



DFIE

Nurturing Innovations Together

# DBATU FORUM OF INNOVATION, INCUBATION & ENTERPRISE

## INVITATION FOR QUOTATION

Ref No. : DBATU/DFIIE/ Furnitures /2024/ **36**

Date: 08/01/2024

Quotation For: Office Furniture (Chairs and Office Tables)

Due On: 18/01/2024

Date of Opening: 19/01/2024

Time: 4.00 PM

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sub: QUOTATION FOR THE SUPPLY OF STORE

Dear Sir/Madam,

Your quotation for the items listed overleaf, may please be submitted to the under signed, so as to reach this Office not later than **18/01/2024**

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. Your 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**, 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,



*[Signature]*  
**Director**  
 DBATU Forum of Innovation, Incubation & Enterprise (SFIE), DBATU Lonere  
**Dr. S. L. Naibaiwar**  
**Director**  
 DBATU Forum of Innovation Incubation & Enterprise  
 Lonere Tal. Mangaon Dist. Raigad (MS)

**List of Items**

Sr. No.	Description / Specification	Make	Approx. Qty Req.	Rate per / Each / Unit	Remarks
1	Mid Back Chair (Specification Attached herewith)		26		
2	High Back Revolving Office Chair (Specification Attached herewith)		02		
3	Modular Executive Table (Specification Attached herewith)		02		
4	10 Seater Conference Table (Specification Attached herewith)		01		



*[Signature]*

### Specification Details

Sr. No.	Items Description	Qty.
1	<p><b>Mid Back Chair:</b></p> <ul style="list-style-type: none"> <li>• Mid Back Chair having cushioned seat and Mesh back upholstered with good quality fabric of black color.</li> <li>• The seat shall be made of moulded foam with integrated lumber support having contoured shape at seat back for better comfort.</li> <li>• The seat shall be made up of 12 ±0.1mm. thick hot-pressed plywood upholstered with moulded foam and fabric.</li> <li>• Back made of Nylon Mesh.</li> <li>• The HR polyurethane foam shall be moulded with density= 42±2 kg/m<sup>3</sup>.</li> <li>• The chair shall have Class 3 gas lift for seat height adjustment with an adjustment stroke of 100mm.</li> <li>• The chair shall be provided with Centre Tilt mechanism with upright position locking, 360 degree revolution, Tilt tension adjustment, Nylon Castors along with Nylon Star Base.</li> <li>• The twin wheel castors shall be injection moulded in Black Nylon.</li> <li>• The chair shall have PP fixed armrest.</li> <li>• Overall Dimensions - 595mm(W) x 620mm(D) x 1020mm(H)</li> </ul>	26
2	<p><b>High Back Revolving Office Chair:</b></p> <ul style="list-style-type: none"> <li>• High Back revolving office chair with mesh in back and High quality PU foam cushion in the Seat upholstered with high quality fabric of 300 GSM confirming BS EN 1021-1:1994 and BS 7176 :1995 (Low Hazard).</li> <li>• Chair shall have adjustable arm rest with adjustment up to 70mm.</li> <li>• Arm shall made of Polypropylene with the size of 240Lx85D.</li> <li>• Chair shall have adjustable lumber support to adjust the back for extra comfort.</li> <li>• The lumbar support consists of polypropylene pad with molded polyurethane foam &amp; covered with polyester fabric.</li> <li>• The Lumbar pad has an adjustment of 80mm in height with adjustable tilting mechanism is designed with the following features. 360 degree revolving type. Chair shall have Knee tile synchro mechanism with 4 position locking facility at difference level.</li> <li>• Seat shall made of 12mm thick hot pressed ply covered with high density moulded foam with the density of 45-50Kg/Cu M with the thickness of 35mm and seat shall upholstered with High Quality fabric of 300GSM and Back shall come with high quality of Mesh.</li> <li>• Chair shall have adjustable Head rest and consist of polypropylene pad with polyurethane foam covered with polyester fabric.</li> <li>• The size of seat and back are, full back size-515Wmmx870Hmm and Seat size-500Wmmx510Dmm.</li> <li>• It has gas lift and height adjustment up to 120 mm. Chair shall have twin wheel castor star base of PCD Ø 640. Casters Ø50mm made of Nylon and atleast 5nos castor.</li> <li>• Overall Dimension- 660 W x 660 D x 1270/1440H.</li> </ul>	2



