

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT
RESEARCH
GOREGAON (EAST), MUMBAI**

REQUEST FOR QUOTATION

FOR

Supply of Furnishing Items for Guest house (17 single rooms)
at IGIDR

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), Mumbai-400065.

Telephone: 022 2841 6507 / 6591. Fax: 022 2841 6399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Quotation

“NAME OF THE WORK: **“Supply of Furnishing Items for Guest House (17 single rooms)”** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON (East), MUMBAI – 400 065”.

- 1) REGISTRAR, IGIDR MUMBAI invites bids from reputed vendors/suppliers for the following work:

Name of work	Completion Period
(1)	(2)
Supply of Furnishing Items for Guest House (17 single rooms) at IGIDR	3 weeks

The sealed quotations are invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

- 2) The interested reputed Companies/Firms/Agencies may submit their quotations in duplicate, in sealed envelope superscripted as Quotation for **“Supply of Furnishing Items for Guest House at IGIDR”** addressed to Registrar, Indira Gandhi Institute of Development Research, Gen. A.K. Vaidya Marg, Film City Road, Goregaon (East), Mumbai :400 065, Maharashtra, India. The bids will be received up to 2:00 PM on 2nd November, 2018 with each copy of the bid under their full signature whether it is original or duplicate copy. No bid will be accepted after 2:00 PM on 2nd November, 2018 under any circumstances whatsoever. Bids sent by COURIER will not be entertained.
- 3) The quotations shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3.00PM.
- 4) IGIDR reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

REGISTRAR

GENERAL INSTRUCTIONS TO BIDDER

Sealed Quotation in duplicate should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~ **“Quotation for Supply of Furnishing Items for Guest House” at IGIDR, Goregaon (E), Mumbai- 400 065.**

1. Sealed envelope superscripted as **“Quotation for Supply of Furnishing Items for Guest House at IGIDR”** addressed to The Registrar, Indira Gandhi Institute of Development Research, Gen. A.K. Vaidya Marg, Film City Road, Goregaon (East), Mumbai-400 065, Maharashtra, India. The bids will be received up to 2:00 PM on 2nd November, 2018. Each copy of the bid under their full signature whether it is original or duplicate copy. No Quotation will be accepted after **2:00 PM** on 2nd November, 2018 on under any circumstances whatsoever.
2. The quotation shall be submitted in a sealed envelope duly filled signed and stamped on each page.
3. Received quotations will be opened at **3:00 PM** on the same date at the office of Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or any other officer designated for this purpose by him in the presence of the vendor/contractor or their representatives if they choose to be present.
4. Quotation shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the quote during this period.
5. The bidder must use only the formats issued by the Institute to fill in the rates. Any addition/alteration in the text of the quotation form made by the bidder shall not be valid and shall be treated as null and void.
6. The quotation document must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the quotation may be considered invalid by the Institute in its discretion.
7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the quotation must be attested by initials of the bidder. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the Quotation void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the Quotation will be entertained.
8. Each Page of the quotation document should be signed by the person or persons submitting the bid in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any Quotation with any of the documents not so signed will be rejected.
9. The quotation submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person

holding the power of attorney in the case of a company. Otherwise the Quotation may be rejected by the Institute.

10. Indira Gandhi Institute of Development Research does not bind itself to accept the lowest or any quotation and reserves to itself the right to accept or reject any or all the quotations, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the contractor shall carry out even the part orders for various items.
11. Indira Gandhi Institute of Development Research also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self supporting and relevant.
12. The Contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
13. The Contractor shall carry out all the work strictly in accordance with scope of work and as per detailed instructions of the Institute.
14. Quotation must include in their rates, applicable GST and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, Transportation, loading & unloading etc. if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by the Employer.
15. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon** or decision. If this decision is not acceptable to the party, then the same shall be settled as per the arbitration act.

16. Payment Terms:

Payment shall be made to the contractor after successful completion of work as per actual measurement within 10 days of submission of certified invoice.

17. Bidders are requested to visit the institute to understand the scope of work before submitting the quotation.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us incase the work is entrusted to me/us.

