



No. 40-15/13/Furnit/06-Genl. Vol. II

Dt. 05.03.10

To
M/S-----

Sub: Invitation of sealed tenders for supply of Godrej furniture

Sir,

You are requested to quote your rate for supply of Godrej furniture as enlisted below. The terms and conditions are also given herewith. The proforma of the tender is given in Annexure A.

List of furnitures

<i>Sl No.</i>	<i>Name&Description of Items</i>	<i>Quantity</i>	<i>Place of Delivery</i>
1	Table (T-8)	09	4 Nos. to be delivered at Barasat Branch Office , A.T. Ghosh Road, P.O-Barasat,24 Parganas (North),Phone No. 2580-5084 5 Nos. to be delivered at S.R.O.
2	Big Steel Rack	17	4 Nos. to be delivered at Barasat 3 Nos. to be delivered at Belghoria Branch Office , Shree Panchami Apartment, flat No. I&J, Block-3, Ist Floor, 2, Madhusudan Banerjee Road, P.O.& P.S:- Belghoria, Kolkata-700056. 10 Nos. to be delivered at Dum-Dum Branch Office ,1,K.B.Sarani (Manument Road) Dum-Dum, Kolkata-28,
3	Steel Almirah (Big)	05	2. Nos. to be delivered at S.R.O. 1. Nos. to be delivered at Barasat. 2. Nos. to be delivered at Dumdum.
4	Chair (armed) CH-7	28	S.R.O.
5	Supdt. Chair (Executive low back revolving)	02	S.R.O.
6	Three seater chairs (with handle)	04	M.R. office Shyamnagar Branch Office , 250, Ghose Para road, P.O:-Shyamnagar, 24 Parganas(North),

Terms and Conditions :

1. The agency should be authorized dealer of Godrej Office furniture and furnish relevant certificate.
2. All delivery should be made within 30.03.2010. The delivery should be made free of cost at places mentioned above.
3. Any disputed furniture should be promptly replaced.
4. Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to the purchaser.
5. The supplier shall not claim any interest on payments under the contract.
6. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.
7. The supplier shall deliver the goods and perform the services under the contract within the time schedule specified in the tender.
8. The tender incomplete in any respect will be summarily rejected.
9. If at any time during the during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform the purchaser in writing about the same and its likely duration and make a request to the purchaser for extension of the delivery schedule accordingly. On receiving the supplier's communication, the purchase shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without damages for completion of supplier's contractual obligations.
10. When the period of delivery is extended due to unexcused delay by the supplier, a damage at the rate of 2% of the value of the delayed goods would be deducted per month, while making payment.

The J.D. (I.C.) reserves the right to accept or reject any offer fully or partially or cancel the tender without assigning any reason thereof.

The sealed quotation should reach this office within 2p.m.,19.03.2010. The quotations would be opened on the same day at 4 p.m. in presence of the tenderers who are willing to be present

(L.S. ROY)
Asstt. Director (Genl.)

Annexure A

Tender for Supply of Computer Furniture
(Ref: Tender Notice No.:

Date: 05.03.10

1. Name of the Unit:
2. Address:
3. Name of the Owner (proprietor/partner/(Managing) Director):
4. VAT No.:
5. PAN No.
6. Whether Authorised Dealer:
(please attach a certificate of the manufacturer)
7. Rate of Items:

<i>Sl No.</i>	<i>Name & Description of Items</i>	<i>Quantity</i>	<i>Rate inclusive all taxes (in Rs.)</i>	<i>Total Amount (in Rs.)</i>
1.	Table (T-8)	09		
2.	Big Steel Rack	17		
3.	Steel Almirah (Big)	05		
4.	Chair (armed) CH-7	28		
5.	Supdt. Chair (Executive low back revolving)	02		
6.	Three Seater Chairs (with handle)	04		

This is to certify that the above information furnished by me/us are true to the best of my/our knowledge. I also agree to abide by the terms and conditions as mentioned in the relevant notice.

(Name and signature of the owner)

Date:

Place: