



Memo No: AC / 318/18-19

Date : 31/10/2018

**TENDER NOTICE**

Sealed quotations are invited from reputed vendors to quote their lowest possible rate for the supply, delivery and installation/fittings for the following items at Kalyani Regional Centre, Netaji Subhas Open University, Ghoshpara Station Road, Kalyani, Nadia, West Bengal, subject to the following terms and conditions.

Description/Specification of Items :	Chairs : Sr. Executive high back revolving -01 Staff Chair – revolving-05 Visitors' chair – revolving -10 Masters Table – "L" Shape -01 Staff Table ( size – 4'x2.5'x2.5') with side unit ( Size – 2.5'x15"x2.5') -05
<b>Last date for submission:</b>	<b>05/11/2018 up to 3 PM.</b>
Place of Submission of Sealed Quotation: Finance Department, 4 <sup>th</sup> Floor, Netaji Subhas	
For detailed information and specification, vendors may contact the Director, Regional Centre, Kalyani.	
Contact No:	9433843040, 7980366313
Documents to be submitted:	Layout Plan, GST No., PAN, TAN, Trade Licence, P. Tax
Total of Amount of the sum of all items would only be taken into consideration to have LOWEST QUOTATION	

**Format for Submission of Quotation**

Sl No	Item	Qty	Rate (Rs.)	GST (Rs.)	Rate including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F=D+E	G=C x F
1	Chairs : Sr. Executive high back revolving	1				
2	Staff Chair – revolving	5				
3	Visitors' chair – revolving	10				
4	Masters Table – "L" Shape	1				
5	Staff Table with side unit	5				
Total (Rs.)						
Rupees						

University reserves the right to cancel this notice without assigning any reason.

Finance Officer  
Netaji Subhas Open University