



## Netaji Subhas Open University

(ESTABLISHED BY W.B.ACT (XIX) OF 1997, RECOGNIZED BY U.G.C.)

DD-26, Sector-I, Salt Lake City, Kolkata-700 064

Memo No. AC /474.

Dated: 17-11-2015.

### *Tender Notice*

***Sub: Procurement of Various Furniture for School of Social Science  
At the 2<sup>nd</sup> floor of Academic Building of Kalyani Campus.***

Sealed quotations are invited from manufacturers or their authorized-business partner/ marketing agents/ service agents/ dealers for supply and fixing of various Furniture items as per the specifications stated below for School of Social Science Department located at the 2<sup>nd</sup> Floor of the Academic Building of the Kalyani Campus of University. Bidders may drop their quotation latest by 30.11.2015 (5.00 p.m) addressed to “ **Finance Officer, Netaji Subhas Open University, DD-26, Sector-I, Salt Lake City, Kolkata-700 064**” in the Box earmarked and kept in the Department of Finance.

### **Detailed Specification for various Furnitures:**

<b>Sl. No.</b>	<b>Item Name</b>	<b>Specification</b>	<b>Quantity</b>
1.	Computer Table	With one drawer, Lamination finished Size: 30”x18”x30”.	06
2.	Book Shelves	With sliding glass door and individual locking arrangement (4 compartments) Power Coated, Size: 66”x33”x12”.	06
3.	Steel Cabinet for Office use	With Four drawers, Powder Coated finish, 18/20 Gauge, Size: 54”x36”x18”.	06
4.	Office Steel Almira	With four shelves making five compartments, 18/20 Gauge, Size: 78”x35”x19”.	05
5.	Specially Designed Table for Office use	High back, with two drawers, three side cover, make water proff ISI mark board with Sunmica lamination finish, I cup- board, Size: 72”x36”x30”.	02

## **Terms & Conditions:\***

1. The bidder(s) should preferably be either manufacturer of base furniture or an authorized business partner/ marketing agent/ service agent (second preference) of the manufacturer. In case of authorized business partner/ marketing agent/ service agent, Authorization Certificate should be attached along with the tender.
2. The price should be quoted strictly adhere to the specification mentioned above.
3. The rate quoted must be F.O.B., Academic Building, Kalyani Campus of the University inclusive of packing, forwarding etc. Excise duty, Sales Tax/ VAT, service tax, Octroi, surcharge, insurance and warranty if any must be indicated separately. Educational discount, if any should be indicated clearly.
4. NSOU will not provide Central Sales Tax form "D", wherever applicable.
5. West Bengal Sales Tax/ VAT preferably be quoted as extra in the tender, wherever applicable.
6. All legal disputes shall be under the jurisdiction of the Kolkata Courts in the State of West Bengal.
7. Each bidder shall submit only one tender.
8. **Delivery Period:** Delivery period shall be 15 days from the date of issuing purchase order.
9. **Submission of Documents:** The tender should inter alia include the following (as applicable):
  - 9.1 *Copy of VAT Registration Certificate,*
  - 9.2 *Copy of PAN,*
  - 9.3 *Copy of valid Trade License,*
  - 9.4 *Authorization Certificate if applicable.*
10. All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price and taxes should be quoted separately.
11. Notwithstanding the above, NSOU reserves the right to accept or reject any bidder(s) and to cancel the bidding process and reject all bids at any time prior to the award of contract.
12. **Payment:** Payment will be made as per University Rule.
13. Normal commercial warranty/ guarantee should be indicated separately.

*NB: Only relevant information (s) need to be submitted/ complied with along with quotation (s).*

*Finance Officer,  
Netaji Subhas Open University  
DD-26, Sector-I, Salt Lake City,  
Kolkata-700 064, West Bengal*



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DD-26, Sector-I, Salt Lake City, Kolkata-700 064

(FORMAT for submission of Tender)

To

Finance Officer,

Netaji Subhas Open University

DD-26, Sector-I, Salt Lake City,

Kolkata-700 064, West Bengal

Ref: Your Tender No. .... dated .....

Sub: Supply & fixing of Furniture at School of Social Science, Kalyani Campus .

Sir,

With reference to the above subject I am submitting you the Tender in your prescribed format as per presented below:

Sl. No.	Item Name	Specification	Quantity	Rate per Unit	VAT	Rate per Unit including VAT	Total Price
1.	Computer Table	With one drawer, Lamination finished Size: 30"x18"x30".	06				
2.	Book Shelves	With sliding glass door and individual locking arrangement (4 compartments) Power Coated, Size: 66"x33"x12".	06				
3.	Steel Cabinet for Office use	With Four drawers, Powder Coated finish, 18/20 Gauge, Size: 54"x36"x18".	06				
4.	Office Steel Almirah	With four shelves making five compartments, 18/20 Gauge, Size: 78"x35"x19".	05				
5.	Specially Designed Table for Office use	High back, with two drawers, three side cover, make water proff ISI mark board with Sunmica lamination finish, I cup- board, Size: 72"x36"x30".	02				
<b>Total Price-</b>							

The item-wise rate and total amount is quoted for your consideration at the earliest.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Date: \_\_\_\_\_

Enclose:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.