

No: IIPHS/TN/RFQ/2022/ 99/25

Date: 29 April 2025

REQUEST FOR QUOTATION

The Indian Institute of Public Health Shillong (IIPHS), Dhankheti invites quotations from interested firms for the supply of six high-quality office chairs and two tables as per the specifications and terms mentioned below:

1. Specifications of the Chairs Required

The Chairs to be supplied must meet the following minimum requirements:

- Type: Ergonomic revolving office chairs.
- Frame Material: High-quality metal or fiber frame durable finish
- Seat & Backrest: Padded with high-density foam; covered in breathable mesh or fabric.
- Armrests: Adjustable or fixed cushioned armrests.
- Height Adjustment: Pneumatic height adjustable feature.
- Base: Sturdy 5-legged base with smooth-rolling casters.
- Color: Red (Preferred).
- Warranty: Minimum one-year warranty on manufacturing defects.

2. Specifications of the Tables Required

- Length : 63 Inches
- Height : 31 Inches
- Width : 30 Inches
- Quantity: 02
- Warranty: Minimum one-year warranty on manufacturing defects.

3. Quantity:

Total number of chairs required: Six (06) Chairs and Two (02) Tables.

4. Quotation Requirements

The quotation should include:

- Itemized cost per chair and Table
- Applicable taxes and total cost
- Warranty details
- Delivery Lead Time
- Validity of the quotation (Minimum 30 days preferred)
- Company profile.

4. **Terms and Conditions**

- **Delivery Timeline:** The selected vendor must deliver the chairs within 10-15 working days from the date of purchase order.
- **Payment Terms:** Payment will be made within 05 to 10 days after successful delivery and inspection of goods.
- **Quotation Validity:** The quotation should remain valid for a minimum period of 30 days from the last of submission.
- **Rejection Clause:** The Institute reserves the right to accept or reject any quotations without assigning any reason thereof.
- **Inspection:** The supplied chairs will be subject to inspection for quality, design and compliance with specifications before acceptance.

5. **Submission:** Quotations must be submitted at IIPHS, Dhankheti, MIT Holy Cross Brookdene before 05 May 2025.

Dr Tiameren Jamir

Registrar, Indian Institute of Public Health Shillong

Office Website
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