

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

NOTICE INVITING QUOTATION

Sealed quotation are invited from suitable and experienced organisations for repairing and painting of 10(ten) nos. office Almirah being used in Urban Development & M.A. Department, Government of West Bengal.

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. The repairing/painting work will be carried out in house i.e. within the premises of this Department.
3. Prospective bidders may submit their Quotation in a sealed cover super scribed as 'Quotation for repairing and painting of office Almirah' **on or before 10th April, 2023** by 2.00 p.m. in the tender box kept at the following address:  
Assistant Secretary, Urban Development & M.A. Department, 1<sup>st</sup> Floor, Nagarayan, DF-8, Sector-I, Bidhannagar, Kolkata – 700 064.
4. The quotation submitted by prospective bidders will be opened by the Deputy Secretary of this Department on **11<sup>th</sup> April, 2023**, 3.00 p.m.
5. Lowest bidder/agency on the basis of their Quotation will be subsequently selected for the said assignment.

**Sd/-**

Assistant Secretary to the  
Government of West Bengal

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.A. 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).

  
Assistant Secretary to the  
Government of West Bengal