
**PROCUREMENT OF GOODS
THROUGH
REQUEST FOR QUOTATION
(RFQ)/SHOPPING PROCEDURES**

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ/Shopping Procedures

Purchaser: *Society for Climate Resilient Agriculture in Nagaland (SoCRAN) ELEMENT Project*

Contract title: *Purchase of Office Furniture for Zonal Management Office*

RFQ No: *IN-SOCRAN-503433-2025-GO-RFQ*

Date: 20th November 2025.

Applicable Procurement Regulations Date: World Bank's "Procurement Regulations for IPF Borrowers" *September 2023*

1. The Government of India has received financing from the World Bank in various currencies towards the cost of the ELEMENT Nagaland Project and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Society for Climate Resilient Agriculture in Nagaland (SoCRAN) invites quotations from eligible bidders for the following goods.

Lot 1.						
Sl. No.	Brief Description of the Goods	Specifications*	Unit & Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
1	Office table type- 1	Height- 2.5- 3.5 Ft Length- 4- 5 Ft Width- 2.5- 3.5 Ft Drawer- 8-10-inch x 1.3- 1.5 Ft Leg room- 2- 2.5 Ft	1 No.	15 days	<i>ELEMENT ZMU- Kohima Phezou, Meriema</i>	
2.	Revolving Chair	Material- Metal & Plastic Seat Dimension- 53x61 cm approx. Height- 109 cm approx. Feature- Adjustable height, ergonomics & arm rest Weight sustainability – 105 Kg approx. Seat material- foam & mesh	15 Nos	15 days	<i>ELEMENT ZMU- Kohima Phezou, Meriema</i>	
3	Almirah type-1	Material- Metal Steel Dimension- 6.5x1.5x3 Ft approx. Security- Lock & key Type- Double door	2 Nos	15 days	<i>ELEMENT ZMU- Kohima Phezou, Meriema</i>	
4	Almirah type-2	Material- Metal Steel Dimension- 4x1.4x2.5 Ft approx. Security- Lock & key Type- Double door	1 No	15 days	<i>ELEMENT ZMU- Kohima Phezou, Meriema</i>	
5	Power back-up Inverter	Pure sine wave inverter 1500 VA to 2500 VA Tubular lead- acid batteries 2 x 150 Ah (12V)	1 No	15 days	<i>ELEMENT ZMU- Kohima Phezou, Meriema</i>	Required

6	Wall fan	Material- Metal & Plastic Size- 400 mm approx. Power source- Electric Wattage- 50 watts or equivalent	4 Nos	15 days	<i>ELEMENT ZMU- Kohima Phezou, Meriema</i>	Required
---	-----------------	--	-------	---------	--	----------

Lot 2.						
Sl. No.	Brief Description of the Goods	Specifications*	Unit & Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
1	Office table type- 1	Height- 2.5- 3.5 Ft Length- 4- 5 Ft Width- 2.5- 3.5 Ft Drawer- 8-10-inch x 1.3- 1.5 Ft Leg room- 2- 2.5 Ft	1 No.	15 days	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	
2	Office table type- 2	Height- 2.5- 3.5 Ft Length- 3.5- 4 Ft Width- 2-3 Ft Drawer- 6-8-inch x 1- 1.3 Ft	7 Nos	15 days	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	
3.	Revolving Chair	Material- Metal & Plastic Seat Dimension- 53x61 cm approx. Height- 109 cm approx. Feature- Adjustable height, ergonomics & arm rest Weight sustainability – 105 Kg approx. Seat material- foam & mesh	15 Nos	15 days	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	
4	Almirah type-1	Material- Metal Steel Dimension- 6.5x1.5x3 Ft approx. Security- Lock & key Type- Double door	2 Nos	15 days	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	
5	Almirah type-2	Material- Metal Steel Dimension- 4x1.4x2.5 Ft approx. Security- Lock & key Type- Double door	1 No	15 days	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	
6	Power back-up Inverter	Pure sine wave inverter 1500 VA to 2500 VA Tubular lead- acid batteries 2 x 150 Ah (12V)	1 No	15 days	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	Required
7	Wall fan	Material- Metal & Plastic Size- 400 mm Power source- Electric Wattage- 50 watts	4 Nos	15 days	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	Required

