

Sub: **Quotations for the Purchase of Furniture Items**

Sealed tender/ quotations are invited by Maharshi Valmiki College of Education (University of Delhi) Geeta Colony, Delhi for the purchase of furniture items likely to be made by the College subject to the receipt of Grant from the Govt. of NCT of Delhi.

The interested parties are requested to observe the following protocol while submitting the tender/ quotations; otherwise their tender/ quotation may not be considered.

1. The tender/ quotation should be sent under sealed cover addressed to **The Principal, Maharshi Valmiki College of Education (University of Delhi), Geeta Colony, Delhi- 110 031** latest by **21<sup>st</sup> March, 2016, 05:00PM.**
2. **'Tender/ Quotation for Furniture'** should be subscribed prominently on the envelope containing the tender/ quotation.
3. The technical and financial bid quoted and packed separately should be sealed in separate envelopes as given in annexure- I & II. The bidder should put these two sealed envelopes in a bigger envelop duly sealed and superscripted **"Tender/ Quotation for Furniture"** addressed to **The Principal, Maharshi Valmiki College of Education (University of Delhi), Geeta Colony, Delhi-110 031.**
4. Late submission of tenders will not be accepted. Tenders by "Telex/Telegram/Fax/E-mail" will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier at the address given below.
5. The quoted price should be inclusive of all taxes and charges.
6. The financial bid should include the cost of items/accessories. If there is any separate charge for installation/training that should be mentioned clearly.
7. If there is warranty on the item that should also be mentioned.
8. The rates should be quoted in figures (typed and printed) and cutting should be avoided. If there are cuttings, they should be duly authenticated by initials of the party, failing which the bids are liable to be rejected.
9. The College reserves the right to change the number of items/quantity of items to be procured.
10. The College reserves the right to cancel/reject/return the procurement of items, if the College purchase committee finds the supply of items as substandard or not as the specifications given in the tender notice.
11. Any bid received after the last date shall not be considered.

Dr. PK Sharma  
Officiating Principal

**TECHNICAL BID**

1.	Name of the Firm	
2.	Address of the Firm	
3.	Registration No.	
4.	Name of the authorized signatory	
5.	Specimen Signature of the Authorized signatory	
6.	Telephone Number of the authorized signatory & Firm's other Telephone Numbers	
9.	Service Tax No., VAT No. & PAN No. (copies to be enclosed)	

**AnnexureII****FINANCIAL BID**

1.	Name of the Firm	
2.	Address of the Firm	
3.	Registration No.	
4.	Name of the authorized Signatory	
5.	Specimen Signature of the Authorized signatory	
6.	Telephone Number of the authorized signatory and other Telephone Number of the Firm	

**Specifications of Items to be procured**

<b>S.No.</b>	<b>Name of the Item</b>	<b>Specifications</b>	<b>Qty. Reqd.</b>
1	Steel Almira	78"x36"x19". Gauge 20/22, 4/5 adjustable shelves.	5
2	Penal Boards with Wheels	4'X4' (flexible options may be considered) Wheeled Display Boards. lightweight and easy to move from one place to other. Double sided to be used for presentation.	2
3	Covered Notice Boards	Size 3'X6', use push to pin notices, front lockable door, usable internal depth, wall fixing kits	4
4	Rounded Table with 5 Chairs (Wooden/ Steel)	Standard size for hospitality purpose	5
5	Moulded Chairs (Plastic)	Approx. dimension 615(L)X585(W)X980(H) High back hospitality chair	20
6	Lecturer Stand	Made of good quality wood, standard size for use in classroom	2
7	Computer Table	VDU table with storage shelf and key board on roller channels\Size 36X24X36	16
8	Computer Chairs	Standard size Cushion seat and back, revolving, without arm and adjustable height.	16
	File Cabinet Steel	Top & bottom 22 gauge 1380X470X700 mm (42-1/2"X18-1/2"X27-1/2" with 4 drawers)	4