

Subject: NIQ for supply and placement of tables at Ground of Patsan Bhawan.

Sealed Quotations are invited by the **Secretary, National Jute Board (NJB), Patsan Bhawan, 5th & 6th Floor, Street No. 175, Plot No. 6/1, CF Block, Action Area - 1, New Town, Kolkata - 700156** from reputed vendors/OEMs for supplying and placement of tables at Ground floor of National Jute Board, Patsan Bhawan, Plot No. CF-6/1, Street No. 175, New Town, North 24 Parganas, Kolkata, West Bengal -700156 for JDRC scheme of NJB.

Interested Agencies must submit the Quotations at the Tender Box in the National Jute Board office on or before 13/06/2025 within 3:00 pm. The Quotations should be submitted in sealed envelope, addressed to "The Secretary", National Jute Board.

Important to NOTE:

Agencies are advised to carefully read the terms and condition before submission of tender:

- The Local Purchase Committee constituted for the purpose would open the Quotations of both Technical and Financial bid, examine and process as per Tender formalities.
- Agencies whose Packet A (Technical) could not be considered by the Evaluation Committee their Financial Bid shall not be opened. The decision of the Committee is final and no further communication will be entertained.
- Incomplete Quotations documents will be summarily rejected as invalid.
- NJB reserves the right to accept or reject any or all the Quotations in part or whole or may cancel the NIQ at its sole discretion without assigning any reason whatsoever and decision of NJB in this regard shall be final and binding. No further correspondence in this regard will be entertained.
- NJB is not bound to accept the lowest bid or to assign any reason for non-acceptance.

1. The Quotation must be submitted in two (02) parts as Packet "A - Technical" and Packet "B - Financial" in separated envelope.

2. The followings are the detailed information regarding this tender: -

NIQ Details	
NIQ End Date/Time	13-06-2025 15:00:00hrs.
Quotation Opening Date/Time	13-06-2025 15:30:00hrs.
Quotation Offer Validity (From End date)	30 (Days)
Organization Name	National Jute Board
Total Quantity	16

BOQ Title	Supply and installation of tables at Ground floor of Patsan Bhawan
NIQ Details	
Document required from seller	Packet “A” - Valid trade license/MSME/UDYAM certificate, Work orders/ Purchase Orders Technical Compliance statement in Annexure - I Packet “B” - Financial Bid in the prescribed format given in Annexure – II
Evaluation Method	Total value wise evaluation
<p><u>General terms and conditions: -</u></p> <ol style="list-style-type: none"> 1. At least two work certificate or Purchase Order as credential 2. Must have office in consignee jurisdiction. 	

Annexure-I

Name of the work: Supply and installation of tables at Ground floor of Patsan Bhawan

TECHNICAL COMPLIANCE STATEMENT

(To be submitted in envelop –A)

SL no.	Required Technical Specifications	Compliance: - YES / NO
1	Valid trade license/MSME/UDYAM certificate	
2.	Previous Work orders/ Purchase Orders	

Authorized Signatory:

Name:

Name of the Firm:

Annexure-II**Name of the work: Supply and installation of tables at Ground floor of Patsan Bhawan****FINANCIAL BID***(To be submitted in envelop –B)*

Sl	Description (Specification as Annexure –I)	Qty.	Unite Price (Rs.)	Amount (Rs.)	GST (Rs.)	Total Amount (Rs.)
1	Wooden Table with Stool Table Dimensions: 4' × 4' × 3' Stool Dimensions: 12" × 12" × 24"	4 sets				
2	Wooden Computer Table with height adjustable computer chair Tabletop Dimensions: 4' × 2.5' Height: 2.5'	2 sets				
3	Wooden Table with Stool Table Dimensions: 6' × 4' × 3' Stool Dimensions: 12" × 12" × 24"	2 sets				
	Grand Total (Rs.)					

Total Rupees in words inclusive of GST and all other charges

(.....)

****L1 BIDDER WILL BE SELECTED ON THE BASIS OF OVERALL LOWEST QUOTED GRAND TOTAL AMOUNT****

Date: _____

(Authorized Signatory with Stamp)

Name & Address of the Firm _____

Telephone & Fax Nos. _____

Mobile _____

E-mail Address _____