



KILA/ 2021/101/3870/HQ

/11/2021.

NOTICE INVITING QUOTATION

The Director General, Kerala Institute of Local Administration (KILA), Thrissur invites sealed competitive quotations valid for two month from the dealers/suppliers for the supply of following Library furniture made of steel.

Quotation Schedule.

Due date & time for receipt of Quotation	08/12/2021. 1.00 PM
Time for opening of Quotation	3.00 pm on 08/12/2021.
Supply	Within 14 days on receipt of supply order

SI NO.	ITEM	SPECIFICATION (Height X Width X Depth)	REQUIREMENTS	QUANTITY
1	BOOK CASE	1670 mm X 840mm X 355 mm	4 cabins (at least 13 inch height for each cabin)	5
2	2 DOOR CABINET	1960mmX920mmX455mm	5 cabins (at least 13 inch height for each cabin)	5
3	CD Cabinet	1530mmX840mmX260mm		2
4	Book Trolley	350mmX830mmX890mm		1

Sealed envelope containing the Quotation documents duly signed by the Bidder(s) should be sent to the Director General , Kerala Institute of Local Administration (KILA), Mulamkunnathukavu P.O., Thrissur – 680 681 with a superscription "Quotation for Supply of Library furniture".

1. All items must be made of steel with the dimension prescribed above and thickness of the door must not be thinner than 1.2 mm and the thickness of the body should be 1 mm and above.
2. all the items quoted should be of good quality and must provide a warranty of 2 years from the date.
3. The successful bidder has to remit 5% of the total value as security deposit to the warranty period.
4. The price must be quoted separately in the proforma attached to this schedule. The rate should be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees etc. will be the responsibility of the bidder.
5. The Quotation should contain a detailed brochure of the products for which the rates are offered.
6. Quotation should reach either by Registered post or by person to 'The Director General, Kerala Institute of Local Administration (KILA), Mulamkunnathukavu P.O., Thrissur – 680 581 on or before 1.00 PM on 08/12/2021.
7. Quotations received after the due date and time stated above will not be entertained under any circumstances. The Director General, KILA will not be responsible for any postal delay or misplacement of Quotation documents sent by post.
8. Quotations will be opened at 3.00 PM on **08/12/2021** in the presence of the interested bidders or their authorized representatives whoever are present. In case the information submitted by the Bidder is found to be incorrect/false, at any stage, quotation of such party will be rejected.

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KILA, Mulamkunnathukavu, Thrissur



9. The Director General, KILA reserves to itself the right to reject any or all the Quotations without assigning any reason thereof and to call for any other details or information from any of the bidders.
10. The Director General, KILA shall have the right to postpone/extend the date(s) of submission of Quotation/ opening of bids.
11. The selected Bidder shall supply the items within 14 days of the date of receipt of purchase order.
12. If the selected bidder fails to supply the items within the said period of 14 days , The Director General, KILA shall be entitled to cancel the purchase order given to the bidder and make alternative arrangements for the said supply.
13. Acceptance or non-acceptance of any Quotation shall rest with the Director General, KILA at his discretion.
14. Non-compliance with any of the conditions given herein may lead to the rejection of Quotation.
15. In the event of any default, failure, negligence, breach or violation, in the opinion of Director General, KILA, on the part of the selected bidder in complying with all or any of the conditions, KILA will be entitled and be at liberty to revoke the purchase order, by serving notice in writing.
16. Incomplete or conditional or optional Quotation will not be accepted. The optional either in model or in rates will not be accepted and the quotation will be rejected.
17. It is the responsibility of the supplier , if selected, to supply and install the items at the KILA Library.

SD/-
DIRECTOR GENERAL.



PROFORMA FOR PRICE SCHEDULE

I/We.....hereby Certify that we are established stockists/suppliers/distributors for supply the following items at the prices indicated below:

SI NO	ITEM	SPECIFICATION	Qty	price(GST exclusive)	GST Amount
1	BOOK CASE	1670 mm X 840mm X355 mm	5		
2	2 DOOR CABINET	1960mmX920mmX455mm	5		
3	CD	1530mmX840mmX260mm	2		
4	Book Trolley	350mmX830mmX890mm	1		
	Total Amount				
	Total Amount (in words):				

I/We agree to abide by all the Quotation terms and conditions. I/We hereby offer to carry out the supply & install of the goods/items detailed above as per the terms and conditions of the quotation.

Dated:

(Signature and seal of Bidder)