


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

Memo No. NIQ /11/2025

Date- 29.05.2025


**Invitation for Submission of quotations for Furniture**

1. Sealed quotations are invited from reputed organization 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 L x 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 interested eligible participants are requested to submit quotation between 30.05.2025 to 09.06.2025. The bids will be opened on 10.06.2025 at 1.00 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.
3. Lowest bidder will be selected for supply of above articles.
4. Terms and conditions for 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 are attached in Annexure- II.
5. The decision of the Authority will be final.
6. The authority reserved the right to accept or reject any bid.

  
O.S.D.& E.O. Director of Horticulture (Admin)  
29-05-2025

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

1. Pr. P.S. to the Secretary, FPI&H.
2. DDO & ADH, Directorate of Horticulture.
3. Office Notice Board.
4. Office copy.

  
O.S.D.& E.O. Director of Horticulture (Admin)  
29-05-2025

**Annexure II**

**Terms and conditions for Supply of Stationery Articles by lowest bidder.**

1. Faulty item must be exchanged within a period of 10 (Ten) days.
2. Payment shall be released after satisfactory service and approval of the authority.
3. Decision of the Tender Committee is final for selecting/ rejecting of vendors.
4. The authority reserves the right to terminate the contract without assigning any reason.



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



**Annexure – III**

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 2021-22 and AY 2022-23	
Previous experience in providing similar work (Work order from the appropriate authority to be submitted)	
<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	

Signature of the bidder  
Seal