

**E-5**

**PROCUREMENT OF GOODS  
UNDER  
NATIONAL SHOPPING PROCEDURES**

*(For Contracts valued less than the  
equivalent of US \$100,000 each)*

**INVITATION FOR QUOTATIONS FOR SUPPLY OF  
GOODS UNDER NATIONAL SHOPPING PROCEDURES**

No. W. 14013/1/2017-I&WRD(CE-W)/

Dated Aizawl, 4<sup>th</sup> August, 2017

To

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Dear Sirs,

Sub : INVITATION FOR QUOTATIONS FOR SUPPLY OF OFFICE FURNITURE.

1. You are invited to submit your most competitive quotation for the following goods:-

**(a) Executive Table.**

➤ *Table 1.1*

Brief Description of the Goods	Specification			Qty.	Delivery Period	Place of Delivery	Installation Requirement if any
All branded Executive table	Desk	Width	2000 - 2500 mm	1 (One)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
		Depth	1000 -1500 mm				
		Height	650-800 mm				
	Mobile Cabinet	Width	1200 -1300 mm				
		Depth	400 -500 mm				
		Height	600-800 mm				
	Mobile Pedestal	Width	400-500 mm				
		Depth	600-700 mm				
		Height	500-800 mm				

➤ Table 1.2

Brief Description of the Goods	Specification			Qty.	Delivery Period	Place of Delivery	Installation Requirement if any
All branded Executive table	Desk	Width	1700 - 1900 mm	3 (Three)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
		Depth	800 - 1000 mm				
		Height	700-800 mm				
	Mobile Side Unit	Width	1200 -1300 mm				
		Depth	400 - 500 mm				
		Height	600-800 mm				
	Mobile Pedestal	Width	400-500 mm				
		Depth	600-700 mm				
		Height	500-800 mm				

➤ Table 1.3

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded L Shape Executive Table	Desk	2050 - 2200 mm(W) 700 - 800 mm (H) 1000- 2000 mm (D)	1(one)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Top Surface	Wood, covered with Glass 3mm - 5mm				
	Credestal	2050 – 2150 mm(W) 650 – 750 mm (H) 350-500 mm(D)				
		Drawers(3nos.) with locker				
	Material	Wood				

**(b) Table**

➤ Table 1.1

<b>Brief Description of the Goods</b>	<b>Specification</b>		<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>	<b>Installation Requirement if any</b>
All Branded Office Table each	Width	1450-1500 mm	5(Five)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	700-800 mm				
	Height	700-750 mm				
	Drawer	1no. with locker				
	Shelf	1no.				
	Modesty panel	Yes				
	Material	All wood compact desk				

➤ Table 1.2

<b>Brief Description of the Goods</b>	<b>Specification</b>		<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>	<b>Installation Requirement if any</b>
All Branded Office Table	Width	1150-1250 mm	8(eight)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	550-650 mm				
	Height	700-750 mm				
	Modesty panel	Yes				
	Drawer	3nos. with locker				
	Material	Steel frame& wooden surface				

➤ Table 1.3

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Computer Table	Width	1150-1250 mm	14(fourteen)	Within 15 days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	550-650 mm				
	Height	650-800 mm				
	Drawer	1no. with locker				
	Shelf	1 no.(below table)				
	Material	wooden				

➤ Table 1.4

Brief Description of the Goods	Specification			Qty.	Delivery Period	Place of Delivery	Installation Requirement if any
All branded Conference table	Single Seater rectangle	Width	650-700 mm	1 No.	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
		Depth	550-650 mm				
		Height	700-800 mm				
	Two Seater rectangle	Width	1300-1400 mm	6 Nos.			
		Depth	550-650 mm				
		Height	700-800 mm				
	Single Seater quarter circle	Width	550-650 mm	2 Nos.			
		Depth	550-650 mm				
		Height	600-800 mm				
	Modesty Panel	Yes					
Wire/cable hole on surface	Yes						

➤ Table 1.5

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Coffee Table	Width	1000-1200 mm	2(two)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	650-750 mm				
	Height	350-500 mm				
	Material	Glass Top & wooden frame				

**(c)Chair**

➤ Table 1.1

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Revolving chair (High back)	Width	65-80 cm	1(one)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	65-80 cm				
	Height adjustment	115.0 – 124.0 cm				
	Seat height adjustment	40.0 – 58.0 cm				
	Pedestal	Aluminium metal				
	Cushion	Thick cushion seat & back, leather cover				
	Armrest	Cushion top, Adjustable				
	Colour	Black				
	Tilt adjustment	Yes				

