

UNIVERSITY OF HYDERABAD
SCHOOL OF ECONOMICS

Ref. No. UH/Economics/Q/Furniture/2019-20/

January 17, 2020

NOTICE OF INVITING QUOTATION

Sub: Quotation for Computer Tables and Chairs

Sealed Quotations are invited from the registered suppliers/authorized distributors for purchase of the following items at the lowest rates for supply and installation in accordance with the terms and conditions given below so as to reach the Dean, School of Economics, University of Hyderabad, Hyderabad - 500 046 on or before **07.02.2020 at 5.00 p.m.**

Sl.No.	Item	Description	Qty.
1.	Computer Tables	Godrej or equivalent brand with following specification : W x H x D: 90cm x 75 cm x 60 cm (with space for computer CPU) moveable	30
2.	Computer Chairs	Godrej or equivalent brand with minimum specification as given below: Revolving and moveable Adjustable height Cushioned seat Flexible backrest	30
3.	Executive office chairs	Revolving and moveable Adjustable height Cushioned seat Flexible backrest	02

1. **Quotation should reach the undersigned on/before 07.02.2020 @ 05:00 PM and should be addressed to:** The Dean, School of Economics, University of Hyderabad, Central University P.O., Gachibowli, Hyderabad – 500046, India.

The following conditions must be met if the quotation is to be valid:

2. University of Hyderabad is an educational institution; please quote your lowest price with all details such as unit price, taxes, validity, warranty, delivery period etc.
3. **Quotation must be put in a SINGLE Sealed Envelope. The Tender Reference Number and Date must be superscribed on the envelope.** Note: Unsigned copy of the price bid will lead to rejection of the bid.
4. A vendor/supplier can submit only **one** quotation document and the quotation document must include only one price quotation. Multiple quotation bid is liable to be summarily rejected.
5. Quotation must explicitly mention the make, model, size and other specifications along with the unit price. Also mention GST if any and estimated freight and insurance and other charges.

...2..



6. Validity of the quotation, purity of the materials, delivery period and payment terms must be mentioned very explicitly and clearly with no ambiguities. Validity of Proforma Invoice for foreign items/equipment must be at least 90 days, if not more.
7. If the items offered are proprietary in nature, a certificate to that effect may be attached.
8. Quotations received after the due date will not be considered. University of Hyderabad will not be responsible for any postal delay.
9. The purchase policy of the University of Hyderabad is applicable.
10. 100% Payment will be made only after delivery with invoice and satisfactory installation.
11. The proposal for purchase of the above items will be initiated only after physical inspection of the items at the suppliers' place.
12. The Acceptance of the quotation(s) will rest solely with the University of Hyderabad who is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotation received without assigning any reason.
13. The University of Hyderabad reserves the right to reject any/all quotations or accept any offer part thereof without giving any reasons. The decision of the University of Hyderabad in this matter will be final.
14. A GST of 5% is applicable.
15. University of Hyderabad being a central university is exempted from CST/ED/CD as per the rules of the Government of India. DSIR certificate or Form-D can be provided for duty exemption.
16. The rates quoted should be firm till the date of satisfactory execution of the order.
17. Any changes/corrigendum/opening date in respect of the tender shall be issued through websites only and no individual correspondence will be issued. Bidders are therefore requested to regularly visit Central Public Procurement Portal (CPPP) and Website of the University for updates.

Naresh
17/01/2020
DEAN