

INDIRAGANDHI INSTITUTE OFTECHNOLOGYSARANG (An Autonomous Institute of Govt. of Odisha) Dhenkanal-759146, Odisha, India

No. IGIT/CENG/ 75

Tender call notice for the purchase of Computer, AC and Chair for the Deptt. of Civil Engineering

The Director IGIT Sarang invites sealed tenders in single cover in offline mode conformity with detailed terms and conditions for the purchase of Computer, AC, & Chair for the Deptt. of Civil Engineering. The last date of submission of tender document is on or before 07/05/2022 (Time: 1.00PM).

The details regarding the tender can be downloaded from the Institute website i.e., www.igitsarang.ac.in.

DIRECTOR

Memo No. IGIT/CENG/ 76

Dt. 13/04/2022

Copy forwarded to:

- 1. The Deputy Director (Advertisement)- Information and Public relation Department, I & PR, Government of Odisha, Bhubaneswar-751001 with a request to publish the above issue in the daily odianews paper "SAMAJ" and "SAMBAD" in all Odisha edition in one issue. The bill may be send in duplicate along with a copy of paper in which the publication is made for necessary payment at this end.
- 2. Prof. G. Ghosh, Asst. Prof. Mechanical Engg., Prof I/C Institute website for kind information.
- 3. Account officer for information & necessary action
- 4. Estate manager for information & necessary action
- 5. P.A. to Directorfor kind information of Director

INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT) SARANG Dhenkanal-759146, Odisha, India



Request for Proposal (RFP) Purchase of Computer, AC & Furniture for the Department of Civil Engineering

at

IGIT, SARANG

DISCLAIMER

Indira Gandhi Institute of Technology (IGIT), Sarang is inviting eligible interested Vendors to submit Request for Proposal (RFP) for the Computer, AC, and chair for the Department of Civil Engg., IGIT Sarang.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between Indira Gandhi Institute of Technology (IGIT), Sarang and the Vendor concerned. Indira Gandhi Institute of Technology (IGIT), Sarang reserves the right not to proceed with the implementation of the project.

NOTICE INVITING RFP

Indira Gandhi Institute of Technology (IGIT) SarangSarang, Dhenkanal-759146 Odisha

No. IGIT/CENG/75

Dated: 13/04/2022

Request for Proposal (RFP)

Supply and installation of Computer, AC, and Chair for the Department of Civil Engg., IGIT Sarang. Indira Gandhi Institute of Technology, Sarang invites applications for Request for Proposal (RFP) from OEM / Authorized Distributor / Retailer for Supply and installation of Computer, AC & chair for the Department of Civil Engg.

The sealed cover superscribed 'Request for proposal for Supply and Installation Computer, AC & chair for the Department of Civil Engg. shall be opened on 07/05/2022. Sealed cover shall contain two sealed covered envelopes—Part-I (Technical bid) and Part-II (Financial bid). The Part-I (Technical bid) shall be opened on the same day in presence of attending Vendor(s). The Part-I (Technical bid) shall contain Bank draft for earnest money and other documents as required in the herein- under. The Part-I (Technical bid) without bank draft for earnest money shall be rejected outright. The Part-I (Technical bid) shall be evaluated in accordance with qualification criteria for short-listing the Vendors as prescribed in the RFP document. The Part-II (Financial bid) shall be opened in due course as noted in 'Schedule for submission of RFP'.

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Part -I (Superscribing Technical bid)

The Technical bid shall detail the technical specifications of the Computer, AC & chair compliance to the specifications detailed in the RFP. Checklist for Technical Bid, supporting documents such as certificate of incorporation, memorandum of Association, copy of PAN, GST certificate, work order copy/ experience certificates, IT returns of last 3 years audited account statements, Vendors profile and other requisite documents. Bank Draft for earnest money shall be kept in separate envelope marked as 'EMD' and be placed within this envelope. Any other relevant papers, which a Vendor feels necessary along with the Terms and Conditions dulysigned and accepted by the Vendor shall form part of this Technical bid.

