

Government of West Bengal
Office of the Sub-Divisional Officer, Kalyani, Nadia
Nazareth Section

Memo. No. 2992 /NIQ/Nez/Kly. Dated 25 / 09 /2012

Notice Inviting Quotation

Quotations are invited in sealed envelope for the purchase of the following items as per specification for ARTO office at Kalyani Sub-Division Office complex under Nadia District.

Sl. No.	Particulars of Items	Quantity (approx.)	Specifications
1.	Executive full secretariat Table	01	(Size : 5'-0" X 3'-0" X 2'-6") made by 19mm thick BWR Grade block board with 0.8mm thick laminate, having three drawer and a pulling slate in right hand side and a cupboard with drawer in left hand side including good locking arrangement, necessary paints / polish and all complete including supply of 6mm thick colour glass for table top after finishing <u>of the edge of the glass.</u>
2.	Executive Chair (standard size)	01	Executive revolving and tilting chair with strong iron castor fitted leg, chrome handle, high seat back made by good quality foam duly covered by best quality Rexene / cloth, Hydraulic fitted for height adjustment and all complete.
3.	Wooden Table (standard size)	10	(Size : 4'-0" X 2'-6" X 2'-6") made by Sal wood structure, passi 6'X1" of best quality Hard wood in three side, having a fitted in right hand side, nicely polish, glass for table top after finishing of <u>the edge of the glass and all complete.</u>
4.	Wooden Arm Chair (standard size)	10	Made by sal wood frame with back joint leg / curve leg, front leg of 45mm X 45mm sec, ties are 70mm X 20mm thick and 45mm X 20mm, seat Hard wood planks of 19mm thick, nicely polish and all complete
5.	Visitor Wooden Armless Chair (standard size)	08	Made by sal wood frame nicely polish and all complete
6.	Steel Almirah (standard size)	08	(size : 6'-6" X 2'-10" X 1'-6") made by 22 gauge CR sheet. Without locker, total five shelves, good locking arrangement, nicely painted by approved colour paints and all complete.
7.	Steel Filling Cabinet (standard size)	10	(size : 4'-6" X 1'-6" X 1'-0") made by 22 gauge CR sheet with four drawer, nicely spray paints, common key and all complete.
8.	Open Type Rack (standard size)	01	(size : 36" X 21" X 78") made by slotted angle, flat bar and 35mm x 35mmx5mm thick angle, 20 gauge CR sheet for shelves, having arrangement for keeping files on both side of the rack, all shelves measuring 9" depth, back 4" height for extra guard and adjustable, total 6 nos. shelves fitted in every series of the rack, necessary painting and all complete.

The last date & time of receipt of quotation is 05-10-2012 at 12 noon.

The quotations will be opened on same day i.e. 05-10-2012 at 3.00 pm at chamber of Sub-Divisional Office, Kalyani, Nadia.

Representative of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where ever possible, be duly supported with catalogues, pamphlets, literature as the case may be for comparing the quality and rates of the item. The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable for rejection.

1. The quotations should be submitted on printed pad preferably with seal, TAX and PAN number of the firm.
2. The rates must be quoted both figures and words and over writing should be avoided. However all cuttings /corrections must be duly authenticated.
3. The rates quoted should include Transportation cost & labour charges upto S.D.O.'s office, Nadia and the percentage / rate of sales' TAX / VAT or all other Taxes and duties the rates quoted should be valid for at-least one month from the date of opening of the quotation.
4. The quotations shall be submitted at chamber of Dy. Magistrate & Dy. Collector, Kalyani, Nadia duly marked "Quotation No. _____ dated _____" on the envelope.
5. Quotation received after closing date / time will not be considered.
6. The supply of ordered articles will have to completed within 15 (fifteen) days from the date of issue of supply order.
7. Minimum 03 (three) years comprehensive on-site warranty for all articles.
8. Bill generated by photocopying and in improper format shall not be accepted. Rates of each item must be quoted in proper company's / Supplier's letter head by typing each item strictly according to serial no. of quotation no. deviation in sl. No. is allowed.
9. The quotationer will have to submit the security deposit money Rs. 20000.00 (Rupees Twenty thousand) only in form of Bank Draft / Banker's Cheque drawn on any Nationalised Bank in favour of "**Sub-Divisional Officer, Kalyani**". N.S.C. / K.V.P. will not be entertained as security Deposit.
10. The said Bank Draft / Banker's Cheque will be refunded (Except successful quotationer) to all quotationers within a month from the date of opening the said tender.
11. Normally, payment will be made on receipt of all materials and check with regard to quality and quantity of the materials.
12. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing the supply order.