Place:

Signature of Bidder

Date:

With the seal of their company

SPECIAL CONDITIONS

1. The intending bidder can obtain any clarifications regarding the quotation document, scope of work etc. if any from the **Estate Office of Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai 400 065** on any Institute`s working day.
2. Before quoting the rates bidder should inspect the site and understand themselves about the nature and scope of the work.
3. The contractor should submit the sample of materials for necessary approval before executing the work.
4. Any damage cause to any of Institute`s properties shall be made good by the contractor at their own cost.
5. The contractor shall carry out the work strictly in accordance with specification details and instructions of the Institute`s In Charge.
6. **Completion Period:** The time allowed for completion of work shall be **3 weeks** from the date of award of purchase order.
7. **Warranty Period:** The warranty period for all the supplied materials shall be of **12 months** from the date of supply of materials or completion of work.

Place:

Date:

Signature of Bidder with seal

SCOPE OF WORK

1. Mattresses:

Supply of Single Mattresses of **size: 78" X 36" X 4"** made up of 1 layer of PU Foam core (High density Foam), 02 layers at top & bottom of PU foam quilt and covered with fabric inclusive of all. (PU Foam Quilt + PU Foam core + PU Foam Quilt + All round Fabric cover).

Approved Manufacturers – Centuary / Sleep well / Kurl-on

2. Pillows:

Supply of Superior soft Fiber Pillows of **size: 24" X 16"** made up of hollow fiber and covered with pristine white 100% cotton fabric inclusive of all.

Approved Manufacturers - Feather Lite

3. Curtains:

Supply & fixing Triple Pleated or American Pleated **Curtains** (customized product) of **Size: 7 ft X 4 ft** stitched in 2 pieces along with **Blackout curtain** (cloth lining) of approved/existing cloth samples, make, quality and shade including making charges and all hardware accessories.

Approved Manufacturers – Customized product (Reputed brand)

4. Sheer Curtains:

Supply & fixing Triple Pleated or American Pleated **Sheer Curtains** of **Size: 7 ft X 4 ft** stitched in 2 piece of approved/existing cloth sample, make, quality and shade including making charges and all hardware accessories.

Approved Manufacturers – Customized product (Reputed brand)

5. Linen / Bed Sheets:

Supply of single bed sheets/Linen set with two pillow covers, made up of with 100% cotton material of approved color shade.

Approved Manufacturers - Bombay dyeing / D Decor

PRE-QUALIFICATION DOCUMENTS

- **Pre-Qualification Documents to be submitted by Bidder along with Quotations:**
 - a) Copy of Registration of Firm (with Address).
 - b) Copy of Registration of GST & PAN.
 - c) Copy of Work/purchase orders at least 03 for same nature of works executed at other employers.
 - d) Copy of Authorised Dealership Letter from the OEM of Mattresses.

PRICE BID

Quotation for Supply of Furnishing Items for Guest House at IGIDR:

Sl. No.	Particulars	Quantity	Unit	Unit Rate Rs.	Total Rs.
01	Providing Single Mattress of size: 78" X 36" X 4" in made up of 1 layer of PU Foam core (High density Foam), 02 layers at top & bottom of PU foam quilt and covered with fabric inclusive of all. Make -	34	Nos.		
02	Providing Superior soft Fibre Pillows of size: 24" X 16" made with hollow fibre and pristine white 100% cotton cover. (Make-Feather Lite)	34	Nos.		
03	Providing & fixing Triple Pleated Or American Pleated Curtains (customized product) of Size: 7 ft X 4 ft stitched in 2 pieces along with Blackout curtain (cloth lining) of approved/existing cloth samples make, quality and shade including making charges & accessories.	170	RMT		
04	Providing & fixing Triple Pleated Or American Pleated Sheer Curtains of Size: 7 ft X 4 ft stitched in 2 piece of approved/existing cloth sample make, quality and shade including making charges & accessories.	170	RMT		
05	Providing single bed sheets/Linen set with two pillow covers of 100% cotton material & approved shade. Make -	34	Nos.		
Net Total Amount Rs.					
GST @ %					
Grand Total Amount Rs.					

Quoted price in words Rupees...

Note:

1. Above quoted rates are inclusive of GST, Transportation, loading & unloading charges etc.