Part -II (superscribing Financial Bid)

1. The Financial bid shall give detailed of price in INR of Computer, AC & chair, taxes and other work as per the pro-forma in Section-II enclosed.

2. IGIT, Sarang shall not be liable for any expenses incurred by the Vendor in preparing the bid documents for this RFP or for any correspondence or for any negotiations associated with the award of a contract.

Late Applications: Any application, received after the last date and time i.e., 07/05/2022 (1.00 PM) for submission, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

The completed application (response document), (printed, signed and bound copy) shall be submitted in a sealed cover superscribed with the title "Supply and Installation of Computer, AC & chair" at the address given below (by registered/speed post only):

To
The HOD,
Civil Engineering Department
Indira Gandhi Institute of Technology,
Sarang, Dhenkanal-759146, Odisha,
India.

The RFP document, instruction to Vendor, other detailed terms and conditions can be downloaded from the website: http://www.igitsarang.ac.in.

Last date and time	07/05/2022 Till 1.00 PM
submission of tender Cost of the tender paper	Rs 500/- (Rupees Five Hundred only)
EMD for item No.i	8,000/-

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EMD for item No.ii	2,700/-	
EMD for item No.iii	1,200/-	
EMD for item No.iv	Rs 550/-	

Important Details

The document is prepared by IGIT, Sarang. It should not be reused or used in any form either fully or partially. The information provided by the Vendors in response to this tender document shall become property of IGIT, Sarang and shall not be returned.

SCHEDULE FOR SUBMISSION OF RFP

The following are the schedule of events for this project. The schedule is subject to change depending on the outcome of the events / responses of the events and a final schedule shall be established prior to contracting with the successful Vendor(s).

Event	Date and Time	
Availability of RFP Document at IGIT Sarang Website	13/04/2022	
Last Date and time for submission of completed RFP Document	07/05/2022 (Time- 1.00PM)	
Opening of RFP (Technical Bid)	09/05/2022 at 10.00 AM	
Opening of RFP (Financial Bid)	09/05/2022at 11.30 AM	

1. Specification:

Category i:

A. Desktop Computer:

10th Generation Intel® Core™ i5 processor/Latest processor i5, Windows 11 Home,8 GB DDR4-2666 MHz RAM (1 x 8 GB) single channel, 512 GB PCIe® NVMeTM M.2 SSD, Intel® UHD Graphics 630, 2GB Graphics atleast, MS office preloaded (included), Monitor (23.8 inch), Wired keyboard with rupee symbol, mouse, USB 3.0, wifi, Bluetooth

B. UPS (Make - APC/ V-Guard/ Luminous/ Microtek etc): UPS (360 watts/600 VA/three battery backed up and surge protected 6A, 2/3 pin output indian power socket)

Category ii:

A. Split inverter AC with electrical connection, compressor stand fitting and installation (Make: Hitachi/ Voltas/ Samsung/ Blue star/ Lloyd/ Carrier/ OGeneral etc. Capacity-1.5 ton, Energy rating:3 star, auto restart, split inverter, copper condenser coil, refrigerant:R32

B. Voltage stabilizer, stabilizer stand with fitting and installation (Make: V-guard/ Microtek/ Voltas etc): for 1.5 ton AC(90V-300V)

IGIT SARANG

Category iii:

A. Split inverter AC with electrical connection, compressor stand fitting and installation (Make: Hitachi/ Voltas/ Samsung/ Blue star/ Lloyd/ Carrier/ OGeneral etc. Capacity-1 ton, Energy rating:3 star, auto restart, split inverter, copper condenser coil, refrigerant:R32

B. Voltage stabilizer, stabilizer stand with fitting and installation (Make: V-guard/

Microtek/ Voltas etc): for 1.5 ton AC(90V-300V)

Category iv: Plastic Chair (Blue colour moulded chair) (Make - Supreme/ Moderna / Neel Kamal / etc)

To be used by students in seminar room. (for detail specification, vendor may visit Civil engineering Department)

1. Proprietary Article Certificate (PAC) may be issued to the original Equipment Manufacturer (OEM) / Dealers / Retailers / Distributors and items procured on the PAC basis from the particular firm or its authorized dealers / retailers / Distributors.

