" round CRCA pipe with flat steels spring in seat and back covered with coir and upholstered in 2" thick pin hole rubber with special quilted covered duly filled with poly film for extra comfort having 5 prolonged steel Re-enforced nylon base with superior quality twin wheel castors and fitted with polyurethane arms and manual cylinder (for high back revolving chair)	8 Nos.	CAZRI, Jodhpur
2.	Visitors Chair Visitors chairs with PU arm having complete steel frame body of ¾" round CRC pipe the cushioning is done ring type spring of high quality fitted on steel strips duly Upholstered with 2" PU foam + 1" U foam in seat & 2 pin hole rubber +1" U foam on back with polyurethane arms.	17 Nos.	CAZRI, Jodhpur

3.	<p>Medium back chair Medium back revolving chair having complete steel body ½" round CRCA pipe with flat steel spring in seat and back covered with coir and upholstered in 2" thick pin hole rubber with special quilted covered duly filled with poly film for extra comfort having 5 prolonged steel Re-enforced nylon base with superior quality twin wheel castors and fitted with polyurethane arms and manual cylinder (for medium back revolving chair)</p>	8 Nos.	CAZRI, Jodhpur
4.	<p>Office Chair Steel tubular chair cushioned seat & back with continuous arm</p>	09 Nos.	CAZRI, Jodhpur
5.	<p>Officer Table Work top will be made of 25 mm thick particle board having post form/edge banded profile on front side and rest of the side shall have 2 mm thick PVC edge banded tape to be pasted with hot melt glue. Overall size of work top shall be 1800 x 1050 x 750 mm with side unit. Modesty panel Modesty panel made of 18 mm thick pre-laminated particle board Pedestal unit Pedestal unit will be made of 18mm particle board, back of pedestal unit shall have 12mm thick BSL white particle board, 2 drawers & 1 filling drawer will be provided having telescopic channels & central locking arrangement Overall size of pedestal unit shall be 375Wx500Dx700H Gable ends: Made out of 25mm thick plain particle board. Exposed surface finished with 0.6mm thick post form lamination of approved make and shade having full round post form profile with 2mm thick PVC edge band, with level adjuster at the bottom. Key Board Tray. Made out of 1 mm thick CRC sheet. Dully powder coated. The key board tray shall be provided with telescopic slide. CPU Trolley- CPU trolley shall be made of CRC sheet having castors, Front castors shall have locking arrangement. CPU trolley shall be powder coated.</p>	03 Nos.	CAZRI, Jodhpur
6.	<p>Office Table Metal office steel table confirming to IS:3498/75DRAWER (0.63mm, Locker Body & Shelves 1.8mm Thick., foot rest 16mm tubular frame 1.25mm thick pre laminator edge banded top of 18 thickness single pedestal steel table with pedestal (54" x 27" x 30").</p>	1 No.	CAZRI, Jodhpur

Asstt. Administrative Officer (s)
for Director