



BIDDING DOCUMENT

(Tendor No.IIITK/Tender/2021/133)

For Supply Of Furniture's to Director's Residence

Dated-05/03/2021

Subject :- Procurement of Furniture's for Director's Residence of IIIT-Kalyani.

QUOTATION FORM FOR SUPPLY OF FURNITURES TO DIRECTOR'S RESIDENCE

Sealed tenders on letter heads of the firm are invited by IIIT Kalyani from reputed suppliers/authorized dealers/firms for supply of following furniture's as per specification, size and quantity indicated against each up to 29.03.21.

Sl. No	Item	Specification & Size	Quantity (Nos.)	Unit Price	GST	Total Amt.
1.	Dining Chair	Godrej Interio Swiss / Similar Model	6 nos.			
2.	Dining Table	Godrej Interio Snowflake / Similar Model	1 no.			
3.	Sofa, Cool Grey Colour	Godrej Interio Plum / Similar Model	3 Seater - 1nos. 1 Seater – 2 nos.			
4.	Book Case	Godrej Interio Meraki / Similar Model	1 no.			
5.	2 door Steel Almirah with Mirror	Godrej Interio Slimline / Similar Model	1 no.			

Instructions, terms and conditions:

1) Bidders are to invited to submit sealed quotations on the official pad/letter head of the manufacturer/authorized distributor/bonafide supplier as per the Technical Specifications for tendered items to office of Deputy Registrar, Indian Institute of Information Technology, Webel IT Park, Kalyani, Nadia, Pin Code - 741235, West Bengal between 11.00 am to 5.00 pm.

2) The tenderer should be required to submit a EMD of Rs. 2000/- (Refundable) and tender fees of Rs. 300/- (non-refundable) by way of demand draft drawn in favour of "IIIT Kalyani" payable at Kalyani. The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid should be submitted along with relevant documents for pre-qualification.

3) The last date of receipt of tender is **29.03.2021**. Quotations received later will not be entertained under any circumstances.

4) All items have to be delivered at the Director's Residence at B12/318, Kalyani and installations to be done for all items.

5) Date and Timing of opening the bid will be on **29.03.21 at 3.00 PM**.

6) Bidders are to submit the quotations in sealed cover to the office in the Following address.

Deputy Registrar,
Indian Institute of Information Technology,
Webel IT Park, Kalyani
Nadia, Pin Code- 741235
West Bengal.

7. Vendors must enclose attested copies of Trade licence, GST Registration, PAN Card or any other statutory testimonials etc. along with the bidding document, otherwise their tender will be cancelled.

8) The items must be supplied within a period of 20 days after the receipt of the purchase order

9) The materials are to be supplied at at Director's Residence between 11.00 am and 4.00 pm. The tenderer will be responsible for any breakage , damage in item/product detected subsequently.

10) Bills in triplicate should be presented for payment within 15 days of supply/completion of work. **No Advance Payment can be Allowed.** All bills are to be accompanied by order copies and challan receipt. The order number is to be noted on both the challan and the Bill.

(Deputy Registrar)