2. The OEM should have their service centre in state

3. VALIDITY OF RFP

The RFP response submitted by the applicants shall remain valid for a period of 90 (Ninety) days after the date of RFP response opening prescribed in this document. A RFP response which is valid for shorter period may be rejected as nonresponsive.

4. EARNEST MONEY DEPOSIT (EMD) and cost of the tender paper

- (a) EMD and cost of the tender form of a Demand Draft drawn in favour of Principal, IGIT, Sarang and payable at IGIT, Sarang from any Nationalized Bank must be submitted along with the Part -I Technical Bid in separate envelope. The Bids not accompanied by EMD shall be rejected as non-responsive.
- (b) No interest shall be payable by the Institute for the sum deposited as EMD.
- (c) The EMD of the unsuccessful Vendors would be returned within one month of signing of the contract.
- (d) No bank guarantee shall be accepted in lieu of the EMD.

5. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)

The EMD shall be forfeited by the IGIT, Sarang in the following events:

(a) If the bid is withdrawn during the validity period or any extension agreed by respondent Vendor thereof.

(b) If the bid is varied or modified in a manner not acceptable to the IGIT, Sarang after opening of bids during the validity period or any extension thereof.

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- (c) If the respondent Vendor tries to influence the evaluation process.
- (d) If the First ranked Vendor withdraws its bid during negotiations (failure to arrive at a consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

6. OTHER TERMS & CONDITIONS

1. General Terms

(a) The conditional/incomplete bids or those who received after due date shall besummarily rejected.

(b) The award/cancellation of work shall be decided at the sole discretion of IGIT, Sarang.

Invitation of Tenders/ quotations is not a commitment.

(c) **IGIT**, **Sarang** reserves the right to accept or reject in part or full or all the offers without assigning any reason thereof. Any decision of **IGIT**, **Sarang** in this regard shall be final and binding on the Vendor.

(d) The Vendor shall abide by all labour laws such as payment of wages Act 1936 with upto-date amendments, minimum wages Act 1948 with amendments etc and other laws as

applicable during the execution of work.

(e) The institute shall make all payments through account payee cheque drawn on SBI, IGIT, Sarang in Indian rupees. Necessary bank mandate detailing bank account number

Etc. shall be submitted after execution of agreement.

(f) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from the Force Majeure circumstances such as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after signing of the present contract.

(g) In case of any dispute arising out of or in connection with the contract either during the tenure of the contract or thereafter, the Director of the institute is the solearbitrator to decide the same and his decision is final and binding on both the parties. If differences persist after arbitration and there are compelling reasons to go to court, it shall be decided

in the court of Kamakhyanagar/Dhenkanal.

2. Price Stability

Contract prices and discounts as offered in the bid and accepted by IGIT, Sarang shall remain fixed during the contract period. In the event of price changes, replacement equipment shall be purchased at the lower of quoted value or then current market price. In no case shall a price higher than contract price be paid for equipment proposed. If IGIT, Sarang desires to purchase equipment or services not contained in the contract, future purchases shall be determined using the Vendor-specified discount rate in the proposal from the manufacturer's suggested retail price as of the date of the order. In no case shall the price exceed the favored Vendor prices.

3. Right to Reject

IGIT, Sarang reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that the Vendor can propose.

