OFFICE OF THE COUNCILLORS OF
RAGHUNATHPUR MUNICIPALITY
Tarani Bauri     P.O. – Raghunathpur, Dist.-Purulia
Chairman

Ref: RM/Civil/CR-2/1039

Date: 22/12/2022

SUB: INVITING QUOTATION FOR SUPPLY OF OFFICE CHAIR AND TABLE

Quotations in sealed covers are invited from reputed Agency / OEMs and/or Authorized dealers for the ABOVE NOTED PURPOSE at Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin - 723133

<table>
<thead>
<tr>
<th>SL</th>
<th>Item Name</th>
<th>Specifications</th>
<th>SL</th>
<th>Item Name</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Plastic Chair</td>
<td>Weight bearing capacity 110Kg, Width(CM)-47, Depth(CM)-51, Height(CM)-89, Weight(Kg)-2</td>
<td>3</td>
<td>Office Table</td>
<td>Good Quality with Single Drawer with Lock</td>
</tr>
<tr>
<td>2</td>
<td>Cushion Chair</td>
<td>(Cushion Seat and Back), Resin Mounted Chair, Width(CM)-56, Depth(CM)-58, Height(CM)-80, Weight(KG)-5.2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The quotations should be sent in Sealed Cover addressed to "THE CHAIRMAN, Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin - 723133". The words "QUOTATION FOR SUPPLY OF OFFICE CHAIR AND TABLE" should be prominently written on the envelope containing the quotation. The quotation should reach this office latest by 1:00PM on 29th Dec, 2022.

The quotations will be opened at 4:00 PM on 30th December, 2022 at the Chamber of the Chairman, Raghunathpur Municipality, At, PO & PS- Raghunathpur, Dist.-Purulia, Pin - 723133 in the presence of bidders or their representatives, who wish to present on the occasion. If the said Date is declared a public holiday for any reason, the tenders will be opened on the next working day.

This invitation for quotations is subject to the terms and conditions appended below:

2. Price bid cover shall contain only Schedule of Rates duly filled in as per specimen at Annexure B. Price bid cover shall not contain any other document or any conditions.
3. All entries should be legible and correction if any should be attested by Bidder’s signature over the firm’s seal. Over-writing will not be accepted. Incorrect words/figures should be crossed and correct figures rewritten with signature of Bidders.
4. Bidders must submit Quotation pertaining to themselves only.
5. The Tenderer is expected to offer most competitive prices with highest possible discounts.
6. The successful bidder shall submit the stores on receipt of work order (periodical order may also issued if required) and the bid rate will be valid for one year.
7. The Chairman, Raghunathpur Municipality does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason.
8. In case of any dispute /difference arising out of interpretation of any of the clauses/ terms/ provisions, decision of the Chairman, Raghunathpur Municipality shall be final and binding.
9. Bids that do not satisfy the terms and conditions are liable to rejected summarily.
10. This tender is not transferable.
11. The Chairman, Raghunathpur Municipality reserves the right to withdraw/ revoke/ cancel the whole or any part of the tender at any stage without assigning any reason.

Chairman
Raghunathpur Municipality
22/12/22
Annexure-B

SUB: INVITING QUOTATION FOR SUPPLY OF OFFICE CHAIR AND TABLE Vide MEMO No.
Date 

Format for Financial Bid: (On letter head)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Item</th>
<th>Unit rate per item (Rs.)</th>
<th>Taxes /GST (Rs.)</th>
<th>Total Cost per item (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Plastic Chair</td>
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<td></td>
<td></td>
</tr>
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<td>2.</td>
<td>Cushion Chair</td>
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<td>3.</td>
<td>Office Table</td>
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<td></td>
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</tbody>
</table>

(Authorized signatory)