

## **PROCUREMENT OF GOODS**

**Title** : *Supply & installation of “Air-conditioning equipment” & “Office furniture” for the PMU office of AIWTD Society at 3rd floor of Directorate of IWT office building at Ulubari, Guwahati-7” in two separate packages.*

**THROUGH**

**REQUEST FOR QUOTATION (RFQ)/SHOPPING PROCEDURES**

**18<sup>th</sup> February 2019**

Assam Inland Water Transport Development Society  
3<sup>rd</sup> Floor, Office of the Directorate, Inland Water Transport, Assam  
P.O.- Ulubari, Guwahati, Assam , Pin-781007  
Email: [dir.iwtds-as@gov.in](mailto:dir.iwtds-as@gov.in)  
website: [www.iwtdirectorate.assam.gov.in](http://www.iwtdirectorate.assam.gov.in).

**REQUEST FOR QUOTATIONS**  
**Procurement of Goods under RFQ/Shopping Procedures**  
**E-Procurement Notice**

**Purchaser: Assam Inland Water Transport Development Society**

**Contract title: Supply & installation of “Air-conditioning equipment” & “Office furniture” for the PMU office of AIWTD Society at 3rd floor of Directorate of IWT office building at Ulubari, Guwahati-7, in two separate packages.**

**RFQ No: IN-IWT-89264-GO-RFQ**

**Date: 18.02.2019**

- The Government of India has applied for financing from the World Bank toward the cost of the Assam Inland Water Transport Project, and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The **Assam Inland Water Transport Development Society** invites quotations electronically from eligible quotationers for the following goods. The RFQ is divided into 2(Two) separate Packages. They are as follows:

**Package 1: Supply & installation of Air-conditioning equipments**

Sl. No.	Brief Description of the Goods	Specifications	Unit & Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
1	High Wall Non ducted Split AC with indoor & outdoor unit with Cord less remote	1 ton capacity  3 Star Rating Make : Voltas/Blue Star /Mitsubishi / Panasonic/ Equivalent	7 Nos.	Within 15 days from the date of Order or as directed	Assam IWTDS Society, 3rd floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati -7	Yes.
2	High Wall Non ducted Split AC	1.5 ton capacity	7 Nos.	Do	Do	Yes

	with indoor & outdoor unit with Cord less remote.	3 Star Rating Make :Voltas/Blue Star / Mitsubishi / Panasonic/ Equivalent				
3	Ceiling Mounted Non- ducted cassette type AC with indoor & outdoor unit with Cordless remote	3 ton capacity 3 Star Rating Make :Voltas/Blue Star / Mitsubishi / Panasonic/ Equivalent	5 Nos.	Do	Do	Yes
4	Installation Charges	Standard Installation, testing and commissioning of Split/Cassette AC	19 Nos.	Do	Do	Yes
5	AC Stand	Wall Mount MS Angle Bracket Stand with safety cage for ODU complete with hanger & supporting Arrangement as required	19 Nos.	Do	Do	Yes
6	Refrigerant Copper Pipe for Split/cassette AC	Soft copper piping with complete fitting & insulation including chiseling	As per requirement	Do	Do	Yes
7	Drain pipe	Size as per the manufacturer specification to the nearest exit possible. The drain pipe should be neatly fixed in	As per requirement	Do	Do	Yes

		exposed areas with clamps & concealed by wall/floor cutting wherever possible, including testing and commissioning				
--	--	--	--	--	--	--

**Package 2: Modular Office Furniture**

Sl. No.	Brief Descriptions of Goods	Specifications	Qty	Delivery Period	Place of Delivery	Installation Requirement
1	<p><b>WORKSTATIONS</b></p> <p>(P/F desking type Workstation with adequate supporting mechanism in configuration of clusters as/dwg, comprising of the following components : Central Structural Column with access facility and supporting legs between every 2 workstations with complete wire management capabilities and metal cable riser. The workstations are to be arranged in continuous rows of Workstations as per layout.</p>	<p>Size: 1200 x 600 x 740 HT table top with 350 ht screens</p> <p><b>Table top</b> - 25mm thick Pre-laminated particle board finished with 2mm PVC edge lipping/bending.</p> <p><b>Main Screen</b> : 12 mm Fabric magnetic tiles of 350HT in the workstation. 08nos magnets to be provided for each workstation.</p> <p><b>Under Structure</b> - Leg constructed by MS powder coated, Dia 44.50 ERW Tube – 16g, clear &amp; tough polycarbonate leg bush &amp; swivel type levelers, aluminium die cast connectors and supporting 40 x 20 mm MS cross beams. .</p> <p><b>Wire Management</b> - 70mm thick, 250mm HT Raceway with metal fascia on main spine BTT &amp; 65mm Wire Manger Cap Per Wks. include wire entry cover</p> <p>MOBILE PEDESTAL 2D+1F SIZE: 400W x 450D x 640HT(approximate) Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units</p>	17	45	Assam IWTD Society, 3rd floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati-7	Yes