  
**Dr. S. L. Nalbalwar**  
 Director  
 DBATU Forum of Innovation Incubation & Enterprise  
 Lonere Tal. Mangaon Dist. Raigad (MS)

3	<p><b>Modular Executive Table:</b></p> <ul style="list-style-type: none"> <li>• Modular Executive table of size: 1800W x 900D x 750mmH, Side Storage 900Wx450Dx750HT with specifications.</li> <li>• Table Top-Primary and Secondary top shall Made of 25mm thick pre-laminated particle board of E2-P2 Interior grade with density of board 750 kg/Cu.M and 0.8 mm thick both side laminate approved shade confirming to IS-12823:1990, edge banded with matching 2 mm thick PVC lipping. Modesty Panel-Made of 18 mm thick pre laminated particle board E2-P2 Interior Grade with 0.8 mm thick BSL laminate board Confirming to IS- 12823:1990 with 2 mm thick PVC edge banding in approved shade.</li> <li>• Modesty shall have T- profile.</li> <li>• Understructure-Made of 18mm thick pre-laminated particle board of E2-P2 Interior grade and approved shade confirming to IS-12823:1990, edge banded with matching 2 mm thick PVC lipping.</li> <li>• Metal leveler shall be provided at the bottom of understructure to adjust the uneven floor level up to 5-10 mm.</li> <li>• Wire Management-For wire management, Access Flap shall be provided on table top with 4 Nos of caster of best quality caster etc.</li> </ul>	2
4	<p><b>Ten Seater Conference Table:</b></p> <ul style="list-style-type: none"> <li>• Ten seater Conference Table with size of 3000L X1200D X 750H mm Legs:- The legs shall be made of 18mm thick Prelaminated partical board.</li> <li>• LEG SHOE/LEVELLERS: - The leg shoe is made up of 100% recyclable nylon 6.</li> <li>• The levelers shall be made of Nylon 6 with M8 bolts insert moulded to take care of any floor undulation. WIRE MANAGEMENT: - The complete system shall have arrangement of wire carrier and access flap provision.</li> <li>• TABLE TOP: - The Table Top is made of 25mm thick prelaminated particle board confirming to IS 12823 Interior Grade. The exposed edges of the table top are sealed with 2mm PVC edge banding.</li> <li>• The height of the table top from the ground should be 750mm.</li> </ul>	1



*[Handwritten signature]*

**Dr. S. L. Nalbalwar**  
**Director**  
 DBATU Forum of Innovation Incubation & Enterprise  
 Lonere Tal. Mangaon Dist. Raigad (MS)

## FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: \_\_\_\_\_

To:

**The Director,**

DBATU Forum of Innovation, Incubation & Enterprise (DFIIE),

IIEC, Dr. Babasaheb Ambedkar Technological University,

Lonere, Maharashtra 402103

Sr. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
<b>Total Cost</b>							

Gross Total Cost (A+B): Rs. \_\_\_\_\_

We agree to supply the above goods in accordance with the technical specifications with **authorization certificate of OEM** for a total contract price of Rs. \_\_\_\_\_ (Amount in figures) (Rupees \_\_\_\_\_ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of \_\_\_\_\_ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

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

- Encl: 1) Copy of Acknowledgement of IT Return for last year  
2) Copy of Business Entity Registration Certificate  
3) Copy of GST Registration  
4) Copy of PAN Card  
5) Copy of Acknowledgement of Latest GST Return

Signature of Supplier

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_