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- 4. Standards: IGIT, Sarang expects that the Vendor would use standards,
- 5. IGIT, Sarang Involvement

Director, IGIT, Sarang shall be the single-point contact for the project. All major decisions must be made with the involvement and agreement of the Civil Engg. Department. At no time must the Vendor hold back any information related to the IGIT,

Section -II (Price Bid)

· Instruction for Price Bid

Price Bid submission-

- 1. The price bid submitted by the Vendor shall be inclusive of all elements of costs and shall ensure that the followings are also included therein: -
 - The cost of delivery and installation at project sites.
 - All the expenses like cost of loading, Unloading etc at IGIT site.

a. Format for price bid

	Component name	Specification/Description	Quantity required	Unit cost	Total cost
Category i		Desktop Computer: 10th Generation Intel® Core™ i5 processor/Latest processor i5, Windows 11 Home,8 GB DDR4- 2666 MHz RAM (1 x 8 GB) single channel, 512 GB PCIe® NVMe™ M.2 SSD, Intel® UHD Graphics 630, 2GB Graphics atleast, MS office preloaded (included), Monitor (23.8 inch), Wired keyboard with rupee symbol, mouse, USB 3.0, wifi, Bluetooth			
		UPS (Make - APC/ V-Guard/ Luminous/ Microtek etc): UPS (360 watts/600 VA/three battery backed up and surge protected 6A, 2/3 pin output indian power socket)			

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74	Total cost			
	GST ()		-	
	Total cost			
	including			
	GST			
Category ii		Split inverter AC with electrical		
		connection, compressor stand		
		fitting and installation (Make:		
		Hitachi/ Voltas/ Samsung/ Blue star/ Lloyd/ Carrier/ OGeneral		
		etc.Capacity-1.5 ton, Energy		
		rating:3 star, auto restart, split		
		inverter, copper condenser coil,		
		refrigerant:R32		
		Walter a stabilizar stabilizar		
		Voltage stabilizer, stabilizer stand with fitting and installation		
		(Make: V-guard/ Microtek/		
		Voltas etc):		
		For 1.5 ton AC(90V-300V)		
	Total cost			
	GST ()			
=	Total cost			
	including			
	GST	1 C is destrict		
Category iii	_	Split inverter AC with electrical connection, compressor stand		
		fitting and installation (Make:		
		Hitachi/ Voltas/ Samsung/ Blue		
		star/ Lloyd/ Carrier/ OGeneral		
Y		etc.Capacity-1 ton, Energy rating:3 star, auto restart, split		
		inverter, copper condenser coil,		
		refrigerant:R32		
		Voltage stabilizer, stabilizer		
		stand with fitting and installation (Make: V-guard/ Microtek/		
		Voltas etc):		
		For 1.5 ton AC(90V-300V)		
	Total cost			
	GST ()			

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	Total cost including GST		
Category iv		Plastic Chair (Blue colour moulded chair) (Make – Supreme/ Moderna / Neel Kamal / etc)	
	Total cost		
	GST ()		
	Total cost		
	including	-	
	GST		

Eligibility Criteria:

Those who fulfill the following criteria are eligible to participate in the tender.

- 1. The tenderer must be a reputed original manufacturer and/or the Authorised Dealers/Retailer of a reputed manufacturer. Manufacturers should provide all documents relating to their Manufacturing Capabilities and the brand should be a registered trade mark.
- 2. If the tenderer is an Authorised Dealers of a reputed manufacturer, necessary Tender Specific authorisation to this effect from the manufacturer must be enclosed.
- 3. The bidder must have successfully undertaken at least the following numbers of systems implementation engagement(s) of value specified herein:
- 4. The tenderer must have cleared Sales Tax and Income Tax payment up- to- date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales Tax Authority valid up- to-date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.
- 5. The Bidder must have ISO certification. The OEM should have IIMS for valid Quality and
- 6. The Vendor should not be blacklisted. Declaration in this regard shall be submitted by the
- 7. If the vendor found guilty and any discrepancies in submitted the documents the RFP of the vendor shall be rejected and the vendor shall be blacklisted.