		<p>are made mobile with the use of castors. The drawer units are provided suitable handle and locks.</p> <p>Keyboard Tray</p> <p>Make : Featherlite/Godrej or equivalent</p>				
2	<b>CABIN TABLE</b>	<p>MAIN TABLE : 1800W X 750D X 750HT</p> <p>SIDE TABLE: 1500 W X 450D X 750 HT</p> <p>Back storage 900x450x 750 – 2nos.</p> <p><b>Table top</b> : 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending</p> <p>Under Structure - Leg constructed by MS powder coated.</p> <p><b>Back Storage:</b> Storage is made of 18mm PLB with openable shutters, adjustable shelves, locking mechanism and recessed handles.</p> <p>Wire management : One no Flip up 300 with provision for Switch cut out are provided for power and data cable management.</p> <p>MOBILE PEDESTAL 2D+1F</p> <p>SIZE: 400W x 450D x 640HT</p> <p><b>Pedestal</b> : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors.The drawer units are provided suitable handle and locks.</p> <p>Keyboard Tray</p>	6	45	<i>Do</i>	<i>Yes</i>
3	<b>CABIN TABLE</b>	<p>MAIN TABLE : 1500W X 750D X 750HT</p> <p>SIDE TABLE: 1050 W X 450D X 750 HT</p> <p><b>table top</b> : 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending.</p> <p><b>Under Structure</b> - Leg constructed by MS powder coated , aluminium connectors</p>	5	45	<i>Do</i>	<i>Yes</i>

		<p>and supporting 40 x 20 mm MS cross beams &amp; 18mm thick Plt modesty panel.</p> <p><b>Wire management</b> : One no Flip up 300 with provision for Switch cut out are provided for power and data cable management.</p> <p>MOBILE PEDESTAL 2D+1F SIZE: 400W x 450D x 640HT Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided suitable handle and locks.</p> <p>Keyboard Tray</p>				
4	<b>CABIN TABLE</b>	<p>MAIN TABLE : 2400W X 900 D X 750HT WITHEXTENDED SEMICIRCLE TABLE SIDE TABLE: 1500 W X 450D X 750 HT BACK STORAGE: 1200 W X 450D X 750 HT- 2 no</p> <p><b>Table top</b> : 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending.</p> <p><b>Under Structure</b> - Leg constructed by MS powder coated, wivel type levelers, aluminium connectors and supporting 40 x 20 mm MS cross beams &amp; 18mm thick Plt modesty panel.</p> <p><b>Back Storage</b> : Storage is to be made of 18mm PLB with Openable shutters, adjustable shelves, locking mechanism and recessed handles.</p> <p><b>Wire management</b> : One no Flip up 300 with provision for Switch cut out are provided for power and data cable management.</p> <p>MOBILE PEDESTAL 2D+1F SIZE: 400W x 450D x 640HT <b>Pedestal</b> : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units</p>	2	45	Do	YES

		are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks. Keyboard Tray				
5	<b>CONFERENCE TABLE</b>	Size: 3600 x 1200 x 750 mm ht <b>Table top</b> : 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending.  <b>Under Structure</b> - Leg constructed by MS powder coated, Dia 44.50 ERW Tube – 16g, clear & tough polycarbonate leg bush & swivel type levelers, aluminium die cast connectors and supporting 40 x 20 mm MS cross beams. <b>Wire management</b> : Two Nos Flip up 300 with provision for Switch cut out are provided for power and data cable management.	1	45	<b>Do</b>	YES
6	<b>MEETING TABLE</b>	Size: 1800 x 1050 x 750 mm ht <b>Table top</b> : 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending. <b>Under Structure</b> - Leg constructed by MS powder coated connectors, tough polycarbonate leg bush & swivel type levelers, aluminium die cast connectors and supporting 40 x 20 mm MS cross beams.	1	45	<b>Do</b>	YES
7	<b>STORAGE</b>	Specification: Storage is to be made of 18mm PLB with open able shutters, adjustable shelves, auto closing hinges, locking mechanism and recessed handles				
		Size: 1200 x 450 x 1200 HT	3	45	<b>Do</b>	YES
		Size: 1050 x 450 x 1200 HT	9	45	<b>Do</b>	YES
		Size: 900 x 450 x 1200 HT	1	45	<b>Do</b>	YES
8	<b>ROUND DISCUSSION TABLE</b>	Size: 900 Dia x 750Ht Table Top: 25mm plb with 2mm edge bending Powder coated Pronged legs	2	45	<b>Do</b>	YES

