



**MTNL STPI IT SERVICES Ltd**

(A JV Company of MTNL and STPI under Ministry of  
Communication and Information Technology)  
1<sup>st</sup> Floor, STPI Building, No.5, Rajiv Gandhi Salai, Taramani,  
Chennai. PIN Code: 600 113.  
Tel: +91 44 39103525, Fax No: +91 44 39103505

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MSITS/CHE/FUR/Repair/2016-17/\_\_\_\_

**Date: 09.11.2016**

To

**Call for Sealed Quotation**

Sub : Repair & servicing of office furniture at MSITS Ltd, Chennai -  
reg

**MTNL STPI IT SERVICES Ltd** A JV Company of MTNL and STPI under  
Ministry of Communication and Information Technology invites quotations towards  
Repair & servicing of office furniture at MSITS Ltd, Chennai .

**The quotation should reach this office on or before 18.11.2016 at 4.00PM.**

The terms and conditions for the quotation are as follows:

1. The validity of the quote must be for 90 days.
2. The Repair & servicing of office furniture is at 1<sup>st</sup> Floor, STPI facilities center, No.5, Rajiv Gandhi Salai, Taramani, Chennai- 600 113
3. Quotation should be free from correction and erasures. Corrections in any should be attested
4. The details of the taxes prevalent on the date of quotation should be clearly indicated in the quotation. If it is not mentioned, it will be treated as inclusive.
5. The work shall be completed within 10 days from date of work order
6. Payment will be made after within 10 days from date of work completion
7. Enclose the self attested copy of PAN card,
8. Enclose the self-attested copy of Service Tax / VAT / TIN Registration.
9. The bidder may be visit the site and inspect the items before submitting quotation

With regards,

**Sd/-  
DM (Tech) -MSITS**

***Format for submission of quotation:***

Name of the Vendor :

Address :

Telephone :

e-mail ID :

**Financial offer by Bidder**

S.No	Description of Work	Qty	Unit rate in Rs.	Total Amount in Rs.
1	Supply of Gas Stem for height adjustment Mechanism (power brand )	15Nos		
2	Supply of Castrol wheel for bottom	70Nos		
3	Supply of armrest for top pad	10 Set		
4	Supply of metal base	5Nos		
5	Supply of Sincro mechanism	2Nos		
6	Supply Fasteners	3 Dozens		
7	Supply of ply wood	2Nos		
8	General services charge	___ Nos		
	Taxes if any	___ %		
	<b>Total</b>			

(Rupees \_\_\_\_\_ only)

Warranty period \_\_\_\_\_

- a) Bidder compliance with our terms conditions Yes / No
- b) Bid Validity 90 days Yes / No
- c) Whether bidder has visited site Yes / No
- d) ENCLOSED, Copy of the PAN card Yes / No
- e) ENCLOSED, Copy of the Service Tax/VAT/TIN registration Yes / No

Signature :

Designation :

Seal of the company :

Date: