

Sealed quotations are hereby invited towards repairing, re-cushioning, polishing and supply of new cover set for office furniture of the Foundation. The item-wise details of work description is given in the enclosed annexure. The terms & conditions are given below: -

1. The Foundation reserves the right to reject entire order if works are not done satisfactorily;
2. The Foundation also reserves the right to reject any of the quotation without assigning any reason;
3. Repairing, re-cushioning and polishing works should be done in the office of the Foundation;
4. Before submission of rates for different items and works, the furniture may be inspected in the office of the Foundation on any working days between 11 A.M. and 4 P.M.;
5. No escalation of rates will be allowed after submission of quotations under any circumstances except the increase of govt. taxes, if any;
6. Rate should be quoted item-wise;
7. Payment will be made by cheque on receipt of a bill, in duplicate, after completion of entire works/supply satisfactorily;
8. VAT No./ST Reg. No. and 10 digit PAN Card Number be mentioned in the quotation;
9. Any dispute arising out of this transaction will be settled under the jurisdiction of the Calcutta High Court.

Sealed quotation superscribing “**QUOTATION FOR REPAIRING WORKS**” addressed to the **Director, Raja Rammohun Roy Library Foundation Block: DD-34, Sector-I, Salt Lake City, Kolkata 700 064** should drop in the Tender Box kept in the ground floor of the office building on or before **26.09.2011** positively.

**RAJA RAMMOHUN ROY LIBRARY FOUNDATION
KOLKATA**

Annexure

The item-wise details of works:

1. **3 seated Sofa** : repairing, re-cushioning, polishing and cover - 1 No.
2. **Chair** : repairing, re-cushioning and polishing - 4 Nos.
3. **Single Sofa** : repairing, re-cushioning, polishing and cover - 2 Nos.
4. **4 seated Sofa**: repairing, re-cushioning, polishing and cover - 1 Nos.
5. **Single Sofa**: repairing, re-cushioning, polishing and cover - 2 Nos.
6. Supply and fitting of new Pelment - 4 Nos.
7. Wooden Handle for Trolley - 1 No.
8. Wooden Shelve for Micro Woven - 1 No.
9. **Chair** : repairing, re-cushioning and polishing - 25 Nos.
10. **3 seated Sofa** : repairing, re-cushioning, polishing and cover - 2 Nos.
11. **Single Sofa** : repairing, re-cushioning, polishing and cover - 2 Nos.

Dy. Director (Admn. & Accounts)