9	<b>MEDIUM MESH BACK CHAIR (TASK CHAIR/RECEPTION CHAIR)</b>	Medium mesh back chair , Single lock synchro mechanism, Adjustable lumbar support, Fixed arms, Nylon base <b>Colour:</b> Grey/Black <b>Make</b> :	18	45	<b>Do</b>	YES
10	<b>EXECUTIVE HIGH BACK CHAIR</b>	Size 4 to 4.2' Feet, Adjustable Back rest and Adjustable seat height, Imported Leather Chair, Multi-Position locking Mechanism and gaslift with Aluminium Buffed Arms And Base with Headrest <b>Colour:</b> Grey/Black <b>Make</b> :	1	45	<b>Do</b>	YES
11	<b>EXECUTIVE HIGH BACK CHAIR</b>	High Back mesh back chair with headrest, Multilock Synchro mechanism, Adjustable Arms , Adjustable lumbar support, Chrome base <b>Colour:</b> Grey/Black <b>Make</b> :	2	45	<b>Do</b>	YES
12	<b>Executive High Back Chair for Cabins</b>	High Back mesh back chair with headrest, Single lock synchro mechanism, One Way Adjustable Arms , Adjustable lumbar support, Chrome base <b>Colour:</b> Grey/Black <b>Make</b> :	11	45	<b>Do</b>	YES
13	<b>Visitor's Chair for cabin</b>	Medium mesh back chair, Single lock synchro mechanism, One way adjustable arms, Adjustable lumbar support, Nylon base W x H: 49 cm x 106 cm <b>Colour:</b> Grey/Black <b>Make</b>	54	45	<b>Do</b>	YES



		:Featherlite/Godrej/Durian/ or equivalent				
14	<b>CONFERENCE/ MEETING CHAIR</b>	Medium mesh back chair Adjustable lumbar support, Adjustable Seat Height, Wheels, Armrest, 360 degree Swivel Nylon base W x H: 49.5 cm x 109.5 cm Colour: Black Make :Featherlite/Godrej/Durian/ or equivalent	22	45	<b><i>Do</i></b>	YES

2. The Quotationers may submit Quotations for all items.
3. This e-Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the quotationers. AIWTD Society has not issued a separate RFQ document for this purchase. The e-Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website [www.iwtdirectorate.assam.gov.in](http://www.iwtdirectorate.assam.gov.in).
4. For submission of Quotation, the Quotationer is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India/ Government of Assam for issuing DSC.
5. Quotationers who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website: <https://assamtenders.gov.in>
6. Quotations shall be submitted on <https://assamtenders.gov.in> on or before 1500 hours (IST) on 02.03.2019. Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The Quotations will be opened online on 02.03.2019 at 1630 hours (IST), this can also be viewed by the quotationers online. The electronic summary of quotation opening will be generated and uploaded online. A non-refundable fee of Rs.1,000.00 (Rupees One Thousand) only in the form of DD drawn in favor of Assam Inland Water Transport Development Society, payable at Guwahati, from any scheduled Bank in India to be paid at the time of bid submission.

The quotationers are required to submit original payment documents towards the cost of bid document —**Additional State Project Director, Assam Inland Water Transport Development Society, 3<sup>rd</sup> floor, Directorate of Inland Water Transport, Assam, Ulubari, Guwahati - 781007, Assam, India** before the opening of the technical part of the Bid given above, either by registered post/speed post/courier or by hand, failing which such bids will be declared non-responsive and will not be opened.

7. If the AIWTD Society's office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
8. Other details can be seen in the RFQ document. The AIWTDS shall not be held liable for any delays due to system failure beyond its control. A Quotationer requiring any clarification of the RFQ Document may notify the AIWTDS online or may visit the office of the AIWTDS at the address given below.

