



Tender Schedule for Furniture Purchase

For SKS Foundation

Date: 14 March-2024



SKS

SKS Foundation

College Road, Uttar Horin Singha, Gaibandha.



Tender Schedule SKS Foundation







College Road, Uttar Horin Singha, Gaibandha

Tender Schedule for Furniture Purchase



Date:

Sl.	Name of the Item	Specification	Picture	Required Quantity	Unit Measurement	Unit Price BDT
1	Visitor Chair	Size: 395x430x775mm/ Customize Material Option: LR 01, Color/Material: Black		01	Nos	
2	Steel File Cabinet	Material: Steel, Size: 477x620x1068 mm/ Customize, Color: Black		01	Nos	
3	Steel Almira	Material: Steel, Size: 915x483x1929 mm/ Customize, Color: Black		01	Nos	
4	Book Self (Double)	Size: 800x400x1800mm/ Customize		01	Nos	
5	Half secretary Table	Size: 1200x700x750mm/ Customize		01	Nos	
6	Drawer	Size:395x500x395mm/ Customize		01	Nos	
7	Half secretary Table	Size: 1000x600x750 mm/ Customize		01	Nos	
8	Drawer	Size:395x420x265mm/ Customize		01	Nos	
9	Computer Table	Size: 750x500x750 mm/ Customize		01	Nos	
10	Revolving Chair	Size: 565x610x1000 mm/ Customize		01	Nos	
11	Fixed Chair Arm	Size: 545x520x795 mm/ Customize		01	Nos	

Sl.	Name of the Item	Specification	Picture	Required Quantity	Unit Measurement	Unit Price BDT
12	Single Bed	Size: 1270x2030x900 mm/ Customize		01	Nos	
13	Double Bed	Size 1574x2030x900mm/ Customize		01	Nos	
14	Dining Table	Size: 1200x750 mm/ Customize		01	Nos	
15	Dining Chair	Size: 425x430x1030 mm/ Customize		01	Nos	
16	Meeting Table	Size: 2400x1200x750 mm/ Customize		01	Nos	
17	Dressing Table	Size: 560x420x1800 mm/ Customize		01	Nos	
Grand Total Including VAT						

Note:

1. The final number of Furniture is ensured through work order.
2. Bidder shall agree to supply furniture as per customized specifications other than the company's specifications.
3. Bidders may visit any branch office of SKS Foundation if necessary to get an idea of the furniture samples.
4. The procurement will be executed through a long-term contract with the successful bidder.
5. Condition for the procurement process is attached herewith.
6. Please mention the discount rate and warranty period.

Name of bona fide business organization and authorized proprietor:

Genuine trader/supplier Institution Name:

Signature, Date & Seal:

Mobile No.:



Conditions for participating in Furniture Procured

1. Sealed/e-quotation should be on prescribed schedule format with seal and sign of genuine traders/contactor/suppliers/dealers, otherwise, quotation will not be accepted.
2. **Documents required for tender submission:**
Qualified Suppliers/Vendors/Organizations are requested to submit below mentioned documents along with the technical and financial proposal individually in sealed envelopes and drop it into our tender box which is kept at the SKS Foundation, College Road, Uttar Horin Singha, Gaibandha.
3. **The quoted/bidding amount should be inclusive of VAT, Tax, and transportation (where applicable)**
4. **Required Documents are as follows:**
 - Copy of updated Trade License
 - Copy of updated VAT Registration/BIN Registration Certificate
 - Copy of Updated TIN Certificate and Last tax return submission documents
 - Latest Company Profile
 - Bank Solvency certificate
 - Authorization certificate (if any)
 - Quoted Price-BDT
 - Quotation must be submitted on the vendor's official letterhead pad
 - Technical and Financial proposals must be submitted in separate sealed envelopes.
 - Relevant working experience certificates and work order
 - And other relevant documents as required.
5. **Payment system:** Payment will be made in favor of the supplying organization through account payee cheque/bank DD/Online payee. Payment will be made after checking and verifying the bills and challan.
6. **Duration of Work:** As per work order
7. **Delivery Place:** 220 Micro Finance Branch Office with various Project/Programme
8. **VAT & Tax:** VAT and Tax will be deducted at source following government rules and policies.

Tender Circulation Date: 14 March 2024

Schedule collecting Date: 14 March 2024 to 24 March 2024 within 01.00 PM from SKS Head Office SKS Foundation, College Road, Uttar Horin Shingha, Gaibandha including e-quotation (firoj@sks-bd.org).

Last date of Tender submission: 24 March 2024 (within 01:00 PM).

Tender Opening date: 24 March 2024 (At 03:00 PM)

The tender authority has absolute rights to accept or reject all tenders or partly without assigning any reasons whatsoever to the bidders or may cancel the tender if it is found that at least 3 quotations are not dropped.

Convener of Procurement Committee

SKS Foundation, Gaibandha