

SHORT NOTICE INVITING QUOTATION

No. AGRI/ENGG/4971/APART/ADO office/Pt-I/2021-22/234

Dated 05/08/2022

Director of Agriculture, Assam, Khanapara, Ghy-22 invites sealed quotation affixing non refundable court fee stamp of Rs 8.25 (Rupees Eight and twenty five paise) only from the Registered Company/Suppliers for Supplying, fitting & fixing Furniture at Agriculture Development Officer's office under APART on rate contract. The detail Quotation document is made available in the website: **diragri.assam.gov.in**. Intending Company/ Supplier having experience in similar nature of work may download the Quotation document for the works. The Quotation Papers will be received up to 12.00 (noon) hours (IST) 20/08/2022 and will be opened at 1.00 PM hours (IST) on the same day in the office of the Engineering Wing of Directorate of Agriculture, Assam, Khanapara, Guwahati-781022.

The details of items are given in TABLE-I below:

For one ADO office.

TABLE-I

SL. NO.	NAME OF ITEMS	UNIT.	QUANTITY REQUIRED
1	Conference table made of prelam particle board with wire manager system, size- 16 feet x 4 feet.	Each	1 (one)
2	Revolving chair executive with tilting mechanism and hydraulic system and high back.	Each	5 (five)
3	Office Executive Table with pedastal and side unit with drawer, size- 6 feet x 3 feet.	Each	1 (ne)
4	Visitors chair made of polyester mesh with steel frame and cushion seat.	Each	24 (twenty four)
5	Office table made of C R sheet and M S round pipe of 25 mm and 3 drawer and one side cupboard system made of .07 mm thickness sheet with prelam board, size- 5 feet x 3 feet.	Each	4 (four)
6	Revolving chair medium back with push back system and hydraulic semi executive.	Each	4 (four)
7	Visitor chair with leatherette and steel frame.	Each	10 (ten)
8	Office table made of C R sheet and M S round pipe of 25 mm and 3 drawer on one side and top made of prelam board.	Each	2 (two)
9	Wooden Almirah made of prelam board of 18 mm thickness with 4 shelves and 2 door with locking system, size- (72x36x19) inch.	Each	2 (two)
10	Steel Almirah with 4 shelves .7 mm thickness sheet with spray paint and proper locking system, size-(78x36x19) inch.	Each	2 (two)
11	Steel rack with .7 mm thickness 5 shelves power coated quality.	Each	4 (four)
12	Partition made of MDFboard with melamine polish with four fold, size- 6 feet x 6 feet.	Each	1 (one)

(A) DOCUMENTS TO BE FURNISHED WITH THE QUOTATION:

1. Trade license / Registration documents of the firm / supplier from authority concerned.
2. GST documents with GST no. of the firm / supplier.
3. PAN card.
4. In case of partnership firm authority letter for signing of quotation from respective other partner / partners / Governing body etc.
5. Earnest money fixed amount of Rs.25,000/- . Bank draft / Bank guarantee pledged in favour of Director of Agriculture, Assam, Khanapara, Ghy-22.
6. Warranty of furniture against respective item should be minimum one year. Accordingly necessary documents need to be submitted.
7. Description of Brand proposed to supply . need to be submitted

(B) TERMS AND CONDITIONS FOR SUPPLYING, FITTING & FIXING OF
FURNITURE:

1. Rate of each item must be inclusive of GST & all applicable tax.
2. The Item wise rates will be valid only for 1 (One) year.
3. Supply of all items at per order to ADO office specified inclusive of installation etc. must be completed as per specified period.
4. In the event of the parts/accessories not accepted at District due to any defect / damage, rectification will have to be done within 7(seven) days and clear the acceptance, failing which the consignee reserves the right to get the item replaced by the supplier at no extra cost to the purchaser.
5. The rate of items must be inclusive of transportation to any location of ADO office in state of Assam. No separate transportation cost will be accepted against any claim.
6. The consignee may reject any or all the orders to the supplier without assigning any reason there off.
7. Performance security 10% to be deposited in term of Bank draft / Bank guarantee against each order which will be released after defect liability period (one year).
8. Earnest money of unsuccessful quotationers will be released after settlement of bid.
9. A separate agreement will have to be signed & agreed upon by supplier before issue of supply order to execute the consignment on stamp paper of Rs.100/-.

Payment- Payment will be made subject to availability of fund. Bill in triplicate against each order along with delivery challan duly signed by respective DAO, and photograph of items supplied at location (ADO office) duly signed by District Agriculture officer, must be submitted to process bill for payment.

The undersigned reserves the right to cancel any or all the quotations without assigning any reason thereof.

Sd/-
Director of Agriculture
Assam, Khanapara, Guwahati-22

Memo No. AGRI/ENGG/4971/APART/ADO office/Pt-I/2021-22/234 Dated 05/08/2022

Copy to :

1. The Addl. Chief Secretary & APC to the Govt. of Assam, Agriculture Department, Dispur for favour of information.
2. The State Project Director, ARIAS SOCIETY, Assam, Khanapara, Ghy-22 for favour of information.
- 3 .NOTICE BOARD:- Director of Agriculture office, Khanapara, Guwahati-22 / Chief Engineer, Agriculture office, Khanapara, Guwahati-22.

Sd/-
Director of Agriculture
Assam, Khanapara, Guwahati-22

QUOTATION FORM:

To,

The Director of Agriculture,
Assam, Khanapara, Ghy-22.

Sub:- Submission of quotation for furniture to the ADO office under APART.

Ref:- Quotation No. AGRI/ENGG/4971/APART/ADO office/Pt-I/2021-22/234 Dated 05/08/2022

Sir,

I have the honour to submit herewith quotation for for Supplying, fitting & fixing furniture at Agriculture Development Officer's office under APART

SL. NO.	NAME OF ITEMS	WARRANTY PERIOD (AGAINST WATER RESISTANT/FIRE RESISTANT & TERMIDE RESISTANT	UNIT.	RATE
1	Conference table made of prelam particle board with wire manager system, size- 16 feet x 4 feet.		Each	
2	Revolving chair executive with tilting mechanism and hydraulic system and high back.		Each	
3	Office Executive Table with pedastal and side unit with drawer, size- 6 feet x 3 feet.		Each	
4	Visitors chair made of polyester mesh with steel frame and cushion seat.		Each	
5	Office table made of C R sheet and M S round pipe of 25 mm and 3 drawer and one side cupboard systemmade of .07 mm thickness sheet with prelam board, size- 5 feet x 3 feet.		Each	
6	Revolving chair medium back with push back system and hydraulic semi executive.		Each	
7	Visitor chair with leatherette and steel frame.		Each	
8	Office table made of C R sheet and M S round pipe of 25 mm and 3 drawer on one side and top made of prelam board.		Each	
9	Wooden Almirah made of prelam board of 18 mm thickness with 4 shelves and 2 door with locking system, size- (72x36x19) inch.		Each	
10	Steel Almirah with 4 shelves .7 mm thickness sheet with spray paint and proper locking system, size-(78x36x19) inch.		Each	
11	Steel rack with .7 mm thickness 5 shelves power coated quality.		Each	
12	Partition made of MDFboard with melamine polish with four fold, size- 6 feet x 6 feet.		Each	

Signature of quotationer with seal

Name:-

Address:-

e-mail ID:-

Phone no:-