

I/168607/2022

Government of West Bengal
Department of Urban Development & Municipal Affairs
"NAGARAYAN", DF-8, Sec-1, Salt Lake, Kolkata – 70064
(Computer No: 454674)

NOTICE INVITING QUOTATION

Sealed quotation are invited from suitable and experienced organisations for supply and installation of following office furnitures for the use of Urban Development & Municipal Affairs Department, Government of West Bengal.

Sl. No.	Name of Items	Rate per unit with G.S.T.
1.	Visitor Chair Model-Earl Visitor	
2.	Visitor Chair Model-Bravo Visitor	
3.	Cushion Chair with Arm	
4.	Executive Chair Model Bravo Visitor	
5.	Computer Table (4'x2')	
6.	Office Almirah with Locker	

Coloured picture on each of the above items is required to be given by the firm submitting their quotation.

The application must include the following information:

1. Profile of the Company/its owners/promoters/Chief Executives.
2. Trade Licence.
3. Income Tax Clearance Certificate (last 3 years).
4. G.S.T Clearance Certificate.
5. PAN & TAN.
6. The rates (financial quotes) in INR to be charged for the services as stated above inclusive of all charges should be clearly mentioned, with breaks up where necessary.
7. The bidder shall sign all papers of the bid also 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 scribes as "Quotation for Supply & Installation of Office Furniture" on or before 13th January, 2022 by 4 p.m. in the tender box in the Department Urban Development & Municipal Affairs, 'NAGARAYAN', 2nd Floor, DF-8; Sector-I, Bidhannagar, Kolkata-700064.
3. The quotation submitted by prospective bidders will be opened by the Additional Secretary of this Department on 14th January, 2022 at 02 p.m.
4. Lowest bidders on the basis of their Quotation will be subsequently selected for the said job.
5. If the performance of the lowest bidder found satisfactory and is willing to continue at the same rate, the Department may extend the period of contract for another 01(one) year/02(two) years.
6. Bill in triplicate may be submitted to the undersigned after completion of the job for payment.

sd/-
 Assistant Secretary
 to the Government of West Bengal
 03/01/2022

Copy forwarded for information and necessary action to:-

1. The Finance (Audit) Department, Govt. of West Bengal, Nabanna, Howrah-700102;
2. The Joint Secretary, Department of Information Technology Government of West Bengal;

3. The OSD to MOS (IC) of this Department;
4. The P.S. to the Principal Secretary of this Department;
5. The P.S. to the Special Secretary of this Department;
6. This Department's NOTICE BOARD;
7. The Assistant Secretary, I&CA Department, Nabanna (for display in Departmental Website and Notice Board);
8. E-Governance Cell of this Department (for display in Departmental Website);
9. NOTICE BOARD of the D.M. Office, Barasat;
10. NOTICE BOARD of the S.D.O. Office, Bidhannagar;
11. NOTICE BOARD of Nirman Bhavan, Sector-II, Salt Lake, Kolkata-700091.



Assistant Secretary
to the Government of West Bengal
03/01/2022