

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Regional Centre, Siliguri**

17/12, J. C Bose Road, Subhas Pally, Siliguri-734 001

E- mail: [rcsiliguri@ignou.ac.in](mailto:rcsiliguri@ignou.ac.in)

Telephone: 0353-2526818

**Invitation of Quotation**

No: IG/RC/Siliguri/Fur repair/22-23 **11389**

Date: 17 November 2022

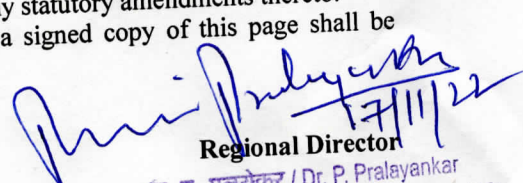
**Sub: Quotation for repairing of furniture**

Sealed quotations from reputed registered furniture manufacturer/servicing firms are invited for undertaking repair of the furniture items as detailed in **Annexure-1**:

**Terms and Conditions**

The items identified are on display at the Regional Centre premises which may be inspected on any working day between **2 pm and 6 pm, till 25.11.2022.**

1. The quotation shall be submitted in the prescribed formats (Technical and Financial bid, Annexure-II & III).
2. The duly signed quotation should be submitted to the office in sealed envelope, addressed to the Regional Director, IGNOU Regional Centre, Siliguri superscribing "Quotation for Repairing furniture, which shall contain the two separate sealed envelopes superscribing 'Technical Bid' and 'Financial Bid', latest by **2.30 PM on 28<sup>th</sup> November 2022.**
3. Over writing should be avoided. Cuttings/corrections, if any made must be duly authenticated.
4. The rates (inclusive of GST) quoted shall be inclusive of all charges like GST and other incidentals like Transportation/delivery/fixing charges etc.
5. No request for enhancement in price/extension in delivery period shall be entertained.
6. The IGNOU Regional Centre, Siliguri reserves the right to reject any quotation wholly or partly without assigning any reason thereof.
7. The Technical Bid shall be opened on **29.11.2022 at 3 pm.** The "Financial Bid" will be opened on the same date in respect of technically qualified bidders in the presence of the representative of the firm (s) who may wish to be present.
8. Offers will be evaluated individually or together for each item mentioned. Supply order can be placed for all items mentioned or parts thereof.
9. Supply Order shall be placed as per IGNOU's requirements by the authorized officer.
10. The successful tenderer shall repair the item (s) within a maximum period of 30 days from the date of placing the work order using original or compatibles spares of ISI quality.
11. Payment shall be made, subject to tax recoveries, etc, within 15 days of submission of the bill, duly supported by the consignee's receipt to the complete satisfaction of IGNOU confirming to the quality and specifications.
12. **Arbitration:** In the event of any question, dispute or difference arising under these terms and conditions or in connection with this contract, the same shall be referred to the arbitration of a sole arbitrator, to be nominated by the competent authority of IGNOU, New Delhi. The award of the arbitrator shall be final and binding on the parties to this contract. The arbitration shall be held at New Delhi or at any other place as decided by the competent authority of IGNOU. The proceedings of arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereto.
13. As a token of acceptance of the terms and conditions laid above, a signed copy of this page shall be attached along with the technical bid in the technical bid envelope.

  
**Regional Director**  
डा. प्र. प्रलयेकर / Dr. P. Pralayankar  
केन्द्रीय निदेशक (प्रमारी) / Regional Director (I/C)  
ईग्नू क्षेत्रीय केन्द्र / IGNOU REGIONAL CENTRE  
सिलिगुड़ी - १ / Siliguri- 1

**Distribution:**

1. IGNOU Regional Centre notice boards/PWD notice board, Siliguri
2. Prominent furniture servicing firms in the city
3. Website and facebook page of the Regional Centre

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE SILIGURI..**

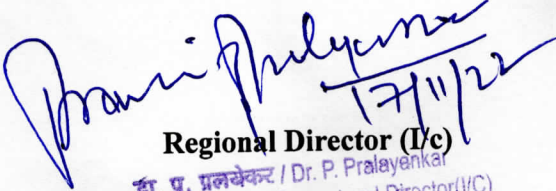
**Date – 17.11.2022**

The details of furniture that require repairing are as below:

