

Forest Research Institute
P.O. New Forest, Dehradun – 248 006

No.

Date: 20/05/2016

To,

Sub: Quotations for furniture, crockery, etc.

Dear Sir,

The sealed quotations are invited for the celebration of silver jubilee of ICFRE Foundation Day on 01-06-2016 for providing furniture, crockery, etc., as per the details available in annexure to this letter on the following terms and conditions:

1. The sealed quotations should reach the office of the undersigned on or before **24th May 2016** at **04.00 PM**. The quotations will be opened on the same day at 4.30 PM in presence of the representatives of the tendering firms who wish to be present.
2. The quotations should be submitted on the letterhead of the firm quoting charges on lump sum basis of complete work. **However, charges for the optional items should be quoted on per unit and per day basis, separately.**
3. Quality is the essence of this work; hence, the furniture, crockery, etc. have to be of very high quality. In case, at any stage, if it is noted that proper hygiene and cleanliness have not been maintained then the institute reserves the right to cancel the order even during the period of the event and forfeit the security money deposit.
4. A performance security deposit of **Rs. 2,000/-** (Rs. two thousand only), in the form of a demand draft/pay order drawn in favor of the Director, FRI be submitted with the quotation.
5. The firm should produce following documents as qualifying bid: (1) Registration of the firm (2) VAT clearance certificate (3) PAN and TIN number (4) Supporting documents showing the firm done similar type of job for last three years.
6. Quotations without performance security deposit and information required as per point number 5 above will be rejected.
7. The selected firm will have to provide adequate number of persons for washing, picking, etc.



Purchase Officer
Forest Research Institute, Dehradun

Enclosures: As above

for publication on 221 website



Annexure

Crockery, Furniture, etc.

Date: 01-06-2016

High Tea (Venue: Mango Grove)

- (a) Serving tables with linen and canopy (80. no.), complete bone china crockery for 750 persons, Serving plates (50. no.), food warmer (50. no.), insulated containers for tea and coffee (10. no.)
- (b) Kitchen tent 30'x45' with fifteen tables, kitchen masking

Lunch (Venue: Officers Club)

- (a) White Shamiana: 45 feet x 75 feet with frilling and side curtains
- (b) Serving tables with linen and their canopies (45. no.), round tables with linen (20. no.), banquet chairs with white cover (120. no.), complete set of bone china crockery for 250 people, food warmer with fuel (35. no.)
- (c) Kitchen tent with two tables
- (d) Stall with tables with two chairs

Afternoon Session Tea (Venue: ICFRE Convocation Hall Veranda)

- (a) Serving tables with linen (08. no.), Tea crockery bone china for 150 persons, Serving plates (10. no.), insulated containers for tea and coffee (4. no.)

Optional Items:

- (a) Insulated container per piece
- (b) Tea crockery per set
- (c) Lunch crockery per set
- (d) Food warmer per piece
- (e) Canopies with serving table
- (f) Tables without linen
- (g) Serving Table with linen
- (h) Round Table with linen
- (i) Banquet Chairs
- (j) Mist Fan
- (k) Normal Fan
- (l) Carpet per square feet
- (m) Generator