

BAIF Development Research Foundation

BAIF-MITTRA Bhavan, Opp.Niwas Homes, Behind Bodhale Nagar, Nashik Pune Road, Nashik -422011.
Ph.No.0253-2416057 / 58, 2411745, 2411589 Fax No. 0253-2416056 E-mail: mittransk@gmail.com

INVITATION FOR QUOTATIONS FOR SUPPLY & INSTALLATION OF OFFICE FURNITURES

O.No. O.NO.BAIF/NASHIK/ 452/2022

Date: 21/07/2022

You are invited to submit your most competitive quotation for the following products:

Brief Description of the Product	Quantity required (nos.)	Work place	Expected Supply, Installation of material in the month
<u>SUPPLY & INSTALLATION OF OFFICE FURNITURES</u> For Details specifications Annexure Attached I	As per Annexure	BAIF Office Nashik	Aug 2022

Detailed Description of the Product- **SUPPLY & INSTALLATION OF OFFICE FURNITURES** – As above

- Quoted Price:**
 - The Quotation shall be for valid up to 31.10.22 for the above-described products.
 - The bidder shall quote for goods / services in the format of quotation attached;
 - All duties, taxes, F.O.R. and other levies payable by the bidder shall be included in the goods / services and shall stand final.
 - The rates quoted for each goods / service shall be fixed for the duration of the quotation validity and shall not be subject to adjustment.
 - Corrections if any shall be made by crossing out, initialing, dating and rewriting.
 - The prices shall be quoted in Indian Rupees only
- Each bidder must submit only one quotation. Bidder shall not contact other bidders in matters relating to this Quotation**
- Validity of quotations:**

The quotation shall remain valid for up to 31.10.22 after the deadline fixed for submission of quotations.
- Evaluation of quotations:**

Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms & conditions and specifications in the following manner.

 - The evaluation will be done excluding the GST.
 - The evaluation would be done for all the goods / services put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. We will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.
 - Compare terms & conditions and specifications

5. **Award of contract:**
- Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per Para 4(b) above.
 - Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase Order or Work Order.
 - Notwithstanding the above, purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
6. Payment shall be made immediately within 15 days after delivery of goods/services.
7. Normal commercial guarantee / warranty shall be applicable to the supplied goods/ services.
8. **Submission of quotations:**
- Sealed Envelope mentioning "Supply & Installation of " on it. of office furniture
 - Last date of Submission is 28/07/22 latest by 5:30 p.m.
 - Address: Purchase Department, BAIF Development Research Foundation", BAIF-MITTRA Bhavan, Opp.Niwas Homes, Behind Bodhale Nagar, Nashik Pune Road, Nashik 422011.

We look forward to receiving your quotations.

Note- You have to register your firm on - <https://goo.gl/forms/m7ITz2K33q7mGtqx2>

Yours Sincerely,



V. B. Dyasa
Regional Director
BAIF

Encl.: Format of Quotation

Annexure I

Sr. No	Material	Specifications	Use for
1	Plywood with Laminate	All structure in 18mm thick plywood, finish with inner side 0.8mm thick-white laminate & outer finish with 1mm laminate, Exposed edges sealed with PVC edge binding (Laminate color/Texture as per selection)	All
2	Hardware	All Hardware & fittings should be EBCO & Godrej Company	All

SN	Brief Description of the Product	L in FT	W/D in FT	H in FT	Qty	Area	UNITS	Rate per Unit	Total amount
1	Officer Table	5'6"	2'3"	2'6"	2	28	Sq. ft		
2	Officer Table side Credenza	3'3"	1'6"	2'4"	2	-	pcs		
3	Staff Table	3'9"	2'	2'6"	14	-	pcs		
4	Staff Table 3 Drawer pedestal	1'4"	1'4"	2'4"	14	-	pcs		
5	Staff Table Partition with pin board & white board for writing	3'9"	-	4	12	-	pcs		
GST									
Total									

