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INSTITUTE OF MANAGEMENT IN GOVERNMENT

(An Autonomous Body Constituted by the Government of Kerala)

Vikas Bhavan P.O.
Thiruvananthapuram - 695033

No. IMG-TVM/464/2026-A2

Dated:31-07-2026

Short Quotation Notice

Sealed competitive quotations are invited from the Government Accredited agencies as per G.O(P) No. 104/2022/Fin dated 02.09.2022 for the "**Supply of Executive High Back Revolving Office Chair with Ergonomic features (1 No.) - Black Colour "** for the use at IMG Main Campus, Thiruvananthapuram . The Agencies are requested to submit their competitive offer in a sealed cover which should be addressed to the **Secretary, IMG, Vikas Bhavan P.O., Thiruvananthapuram**. Last date for the receipt of offer is **06.08.2026 at 4 PM**. Late offers will not be accepted. The received offers will be opened on **07.08.2026 at 11 AM** at the office of the Secretary, IMG, Thiruvananthapuram. Agencies can participate in the opening of the offer , if interested.

General Terms and Conditions

1. The sealed envelope containing the quotation should be superscribed with **Ref. No. IMG-TVM/464/2026-A2 – "Supply of Executive High Back Revolving Office Chair with Ergonomic Features (1 No.) - Black Colour "**. The name, complete address, contact number, and email address (if available) of the agency should also be clearly written on the envelope.
2. The quoted rate shall be **inclusive of the basic price, GST and all applicable taxes, loading/unloading charges, freight charges, and any other incidental expenses**. Under no circumstances IMG shall be liable to pay any amount in addition to the quoted rate.

3. The successful bidder shall supply the chair **within 5 days** from the date of receipt of the Supply Order.
4. A Minimum replacement warranty of one year shall be provided for the item supplied. The successful agency shall furnish the OEM Warranty Certificate along with the final invoice at the time of supply.
5. Replacement of any defective item or component during the warranty period shall be carried out by the agency free of cost.
6. **The following documents shall be enclosed in the sealed cover:-**
 - A valid Government Order permitting the agency to supply office furniture and interior furnishing items to Government Offices and Autonomous Bodies etc.
 - A clear colour photograph of the offered chair, along with complete details including Make, Model, Technical Specifications, Features, and Warranty.
 - The quotation on the official letterhead of the agency, in the format enclosed with this notice, duly signed and sealed by the authorized signatory.

Biju J
SECRETARY

To: Eligible Accredited Agencies

Copy To : - Smt. Shyma S.B , IMG (For publishing on official Website)

Approved for Issue

Section Officer

(In Agency's Letter head)
(Supply of Executive High Back Revolving Office Chair with Ergonomic Features (1
No.) - Black Colour)

No.

Date : -

To ,

Secretary,
Institute of Management in Government (IMG),
Vikas Bhavan P.O, Trivandrum - 695033.

Sir,

Ref. IMG,Tvpm - Offer for the Supply of Executive High Back Revolving Office
Chair with Ergonomic Features (1 No.) - Black Colour (Ref No. IMG-
TVM/464/2026-A2, 31-07-2026) - reg

We have carefully gone through all the terms and conditions stipulated in the Short Quotation Notice for the Supply of Executive High Back Revolving Office Chair with Ergonomic Features (1 No.) – Black Colour at the IMG Main Campus, Thiruvananthapuram. We hereby confirm that all the terms and conditions are acceptable to us.

Accordingly, we are submitting our best and most competitive quotation for undertaking the supply as detailed below:

Sl No	Name	Rate inclusive of all Charges (Rs)
1	Supply of Executive High Back Revolving Office Chair with Ergonomic Features (1 No.) - Black Colour	

Yours faithfully,

(Authorized Signatory)
(Printed Name , Designation, Seal)