***Assam Inland Water Transport Development Society (AIWTDS)***

*3rd floor of Directorate of Inland Water Transport office building at Ulubari,*

*Guwahati-7*

*Email: [dir.iwtds-as@gov.in](mailto:dir.iwtds-as@gov.in)*

*Website: [www.iwtdirectorate.assam.gov.in](http://www.iwtdirectorate.assam.gov.in)*

**RFQ No: IN-IWT-89264-GO-RFQ**

**Date: 18.02.2019**

### **Terms and Conditions**

1. **Eligibility:** A Quotationer (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or (ii) blacklisted or suspended by Central or any State Government Departments in India.
2. **Clarifications & Amendments:** If the AIWTD Society receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Quotationers. Quotationers should check on the e-procurement system, for any amendments to the terms and conditions.

### **3. The Quotation shall comprise the following:**

- (a) Letter of Quotation;
- (b) Delivery Period Offered: List of Goods & Related Services indicating Quotationer's offered delivery period in the prescribed Form;
- (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
- (d) Evidence in accordance with Clause 6 establishing Quotationer's qualifications to perform the contract, if its quotation is accepted;
- (e) Performance Statement of supplies of similar goods made during the last 3 years, in the prescribed Format;
- (f) Complete address and contact details of the Quotationer having the following information:

Name of Firm  
Address for communication  
Telephone No(s): Office  
Mobile No.  
Facsimile (FAX) No.  
Electronic Mail Identification (E-mail ID)

- (g) Price Schedule (using the Schedule uploaded with the RFQ document) wherein the rates shall be entered online.

### **4. Quotation Prices**

- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.

- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the quotationer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.
- f) **The quotationer should give their separate quotation for separate packages if applying for both the packages**

5. **Conformity of Goods:** Quotationer shall furnish, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer

The documentary evidence of the conformity of the goods and services to the Bidding Document may be in the form of literature, drawings and data, and shall furnish:

- i. a detailed description of the essential technical and performance characteristics of the goods and services, including the functional guarantees of the Goods, in response to the Specification;
- ii. a commentary on the Purchaser's Specification and adequate evidence demonstrating the substantial responsiveness of the plant and services to those specifications. Quotationers shall note that standards for workmanship, materials and equipment designated by the Purchaser in the Bidding Document are intended to be descriptive (establishing standards of quality and performance) only and not restrictive. The Quotationer may substitute alternative standards, brand names and/or catalog numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to the standards designated in the Specification.

6. **Qualification of the Quotationer:**

- (a) Quotationer should have satisfactory experience of supply & installation of goods of similar type (& capacity). Details of supplies made during the last 3 years shall be submitted in the specified Proforma.
- (b) Quotationer should have service station in Guwahati with available spare parts.

**Package I: Air Conditioners**

- a. The quotationer should have an Average Annual Turnover of 30.00 lakh for last three years (2017-18, 2016-17, 2015-16) (Proof for the same need to be submitted)

- b. Should be a manufacturer/ authorized dealer/firm/supplier of the HVAC and have experience in the supply & installation of HVAC and relevant electrical works for atleast 5 years(Attach proof).
- c. The firm should not have black listed from any Govt. / Ministry/ PSU Organisation etc. (An undertaking is required to be submitted by the supplier)

### **Package II: Office Furniture**

- a. The quotationer should have an Average Annual Turnover of 40.00 lakh for last three years (2017-18, 2016-17, 2015-16) (Proof for the same need to be submitted)
  - b. Should be a manufacturer/ authorized dealer of the reputed branded furniture and have experience in the supply of furniture for atleast 5 years(Attach proof)
  - c. The manufacturer should preferably have a certificate from International Organisation for Standardisation (ISO) in manufacturing of office furniture items. Copy of the same may be enclosed.
  - d. The firm should not have black listed from any Govt. / Ministry/ PSU Organisation (An undertaking is required to be submitted by the supplier)
7. The quotationer may apply for Package I or/and Package II after meeting the qualification criteria mentioned in clause no. 6 above for separate packages.
  8. Quotationers are advised to inspect and examine the site of installation, before submitting the bid. A quotationer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The successful Quotationer will **not be entitled to any claim of compensation** for difficulties faced or losses incurred on account of any site condition which existed before the commencement of work.
  9. **Validity of Quotation:** Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.
  10. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
  11. **Quotation Submission:** The Letter of Quotation shall be filled, signed and scanned copies shall be uploaded along with the Price Schedules that shall be furnished using the Forms available online without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on this website.
  12. **Online Opening and Evaluation of Quotations:** The Quotations will be opened online on the specified date and time. This can also be viewed by the quotationers online, and electronic summary of quotation opening will be generated and uploaded online.

