



**Memo No: AC/404/18-19**

**Date: 02.12.2019**

### TENDER NOTICE

Sealed quotations are invited from reputed Supplier/Vendor to quote their possible rate for the supply, installation and delivery of Sitting Arrangement of Smart Class Room as per Annexure - I at School of Education, Academic Building, Kalyani Regional Centre, NSOU, Ghospara Station Road, Kalyani, Nadia-741 235, West Bengal subject to the following terms and conditions.

Last date for submission: 10/12/2019 up to 4 PM.

Place of Submission: Finance Department, 4<sup>th</sup> Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064

Contact No: 7001120831,9433143234,9836536396,9874136688, 9051162059

Tenders will have to be submitted in Two parts i.e. (i) Technical Bid and (ii) Financial Bid in separate sealed covers indicating (a) the type of bid (i.e. Technical Bid or Financial Bid), (b) name of the bidder, (c) Tender No. & date etc. Both these covers will have to be put together in a separate single sealed cover mentioning (a) name of the bidder and (b) Tender No. & date etc.

**A. Technical Bid:** The bidder is to provide the following documents in Technical bid:

1. Details of the technical features of the items (brand name, model no., Specification & Picture, if any.
2. Details of nature and maximum period of Warranty offered by the Bidder, if any.
3. Copy of PAN and/TAN of bidding authority are to be submitted.
4. Copy of Trade License
5. Copy of Challan for payment of Professional Tax
6. Copy of Credential for supply of similar type of item to the Educational Institute/Government Office
7. The Bidder is to fill in the Check List given in Annexure - III

**B. Financial Bid:** The bidder is to submit the Tender in the Format given in Annexur -II

**C.** University has reserved the right to cancel / withdraw the tender notice at any time without assigning any reason.

**D.** The sum of total of all items would only be taken into consideration to have the value of LOWEST QUOTATION and the Bidders is to quote all the items. Partial bidding will not be considered. Quantity of itmes to be supplied may vary at the time of order.

**E.** The Applicant bidders to participate in the bidding process are to fill in the following Formats given in the page No. 4 & 5 and Finacial Bid as per Page No. 3.

Finance Officer

Netaji Subhas Open University DD-26, Sector -1, Salt Lake, Kolkata-700064



**Annexure - I**

Technical Specification of Sitting Arrangement of Smart Class Room		
SI No.	Item with Specification	Quantity
1	Technical Specification of classroom desk	
1.1	Material: Fabric Folded: Yes Size: 280*700*980 mm Function: Auditorium, music hall, conference hall, theatre, class room Warranty: 5 years Certificate: CQC, CQTA, GCC, ISO 9001, ISO 14001, ISO 14025. Steel floor mounted legs: Powder coating, 2.2 mm Seat and back foam: Cold moulded PU foam, $\pm$ 55 kgs/m <sup>3</sup> Armrest: Solid wood Back sponge: 8 cm Seat sponge: 8 cm Back plastic shell thickness: 3 mm Seat plastic shell thickness: 5 mm Fixing with Ground by Tighten screw. (2 x2 seat arrangement module)	48
1.2	One Wooden round table 8' x 2'.1/2" height 2' for guest and faculty members with 4 nos. chair	1



**Annexur - II**

**Format for Submission of Quotation**

SL. No.	Item	Qty	Rate per Unit (Rs.)	GST per unit (Rs.)	Rate per Unit including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F=D+E	G=C x F
1.1	Desk	48				
1.2	Round Table with 4 nos. of Chair	1				
Total (Rs.)						

Rupees .....

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



To

The Finance Officer

Netaji Subhas Open University

DD 26, Sector – 1, Salt Lake

Kolkata – 700064

Ref: Memo No: AC/404/19-20 Dated: 02-12-2019

Sub: Submission of Bid – Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are quoting the itemwise value and the total amount in the prescribed BOQ format in the Financial bid along with the Technical Credentials supported with relevant documents as applicable. We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of Tender.

With regards

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



### Annexur -III

#### Check List

SL. No.	Particulars	Put Y if Yes/N if No, respectively
1	Details of the technical features of the items (brand name, model no., Specification & Picture, if any.	
3	Details of nature and maximum period of Warranty offered by the Bidder, if any.	
4	Copy of PAN and/TAN of bidding authority are to be submitted.	
5	Copy of Trade License	
6	Copy of Challan for payment of Professional Tax	
7	Copy of Credential for supply of similar type of item to the Educational Institute/Government Office	

Signature with Seal & Date:

#### Enclosures:

1	Details of the technical features of the items (brand name, model no., Specification & Picture, if any.
2	Details of nature and maximum period of Warranty offered by the Bidder, if any.
3	Copy of PAN and/TAN of bidding authority are to be submitted.
4	Copy of Trade License
5	Copy of Challan for payment of Professional Tax
6	Copy of Credential for supply of similar type of item to the Educational Institute/Government Office
7	filled in Check List given in Annexure - III