

Office of the  
**Purba Medinipur Zilla Parishad**

Ganapatnagar :: Uttar Sonamui :: Purba Medinipur

Memo No. 17/Stationary

Date . 31.08.18

**NIT No. 01 of 2018-19 (2<sup>nd</sup> Call)**

**TENDER NOTICE**  
**FOR FURNITURE**

Sealed tenders in prescribed format are invited from bonafide general order suppliers /stockiest/Printers/manufacturers of Articles for rates contract for supply of items of Annexure – B to the Purba Medinipur Zilla Parishad for the period of 1 (one) year. The details of articles and works for which tenders for rates contract are invited are set-forth in annexure 'B' of the tender notice. The rates of all the items are to be quoted against each items both in figures and words clearly. The tenders will be received **on and from 17.09.18 to 19.09.18 at 11.00 A.M. to 3.00 P.M.** in the specified tender box keep in this office. The tenders shall be **opened on 20.09.18 at 3.00 P.M.** The validity of tender is of one year.

Each tenderer can quote the rates for the items of any Annexure B. The Earnest Money required to be deposited will vary accordingly.

Name of the work Annexure B – Supply of furniture

The word "Tender for Annexure – B" must be superscribed on the top of the envelop containing tender.

**TERMS AND CONDITIONS**

- 1) Successful tenderers will have to execute an agreement with the Additional Executive Officer, Purba Medinipur Zilla Parishad on a non-judicial stamp paper value Rs. 10/- (Ten) only within the date specified in the letter of intimation before issuance of supply order.
- 2) The intending tenderers shall have to enclose Xerox copies of upto date clearance certificates i.e. Trade license, P.Tax, GST, documents of Income Tax, Credential from the appropriate authorities for similar nature of supply work at the time of offering tenders.
- 3) Earnest Money amounting to Rs. 20,000.00 (Rupees twenty thousand) only for the rates for Annexure –B are required to be deposited in the shape of Bank Draft, Banker's Cheque drawn in favour of Financial Controller & Chief Accounts Officer, Purba Medinipur Zilla Parishad on any Nationalized Bank at the time of dropping tenders. The Earnest Money so deposited will be refunded to the unsuccessful bidder after issuing the work order
- 4) Any tender without Earnest Money will be initially rejected.
- 5) The validity of tender for rate contract will remain in force for one year from the date of issuing work order.
- 6) The rate must be quoted clearly both in words and figures inclusive of all charges, GST, Carriage, loading and unloading charges etc. In case of any discrepancy the rates quoted in words only shall be accepted.

- 7) No. extra payment will be made for carriage of materials involving head load , if any.
- 8) Supply is to be completed within specified time when order will be placed.
- 9) If the lowest tender fail to supply the articles as and when required, his name would be brought into book for taking disciplinary action and his Earnest Money will stand forfeited.
- 10) No compromise will be made regarding quality of the articles.
- 11) Once the tender is accepted and agreement made, no plea regarding non-availability of articles and rate enhancement than that of the tender rate shall be accepted.
- 12) The undersigned reserves the right to accept or to cancel any or all the tenders without assigning, any reason whatsoever. The selection will not necessarily be confirmed to the lowest tender.
- 13) The undersigned shall not bound to accept the liability on account of any loss or damage suffered by the successful tenderer due to change in the policy of the Govt. or due to any other reasons if the tender is cancelled in whole or any part thereof. The undersigned reserves the right to stop supplying of articles or to cancel the supply order at any stage by a notice in writing without assigning any reason thereof.
- 14) The undersigned does not give any guarantee for purchasing of whole or any part of articles for which supply order will be issued. Therefore, in the event of not purchasing any or whole quantity of articles, no compensation will be paid to the tendere.
- 15) If the tender is not opened on the date specified above in the tender notice due to some unavoidable circumstances, fresh notice will be hung up on the Office Notice Board specifying date, time of opening of the same.
- 16) No extension of time beyond the date fixed for supply of articles will be allowed under any circumstances.
- 17) In the event of tender being submitted by a firm, it must be signed separately by each member or in the event of absence of any partner, it must be signed on his behalf by a person holding power of attorney authorizing to do so.
- 18) The earnest money will be liable to be forfeited and the contract will be cancelled if the successful tender fails to abide by any of the terms and conditions of the tender notice or in the event of his failure for supply of articles as per specification.
- 19) All the articles are to be supplied in good quality.
- 20) Tenderers will be bound to take refund of the articles of inferior quality at their own costs. In this case, the authority is at liberty to cancel his tender.
- 21) Tender will have to be submitted in the format Annexure-B available in the office which may be collected on any working day during office hours.