➤ Table 1.2

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Revolving chair (High back)	Width	73-80. cm	2(two)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	73-80 cm				
	Height adjustment	115.0 – 135.0 cm				
	Seat height adjustment	48.0 – 57.0 cm				
	Pedestal	Aluminium metal				
	Cushion	Thick cushion seat				
	Backrest	Net / Mesh				
	Headrest	Yes				
	Armrest	Yes				
	Colour	Black				
	Tilt adjustment	Yes				

➤ Table 1.3

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Revolving chair (high back)	Width	73.0-79.0 cm	1(one)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	73.0-79.0 cm				
	Height adjustment	98.0 – 116.0 cm				
	Seat height adjustment	39.0-56.0 cm				
	Pedestal	Aluminium foam laminated fabric				
	Cushion	Thick cushion seat & back, leather cover				
	Armrest	Yes				
	Colour	Black				
	Tilt adjustment	Yes				

➤ Table 1.4

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Revolving chair (Mid back)	Width	70-80 cm	8(eight)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	70-80 cm				
	Height adjustment	80 - 100 cm				
	Seat height adjustment	40 – 56 cm				
	Pedestal	Nylon				
	Cushion	Thick cushion seat & back, fabric cover				
	Armrest	Yes				
	Colour	Black or Dark blue				
	Tilt adjustment	Yes				



➤ Table 1.5

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Revolving Conference Chair	Width	70-80 cm	27 (twenty seven)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	70-80 cm				
	Height adjustment	85 - 110 cm				
	Seat height adjustment	40 – 60 cm				
	Pedestal	Aluminum metal				
	Cushion	Thick cushion seat & back, leather cover				
	Armrest	Yes				
	Colour	Black				
Tilt adjustment	Yes					

➤ Table 1.6

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Visitor Chair	Width	60-70 cm	8(eight)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	50-60 cm				
	Height	80-90 cm				
	Seat Height	30-50 cm				
	Cushion	Thick cushion seat & back with leather cover				
	Armrest	Yes				
	Colour	Black				

➤ Table 1.7

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Visitor Chair	Width	45-55 cm	12 (twelve)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	55-65 cm				
	Height	80-85 cm				
	Seat Height	40-50 cm				
	Cushion	Thick cushion seat & back with fabric				
	Armrest	No				
	Colour	Dark blue				

**(d)Almirah**

➤ Table 1.1

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All branded Amirah	Width	910-920 mm	7(Seven)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	480-900 mm				
	Height	1975-1985 mm				
	Material	Steel				

➤ Table 1.2

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All branded Amirah with locker	Width	910-920 mm	2(Two)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	480-900 mm				
	Height	1975-1985 mm				
	Material	Steel				

➤ Table 1.3

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Open Shelf Almirah/ Rack	Width	850-950 mm	1(One)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	350-500 mm				
	Height	1750-1850 mm				
	Material	Steel				

➤ Table 1.4

Brief Description of the Goods	Specification		Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
All Branded Open Shelf Almirah/ Rack	Width	850-950 mm	3(three)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	Depth	350-500 mm				
	Height	850-950 mm				
	Material	Steel				

**(e) Sofa**

Table 1..1

<b>Brief Description of the Goods</b>	<b>Specification</b>		<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>	<b>Installation Requirement if any</b>
All Branded Sofa set	3 Seaters	1 nos.	1(one)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	1 Seater	2 no.				
	2 Seaters	1				
	Armrest	Wooden				
	Seat Cover	Leather				
	Color	Black / Brown				

Table 1.2

<b>Brief Description of the Goods</b>	<b>Specification</b>		<b>Quantity</b>	<b>Delivery Period</b>	<b>Place of Delivery</b>	<b>Installation Requirement if any</b>
All Branded Sofa set	3Seaters	1 nos.	3(three)	Within 15days	Office of the Chief Engineer, Irrigation & Water Resources Department, New Secretariat Complex, Khatla	Installation of Hardware
	1 Seater	2 no.				
	Seat Cover	Leather				
	Color	Black / Brown				

2. Government of India has received a Loan from the Bank for Reconstruction and Development (IBRD) in US\$ 350 Million towards the cost of the National Hydrology Project (NHP) and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

**3. Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices should be quoted in Indian Rupees only

4. Each bidder shall submit only one quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

- i. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
  - (a) are properly signed ; and
  - (b) conform to the terms and conditions, and specifications.
- ii. The Quotations would be evaluated for all the item together.
- iii. Sales tax in connection with sale of goods shall not be taken into account in evaluation
- iv. Goods/items with ISI certification mark or equivalent markings will be given preference.

7. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

7.1 Notwithstanding the above, the 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 contract.

7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

8. **90% Payment shall be made immediately after delivery, commissioning/installation, and acceptance of the goods. Remaining after certification.**

9. Comprehensive warranty (Parts/Labor/Onsite)/ guarantee for all three shall be applicable to the supplied goods.

10. The bidder should have valid Trade License under the Government of Mizoram

11. **The bidder should attach a picture/image of their good/products along with the format of quotation.**
12. You are requested to provide your offer latest by *12:00 noon* on *18<sup>th</sup> August, 2017*.
13. We look forward to receiving your quotations and thank you for your interest in this project.

(LALROTLUANGA)  
Chief Engineer  
Irrigation & Water Resources Department.  
Mizoram, Aizawl

Address:  
Office of the Chief Engineer,  
Irrigation & Water Resources Department,  
New Secretariat Complex, Khatla.  
Pin: 796001  
Tel. No. 0389-2334280  
Fax No. 0389-2336138

**FORMAT OF QUOTATION \***

**(a) Executive Table**

➤ **Table 1.1**

Description of Goods	Specification			Qty	Quoted Unit Rate in Rs.	Place of Delivery					
						In Figures	In Words				
	Executive Desk	Width									
		Depth									
		Height									
	Mobile Cabinet	Width									
		Depth									
		Height									
	Mobile Pedestal	Width									
		Depth									
		Height									
		Model									
	TOTAL										
	G.S.T.										
GRAND TOTAL											

➤ **Table 1.2**

Description of Goods	Specification			Qty	Quoted Unit Rate in Rs.	Place of Delivery					
						In Figures	In Words				
	Executive Desk	Width									
		Depth									
		Height									
	Mobile Side Unit	Width									
		Depth									
		Height									
	Mobile Pedestal	Width									
		Depth									
		Height									
	Model										
	TOTAL										
	G.S.T.										
GRAND TOTAL											

➤ **Table 1.3**

Description of Goods	Specification		Qty	Quoted Unit Rate in Rs.	Place of Delivery	
					In Figures	In Words
	Desk	Width				
		Depth				
		Height				
	Top Surface					
	Credestal	Width				
		Depth				
		Height				
	Material					
	Model					
	TOTAL					
	G.S.T.					
	GRAND TOTAL					

(b) Table

➤ Table 1.1

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Drawer					
	Shelf					
	Modesty panel					
	Material					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.2

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Modesty panel					
	Drawer					
	Material					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

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➤ **Table 1.3 (computer table)**

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Drawer					
	Shelf					
	Material					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.4 (conference table)

Description of Goods	Specification			Qty	Quoted Unit Rate in Rs.	Place of Delivery	
						In Figures	In Words
	Single Seater rectangle	Width					
		Depth					
		Height					
	Two Seater rectangle	Width					
		Depth					
		Height					
	Single Seater quarter circle	Width					
		Depth					
		Height					
	Model						
Modesty Panel							
Wire/cable hole on surface							
TOTAL							
G.S.T.							
GRAND TOTAL							

➤ Table 1.5 (coffee table)

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Material					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

(c) Chair

➤ Table 1.1

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height adjustment					
	Seat height adjustment					
	Pedestal					
	Cushion					
	Armrest					
	Colour					
	Tilt adjustment					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.2

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height adjustment					
	Seat height adjustment					
	Pedestal					
	Cushion					
	Backrest					
	Headrest					
	Armrest					
	Colour					
	Tilt adjustment					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.3

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height adjustment					
	Seat eight adjustment					
	Pedestal					
	Cushion					
	Armrest					
	Colour					
	Tilt adjustment					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.4

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height adjustment					
	Seat height adjustment					
	Pedestal					
	Cushion					
	Armrest					
	Colour					
	Tilt adjustment					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.5

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height adjustment					
	Seat height adjustment					
	Pedestal					
	Cushion					
	Armrest					
	Colour					
	Tilt adjustment					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.6

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Seat Height					
	Cushion					
	Armrest					
	Colour					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.7

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Seat Height					
	Cushion					
	Armrest					
	Colour					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

**(d)Almirah**

➤ Table 1.1

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Material					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.2

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Material					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						



➤ Table 1.3

Description of Goods	Specifications		Qty.	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Material					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

➤ Table 1.4

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	Width					
	Depth					
	Height					
	Material					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

(e) Sofa

Table 1.1

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	3 Seaters					
	1 Seater					
	2 Seaters					
	Armrest					
	Seat Cover					
	Color					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

Table 1.2

Description of Goods	Specifications		Qty	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	3 Seaters					
	1 Seater					
	Seat Cover					
	Color					
	Model					
TOTAL						
G.S.T.						
GRAND TOTAL						

**Gross Grand Total Cost : Rs. ....**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. .... ( ..... ) within the period specified in the Invitation for Quotations.

We also confirm that the normal warrantee/guarantee of .....  
months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our  
behalf will engage in bribery.

**Signature of Supplier**

**Trade License Number       :**