- i) In case, after Pre-bidmeeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alteration in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website-www.igitsarang.ac.in therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement / information will be published in this regard in the Newspapers.
- ii) The offered rates will be valid initially for a period of one year. The Institute can place

repeat order on same terms & conditions within this period.

iii) Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.

iv) EMD / Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.

v) This tender is validupto 180 days from the issue of tender notification.

vi) IGIT's official(s) can visit the workplace of successful bidder and can review the progress of work and can instruct regarding quality aspect.

viii) The rates quoted by the bidder shall be complete for supply and installing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies), loading, unloading, packing, transportation to IGIT sarang and nothing extra / additional shall be payable on these rates.

ix) In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders,

x) Conditional Tender will not be accepted,

xi) Successful bidder will be required to submit schedule of activities to complete the work order (day wise / Date wise) with technical bid document.

xii) The supplier has to ensure the rectification of defects within seven days of the complaint during the period of guarantee.

xiii) AMC charges if any will be mentioned in the Tender.

xiv) The tenderer is required to submit one year onsite Guarantee i.e. to replace, the damaged equipments during the guarantee period or repair.

xv) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.

xvi) Proof of bills for purchase of the materials as per our standard specification are submitted at the time of final payment.

xvii) All items should be I.S.I standard.

DIRECTÓR / ' IGIT SARANG

Tender Form (Technical Bid) format

(To be submitted by the te	nderer on their letter he	nd.
То		
Ref:-	Dt-	
Tender Notice No	and Date	
Name of Work:		
The date and time of ope	ning of tender:-	at

Format for Qualifying Details of Technical Bid

SI. No.	Particulars	Remarks/Document	ts to be attached
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax nomber(if any) Name(s) of the contact person(s):		
03.	Company Status:- Proprietor / Partner / Pvt. Ltd. Company Enclose Details		
04.	Turnover of the Agency for the last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2021-22 - 2020-21 - 2019-20	
05.	Indian Income Tax Return Acknowledgement	Financial Year- 2021-22 Financial Year- 2020-21 Financial Year- 2019-20	
06.	Income Tax-PAN No.		
07.	VAT Tax Payer Identification Number (TIN)		U
08.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	
09	VAT Clearance Copy: -Service Tax Registration		- 1

DECLARATION

	hereby declare that the documents submitted /
enclosed are true and correct. In cas deemed fit by the	can be taken against me. Also we
hereby accept all the Terms & C	onditions of the Tender will abide by it.
A Processing Fee / EMD dem	and draft bearing No dated
drawn on is en	closed with Technical bid.
	Signature.
	Name
	Address
Date: -	Mobile:

Signature and Seal of firm.

Annexure-II

ACCEPTANCE OF THE TENDERERS

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me / us are acceptable to me / us. Me / We confirm that we will abide by these terms & conditions.

Dated: -	
(Name in Block letters)	Name of Tenderer
Address	Address with stamp

Signature and seal of the firm

Warranty

Perticulars	years
Desktop Computer	
UPS	
AC (1.5 ton)	
AC (1 ton)	
Chair	

Name of the tenderer with address Date:

Signature and Seal of the firm

UNDERTAKING

To

The Director, IGIT Sarang, ODISHA

Sir,

- I / we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
- It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated:

SIGNATURE OF THE TENDERER WITH SEAL

NAME OF THE TENDERER WITH ADDRESS

TECHNICAL BID
(Should be submitted in a sealed envelope separately)

