

**OFFICE OF THE COMMANDANT 21ST A.P. (IR) BATTALION,
KATLICHERRA, HAILAKANDI.**

TENDER NOTICE


Scaled tender affixing non-refundable court free stamp of Rs.8.25p (Rupees eight and twenty five paise) only are hereby invited from the registered firms/ supplier for supply of Office Furniture of 21st A.P.(IR) Battalion, Katlicherra under the terms and condition stated bellow. The tenders will be received in the office of the undersigned up to 2 P.M on **03/07/2017**. The tenders will be opened at 3 P.M. on the same day in presence of tenderers or their authorised representatives who may like to be present. In case the office remains closed, the tenders will be opened on the next working day at the same time and venue. The list of items may be collected from the office of the undersigned on any working day during office hours by submitting requisition in writing under seal & signature.

TERMS & CONDITIONS

1. Tender without court fee stamp will not be accepted.
2. No tender will be received after the above schedule date and time.
3. The rate against each item should be quoted in figure and words inclusive of all taxes.
4. Taxes will be deducted at source as per rule and will be deposited into the Govt. Treasury.
5. The tenders will have to submit the following documents along with the tender, failing which no tender will be accepted.
 - a) Attested copy of firm registration certificate.
 - b) Attested copy of VAT clearance certificate.
 - c) Attested copy of Income-tax clearance certificate.
 - d) Attested copy of PAN card.
 - e) Attested copy of Trade Licence.
6. Tenderers must deposit Rs. 5,000.00 (Rupees five thousand) only as earnest money in the form of call deposit pledged in favour of the undersigned for each of tender.
7. The earnest money of un-successful tenderers will be released after completion of tender process and earnest money of the successful tenderers will be retained as security money and the same will be returnable after 3 months on the date of completion of the work.
8. The sealed cover containing the tender should be superscribed the " TENDER FOR SUPPLY OF OFFICE FURNITURE" on the top of the envelope.
9. Only the best quality articles/materials will be accepted. The approved supplier will be required to take back the rejected articles at his own cost.
10. Payment of the bills will be made depending upon the availability of fund. No extra charge will be entertained if the payment is delayed due to non-availability of fund.
11. The undersigned is not bound to accept the lowest rate and reserves the right to reject any or all the tenders without assigning any reason thereof.

**REQUIREMENT LIST FOR OFFICE FURNITURE OF 21ST A.P. (IR) BATTALION,
KATLICHERRA, HAILAKANDI.**

Sl. No.	Name of articles	Quantity
1	Wooden Office Table with Drawer (size L=42" B=27", H=30")	10 Nos.
2	Wooden Chair with Handle (Seat and back made of foam covered).	10 Nos.
3	Wooden file cum book shelf (size L=4', B=18", H=5' with 5 shelf)	10 Nos.


**Commandant,
21st A.P (IR) Battalion,
Katlicherra, Hailakandi.**