



No. ILGUS/2E-5/2019/449

July 8, 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.	A) Library Rack i) Double faced steel Library Rack main unit with both sides cover, 14 Nos. adjustable 14 shelves (7 Nos. in each side along with Book Stopper), overall height 2285 mm. Actual length of panel 855 mm. Overall width (double faced) 560 mm. actual width of panel 222 mm. complete in all respect	05 units		
	ii) Additional double faced steel Library Rack i.e., one additional double faced library book rack with 14 shelves normally to be assembled with the above basic unit.	15 units		
2.	B) Slotted Angle Rack i) Slotted angle enclosed type rack of overall size 1125 mm. H X 3600 mm. L X 450 mm D consisting of 4 units each (size ; 1125 mm. H X 900 mm. L X 450 mm having 4 shelves making 3 compartments in each unit. Back & intermediary common sides will be provided by cladding sheets complete with gusset plate, bolt nuts, plastic feet.	2 Sets (8 units)		
	ii) Slotted angle enclosed type rack of overall size 1125 mm.H X 2700 mm L X 450 mm. D consisting of 3 units each of size 1125 X 900 X 450 mm.	1 Set (3 units)		
3.	C) Slotted Angle Rack Slotted Angle Rack : Overall size 2700 mm. H X 3600 mm. L X 450 mm D consisting of 4 units each of size 2700 X 900 X 450 mm. having 6 shelves making 5 compartments.	1 Set (4 units)		

TERMS & CONDITIONS

1. The price for all the above item shall be exclusive of GST. GST, if any, shall be mentioned separately in the invoice.
2. Delivery and fitting of the various rack as noted above shall be made to this office with a prior intimation without any additional charge.
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. 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.

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5. The NIT No. shall be mentioned on the sealed envelope clearly, failing which the quotation shall be treated as cancelled.
6. 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.
7. 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.
8. A sum of ₹ 7,000/- (**Rupees Seven 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**".
9. 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.
10. i) Last Date of Submission Tender at the office of ILGUS : upto 12 Noon of 23.07. 2019
ii) Date of opening of Tender at the Office of ILGUS : at 1.00 pm of 23.07. 2019

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

Sd/-S. P. Kar
OSD and Director

No. ILGUS/2E-5/2019/449/1(5)

July 8, 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.

Sd/-
OSD and Director