



Govt Of India

Ministry Of Skill Development & Entrepreneurship
Directorate General Of Training

REGIONAL VOCATIONAL TRAINING INSTITUTE FOR WOMEN

Dakopgre, Tura, Meghalaya -794101

No: D-15015/5/2014-Pur

Date: 04/11/2016

Sub: Tender Enquiry for Supply of Tools Equipments & Furniture.

Sir,


You are requested to submit your lowest quotations for the Supply & Installation Work for the trade **Dress Making (CTS), Unit-I**, as shown below, to the Principal, RVTI(W), Dakopgre, Tura, Meghalaya - 794101, so as to reach him not later than 21/11/2016.

Sl. No.	Items	Specification	Quantity
01	Electric automatic steam press	Good Quality Branded	05 nos
02	Instructor table	Godrej Interio (Work 4020)	01 no
03	Steel Almirah	Godrej Interio (6.5 X 3) 4 self	02 nos
04	Desk for trainees	Godrej Interio (Lectura table)	08 nos
05	Revolving chairs without arms	Godrej Interio (Pch 4103)	16 nos
06	Faculty table and chair	Godrej Interio (Table: Work 5026) Godrej Interio (Chair: Fiona)	01 no 01 no
07	White Magnetic with felt board and accessories	6 x 4 (Good Quality) reputed brand like kores	01 no
08	Display board	6 x 4 (Good Quality) reputed brand like kores	02 nos
09	Storage Almirah	Godrej Interio (4.5 X 3)	01 no
10	Book shelf	Godrej Interio 4 drawer book case	01 no

While submitting your Quotations, the following may kindly be observed and other points borne in mind:-

1. The tenders should be submitted in a sealed cover marked **"QUOTATION"** on the outside of the envelope.
2. The cover is to be clearly **marked with the reference number and date** of this Memorandum/Enquiry.
3. The tenders would be opened at **3:30 pm on 21/11/2016**. If desired by you, you may depute an authorised representative with a letter of authority, to be present at the time opening of the tenders in this office (with company seal).
4. Your offered quotation should be valid for a minimum of 30 days from date of opening.
5. Quotations received after the date and time of opening will not be considered.

6. Items tendered should conform to the specifications shown against items in the list. Kindly furnish your full specifications in accordance with accepted standards against each item tendered. Where reference to Catalogue is made, the relevant Catalogues should accompany the tenders.
7. All quotations should be for new items and not for second-hand.
8. Please state whether the items will be available ex-stock, if not, the minimum period required for supplying the stores.
9. Tenders may be rejected without assigning any reasons.
10. It should clearly be stated whether Sales Tax, Central Tax and any other taxes and duties liveable.
11. It is practiced of this Directorate General to ask for Income-Tax Clearance, VAT Registration, Service Tax Registration and Trade Licence from the supplier on whom supply/work order would be placed.
12. The Stores/Work in the attached list for which tenders are invited, are to be supplied to the Principal, RVTI(W), Dakopgre, Tura, Meghalaya - 794101. The suppliers/Contractors on whom the order will be placed by this office will have to present their bills in triplicate to the Principal, RVTI(W), Dakopgre, Tura, Meghalaya - 794101, who will make the payments. This Directorate General will not accept any responsibility in regard to settlement of party's bill in case of any incomplete and faulty work.
13. For convenience, kindly adopt, while quoting, same Sl. Nos. As given in the attached bill.
14. Payment will be made on receipt of the stores in good conditions & satisfactory completion of the work.


24/4/16
(B. K. Singha)
Principal/HOO