

**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF HORTICULTURE**  
 DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE  
 4TH FLOOR, BENFISH TOWER, GN 31, SALT LAKE, KOLKATA – 700 091

NIQ -13/2025 Dated-19.06.2025

**Invitation for submission of quotations for supply of furniture**  
**(Second call)**

1. Sealed quotations are invited from reputed organizations/ firms/ contractors/ dealers/ cooperatives towards supply of i) 2 (Two) numbers of Office Desk with drawer facility, shelves and accessories. Measurement of the table is H x L x W = 2.5 x 4 x 2 ft., ii) 2 (Two) numbers of Side Table with measurement of H x Lx W= 2.5 x 3 x 1.5 ft., iii) 10 (Ten) numbers of visitors revolving chairs (height adjustable), iv) 1(One) no. of Executive revolving chair with head rest (height adjustable) for office purpose.
2. The cumulative rate of all items must be quoted instead of quoting rate of individual item
3. The rate should be quoted both in words and figures and the rate includes GST, transport charges (upto the office) and installation.
4. The quoted rate must not exceed Rs. 1,00,000/- (inclusive all).
5. Annexure I and copies of mandatory documents (GST, valid trade license, PAN, IT returns for ay 2023-2024, 2024-2025) are to be submitted along with quotation of rate to be submitted on their pad.
6. The interested eligible parties are requested to submit quotation between 20.06.2025 to 26.06.2025. The bids will be opened on 26.06.2025 at 4.30 pm. Bids may be submitted on all Government working days from 11.00 am. to 4.00 pm in the drop box of the Directorate of Horticulture which shall be available at the Benfish Tower (4<sup>th</sup> Floor), GN-31, Sec- V, Salt Lake, Kolkata- 700091.
7. Delivery and installation of items must be made within seven working days from the issuance of supply order.
8. Faulty item must be exchanged within a period of 10 (ten) days.
9. Payment shall be released after satisfactory service and approval of the authority.
10. The decision of the authority will be final.
11. The authority reserved the right to accept or reject any bid.

  
 O.S.D. & E.O. Director of Horticulture (Admin)  
 Directorate of Horticulture

Copy forwarded for information with a request to arrange for display of this notice to the office notice board.

1. Director of FPI, Directorate of FPI, Benfish Tower, Kolkata -91
2. Private Secretary to the HMIC, Department of FPI & Horticulture, Benfish Tower, Kolkata -91
3. Pr. PS to the Secretary, FPI&H Department of FPI & Horticulture, Benfish Tower, Kolkata -91
4. DDO & ADH, Directorate of Horticulture, Benfish Tower, Kolkata -91
5. MIS In Charge, Dept . of FPI & Horticulture with a request to upload it in the Department Website.

  
 OSD & Ex-Officio  
 Director of Horticulture (Admin)  
 Govt. of West Bengal

6. Office notice board
7. Guard file.

O.S.D.& E.O. Director of Horticulture (Admin)  
Directorate of Horticulture

**Annexure – I**

Supply of i) 2'nos. of Office Desk, ii) 2'nos. of Side Table, iii) 10' nos. of visitors revolving chairs and iv) 1' number of Executive revolving chair	
Ref. No.	Date:-
Name of the Organization /Agency: -	
Address of the Organization / Agency: -	
Contact No.:-	
<b>Items enclosed</b>	Yes / No
GST Registration	
Valid Trade License	
PAN	
IT return of AY 2023-24 and AY 2024-25	
<b>D E C L A R A T I O N</b>	
I hereby declare that, I have read all the terms and conditions mentioned in the tender documents and all statements made in this annexure above are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled.	
Authorized Signature with Seal & Date	

  
O.S.D. & E.O. Director of Horticulture (Admin.)  
Directorate of Horticulture

**Quotation**

Srl.No.	Items Description	Number of Items	Rate (Cumulative including GST)
1	Office Desk with drawer facility, shelves and accessories with measurement H x L x W = 2.5 x 4 x 2 ft.	02	
2	Side Table with measurement of H x Lx W= 2.5 x 3 x 1.5 ft	02	
3	Visitors revolving chairs (height adjustable)	10	
4	Executive revolving chair with head rest (height adjustable)	01	

  
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