



GOVERNMENT 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/954

Date: 07/10/2016

Sub: Tender Enquiry for Supply of Furniture.

Sir,

You are requested to submit your lowest quotations for the Supply & Installation Work for the **Principal Office**, as shown below, to the Principal, RVTI(W), Dakopgre, Tura, Meghalaya – 794101, so as to reach him not later than **27/10/2016**.

Sl. No.	Items	Specification	Quantity
01	Table	Godrej Trident Senior (5.5 X3)	01 no
02	Sofa Set	Godrej Rio (3+2)	01 set (3+2)
03	Tea Table	Godrej Standard Size	01 no
04	Chair	Godrej Visitor Monarch	01 no
05	File Rack	Godrej Lateral Filing (02 doors)	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 27/10/2016**. 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.

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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.



(B. K. Singha)
Principal/HOO