



No. ILGUS/2E-5/2019/522

August 27, 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 2.5']	04 Nos.		
2.	Table with Storage System at Reading Room [ Size : 4' X 1.10' X 2.5']	01 No.		
3.	Planter Box [Size : 14.3' X 1' X 1']	02 Nos.		
4.	Office Working Table with Storage & Drawer [Size : 6' X 3' X 2.5']	01 No.		
5.	Side Unit of Office Table with Storage [Size : 3' X 1.8' X 2.5']	01 No.		
6.	Back Low Height Cabinet behind Office Working Table [Size : 6' X 1.4' X 2.5']	01 No.		
7.	Table for Photocopier Machine & Printer along with Storage at bottom [Size : 5.6' X 2' X 2.5']	01 No.		
8.	Table with Side Unit outside the room [Size : 3' X 2' X 2.5']	01 No.		

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 Brass / Steel.

**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.

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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 12 Noon of 09.09. 2019  
ii) Date of opening of Tender at the Office of ILGUS : at 1.00 pm of 09. 09. 2019

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

  
OSD and Director

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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