

# REQUEST FOR QUOTATION



OFFICE OF THE  
SR.DY.MATERIALSMANAGER  
COCHIN PORT TRUST  
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RFQ NO: F2.53.2017-MM

Date: 06.11.2017

Electronic Tenders are invited for supply of following items, subject to terms and conditions enumerated below.

Sl No.	Material Description	Unit	Qty. Required
00010	<b>Steel Almirah</b> Steel shelving cabinet (Steel Almirah) conforming to IS : 3312-1984 (revision II) made of mild steel sheet not less than 0.8 mm thick, with 5 compartments, two doors, pedestal and locks. Painted with one coat of primer and two coats of SE paint. Colour: Olive Green/Grey Approx. size: 1855 mm x 910 mm x 480 mm	Nos	3
00020	<b>Executive Office tables</b> Made out of square tube frame, 18mm (min) thick pre-laminated particle board with 0.6mm laminated sheet of peach/teak, oak colour. Steel members if any should be rigidly fixed on table top. Tables should be provided with 3 nos. drawers on both sides each with lock and key. Approx. size: Length 1500mmxWidth750mmxHeight 750mm.	Nos	3
00030	<b>Office tables</b> Made out of 18mm (min) thick pre-laminated particle board with 0.6mm laminated sheet of peach/teak, oak colour. Steel members if any should be rigidly fixed on table top. Tables should be provided with 3 nos. drawers with lock and key. Approx. size: 1200 mm x Width 600 mm x Height 750mm.	Nos	3
00040	<b>Computer tables</b> Made out of 18mm (min) thick pre-laminated particle board with 0.6mm laminated sheet of peach/teak, oak colour. Steel members if any should be rigidly fixed on table top. Shall have key board pullout tray and provision for CPU. Approx size 750 mmx Width 450 mmx Height 750m.	Nos	5
00050	<b>Executive high back revolving chairs</b> PU arms, PP Base, PU moulded seat & back cushion, fabric cover, swivel tilt, castor wheels, pneumatic height adjustment.	Nos	3
00060	<b>Revolving computer chairs</b> PU arms, PP Base, PU moulded seat & back cushion, fabric cover, swivel tilt, castor wheels, pneumatic height adjustment.	Nos	5

**Office chairs with arm rest**

PU moulded sheet and back cushion, fabric cover, PU arm, cantilever type frame made of steel pipe.

**Conditions:**

1. Quotation is due for opening on 20.11.2017.
2. The bidders should have a valid digital signature certificate (Class-II or Class-III) issued by any of the valid Certifying Authorities to participate in the online tender.
3. The bids should be uploaded in electronic form only through e-tender portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT).
4. The bidders need to obtain one time User ID & password for log-in to e-Tendering portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT) from the service provider KEONICS, by paying registration amount of Rs.1150/- through online Payment using Credit/Debit Card/Net banking or DD in favour of "KSEDCL, Bangalore". The details of e-tender facilitator is available through Telephone Nos. 080 40482000/ 09746118529.
5. Quotations will be opened at 15:00 hrs on 20.11.2017 in the e-tender portal [www.tenderwizard.com/COPT](http://www.tenderwizard.com/COPT). Tenderers can witness the tender opening by logging in to the e-tender portal at the date and time fixed for tender opening.
6. Validity of offer: 60 days from the date of opening of Tender.
7. Rates quoted should be strictly as per unit specified.
8. GST should be shown separately in the quotation.
9. Make & model of the product should be mentioned in the offer. Brochure indicating make & model of the product should also be uploaded along with the offer.
10. Sample of each item offered should be available for inspection at Cochin.
11. Delivery Terms: F.O.R. Cochin Port Trust. (Unloading will be done by Cochin Port Trust)
12. Delivery Period: Within 15 days from date of receipt of order.
13. Payment: 100% within 30 days after receipt and acceptance.
14. Guarantee : One year from the date of receipt.
15. Cochin port Trust reserves the right to reject part or whole of the Tender without assigning any reason.

Sd/-  
Sr. Dy. Materials Manager.