  
**Additional Executive Officer**  
**Purba Medinipur Zilla Parishad**

Memo No. 17/1(80)/stationary

Date 31.08.18

Copy forwarded for information with the request to publish this notice in his office  
Notice Board:-

1. The Sabhadhipati, Purba Medinipur Zilla Parishad
2. The Executive Officer, Purba Medinipur Zilla Parishad
3. The Sahakari Sabhadhipati, Purba Medinipur Zilla Parishad
4. The Additional Executive Officer, Purba Medinipur Zilla Parishad
5. The Superintendent of Police, Purba Medinipur
6. The Secretary, Purba Medinipur Zilla Parishad
7. The F.C. & C.A.O., Purba Medinipur Zilla Parishad
8. The Dy, Secretary, Purba Medinipur Zilla Parishad
9. The Karmadhyaksha... (all) Sthayee Samity, Purba Medinipur Zilla Parishad
10. The Sub-Divisional Officer....(all) Sub-Division, Purba Medinipur
11. The Chairman.....(all) Municipality, Purba Medinipur
12. The Sabhapati.....(all) Panchayat Samity, Purba Medinipur
13. The Executive Officer...(all) Panchayat Samity, Purba Medinipur
14. The D.I.O., NIC, Purba Medinipur
15. The D.I.C.O., Purba Medinipur
16. The O.S., Purba Medinipur Zilla Parishad
17. The Notice Board, Purba Medinipur Zilla Parishad

Encl: Annexure - B

  
Additional Executive Officer  
Purba Medinipur Zilla Parishad

8/8/18

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**ANNEXURE – B  
List of Furniture**

Sl No	Item	Quality/Size	Quantity	Rate
1.	Revolving Chair (High Back )	Standard	Per Pc	
2.	Revolving Chair (High Back )	Godrej	Per Pc	
3.	Wooden Rack (3 self)	30" x 30" x 12"	Per Pc	
4.	Office table (met finish top)	4.6" x 2.6" (18/20)	Per Pc	
5.	Taktoposh (Nim/Sal)	6.5' x 5'	Per Pc	
6.	Wooden Khat (Nim/Sal)	6.6' x 3'	Per Pc	
7.	Wooden Khat (Nim/Sal)	6.6' x 5'	Per Pc	
8.	Table (wooden) (Nim/Sal)	3' x 5' Standard	Per Pc	
9.	Table (wooden) (Nim/Sal)	4' x 2.6' Standard	Per Pc	
10.	Fiber Chair with arms (Big)	Supreme/Nilkamal	Per Pc	
11.	Fiber Chair without arms (Big)	Supreme/Nilkamal	Per Pc	
12.	Steel Almirah	78"x34"x19" (CRC Sheet Locker/inside locker,/Standard Guage 18/20)	Per Pc	
13.	Steel Almirah	72"x34"x19" (CRC Sheet Locker/inside locker Standard Guage 20/22)	Per Pc	
14.	Steel Almirah	66"x30"x17" (CRC Sheet Locker/inside locker, Standard Guage 20/22)	Per Pc	
15.	Steel Almirah	50"x30"x15" (CRC Sheet Locker/inside locker Standard Guage 20/22)	Per Pc	
16.	Steel file cabinet	54"x18"x27" (4 drawer CRC Sheet Standard Guage 20/22)	Per Pc	
17.	Steel table met finish top	4' x 2 <sup>1</sup> / <sub>2</sub> ' (three drawer) CRC Sheet Standard Guage 22	Per Pc	
18.	Steel Book Self	60"x30"x15" (4 compartment) CRC Sheet Standard Guage 20)	Per Pc	
19.	Steel Rack	72"x42"x15" (6 Self CRC Sheet Standard guage 18/22)	Per Pc	

Sl No	Item	Quality/Size	Quantity	Rate
20.	Steel Rack	78"x40"x15" (6 Self CRC Sheet Standard guage 18/22	Per Pc	
21.	Steel Rack	36"x24"x12" (3Self CRC Sheet Standard guage 16/20	Per Pc	
22.	Steel Rack	36"x36"x15" (3Self CRC Sheet Standard guage 16/20	Per Pc	
23.	Computer Table	Standard	Per Pc	
24.	Wooden Chair (with arms ) Nim, Sal	Standard	Per Pc	
25.	Ornate Chair with arms	Nilkamal / Cello	Per Pc	
26.	Full Secretariat Table	5'x 3' Guage 22 CRC Sheet three drawer one side box	Per Pc	
27.	Steel Table	4' x 2.6' 3 Drawer guage 22 Bhutan top	Per Pc	
28.	Steel Table	4' x 2.6' 3 Drawer & Box guage 22 Bhutan top	Per Pc	
29.	Table Glass (Smoke Colour	8mm	Per Sqf	
30.	Table Glass (White Colour)	6mm	Per Sqf	
31.	Table Cloth (with velvet)	(Standard)	Per metre	
32.	Visitor Chair with arms and velvet Gadi	Standard	Per Pc	
33.	Writing of name plate (15" x 9")	Standard	Per Pc	
34.	Writing of name plate (12" x 4")	Standard	Per Pc	
35.	Writing of name plate (6" x 4")	Standard	Per Pc	

  
**Additional Executive Officer**  
**Purba Medinipur Zilla Parishad**