



# 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/580

Dated:12-02-2016.

## *Tender Notice*

### *Sub: Procurement of various Furniture items for Library Department at Kalyani Campus of the University*

Sealed quotations are invited from manufacturers or their authorized-business partner/ marketing agents/ service agents/ dealers for Procurement of various Furniture items as per the specifications item wise stated below for Library Department. Bidders may drop their quotation latest by 26-02-2016 upto 3.00 p.m addressed to “ **Finance Officer, Netaji Subhas Open University, DD-26, Sector-I, Salt Lake City, Kolkata-700 064**” in the Box earmarked kept in the Department of Finance.

### **Detailed Specification for various Machines and Equipments:**

Sl. No.	Item Name	Specification	Quantity	Rate per Unit	VAT	Rate per Unit including VAT	Total Price
1.	Aluminium Fixed Partition	Supply fitting & fixing of Aluminium fixed partition and 2 hanging door with 1.5mm aluminium natural anodized section (2.5'x1.5' holo section), 8mm laminated board, 5mm frosted glass with Ramson lock, 2'' door vertical alu. Channel and 4'' door bottom alu. Channel.	576s q.ft				
2.	Chair	With arms rest, 1''sq tabular steel frame	16				
3.	Office Table	Decorative laminate finish	4				

		aluminium tabular with 4 drawers and a filing cradle size 60"x36"x30".					
4.	Computer Table	Computer table with drawer. Size-36"x18"x30" with water proof resistant ply with lamination.	11				
5.	Double Faced Library Rack (Main Unit)	Double faced library rack with side cover and 14 shelves (7 nos. in each face) with sliding book stopper, range indicator & index pocket. Overall height 2285mmx960mm length x560mm width in special off white colour. Storing capacity 400 books approx in each rack.	7				
6.	Double Faced Library Rack (Additional Unit)	Double faced library rack without side cover and 14 shelves (7 nos. in each face) with sliding book stopper, range indicator & index pocket. Overall height 2285mmx900mm length x560mm width in special off white colour. Storing capacity 400 books approx in each rack.	19				
7.	Office Almirah	78"x35"x19" with one locker and 4 compartments.	2				
8.	Office Almirah	50"x30"x17" with one locker and 3 compartments.	1				
9.	Filing Cabinets	54.5"(h) x 18.5"(w) x 27.5"(d) with 4 drawers.	1				
<b>Total Price-</b>							

**Terms & Conditions:\***

1. The bidder(s) should preferably be either manufacturer of base machine/ equipment 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. at Kalyani Campus, Ghosh Para, Kalyani inclusive of packing, forwarding etc. Excise duty, Sales Tax/ VAT, service tax. Educational discount, if any should be indicated clearly.
4. All legal disputes shall be under the jurisdiction of the Kolkata Courts in the State of West Bengal.
5. Each bidder shall submit only one tender for any number of items notified.
6. **Delivery Period:** Delivery period shall be 15 days from the date of issuing purchase order.
7. **Submission of Documents:** The tender should inter alia include the following (as applicable):
  - 7.1 *Copy of VAT Registration Certificate,*
  - 7.2 *Copy of PAN,*
  - 7.3 *Copy of valid Trade License,*
  - 7.4 *Authorization Certificate if applicable.*
8. 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.
9. 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.
10. **Payment:** Payment will be made as per University Rule.
11. Normal commercial warranty/ guarantee should be indicated separately.

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

*Finance Officer,  
Department of Finance  
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

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 of Furniture Items at Library Department of 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.	Aluminium Fixed Partition	Supply fitting & fixing of Aluminium fixed partition and 2 hanging door with 1.5mm aluminium natural anodized section (2.5'x1.5' holo section), 8mm laminated board, 5mm frosted glass with Ramson lock, 2'' door vertical alu. Channel and 4'' door bottom alu. Channel.	576s q.ft				
2.	Chair	With arms rest, 1''sq tabular steel frame	16				
3.	Office Table	Decorative laminate finish aluminium tabular with 4 drawers and a filing cradle size	4				

		60'x36'x30'					
4.	Computer Table	Computer table with drawer. Size-36'x18'x30' with water proof resistant ply with lamination.	11				
5.	Double Faced Library Rack (Main Unit)	Double faced library rack with side cover and 14 shelves (7 nos. in each face) with sliding book stopper, range indicator & index pocket. Overall height 2285mmx960mm length x560mm width in special off white colour. Storing capacity 400 books approx in each rack.	7				
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<b>Total Price-</b>					
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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.
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