



No. _____

Date _____

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from bonafide and reputed agencies/firms quoting rates for repair and upholstering of sofa sets including materials and labour charges for those sofa sets at VIP waiting area in Throne Room, Raj Bhavan, Kolkata as described below.

The Specifications are furnished below :

| Sl. No. | Description of work | Furniture | Quantity |
|---------|---|--------------------|----------|
| 1. | Repair and upholstering of sofa sets including materials and labour charges | 3 Seated Sofa | 3 Nos. |
| 2. | | Single Seated Sofa | 6 Nos. |

Terms and Conditions

- 1) Duly signed quotation must be submitted on company letter head in a sealed envelope superscribed **“Quotation for repair and upholstering of sofa sets including materials and labour charges.”**
- 2) Name, address & contact number of the supplier must be clearly indicated in the quotation.
- 3) The rates quoted should be clearly mentioned in both words and figures and shall be inclusive of all charges and levies, including taxes as may be applicable.
- 4) The rates should be quoted only for the items specified in the notice.
- 5) This office retains the right to accept or reject one or all quotations without assigning any reason thereof, No correspondence in this regard will be entertained.
- 6) The quotations should be submitted within 2 P.M. on 26.03.2020. The quotations will be opened at 3 P.M. on 26.03.2020. Willing bidders may be present at the time of opening the quotations.

Yours faithfully,
Sd/-

Special Secretary to the Governor of West Bengal
and Comptroller, Governor's (Household) Secretariat

No. 417/1(4)M

Date 16.03.20

Copy forwarded for information and necessary action to :-

1. Notice Board of Governor's (Household) Secretariat.
2. Network Administrator for up loading the notice in Raj Bhavan Website.
3. SGE
4. Office Copy.

Special Secretary to the Governor of West Bengal
and Comptroller, Governor's (Household) Secretariat