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சாங்க அதிபர்/மாவட்டச் செயலாளர்  
Government Agent / District Secretary



දුරකථන පොදු } 021-222 2233  
பொது தொலைபேசி } 021-222 2234  
General Telephone }

web page

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தொலைபேசி } 021-222 2235  
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දිස්ත්‍රික් ලේකම් කාර්යාලය, යාපනය.  
மாவட்ட செயலகம், யாழ்ப்பாணம்.  
District Secretariat, Jaffna.

විද්‍යුත් තැපෑල  
பொது எண் } JK/PROC/Fur/05/2019  
E-mail No. }

ඔබේ අංකය  
உமது எண் }  
Your No. }

දිනය  
திகதி } 05.08.2019  
Date }

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**Calling Quotation for Furniture – District Secretariat Jaffna**

Quotations are called for **Furniture** by Department Procurement Committee of District Secretariat Jaffna

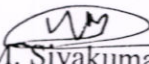
In this regard, Sealed Quotations shall be sent by registered post addressed to the “**Chairman, Department Procurement Committee, District Secretariat Jaffna**” or Deposit in the Tender Box available at the Procurement Unit (Room No – 42), District secretariat, Jaffna on or before 2.30 p.m on 15.08.2019. At the Top left hand corner of the envelope, it should be marked as “**Quotation for Furniture**”. Quotations will be opened at 2.30 p.m on the same day in presence of the bidders or bidders’ representatives who choose to attend and also late bid will be rejected.

Further to the ITV (Instructions to Vendors) of NPA/SBD/GOODS/01 the following Additional instruction should be considered.

**Instruction**

- Quotations should be submitted according to the business type mentioned on the Business registration Certificate.
- All Items should be according to our specifications
- The quotation shall comprise the following documents
  - Quotation Submission form
  - Price schedules
  - Technical Specification
- This form must be completed without any alterations to its format, and substitutes shall not be accepted. All blank spaces shall be filled in with the information requested.
- Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
- All items must be priced separately in the price schedules including discount and Excluding VAT.
- The Price to be quoted in the Quotation submission form shall be the total price of the quotation, including any discounts offered.
- The applicable VAT shall be indicated separately.

- The vendor shall furnish as part of its quotation the documentary evidence that the goods conform to the technical specification and standards specified in "Technical specifications & compliance with specifications".
- Quotations shall remain valid for the period of Ninety (90) days validity of after the quotation submission deadline date.
- Items should be supplied within 15 Days of receiving purchase order.
- Payment will not be made for the supplied Items, not according to our specifications.
- If your business address is changed it should be immediately informed to us.
- Interested suppliers may obtain further information or any clarification from the Procurement unit (Room No – 42), District secretariat, Jaffna on any working days from 9.00 a.m to 3.00 pm from 05.08.2019. Contact number are: Phone 021 221 4633 or 021 222 2233, 021 222 2234 (Ext. – 140), Facsimile: 021 222 3674
- Purchase order may be given for 50% more or less than the called Nos of Furniture.
- Procurement Committee has all rights to accept or reject quotation.

  
M. Sivakumar,  
Accountant (Procurement)  
For District Secretary,  
District Secretariat, Jaffna

M. Sivakumar  
Accountant (Procurement)  
for Govt. Agent/District  
District Secretariat  
Jaffna