

Invitation of Tender Document for Repairing of Windows & Cabinet and Replacement of Floor mat in meeting room:

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**The Institution of Electronics and Telecommunication Engineers
Kolkata Centre
Plot No J1/7, Block-EP, Sector V, Salt Lake Electronics Complex
Kolkata 700091**

**Last Date for submission of bids
30-06-2025**

Scope of Work

Repairing of Windows & Cabinet and Replacement of floor mat in meeting room:

A. Windows repairing:

Window glass 6 pieces. (Tempered 6mm)

- i) 4 pieces – size: 6ft X 2ft
- ii) 2 pieces – size: 3ft X 2ft
- iii) One plywood sheet (higher thickness) for fixing
Size – 3ft X 2ft

B. Sliding shelf door of plywood with sun mica top 6 pieces

Size – 2ft X 1.5ft each

C. Floor mat: Size – 13ft X 10ft

General Terms and Conditions:

1. Tenders are invited for technical and financial bids in separate sealed covers from reputed firms for Repairing of Windows & Cabinet and Replacement of floor mat:
2. Both the sealed covers will have to be put in a third sealed cover.
3. The quotation in sealed cover, super-scribing “Tender for Repairing of Windows & Cabinet and Replacement of floor mat at IETE , Kolkata Centre should reach this office by 30-06-2025.
4. Unsealed envelopes will not be accepted.
5. Technical bids will be opened first. Financial bids will be considered for those vendors satisfying the specified technical requirements.
6. The rates mentioned in the financial bid shall be inclusive of all taxes.
7. The following documents are also required to be submitted with the technical bid:
 - i) Firm Registration Certificate or equivalent providing address, ii) Trade License
 - iii) Permanent Account Number (PAN), iv) GST Registration number.
8. The firm should have experience on above mentioned jobs.

Additional Conditions/Requirements:

- The vendor may visit IETE Kolkata Centre before going for the bidding process in order to understand the scope of the work.
- The bidder having a registered office in West Bengal may be preferred.
- The work will be completed within two weeks from the date of Work Order.
- Payment will be made after completion of the work. No advance payment will be made.
- IETE Kolkata Centre reserves the right of cancellation of the tender/extend the date of opening the tender etc. without mentioning any reasons for the same.
