



ILGUS/2E-14/2014/003

January 2, 2019

**Notice Inviting Tender (NIT)**

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

Sl. No.	Description of Item	Quantity	Rate	Amount
1.	<p><b>A. General Description</b> 1 (One) Bay Storage File Compactor with 1(One) fixed body and 7 (Seven) movable bodies bolted to undercarriage which will roll onto the channels and shall be firmly fixed to the ground.</p> <p><b>B. Specification of Bodies</b> Body Width 915 mm.; Depth 457 mm.; Height 1980 mm shall be Made of 0.8 mm. thick CRCA Steel conforming to IS 513 Grade, with 5 (Five) loading levels will form 4 (Four) shelves (each of 0.8 mm. thick made of CRCA Steel conforming to IS 513 Grade. Maximum load bearing capacity is 80 (Eighty) Kg. to be uniformly Distributed in each shelf. Total height of the Compactor from the ground level shall be 2080 mm. with a Tolerance of 20mm. (+ / -)</p> <p><b>C. Door &amp; Lock</b> Hinged Doors made of 0.8 mm. thick CRCA Steel conforming to IS 513 Grade with die cast handles cum lock. 3 (Three) ways locking through lever and shooting bolts.</p>			

**TERMS & CONDITIONS**

1. The price for all the above items shall be exclusive of GST. GST if any, as applicable shall be mentioned separately.
2. Delivery and fitting of Book Racks and Slotted Angle Racks as mentioned above shall be made to this office with a prior intimation without any additional charges.
3. The delivery of the above noted items shall be made within fifteen days from the date of supply order issued by this Office.
4. Onsite warranty is to be given as per rule of the manufacturing Company.
5. 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.
6. The NIT No. shall be mentioned on the sealed envelope clearly, failing which the quotation shall be treated as cancelled.
7. 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.

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8. Decision on acceptance of the Tender will rest with the Additional Director, ILGUS. He does not bind himself to accept the lowest Tender and reserves the authority to reject any or all quotations received without assigning any reason thereof.
9. A sum of ₹ 5,000/- (**Rupees Five Thousand**) only or **2 % 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**".
10. 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.
11. i) Last Date of Submission Tender at the office of ILGUS : upto 2.00 pm of 16.01.2019  
ii) Date of opening of Tender at the Office of ILGUS : at 4.00 pm of 16.01.2019

The intending applicants or their authorised representatives may remain present at the time of opening of the said Quotation.

*Sd/-S. P. Kar*  
OSD & Director

ILGUS/2E-16/2014/003/1 (5)

January 2, 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 & Director