8	Conference table	Length- 125- 140 inch Height- 28-32 inch Width- 47- 55 inch	1 No	15 days	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	Required
---	-------------------------	---	------	---------	---	----------

Lot 3.						
Sl. No.	Brief Description of the Goods	Specifications*	Unit & Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
1	Office table type- 1	Height- 2.5- 3.5 Ft Length- 4- 5 Ft Width- 2.5- 3.5 Ft Drawer- 8-10-inch x 1.3- 1.5 Ft Leg room- 2- 2.5 Ft	1 No.	15 days	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	
2	Office table type- 2	Height- 2.5- 3.5 Ft Length- 3.5- 4 Ft Width- 2-3 Ft Drawer- 6-8-inch x 1- 1.3 Ft	2 Nos	15 days	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	
3.	Revolving Chair	Material- Metal & Plastic Seat Dimension- 53x61 cm approx. Height- 109 cm approx. Feature- Adjustable height, ergonomics & arm rest Weight sustainability – 105 Kg approx. Seat material- foam & mesh	15 Nos	15 days	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	
4	Almirah type-1	Material- Metal Steel Dimension- 6.5x1.5x3 Ft approx. Security- Lock & key Type- Double door	2 Nos	15 days	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	
5	Almirah type-2	Material- Metal Steel Dimension- 4x1.4x2.5 Ft approx. Security- Lock & key Type- Double door	1 No	15 days	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	
6	Power back-up Inverter	Pure sine wave inverter 1500 VA to 2500 VA Tubular lead- acid batteries 2 x 150 Ah (12V)	1 No	15 days	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	Required
7	Wall fan	Material- Metal & Plastic Size- 400 mm Power source- Electric Wattage- 50 watts	4 Nos	15 days	<i>ELEMENT ZMU- Mon Tompang Ward near</i>	Required

					<i>UCO Bank, Mon</i>	
8	Conference table	Length- 125- 140 inch Height- 28-32 inch Width- 47- 55 inch	1 No	15 days	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	Required

*[*Where ISI certification marked goods are available in market, purchaser should generally limit the procurement to goods with those or equivalent marking only.]*

2. The Bidders may submit Quotation for single lot or multiple lots for the mentioned goods above.
3. Sealed Quotations shall be submitted in hard copy on or before **02.12.2025 at 13:00 Hours** at the purchaser's address mentioned below. Quotations will be opened in the presence of Bidders or their representatives who choose to attend on **02.12.2025 at 13:30 Hours** at the same address.
4. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
5. Other details can be seen in the RFQ document. A Bidder requiring any clarification of the RFQ Document may notify the Purchaser by email or may visit the office of the Purchaser at the address given below.

We look forward to receiving your quotations and thank you for your interest in this project.

Sd/-

Project Director
ELEMENT Project, Nagaland
Post Box-319, T. Tachü Enclave,
New Secretariat to High Court Junction Road,
Kohima, Nagaland- 797004.
Email: elementnagaland.worldbank@gamil.com .

RFQ No: *IN-SOCRAN-503433-2025-GO-RFQ*

Date: 20th November 2025.

Terms and Conditions

- 1. Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework
- 2. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document, it will be responded together with any amendment to this document, through official email.
- 3. The Quotation shall comprise the following:**
 - (a) Letter of Quotation;
 - (b) Delivery Period Offered: List of Goods & Related Services indicating Bidder's offered delivery period in the prescribed Form;
 - (c) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;
 - (d) Evidence in accordance with Clause 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
 - (e) Complete address and contact details of the Bidder having the following information:
 - Name of Firm
 - Address for communication
 - Telephone No(s): Office
 - Mobile No.
 - Facsimile (FAX) No.
 - Electronic Mail Identification (E-mail ID)
 - (f) Price Schedule (using the Schedule uploaded with the RFQ document) wherein the rates shall be entered.
- 4. Quotation Prices**
 - a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission.
 - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.

-
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.
5. **Conformity of Goods:** Bidder shall furnish, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc. of the manufacturer.
6. **Qualification of the Bidder:**
- Bidder should submit self-attested copy of PAN card.
 - Bidder should submit self-attested copy of GST Registration Certificate.
 - Bidder should submit self-attested copy of upto date Trade License.
 - Bidder should have successful supplied goods of similar type (& capacity) equivalent to at least 100% estimated value under single contract in any one of last 3 financial years.