- 
- (a) The AIWTD Society shall examine the quotation to determine whether the quotation (a) has been properly signed (Clause 8); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the quotationer has accepted the delivery schedule (AIWTD Society's Requirement Form 1).
  - (b) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
  - (c) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.
13. **Award of contract:** The AIWTD Society will award the contract to the quotationer whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- (a) Notwithstanding the above, the AIWTD Society 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.
  - (b) The quotationer whose quotation is accepted will be notified of the award of contract by the AIWTD Society prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
  - (c) 100% Payment shall be made immediately/or within 30 days after delivery, installation and commissioning of the goods. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.
  - (d) One year commercial warranty/ guarantee shall be applicable to the supplied goods.
  - (e) In the event of any dispute arising between AIWTD Society (The Owner) and the Contractor/ supplier in any matter covered by this contract, the Tribunals and Courts at Guwahati will have the exclusive jurisdiction in respect of all matters.
14. Each quotationer shall submit only one quotation for each package. Quotationer shall not contact other Quotationers in matters relating to this Quotation.
15. Self-certified photocopies of Valid registration certificate regarding authorized dealer/distributor /manufacturer for supply of office Furniture/HVAC , Trade License, PAN Card, GST Registration and Bank Details(Cancelled Cheque) need to be submitted along with the bid failing which the quotation will be rejected.
16. The price bid is required to be submitted along with the detailed specification, technical brochures of the proposed items, makes, color & models stated therein.

17.     **Evaluation of Quotations**

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.

## **Quotation Forms**



## Letter of Quotation

*The Quotationer must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Quotationer's complete name and address. The italicized text is for Quotationer's guidance in preparing these forms and shall be deleted from the final products.*

RFQ No.: IN-IWT-89251-GO-RFQ

Our Reference: No..... Dated.....

To:

Assam Inland Water Transport Development Society

3rd floor of Directorate of Inland Water Transport office building at Ulubari,  
Guwahati-7

Subject: Supply , Erection , Installation & Commissioning of Passenger Elevator for PMU of AIWTD Society  
Office at 3rd floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati-7

Sir,

1. We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services for Supply , Erection , Installation & Commissioning of Passenger Elevator and Annual Maintenance Service for five years ;
- (c) The total price of our Quotation, including any unconditional discounts offered is:  
Total price of the Quotation *[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures];*
- (d) **Quotation Validity Period:** Our Quotation shall be valid for the period of 90 days, from the deadline fixed for the Quotation submission;
- (e) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (f) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Yours faithfully,

Authorized Signature

Name & Title of Signatory \_\_\_\_\_

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Quotationer \_\_\_\_\_

Address \_\_\_\_\_

Dated \_\_\_\_\_ on \_\_\_\_\_ day of February, 2019

### **FORMAT OF QUOTATION**

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate at destination in Rs.	GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - all taxes and duties	
							In Figures	In Words
1								
<b>TOTAL including all taxes and duties</b>								

**Note:** Evaluation shall be done for *each item all items together*

*\*Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. ....(Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee of 12 months shall apply to the offered goods from the date of commissioning.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

**Signature of Quotationer**

## PROFORMA FOR PERFORMANCE STATEMENT\*

Proforma for Performance Statement (for a period of last 3 years)

RFQ No. \_\_\_\_\_

Date of opening \_\_\_\_\_ Time \_\_\_\_\_ Hours

Name of the Quotationer \_\_\_\_\_

<u>Order placed by</u> <u>(full address of</u> <u>Purchaser)</u>	<u>Order No.</u> <u>and date</u>	<u>Description and</u> <u>quantity of</u> <u>ordered Goods/</u> <u>equipment</u>	<u>Value of order</u>	<u>Date of completion of</u> <u>delivery</u>		<u>In case of Equipment, state</u> <u>if the equipment been</u> <u>satisfactorily functioning?</u> <u>(Attach a certificate from</u> <u>the Purchaser/Consignee)</u>
				As per contract	Actual	
1	2	3	4	5	6	8

**Signature and seal of the Quotationer**

## ***AIWTD Society's Requirement***

### **1. LIST OF GOODS AND DELIVERY PERIOD**

<b>Line Item No.</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Physical unit</b>	<b>Final Destination( Project site)</b>	<b>Desired Delivery Period for completion of supply from the date of the Contract</b>	<b>Quotationer's offered Delivery Period [to be provided by the Quotationer]</b>
1	2	3	4	5	6	7
1	High Wall Non ducted Spilt AC with indoor & outdoor unit with Cord less remote	7	Nos.	AIWTD Society, 3 <sup>rd</sup> floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati-7	Within 15 days from the date of Order or as directed	
2	High Wall Non ducted Spilt AC with indoor & outdoor unit with Cord less remote.	7	Nos.	Do	Do	

---

3	Ceiling Mounted Non- ducted cassette type AC with indoor & outdoor unit with Cordless remote	5	Nos.	Do	Do	
4	Installation Charges	19	Nos.	Do	Do	
5	AC Stand	19	Nos.	Do	Do	
6	Refrigerant Copper Pipe for Split/cassette AC	As per requiremen t	Meter	Do	Do	
7	Drain pipe	As per requiremen t	Meter	Do	Do	

Line Item No.	Description of Goods	Quantity	Physical unit	Final Destination( Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Quotationer's offered Delivery Period [to be provided by the Quotationer]
1	2	3	4	5	6	7
1	WORKSTATIONS	17	Nos.	AIWTD Society, 3 <sup>rd</sup> floor of Directorate of Inland Water Transport office building at Ulubari, Guwahati-7	45 Days	
2	CABIN TABLE	6	Nos.	Do	Do	
3	CABIN TABLE	5	Nos.	Do	Do	
4	CABIN TABLE	2	Nos.	Do	Do	
5	CONFERENCE TABLE	1	Nos.	Do	Do	
6	MEETING TABLE	1	Nos.	Do	Do	
7	STORAGE					
	Size: 1200 x 450 x 1200 HT	3	Nos.	Do	Do	
	Size: 1050 x 450 x 1200 HT	9	Nos.	Do	Do	
	Size: 900 x 450 x 1200 HT	1	Nos.	Do	Do	
8	ROUND DISCUSSION TABLE	2	Nos.	Do	Do	

---

9	<b>MEDIUM MESH BACK CHAIR (TASK CHAIR/RECEPTION CHAIR)</b>	<i>18</i>	<b>Nos.</b>	Do	Do	
10	<b>EXECUTIVE HIGH BACK CHAIR</b>	<i>1</i>	<b>Nos.</b>	Do	Do	
11	<b>EXECUTIVE HIGH BACK CHAIR</b>	<i>2</i>	<b>Nos.</b>	Do	Do	
12	<b>Executive High Back Chair for Cabins</b>	<i>11</i>	<b>Nos.</b>	Do	Do	
13	<b>Visitor's Chair for cabin</b>	<i>54</i>	<b>Nos.</b>	Do	Do	
14	<b>CONFERENCE/ MEETING CHAIR</b>	<i>22</i>	<b>Nos.</b>	Do	Do	

## 2. TECHNICAL SPECIFICATIONS

Sl. No.	Brief Description of the Goods	Specifications
1	High Wall Non ducted Split AC with indoor & outdoor unit with Cord less remote	1 ton capacity  3 Star Rating Make : Voltas/Blue Star /Mitsubishi / Panasonic/ Equivalent
2	High Wall Non ducted Split AC with indoor & outdoor unit with Cord less remote.	1.5 ton capacity 3 Star Rating Make : Voltas/Blue Star / Mitsubishi / Panasonic/ Equivalent
3	Ceiling Mounted Non- ducted cassette type AC with indoor & outdoor unit with Cordless remote	3 ton capacity 3 Star Rating Make : Voltas/Blue Star / Mitsubishi / Panasonic/ Equivalent
4	Installation Charges	Standard Installation, testing and commissioning of Split/Cassette AC
5	AC Stand	Wall Mount MS Angle Bracket Stand with safety cage for ODU complete with hanger & supporting Arrangement as required
6	Refrigerant Copper Pipe for Split/cassette AC	Soft copper piping with complete fitting & insulation including chiseling
7	Drain pipe	Size as per the manufacturer specification to the nearest exit possible. The drain pipe should be neatly fixed in exposed areas with clamps & concealed by wall/floor cutting wherever possible, including testing and commissioning



