

**The Institution of Electronics and Telecommunication Engineers
Kolkata Centre**

Plot No J1/7, Block-EP, Sector V, Salt Lake Electronics Complex, Kolkata 700091

File No.: IETE/KOL/108(II)/26

Date: 26-08-2026

Invitation of Tender Document for Repairing of Windows, Replacement of floor mat & Painting of the building – outdoor and indoor (partial)

Last Date for submission of bids. 07-09-2026

Scope of Work

- A. Repairing of windows with glass (4mm) replacements as per actual quantity required
- B. Replacement of floor mat in the Auditorium as per actual measurement
- C. Painting of the building (outdoor / partial) and painting of ceiling and wall of Auditorium along with one additional room (Gr Floor) as per actual measurement.

General Terms and Conditions:

1. Tenders are invited for technical and financial bids in separate sealed covers from reputed firms for Repairing of Windows, Replacement of floor mat and painting.
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, Replacement of floor mat, painting of building – indoor and outdoor (partial) at IETE Kolkata Kolkata Centre” should reach this office by 07-09-2026.
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. Price to be quoted per unit basis after inspection and measurement of actual work area in presence of IETE representative.
7. The rates mentioned in the financial bid shall be inclusive of all taxes.
8. 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.
9. 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 cash payment). 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.