Lot	Minimum Contract/Supply value
1	INR 2,30,000/-
2	INR 3,92,000/-
3	INR 3,40,000/-

7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 120 days after the deadline date specified for submission.
8. **Signing of Quotations:** The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.
9. **Quotation Submission:** The Letter of Quotation shall be filled, signed and sealed copies shall be submitted along with the Price Schedules that shall be furnished using the Forms available without any alterations. All blank spaces shall be filled in with the information requested.
10. **Opening and Evaluation of Quotations:** The Quotations will be opened on the specified date and time.
- (a) The Purchaser shall examine the quotation to determine whether the quotation (a) has been properly signed (Clause 8); b) meets the eligibility criteria (Clause 1); (c)

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

conforms to all terms, conditions, technical specifications, warranty/guarantee etc.; and (d) the bidder has accepted the delivery schedule (Purchaser's Requirement Form 1).

- (b) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
- (c) The quotation will be evaluated lot-wise for all the items together.
- (d) The evaluation shall be based on the total price of Goods and Related services at project site including GST and any other taxes, which will be payable on the finished goods at the time of invoicing.

11. Award of contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- (a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- (b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
- (c) 100% Payment shall be made within 1 month after delivery of the goods. Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.
- (d) Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

Quotation Forms

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

Letter of Quotation

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: IN-SOCRAN-503433-2025-GO-RFQ

Our Reference: No..... Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation **[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished goods, in words and figures]**;
- (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*
- (e) **Quotation Validity Period:** Our Quotation shall be valid for the period of 120 days, from the deadline fixed for the Quotation submission;
- (f) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.
- (g) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

FORMAT OF QUOTATION

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate ¹ at destination in Rs.	² GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words

	TOTAL including all taxes and duties							

We agree to supply the above goods in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. (Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee ofmonths shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

Purchaser's Requirement

1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Lot 1.							
Line Item No.	Description of Goods	Specifications	Quantity	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder] [insert the number of days from the date of the Contract]
1		2	3	4	5	6	7
1	Office table type- 1	Height- 2.5- 3.5 Ft Length- 4- 5 Ft Width- 2.5- 3.5 Ft Drawer- 8-10-inch x 1.3- 1.5 Ft Leg room- 2- 2.5 Ft	1	Nos.	ELEMENT ZMU- Kohima Phezou, Meriema	15 days	
2.	Revolving Chair	Material- Metal & Plastic Seat Dimension- 53x61 cm approx. Height- 109 cm approx. Feature- Adjustable height, ergonomics & arm rest Weight sustainability – 105 Kg approx. Seat material- foam & mesh	15	Nos	ELEMENT ZMU- Kohima Phezou, Meriema	15 days	
3	Almirah type-1	Material- Metal Steel Dimension- 6.5x1.5x3 Ft approx. Security- Lock & key Type- Double door	2	Nos	ELEMENT ZMU- Kohima Phezou, Meriema	15 days	
4	Almirah type-2	Material- Metal Steel Dimension- 4x1.4x2.5 Ft approx. Security- Lock & key Type- Double door	1	Nos	ELEMENT ZMU- Kohima Phezou, Meriema	15 days	

5	Power Back-up inverter	Pure sine wave inverter 1500 VA to 2500 VA Tubular lead- acid batteries 2 x 150 Ah (12V)	1	<i>Nos</i>	<i>ELEMENT ZMU- Kohima Phezou, Meriema</i>	<i>15 days</i>	
6	Wall fan	Material- Metal & Plastic Size- 400 mm approx. Power source- Electric Wattage- 50 watts or equivalent	4	<i>Nos</i>	<i>ELEMENT ZMU- Kohima Phezou, Meriema</i>	<i>15 days</i>	

