

I/51030/2023

WII/PurchaseCell/23-24/51

To,

Dated: 17.08.2023

Sub: Invitation of Quotation for purchase of Furniture Items for Library & Documentation centre from Gandhi Sagar Dam Project-reg.

Dear Sir,

The Wildlife Institute of India, Dehradun wishes to **chair for Library & Documentation Centre from the Gandhi Sagar Dam Project** at Wildlife Institute of India, Dehradun. The details of equipment, quantity and specifications are given below. Sealed quotations are invited for the following items as per the specifications given below:-

S No	Items	Qty
(a)	<p>Features</p> <ul style="list-style-type: none"> ■ Ergonomically designed fabric upholstered chair. ■ Built-in lumbar support. ■ 100% VOC free. ■ 99% recyclable. ■ Fixed loop PU arms. <p>Specification</p> <ul style="list-style-type: none"> ■ Model Width Depth Height Seat Height ■ PCH-7003D 59 cm x 63 cm x 81.50 cm x 45 cm ■ Blue colour 	20 Nos

S. No.	Description	Qty.
1	Modular Table with regular height, Size: 900W x 600D Without rollers and drawers Material- Steel and Wooden top With removable screens Warranty: 1 Year	48
2	Motion chair with fixed arms Dimension- 76 x 100 x 76 Seat Height (cm): 45-50 Net Weight (kg): 11 Primary Material: Glass-filled polyamide Upholstery Material: Knitted Fabric Warranty: 1 Year	48

The layout is attached in Annexure 1

Terms & Conditions:

1. The specifications of the quoted equipment should be strictly as per the technical specifications mentioned above.
2. The equipment being quoted should be of the Original Equipment Manufacturer (OEM) of a reputed company and no non-standard equipment will be accepted by the Institute. The bidder should be an Authorized Distributor of OEM or their authorized dealer in India. An authorization certificate/letter from the OEM or Authorized Distributor to this effect should be attached to the offer; failing which their offer will not be considered by the Institute.
3. The supplier should indicate the brand/make and full details of the equipment and submit complete technical specifications, without leaving any scope for ambiguity must also attach technical information literature, leaflets, catalogues, brochures etc. The supplier must ensure that the quotation submitted is in accordance with the requirements/specifications of WII.
4. The offer should be valid for a period of one month from the date of submission of quotations.
5. **Warranty:** You are required to give a warranty for a minimum period of **1-year warranty** from the date of satisfactory supply of the above equipment. If during the warranty period, the equipment supplied fail to give satisfactory performance and is found defective, you will rectify the defect within a reasonable time; failing which the equipment should be replaced with new one(s) without any extra cost.
6. **Prices:** You should quote your rates on a fixed price on FOR, Wildlife Institute of India, Chandrabani, Dehradun basis. An agency would be required for its delivery to the Institute. The taxes/VAT, if any should be clearly mentioned. The prices should be quoted only in Indian Rupees.
7. You may submit your rates/offer for the item in the following format only. You may use separate sheets if required.

Sl. No.	Item Description and Specifications	Brand/ Make	Model No.	Unit Price (In Rs.)	GST@%	Total Amount	Remarks, if any.

Note: Rates should be quoted only in accordance with the above-mentioned table; failing which their offer is liable for rejection.

8. The bidder is required to clearly mention that they agree to all the terms and conditions of this quotation and it should be given on their printed letterhead indicating GST Registration, FAX, Email, Telephone numbers, etc.
9. Offers of those firms will only be considered by the Institute, whose bids are meeting all the technical specifications/parameters given for the above-required equipment. If any of the given specifications/parameters do not meet the required specifications as mentioned above, their offer will not be considered and shall be summarily rejected by the Institute.
10. **Comparison of Rates:** Comparison of Rates shall be made after adding the taxes etc. and given in the above Table.
11. **Payment:** 97% payment shall be released on a bill basis after the entire supply and inspection and acceptance of the equipment in good condition. Balance 3% payment shall be released after the Warranty period OR the said balance 3% payment shall be released against Performance Security in the form of Bank Guarantee/FDR pledged in favour of Director Wildlife Institute of India, Dehra Dun.
12. **Delivery:** The agency would be required to supply the equipment within a period of four weeks from the date of issue of the supply order if placed with your firm.
13. **Penalty:** Penalty @ 0.5% per week will be charged for late supply subject to a maximum of 5% on the amount of equipment which has been supplied late.
14. The above quantity of the equipment is approximate, the same may be reduced or increased at the time of issuing supply order(s), depending upon the requirement of the Institute.
15. The Institute reserves the right to accept or reject any of the quotation straightway without assigning any reasons.

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- 16. Last Date of Submission of Quotations** Quotations in all respect in a sealed cover super scribing **Invitation of Quotation for purchase of Furniture Items for Library & Documentation centre from Gandhi Sagar Dam Project** should reach the Purchase Officer, Wildlife Institute of India, Chandrabani, Dehradun-248001, Uttarakhand on or before **15 September 2023 up to 1700 hrs**. Quotations received late will not be accepted by the Institute.

Yours faithfully,

(K K Shrivastava)
Purchase Officer

Annexure 1:

Layout design

