



Memo No: AC/ 243 /19-20

Date: 09/09/2018

TENDER NOTICE

Sealed quotations are invited from reputed vendors to quote their lowest possible rate for the supply and delivery & installation of the under-mentioned items to the School of Humanities (SoH) at Durgapur Regional Centre, Netaji Subhas Open University, Durgapur, West Burdwan subject to the following terms and conditions.

Sl. No.	Item	Specification	Requirement of units
1	Faculty Table	1 office table with 3 drawers one cupboard on right side and 1 drawer & locker on left side; Size 48"x30"x30"	2
2	Visitor Chair	Fixed chair with arm cushioned	4
3	Chair	CC-115 'Comm-III' Revolving Chair with	2
4	Almirah	A.2602[S] Office Steel Almirah with one locker, Four Compartments Size: 78"x35"x19"	3
Last date for submission:		23/09/2019 up to 4 PM.	
Place of Submission: Finance Department, 4 th Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064			
Contact No:		9433274815, 9051162059, 7974313233	
Copies of Documents to be submitted:		GST No., PAN, TAN, Trade Licence, P. Tax	
Total of Amount of the sum of all items would be taken into consideration to have LOWEST QUOTATION			



[Signature]
Finance Officer
NSOU

Format for Submission of Quotation

Sl No.	Product & Code	Qty	Rate (Rs.)	GST (Rs.)	Rate including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F=D+E	G=C x F
1	Faculty Table	2				
2	Visitor Chair	4				
3	Chair	2				
4	Almirah	3				
Total (Rs.)						
Rupees						

Signatory of Organisation

Seal