



Dr. Babasaheb Ambedkar Technological University,

P.O. LONERE - 402 103, Tal. Mangaon, Dist. Raigad

Our Ref No.: DBATU/Store/Sports/Office, Furniture /2020/ **334**

Date: 28/01/2020 ,

Quotation for Office Furniture

Due On: 10/02/2020

Date of Opening: 11/02/2020

Time: 03.00 P.M.

To,

Sub: QUOTATION FOR THE OFFICE FURNITURE

Dear Sir,

Your quotation for the items listed overleaf, may please be submitted to the under signed, so as to reach this Office not later than 10/02/2020

While submitting your quotation, the following procedure may please be observed and other points borne in mind.

01. The maker's name must be specified.
02. The "Terms and Conditions" for supply and delivery of stores, should be clearly indicated in the quotation, stating whether rates are, inclusive of all taxes. Packing and forwarding charges Freight charges etc. or not, however rates offered as including all taxes will be more welcome.
03. If packing and forwarding charges are to be charged separately, it should be so clearly stated in your quotation.
04. Please mention clearly whether consignment would be Ex-Godown, Ex-Shop, of F.O.R. dispatching stations. Preferably terms offered as "Delivery of consignment of stores, on F.O.R."
05. Envelope should be clearly marked with our reference No and date of this quotation. It should also be superscripted as per the format given above.
06. The quotation would be opened as per date and timing given above, if desired by you, you may depute an authorized representative with a letter of authority to be present at the time of opening of the quotation at this Office on the aforesaid day, date & time.
07. Your quotation must be valid for a minimum 30 (Thirty) working days from the date of it's opening.
08. Quotation received after the date of opening may not be taken into consideration.
09. Items tendered should confirm to the specification shown in the attached list when and where, full or no specifications are indicated against items in the list. Kindly furnish your full specification in accordance with accepted standards against each item tendered. Where reference to catalogue is made, the relevant catalogues/ Pamphlets/ Literature should accompany the quotation.
10. quotation should be for all new items and not for second hand.

11. Please state whether items will be available Ex-Stock. If not the minimum period for delivery, or for supplying the items or stores.
12. It should be clearly stated whether GST, Excise-Duty, Sales-Tax, Central Sales Tax, Insurance, Freight or packing and forwarding charges, or any other taxes and duties etc. Leviable.
13. It would be appreciated if illustrated catalogues/Literature etc. is furnished with the quotation.
14. Expression to as "Complete with standard Equipment" complete with standard accessories "Equipment to" As good as should be avoided. If at all their use is unavoidable then it should be very specifically indicated as to what exactly they mean and what exactly would be supplied under them. Any ambiguity or vagueness should be avoided.
15. For convenience, kindly adopt while quoting the same serial Nos. as given in the list detailed below.

Thanking You.

Yours faithfully,

Registrar

Dr. Babasaheb Ambedkar Technological University

Sr. No.	Description/Specification	Make of Better	Approx. Qty. Req	Rate per/ Each/ Unit	Remarks
1	Office Table: - Storage Unit & Drawer Unit Material - 0.8mm MS sheet Total no of Storage Unit - Both side 4 storage Height of Smallest Storage - 125mm Height of Medium Storage - 140mm Height of Locker type Storage - 350mm Width of Locker - 350mm Table Top Material - Pre-laminated particle Board. 18mm thick. Length - 1500mm Width - 900mm Height - 760mm	Best Quality	02		
2	File Cabinet/Book Shelf: - Thickness of MS Sheet Used for Top, Bottom, Shelf, Shutter, Sides - 0.8 mm Thickness of transparent glass - 5.0 mm Handle - Zink Base Alloy Number of Door - 4 Type of Lock - cam lever lock with common key Height - 1200mm Width - 840mm Depth - 400mm	Best Quality	02		

<p>Office Cupboard</p> <ul style="list-style-type: none"> Material: - Material: M S Sheet conforming to Quality Grade D of IS: 513/2008 with amend.no.1(Not as per IS 3312) Material of Almirah Doors: MS sheet Sheet Thickness of door in mm: 1.0mm Sheet Thickness of side, back, Top, and Bottom Panels: 1.0mm Sheet Thickness of Shelves: 1.0mm Sheet Thickness of Pedestal in mm: 1.0mm Material of Lock: steel Material of Key: steel Generic Conformity to Indian Standard IS:3312 latest: Yes No of shelves (Nos): 5 Type of Shelves: Adjustable Number of Doors (Nos): 2 Door Stiffener up to full door height Provided with the Almirah doors: Yes Number of Hinges with each door (Nos): 1 Construction: Welded type Lock: Three Way bolting device controlled by 6 levers Lock with good quality Dimension Height (Without Pedestal) (in mm) (+/-10mm): 2000 mm Width in mm (+ 7mm): 910 millimeters Depth in mm (+ 5 mm): 480 millimeters Width of Stiffener in mm (+5 mm): 115 mm Thickness of MS Sheet of Stiffener (in mm): 0.9 mm Stiffened Pedestal height in mm (+ 2mm): 125 Stiffened Pedestal height in mm (+ 2 mm): 75 Colour & Finish Finish: Synthetic enamel Colour of Paint: steel gray with powder coated and Oven baked Warranty WARANTEE PERIOD IN NUMBER OF YEARS: 	Best Quality	03		
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Quantity may vary.