

Forwarding Letter

(To be filled in by tendering party)

To,

Director
Indira Gandhi National Forest Academy
P.O. New Forest
Dehradun – 248 006 (Uttarakhand)

Sub: Providing and fixing of Modular Workstation.

Ref: Your Tender notice dated

Sir,

We are submitting herewith our tender for Providing and fixing of Modular Workstation as specified in the tender documents.

We have read and understood all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

We are enclosing herewith Draft of Rs. 500/- (Rupees Five hundred) only as cost of tender document.

We enclosing herewith our Earnest Money Deposit in the form of Bank Guarantee/Bank Draft No. _____ dated _____ for Rs. 12000/- (in words) Rupees Twelve thousand only drawn in favour of Director, Indira Gandhi National Forest Academy, Dehradun for above mentioned supplies.

We are enclosing as annexures the following documents in fulfillment of the conditions laid down in the tender document.

Yours faithfully

Stamp & Signatures of
the Authorized Signatory

Name _____

Complete Address _____

Telephone and FAX Nos.

H.Q.s/Dehradun): _____

(Write "Yes" or "No" in boxes)

Annexure

1. Specific authorization of original manufacturers for submission of tender (along with certification for either of ISO 9001, ISO 14001, ISO 18001 standards or standards of similar category)
2. GST Registration Certificate;
3. Income Tax Clearance Certificate;
4. Excise Duty Registration Certificate;
5. Certificate of the original manufactures regarding authorized distributorship and service provider to handle Guarantee & Warranty obligations and after sales service (with officials/residential address and phone nos.)
6. Complete product Brochures detailing specification etc. in original regarding items tendered for
7. List of furniture supplied in Central Govt./state govt./PSUs Institutions by our company (at least three supply orders to be attached)
8. Company profile with statement regarding annual turn over of Rs. 1.00 Crore and above during each of the last three financial years
9. Audited Annual Report

All pages of the Tender Document along with the Copy of "Terms & Conditions and additional pages (specify number) contained herewith have been duly signed".

Yours faithfully

Stamp & Signatures of
the Authorized Signatory
Name _____
Complete Address _____

Telephone and FAX Nos.
H.Q.s/Dehradun): _____

Technical Specifications for Modular Workstation Furniture**WORKSTATIONS - 1500mm x 1500MM x 600mm & 1200mm x 600mm**

Providing and placing panel & tile based modular workstation, with partition thickness as 52.4 mm thk and ht - 1200 including powder coated aluminium trims.

Tiles: Combination of **top tiles** fabric magnetic, fabric tackable tile front and metal tile at back. **Bottom tiles** - Metal tile.

Intermediate Blocks - Intermediate blocks in DL+DL finish.

Wire Management - Wires shall be taken into the system through cable ducts from the junction boxes and is to be carried upto the panels through concealed conduits inside the blocks.

Side legs - Metal powder coated legs at the end and shared condition. System shall also have 120 mm high powder coated standalone panel legs to give the system an elevated look.

Worksurface - out of 25 mm thk prelam particle board with flat pvc lipping edge banding of size **1500 mm w x 1500mm w2 x 600 mm d**.

Pedestals without legs - Pedestal flat metal front, full ht free standing central locking of size 390 mm w x 435 mm d x 646 mm ht 3dr = 2box+1file.

CPU trolley - with castors

KBPT with mousetray – metal

Note: All partitions and side panels have levelling screws for adjustment in case of Uneven floor to take care of +/- 10 mm of uneven flooring.