Sl. No.	Brief Descriptions of Goods	Specifications
1	<p><b>WORKSTATIONS</b></p> <p>(P/F desking type Workstation with adequate supporting mechanism in configuration of clusters as/dwg, comprising of the following components : Central Structural Column with access facility and supporting legs between every 2 workstations with complete wire management capabilities and metal cable riser. The workstations are to be arranged in continuous rows of Workstations as per layout.</p>	<p>Size: 1200 x 600 x 740 HT table top with 350 ht screens</p> <p><b>Table top</b> - 25mm thick Pre-laminated particle board finished with 2mm PVC edge lipping/bending.</p> <p><b>Main Screen</b> : 12 mm Fabric magnetic tiles of 350HT in the workstation. 08nos magnets to be provided for each workstation.</p> <p><b>Under Structure</b> - Leg constructed by MS powder coated, Dia 44.50 ERW Tube – 16g, clear &amp; tough polycarbonate leg bush &amp; swivel type levelers, aluminium die cast connectors and supporting 40 x 20 mm MS cross beams. .</p> <p><b>Wire Management</b> - 70mm thick, 250mm HT Raceway with metal fascia on main spine BTT &amp; 65mm Wire Manger Cap Per Wks. include wire entry cover</p> <p>MOBILE PEDESTAL 2D+1F          SIZE: 400W x 450D x 640HT(approximate)          Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided suitable handle and locks.          Keyboard Tray</p> <p>Make : Featherlite/Godrej or equivalent</p>
2	<p><b>CABIN TABLE</b></p>	<p>MAIN TABLE : 1800W X 750D X 750HT          SIDE TABLE: 1500 W X 450D X 750 HT          Back storage 900x450x 750 – 2nos.</p> <p><b>Table top</b> : 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending</p> <p>Under Structure - Leg constructed by MS powder coated.</p> <p><b>Back Storage:</b> Storage is made of 18mm PLB with openable shutters, adjustable shelves, locking mechanism and recessed handles.</p>

		<p>Wire management : One no Flip up 300 with provision for Switch cut out are provided for power and data cable management.</p> <p>MOBILE PEDESTAL 2D+1F SIZE: 400W x 450D x 640HT</p> <p><b>Pedestal</b> : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided suitable handle and locks.</p> <p>Keyboard Tray</p>
3	<b>CABIN TABLE</b>	<p>MAIN TABLE : 1500W X 750D X 750HT SIDE TABLE: 1050 W X 450D X 750 HT</p> <p><b>table top</b> : 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending.</p> <p><b>Under Structure</b> - Leg constructed by MS powder coated , aluminium connectors and supporting 40 x 20 mm MS cross beams &amp; 18mm thick Plt modesty panel.</p> <p><b>Wire management</b> : One no Flip up 300 with provision for Switch cut out are provided for power and data cable management.</p> <p>MOBILE PEDESTAL 2D+1F SIZE: 400W x 450D x 640HT</p> <p>Pedestal : Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided suitable handle and locks.</p> <p>Keyboard Tray</p>
4	<b>CABIN TABLE</b>	<p>MAIN TABLE : 2400W X 900 D X 750HT WITHEXTENDED SEMICIRCLE TABLE SIDE TABLE: 1500 W X 450D X 750 HT BACK STORAGE: 1200 W X 450D X 750 HT- 2 no</p> <p><b>Table top</b> : 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending.</p> <p><b>Under Structure</b> - Leg constructed by MS powder coated, wivel type levelers, aluminium connectors and supporting 40 x 20 mm MS cross beams &amp; 18mm thick Plt modesty panel.</p> <p><b>Back Storage</b> : Storage is to be made of 18mm PLB with</p>

