

**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/135/26**

Date: 26-08-2026

Invitation of Tender Document for Seminar Room Chairs and Almirah of IETE Kolkata Centre

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

Scope of Work

A. Supply of 60 wooden Seminar Room Chairs

Wooden Armchair

Dimensions: Armchair: H 39 X W 21 X D 20 inches or similar

Seating Height - 19 Inches

Surface Recommendation: Carpet, Hard Floor

Back Style: Solid Back.

B. Supply of one steel almirah of standard size

General Terms and Conditions:

1. Tenders are invited for financial bids with specification from reputed firms for supply of wooden seminar room chairs.
2. The sealed cover will have to be put in a second sealed cover.
3. The quotation in sealed cover, super-scribing "Tender Document for Seminar Room Chairs and Almirah of IETE Kolkata Centre 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 advance or cash 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.
