

**INDIAN AVIATION ACADEMY
VASANT KUNJ NEW DELHI**

Rf.No:-IAA/Furniture/2020-21

Dt: -09.01.2020

(NOTICE INVITING QUOTATION)

To,

M/s _____

Sub: Call of Quotation

Name of work: Supply of Furniture at Indian Aviation Academy, Vasant Kunj New Delhi.

1. Sealed quotation is invited by **Sr. Manager Engg. (E-C), IAA, Vasant Kunj New Delhi** for and on behalf of **Director, I.A.A.** from Godrej & Authorized Dealers for the work of **"Supply of Furniture at Indian Aviation Academy, Vasant Kunj New Delhi."** Time allowed 20 Days.
2. The agency is requested to quote the rate against each item shown in schedule attached. The amount for each item shall be worked out and the requisite total given. Special care shall be taken to write rates in figures as well as words and the amounts in figures only in such a way that interpolation is not possible. The total amount shall be written in both figures and in words.
3. Quotations shall be received by **Sr. Manager Engg. (E-C), IAA Vasant Kunj New Delhi** on 11.01.2020 to 15.01.2020 up to 1500 Hrs. on behalf of **Director, IAA** and opened on the 15.01.2020 day at 1530 Hrs. at the following address:
Room No. 101
Sr. Manager Engg. (E-C), IAA
Indian Aviation Academy,
Vasant Kunj New Delhi.
4. The agency is advised to inspect and examine the site and satisfy about the nature of work (Supplying and placing) and the site before submitting the quotation (Annexure-A enclosed). The agency shall be deemed to have full knowledge of the site. Whether inspect it or and no extra charges consequent any misunderstanding or otherwise shall be allowed.
5. The work shall be executed as per the direction of **Sr. Manager (E-C), IAA** on behalf of **Director, IAA.** who will be Engineer- In-Charge for this job. The work shall be carried out to the entire satisfaction of Engineer-In-Charge. Materials not approved by Engineer-In-Charge shall not be used in executing the work.



6. The quantity shown in schedule is fixed and there shall be no deviation during actual execution of work. The agency shall carry out the work as per actual site requirement.
7. On completion of work, each item of work shall be jointly inspected and measured by the agency or their authorized representative and the Engineer-In-Charge or representative of Engineer-In-Charge, and entered into the Computerized Measurement Book. All debris, unused materials, painting stains on walls or floors, etc. developed at site during the course of execution of work shall be removed and the area shall be left clean by you as directed by the Engineer-In-Charge without any extra cost.
8. On satisfactory completion of work, final bill shall be submitted by the agency to the Engineer-In-Charge and same shall be processed with following documents: -
 - a) Your final bill
 - b) Other relevant documents, if any.
9. Prices are inclusive of all taxes and duties excluding GST which will be reimbursed as applicable after submission of documents. No other charges shall be paid on any account. The contractor must ensure payment of all applicable taxes / levies to concerned authorities and no claim in case of any lapse by the contractor shall be entertained.
10. The agency is required to attach the **self-attested copies of PAN & Valid GST No. alongwith the quotation.** Quotations received without these documents shall be summarily rejected.
11. The contractor shall be responsible for any damage resulting from his negligence to existing fixtures and will restore, replace or repair any such damage at his own cost to the complete satisfaction of the Engineer-In-charge.
12. **The contractor have to place cellophane tape on the quoted rates wherein correction/insertion/overwriting made, discount offered and total amount before submission of tender documents.**
13. In the event of any dispute of any kind related to the works, decision of the Engineer-In-Charge shall be final and binding on the contractor. Engineer-In-Charge shall mean the **Sr. Manager Engg. (E-C), IAA** and the Site-In-Charge is the authorized officer to carry out general supervision, issue day to day instructions and approved workmanship.
14. All materials, tools and tackles, equipment's, labour skilled and semi-skilled are to be arranged by the contractor. Cost of transportation of labour and material shall have to be borne by the contractor.
15. No T&P or tackles shall be supplied nor can any accommodation be arranged for the staff / workers of the contractor. He shall make his own arrangements for all the above items/facilities.