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

Lot 2.							
Line Item No.	Description of Goods	Specifications	Quantity	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder] [insert the number of days from the date of the Contract]
1		2	3	4	5	6	7
1	Office table type- 1	Height- 2.5- 3.5 Ft Length- 4- 5 Ft Width- 2.5- 3.5 Ft Drawer- 8-10-inch x 1.3- 1.5 Ft Leg room- 2- 2.5 Ft	1	Nos.	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	15 days	
2	Office table type- 2	Height- 2.5- 3.5 Ft Length- 3.5- 4 Ft Width- 2-3 Ft Drawer- 6-8-inch x 1- 1.3 Ft	7	Nos.	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	15 days	
3.	Revolving Chair	Material- Metal & Plastic Seat Dimension- 53x61 cm approx. Height- 109 cm approx. Feature- Adjustable height, ergonomics & arm rest Weight sustainability – 105 Kg approx. Seat material- foam & mesh	15	Nos.	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	15 days	
4	Almirah type-1	Material- Metal Steel Dimension- 6.5x1.5x3 Ft approx. Security- Lock & key Type- Double door	2	Nos.	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	15 days	

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

5	Almirah type-2	Material- Metal Steel Dimension- 4x1.4x2.5 Ft approx. Security- Lock & key Type- Double door	1	Nos.	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	15 days	
6	Power Back-up inverter	Pure sine wave inverter 1500 VA to 2500 VA Tubular lead- acid batteries 2 x 150 Ah (12V)	1	Nos.	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	15 days	
7	Wall fan	Material- Metal & Plastic Size- 400 mm approx. Power source- Electric Wattage- 50 watts or equivalent	4	Nos.	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	15 days	
8	Conference table	Length- 125- 140 inch Height- 28-32 inch Width- 47- 55 inch	1	Nos.	ELEMENT ZMU-Wokha Office of Veterinary & A.H Zeo Point Wokha	15 days	

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

Lot 3.							
Line Item No.	Description of Goods	Specifications	Quantity	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder] [insert the number of days from the date of the Contract]
1		2	3	4	5	6	7
1	Office table type- 1	Height- 2.5- 3.5 Ft Length- 4- 5 Ft Width- 2.5- 3.5 Ft Drawer- 8-10-inch x 1.3- 1.5 Ft Leg room- 2- 2.5 Ft	1	Nos.	ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon	15 days	
2	Office table type- 2	Height- 2.5- 3.5 Ft Length- 3.5- 4 Ft Width- 2-3 Ft Drawer- 6-8-inch x 1- 1.3 Ft	2	Nos.	ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon	15 days	
3.	Revolving Chair	Material- Metal & Plastic Seat Dimension- 53x61 cm approx. Height- 109 cm approx. Feature- Adjustable height, ergonomics & arm rest Weight sustainability – 105 Kg approx. Seat material- foam & mesh	15	Nos.	ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon	15 days	
4	Almirah type-1	Material- Metal Steel Dimension- 6.5x1.5x3 Ft approx. Security- Lock & key Type- Double door	2	Nos.	ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon	15 days	

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

5	Almirah type-2	Material- Metal Steel Dimension- 4x1.4x2.5 Ft approx. Security- Lock & key Type- Double door	1	Nos.	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	<i>15 days</i>	
6	Invertor	Pure sine wave inverter 1500 VA to 2500 VA Tubular lead- acid batteries 2 x 150 Ah (12V)	1	Nos.	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	<i>15 days</i>	
7	Wall fan	Material- Metal & Plastic Size- 400 mm approx. Power source- Electric Wattage- 50 watts or equivalent	4	Nos.	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	<i>15 days</i>	
8	Conference table	Length- 125- 140 inch Height- 28-32 inch Width- 47- 55 inch	1	Nos.	<i>ELEMENT ZMU- Mon Tompang Ward near UCO Bank, Mon</i>	<i>15 days</i>	

Note:

1. All details should be filled in by Purchaser except for Colum 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

2. TECHNICAL SPECIFICATIONS

[Detailed Technical Specifications and Standards as per page 2 to 5]

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.

ATTACHMENT

OFFICE OF
.....

PURCHASE/SUPPLY ORDER

To:

M/s

.....
.....
.....
.....

Dear Sirs,

Sub: Supply of
.....

Ref: Request for Quotation no..... dated

1. Your quotation no.....of(Date) for the supply of **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period: days from the date of issue of this supply order.

-
3. Place of delivery
 4. Consignee Address:
 5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
 6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.
 7. Payment shall be made on delivery or within 30 days of delivery; and acceptance of the goods/equipment.
 8. Other terms and conditions are as under:
.....
.....

(Purchaser)

Date:

Place:

Name:

Designation:

¹ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

¹ Indicate each applicable tax separately.