		<p>Openable shutters, adjustable shelves, locking mechanism and recessed handles.</p> <p><b>Wire management :</b> One no Flip up 300 with provision for Switch cut out are provided for power and data cable management.</p> <p>MOBILE PEDESTAL 2D+1F          SIZE: 400W x 450D x 640HT  <b>Pedestal :</b> Pedestal are made of 18mm thick PLB with 2 drawer units and 1 filling folder unit. The Drawer units are made mobile with the use of castors. The drawer units are provided recessed handle and suitable locks.          Keyboard Tray</p>
5	<b>CONFERENCE TABLE</b>	<p>Size: 3600 x 1200 x 750 mm ht  <b>Table top :</b> 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending.</p> <p><b>Under Structure -</b> Leg constructed by MS powder coated, Dia 44.50 ERW Tube – 16g, clear &amp; tough polycarbonate leg bush &amp; swivel type levelers, aluminium die cast connectors and supporting 40 x 20 mm MS cross beams.  <b>Wire management :</b> Two Nos Flip up 300 with provision for Switch cut out are provided for power and data cable management.</p>
6	<b>MEETING TABLE</b>	<p>Size: 1800 x 1050 x 750 mm ht  <b>Table top :</b> 25mm thick Pre-laminate particle board finished with 2mm edge lipping/bending.  <b>Under Structure -</b> Leg constructed by MS powder coated connectors, tough polycarbonate leg bush &amp; swivel type levelers, aluminium die cast connectors and supporting 40 x 20 mm MS cross beams.</p>
7	<b>STORAGE</b>	<p>Specification: Storage is to be made of 18mm PLB with open able shutters, adjustable shelves, auto closing hinges, locking mechanism and recessed handles</p>

		Size: 1200 x 450 x 1200 HT
		<i>Size: 1050 x 450 x 1200 HT</i>
		<i>Size: 900 x 450 x 1200 HT</i>
8	<b>ROUND DISCUSSION TABLE</b>	Size: 900 Dia x 750Ht Table Top: 25mm plb with 2mm edge bending Powder coated Pronged legs
9	<b>MEDIUM MESH BACK CHAIR (TASK CHAIR/RECEPTION CHAIR)</b>	Medium mesh back chair , Single lock synchro mechanism, Adjustable lumbar support, Fixed arms, Nylon base <b>Colour:</b> Grey/Black <b>Make :</b> Featherlite/Godrej/Durian or equivalent
10	<b>EXECUTIVE HIGH BACK CHAIR</b>	Size 4 to 4.2' Feet, Adjustable Back rest and Adjustable seat height, Imported Leather Chair, Multi-Position locking Mechanism and gaslift with Aluminium Buffed Arms And Base with Headrest <b>Colour:</b> Grey/Black <b>Make :</b> Featherlite/Godrej/Durian/HOF or equivalent
11	<b>EXECUTIVE HIGH BACK CHAIR</b>	High Back mesh back chair with headrest, Multilock Synchro mechanism, Adjustable Arms , Adjustable lumbar support,

		Chrome base <b>Colour:</b> Grey/Black <b>Make :</b> Featherlite/Godrej/Durian or equivalent
12	<b>Executive High Back Chair for Cabins</b>	High Back mesh back chair with headrest, Single lock synchro mechanism, One Way Adjustable Arms , Adjustable lumbar support, Chrome base <b>Colour:</b> Grey/Black <b>Make :</b> Featherlite/Godrej/Durian or equivalent
13	<b>Visitor's Chair for cabin</b>	Medium mesh back chair, Single lock synchro mechanism, One way adjustable arms, Adjustable lumbar support, Nylon base W x H: 49 cm x 106 cm Colour: Grey/Black Make :Featherlite/Godrej/Durian/ or equivalent
14	<b>CONFERENCE/ MEETING CHAIR</b>	Medium mesh back chair Adjustable lumbar support, Adjustable Seat Height, Wheels, Armrest, 360 degree Swivel Nylon base W x H: 49.5 cm x 109.5 cm Colour: Black Make :Featherlite/Godrej/Durian/ or equivalent

## ATTACHMENT

OFFICE OF .....  
.....

### PURCHASE/SUPPLY ORDER

To:

M/s

.....  
.....  
.....  
.....

Dear Sirs,

Sub: Supply of .....  
.....

Ref: Request for Quotation no..... dated .....

1. Your quotation no.....of .....(Date) for the supply of ..... **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

\*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period: .....days from the date of issue of this supply order.
3. Place of delivery .....
4. Consignee Address: .....
5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
6. Standard Manufactures commercial Warranty/Guarantee shall be 12 months from the date of delivery and acceptance.
7. Payment shall be made on delivery or within 30 days of delivery; and acceptance of the goods/equipment.
8. Other terms and conditions are as under:  
.....  
.....

**(AIWTD Society)**

Date:

Place:

Name: .....

Designation:.....