



No. ILGUS/2E-5/2019/605

October 23, 2019

Notice Inviting Tender (NIT)

The OSD & Director, Institute of Local Government & Urban Studies (ILGUS) invites sealed Tenders for submission of rates from the Manufacturer / Authorised Dealers of Manufacturer of Office Furniture /Agencies for supplying of the item as noted below with the following Terms & Conditions:

Sl. No.	Description of Item	Quantity	Rate	Amount
1.	Reading Table at Reading Room [Size : 7' X 3' X 2.6'] Ply to be used on top 19 mm & in Legs 38 mm [19mm X 2]	04 Nos.		
2.	Table with 01 Drawer & 01 Storage at Reading Room [Size : 4' X 1.10' X 2.6'] (Drawer Size : 18" X 18" X 6" & Storage Size : 23" X 18" X 1'10") Ply to be used on top 19 mm & in back 6 mm.	01 No.		
3.	Office Working Table with 01 Drawer & 01 Storage [Size : 6' X 3' X 2.6'] (Drawer Size : 18" X 6" X 24" & Storage Size : 22" X 18" X 24") Ply to be used on top 19 mm & in back 6 mm.	01 No.		
4.	Side Unit of Office Table with 02 Drawers & 01 Storage [Size : 3' X 1.8' X 2.6'] (Drawer Size : 18" X 18" X 6" & Storage Size : 18" X 3' X 24") Ply to be used on top 19 mm & in back 6 mm.	02 Nos.		
5.	Back Low Height Cabinet behind Office Working Table with 04 Nos. Drawers & 02 Nos. Storage [Size : 6' X 1.4' X 2.6'] (Drawer Size : 1'6" X 7" X 1'4" & Storage Size : 2'4" X 2'6" X 1'4") Ply to be used on top 19 mm & in back 6 mm.	01 No.		
6.	Table for Photocopier Machine & Printer with 04 Nos. Drawers & 2 Nos. Storage [Size : 5.6' X 2' X 2.6'] (Drawer Size : 1'6" X 7" X 1'4" & Storage Size : 2'1" X 2'6" X 2') Ply to be used on top 19 mm & in back 6 mm.	01 No.		
7.	Table outside the room [Size : 3' X 1.8' X 2.6'] Ply to be used on top 19 mm & in back 6 mm.	01 No.		
8.	Planter Box [Size : 14.3' X 1' X 1'] Ply to be used 19 mm	02 Nos.		

NB. The abovenoted furniture shall be made of superior quality (Water Proof & Termite Proof) Ply with both side laminated & Polished as per requirement. The Handles, Hinges shall be made of Superior quality of SS.

Contd....2



: 2 :

TERMS & CONDITIONS

1. The price for all the above items shall be exclusive of GST. GST, if any, shall be mentioned separately in the offer.
2. Delivery and fitting of the various furniture as noted above shall be made to this office with a prior intimation without any additional charge.
3. If any complain and / defect of the said furniture noticed during the period of warranty, immediate repairing / replacement shall be made by the supplier at free of cost.
4. The NIT No. shall be mentioned on the sealed envelope clearly, failing which the quotation shall be treated as cancelled.
5. The payment shall be made through WBIFMS and the successful agency shall have to maintain the formalities and submit the necessary documents as per guidelines of WBIFMS.
6. Decision on acceptance of the quotation will rest with the OSD and Director, ILGUS. He does not bind himself to accept the lowest Tender and reserves the authority to reject any or all Tenders received without assigning any reason thereof.
7. A sum of ₹ 10,000/- (**Rupees Ten Thousand**) only or 5 % of **quoted amount , whichever is higher** is to be deposited by the applicant towards 'Earnest Money' through Bank Draft payable in Kolkata in favour of "**Society for Training & Research on Urban Governance**".
8. The Earnest Money deposited by the successful applicant shall be turned into 'Security Deposit' for six months from the date of completion of fitting of the furniture.
9. i) Last Date of Submission Tender at the office of ILGUS : upto 2.00 pm of 07.11. 2019
ii) Date of opening of Tender at the Office of ILGUS : at 3.00 pm of 07.11. 2019


OSD and Director

No. ILGUS/2E-5/2019/605/1(5)

October 23, 2019

Copy forwarded for information and wide circulation to :

1. The Director, State Urban Development Agency, West Bengal.
2. The Director of Local Bodies, West Bengal.
3. The Chief Engineer, Municipal Engineering Directorate.
4. The Executive Officer, Nabadiganta Industrial Township Authority.
5. Notice Board of ILGUS, ILGUS Bhavan, Bidhannagar ; Kolkata – 700 106.


OSD and Director