

Government of West Bengal
Urban Development & M.A. Department
Town and Country Planning Branch
"NAGARAYAN", DF-8, Sector-I, Bidhannagar,
Kolkata - 700 064.

No.2976 -T&CP/C-2/1H-01/2017

Dated, Kolkata, the 3rd December, 2019.

NOTICE INVITING TENDER

Sealed quotation are invited from suitable and experienced organisations for repairing of office furniture as per following details being used in Town & Country Planning Branch, Urban Development & M.A. Department, Government of West Bengal.

i) New rexine covering of Table top	: 09 nos.
ii) Plywood fitting on the table rack	: 03 nos.
iii) Minor repair & fitting of handle to table drawer	: 07 nos.
iv) Major repair & fitting of secretary table	: 01 no.
v) Steel handle fitting to St. Drawer/Almirah	: 05 nos.
vi) Major repair with fitting of St.drawer(Runner etc)	: 08 nos.
vii) New supply & fitting of secretary table top	: 02 nos.
viii) Minor repair of wooden chair	: 04 nos.
ix) New supply & fitting of wooden drawer lock	: 18 nos.
x) Full repair of St.lock and making of new key	: 55 nos.

Interested bidder are to submit the following documents :-

1. Profile of the Company/its owners/Promoters/Chief Executives.
2. Trade Licence.
3. PAN & TAN.
4. GST Registration
5. The rates(financial quote) in INR to be charged for the services as stated above inclusive of all charges should be clearly mentioned, with break up where necessary.
6. The bidder shall sign all papers of the bid including the pamphlets, drawings, client list, company profile etc.

Other Important Information :

1. The Department reserves the right to accept/reject any quotation, modify the stipulations or cancel the process, without assigning any reason thereof.
2. Prospective bidders may submit their Quotation in a sealed cover super scribed as 'Quotation for repairing of office furniture' on or before 10th December, 2019 by 2.00 p.m. in the tender box kept at the following address:
Deputy Secretary, T & CP Branch, Urban Development & M.A. Department, 2nd Floor, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata – 700 064.
3. The quotation submitted by prospective bidders will be opened by the Deputy Secretary of this Department on **10th December, 2019**, 3.00 p.m.
4. Lowest bidder/agency on the basis of their Quotation will be subsequently selected for the said assignment.

Sd/-
Deputy Secretary to the
Government of West Bengal

Contd....P/2

No. 2976/1(5)-T&CP/C-2/1H-01/2017

Dated, Kolkata, the 3rd December, 2019.

Copy forwarded for information and necessary action to :-

1. The Finance(Audit) Department, Govt. of West Bengal, Nabanna, Howrah.
2. OSD to Hon'ble MIC of UD&MA Department.
3. Sr. P.S. to the Principal Secretary of this Department.
4. NOTICE BOARD of this Department.
- ✓ 5. E-Governance Cell of this Department (for display in Departmental Website).

MBmha 03/12/2019
Deputy Secretary to the
Government of West Bengal