Sl No	Item & its specifications	Item Code	Quantity	Problem as identified
1	Locally purchased secretariat table	01	01	Both sides drawer not working, lock not functioning & discoloration
2	Godrej secretariat table	02	01	Table top broken, lock not functioning , one side drawer not working & discoloration
3	Locally purchased secretariat table	03	01	Table top broken, lock not functioning , one side drawer not working & discoloration
4	Locally purchased computer table 3x2	04	01	Table top broken, keyboard tray to be installed & rib to be changed
5	Locally purchased computer table 4x2	05	01	Align the table top & keyboard tray to be installed & rib to be changed
6	Locally purchased computer table 4x2	06	01	Align the table top & keyboard tray to be installed & rib to be changed
7	Locally purchased computer table 4x2	07	01	Align the table top & keyboard tray to be installed & rib to be changed
8	Godrej book shelf 4 drawers	08	01	Glasses are broken, Drawer damaged & lock not functioning
9	Godrej book shelf 4 drawers	09	01	Glasses are broken, Drawer damaged & lock not functioning
10	Locally purchased file cabinet 4 drawers	10	01	Drawers are broken, lock not functioning & discoloration
11	Locally purchased file cabinet 4 drawers	11	01	Drawers are broken, lock not functioning & discoloration
12	Locally purchased steel almirah (big)	12	01	Foot element disorder & discoloration
13	Locally purchased steel almirah (big)	13	01	Door broken, lock not functioning & discoloration
14	Godrej chair	14	01	Arms broken, cloth torn & wheels disorder



15	Godrej chair	15	01	Arms broken, cloth torn & wheels disorder
16	Locally purchased chair	16	01	Wheels disorder, cloth torn
17	Locally purchased chair	17	01	Wheels disorder
18	Locally purchased chair	18	01	Changing cloth/foam of seat and back rest
19	Locally purchased television stand	19	01	Wheels disorder & discoloration
20	Locally purchased computer table 4x2	20	01	Table top adjustment, keyboard tray to be installed & rib to be changed
21	Locally purchased computer table 4x2	21	01	Keyboard tray to be installed & rib to be changed
22	Locally purchased computer table 4x2	22	01	Keyboard tray to be installed & rib to be changed
23	Locally purchased computer table 4x2	23	01	Keyboard tray to be installed & rib to be changed

  
**Regional Director (I/c)**  
 डॉ. प्र. प्रलयेनकर / Dr. P. Pralayan  
 क्षेत्रीय निदेशक (प्रभारी) / Regional Director(I/C)  
 ईग्नू क्षेत्रीय केन्द्र / IGNOU REGIONAL CENTRE  
 सिलिगुड़ी- १ / Siliguri- 1

**Part-I****Technical Bid (General Information: To be kept in sealed envelope No.1)**

Name of tendering Company/Firm/ Agency : .....

Whether Regd. /Pvt. Ltd. /Other, specify : .....  
(Attach self attested copy of certificate)

Name of the Proprietor : .....

Full Address of the Reg. Office : .....

Landline No : .....

Mobile No : .....

E-Mail Id : .....

PAN/GIR No : .....

Client list (Attach separately, if required) : .....

Additional information, if any : .....

**Signature and Seal of the Tenderer with date**

**DECLARATION**

1. I ..... Son/ Daughter/ wife of  
Shri ..... signatory of the agency/firm mentioned  
is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. A signed copy of the Terms and Condition in invitation of quotation has been attached.

**Signature and seal of the authorized person with date**

## Part-2

**Financial Bid (Price Schedule- To be kept in sealed envelope No. 2)**  
**Quotation for repairing of furniture items of IGNOU Regional Centre, Siliguri**

Sl No	Item & its specifications	Item Code	Quantity	Problem	Repairing cost inclusive of GST and other charges
1	Locally purchased secretariat table	01	01	Both sides drawer not working, lock not functioning & discoloration	
2	Godrej secretariat table	02	01	Table top broken, lock not functioning , one side drawer not working & discoloration	
3	Locally purchased secretariat table	03	01	Table top broken, lock not functioning , one side drawer not working & discoloration	
4	Locally purchased computer table 3x2	04	01	Table top broken, keyboard tray to be installed & rib to be changed	
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11	Locally purchased file cabinet 4 drawers	11	01	Drawers are broken, lock not functioning & discoloration	
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23	Locally purchased computer table 4x2	23	01	Keyboard tray to be installed & rib to be changed	

Total amount: Rs..... (Rupees.....)

Details of warranty offered, if any, on the repaired items :

Additional information, if any :

Signature with date

Name & Address of the servicing firm  
(Official stamp, if not submitted in official stationery)