SI. No.	Category		Oty Required	Brand and Model no.	Manuals provided (YES / NO)
.1	i	Desktop Computer: 10th Generation Intel® Core™ i5 processor/Latest processor i5, Windows 11 Home,8 GB DDR4- 2666 MHz RAM (1 x 8 GB) single channel, 512 GB PCle® NVMe™ M.2 SSD, Intel® UHD Graphics 630, 2GB Graphics atleast, MS office preloaded (included), Monitor (23.8 inch), Wired keyboard with rupce symbol, mouse, USB 3.0, wifi, Bluetooth	01		
2		UPS (Make - APC/ V-Guard/ Luminous/ Microtek etc): UPS (360 watts/600 VA/three battery backed up and surge protected 6A, 2/3 pin output indian power socket)	01		
3		Split inverter AC with electrical connection, compressor stand fitting and installation (Make: Hitachi/ Voltas/ Samsung/ Blue star/ Lloyd/ Carrier/ OGeneral etc	01		
	ii _	Capacity-1.5 ton, Energy rating:3 star, auto restart, split inverter, copper condenser coil, refrigerant:R32			
4		Voltage stabilizer, stabilizer stand with fitting and installation (Make: V-guard/ Microtek/ Voltas etc): For 1.5 ton AC(90V-300V)	01		
5	iii	Split inverter AC with electrical connection, compressor stand fitting and installation (Make: Hitachi/Voltas/ Samsung/ Blue star/ Lloyd/ Carrier/ OGeneral etc	01		
		Capacity-1 ton, Energy rating:3 star, auto restart, split inverter, copper condenser coil, refrigerant:R32			

6	Voltage stabilizer, stabilizer stand with fitting and installation (Make: V-guard/ Microtek/ Voltas etc): For 1.5 ton AC(90V-300V)	(01	
7	Plastic Chair (Blue colour moulded chair) (Make – Supreme/ Moderna / Neel Kamal / etc)	01	
	To be used by students in seminar room. (for detail specification, vendor may visit Civil engineering Department)		

Signature and Scal of the firm.

FINANCIAL BID (Should be submitted in a sealed envelope separately)

LIST OF ITEMS

SI.	Categori	14			TAY (0/1)
No.	Category	Item	Qty Required	Total cost (inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)	TAX (%)
1	i	Desktop Computer: 10th Generation Intel® Core™ i5 processor/Latest processor i5, Windows 11 Home,8 GB DDR4- 2666 MHz RAM (1 x 8 GB) single channel, 512 GB PCle® NVMe™ M.2 SSD, Intel® UHD Graphics 630, 2GB Graphics atleast, MS office preloaded (included), Monitor (23.8 inch), Wired keyboard wth rupee symbol, mouse, USB 3.0, wifi, Bluetooth	01		
2		UPS (Make - APC/ V-Guard/ Luminous/ Microtek etc): UPS (360 watts/600 VA/three battery backed up and surge protected 6A, 2/3 pin output indian power socket)	01		
3	ii	Split inverter AC with electrical connection, compressor stand fitting and installation (Make: Hitachi/ Voltas/ Samsung/ Blue star/ Lloyd/ Carrier/ OGeneral etc Capacity-1.5 ton, Energy rating:3 star, auto restart, split inverter, copper condenser coil, refrigerant:R32	01		
4		Voltage stabilizer, stabilizer stand with fitting and installation (Make: V-guard/ Microtek/ Voltas etc):	01		

		For 1.5 ton AC(90V-300V)		
5	iii	Split inverter AC with electrical connection, compressor stand fitting and installation (Make: Hitachi/ Voltas/ Samsung/ Blue star/ Lloyd/ Carrier/ OGeneral etc	01	
		Capacity-1 ton, Energy rating:3 star, auto restart, split inverter, copper condenser coil, refrigerant:R32		
6		Voltage stabilizer, stabilizer stand with fitting and installation (Make: V-guard/ Microtek/ Voltas etc): For 1.5 ton AC(90V-300V)	01	
7		Plastic Chair (Blue colour moulded chair) (Make – Supreme/ Moderna / Neel Kamal / etc)	01	
		To be used by students in seminar room. (for detail specification, vendor may visit Civil engineering Department)		÷

Signature and Seal of the firm.