



Balmer Lawrie & Co. Ltd.

P-43, Hide Road Extn., G&L Division, Kolkata – 700 088

Phone : 2450-5361, Fax : 2449-8493

Tender Enquiry No. : GLK/TE17/137

Date : 23.08.17

Due Date : 04.09.17

**Sub : Arrangement of wooden cabinet at HR Office
& other miscellaneous jobs at G&L-Kolkata**

Quotation is invited for the above jobs within our premises at P-43, Hide Road Extn., Kolkata – 700088. Details of jobs are mentioned in the **Annexure**, which may please be collected from our HR Dept., at P-43, Hide Road Extn., Kolkata-88. Other terms & conditions are as under :

1. Payment : Within 30 days from the date of submission of duly certified bill.
2. Completion of Jobs : Two months from the date of PO/LOI.
3. The selection of L1 bidder will be on the basis of lowest landed cost quoted for the above.
4. The bid of any tenderer may be rejected, if a conflict of interest between the bidder and the company is detected at any stage.

Interested vendor may submit their quotation, in the above format, **in a sealed envelope** superscribing the above '**Tender No. and Date**' to Shri Asish Chakraborty, Officer (Human Resources), at the above address on or before 04.09.17 by 5.00pm.

Enclosure of Tender Enquiry No. GLK/TE17/137, Dated : 23.08.17

Arrangement of wooden cabinet at New HR Office, Ground Floor of Main Admin.
Building at the chamber of Shri Rohit Kr. Agarwal & other miscellaneous jobs

SN	Details of Jobs	Qty	Rate	Total
1	HR Dept (Ground Floor) Charges for making Plywood cabinet of size (14'-0" x 2'-6" x Depth 1'-8") Apprx. Full covered with 18mm thick water proof Ply with sunmica finished matching with existing and back side covered with 6mm Ply. Complete fitting with Lock. Handle etc. all complete	35 sqft.		

2	Main Gate	Opening out of wooden panel from its position then opening out of Damages Wooden Frame from its position then supplying, fitting and fixing of 3"x3" size 7'-0"x3'-6" sal wood frame with TiK Ply Fixiing and also polishing of all side then refixing the wooden panel at its position with fixing of door lock, door closer all complete	L.S.
3	Chamber of Shri Rohit Kr. Agarwal	Making one Plywood cabinet of size (8'-0"x4'-0"x1'-6") x full covered with 18mm waterproof Ply with sanmica Finish and back side covered with 6mm Ply complete fittings with Lock, Handle Auto Hinges all complete	32 sqft.
4	Doctor's Chamber	a Supplying, fitting and fixing of 3"x2" size wooden frame work then fixing 6mm thick water proof Ply of size 7'-0"x7'-0" and 7'-0"x3'-0"	70 sqft.
	b	Making of 1 no. swing door of size 4'-0"x1'-4" x 2 nos. with 18mm thick Ply with all complete	12 sqft.
	c	Painting two coats of oil based primer and two coats of synthetic enamel paints of above mentionbed jobs	200 sqft.
5	HR Conference Room	a Chipping out of damages damp wall, repairing it thoroughly with stand cement plastering and wall putty all complete	120 sft.
	b	Scrapping, cleaning the wall, ceiling them applying two coats, plastic paints (velvet touch/Royel) on wall and ceiling	350 sft.
6	HR Toilet	Opening out of damages marble partition from its position and refixing the new marble on wall and repairng damages wall tiles also, all complete	I.s.

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Total	
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