

**सत्यजित रे फिल्म एवं टेलिविजन संस्थान**  
**SATYAJIT RAY FILM & TELEVISION INSTITUTE**

**E. M. BYE PASS ROAD, P.O. PANCHASAYAR**  
**KOLKATA - 700 094**

Phone : 2432-8355, 2432-8356, 2432-9300, Fax : (033) 24322072 / 2432 1040

**ENQUIRY**

To, \_\_\_\_\_ 16011/13/16-pur  
M/S. INTERESTED FIRMS ENQUIRY NO. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date : \_\_\_\_\_  
31.05.2016  
Due Date : \_\_\_\_\_

Dear Sir,

We are interested in the purchase / services, as per details mentioned below. Please quote your lowest prices giving full particulars of make or brand and delivery time and supported by illustrated leaflet or catalogue and sample where necessary. Sales Tax and other charges where leviable and intended to be claimed in addition to the rates quoted should be specified in the quotation.

Terms and conditions as mentioned at overleaf may be carefully noted.

Sl. No.	Description of material / services	Quantity required
01.	<b>COMPUTER (REVOLVING) CHAIR:-</b> Powder coated framed with 5 legs, special castor wheels, high densic rubber foam cushioned covered with best quality cloth with PU arm.	05 NOS
02.	<b>COMPUTER TABLE:-</b> Overall size 60"L X 24"W X 30" H consisting of 1 no. sliding key board, 1no. of CPU shelves and 1 no. rack for Printer & UPS. This unit will be made of 3/4 inch laminated particle board with 1.5 mm imported vinyl lamination (Rose wood colour) which is totally damp as well as bore proof.	01 NO.
03.	<b>HALF ROUND TABLE:-</b> Overall size would be as per the space available in the section consisting of 1 no. sliding key board, 1no. of CPU shelves and 1 no. rack for Printer & UPS. This unit will be made of 3/4 inch laminated particle board with 1.5 mm imported vinyl lamination (Rose wood colour) which is totally damp as well as bore proof.	02 NOS.
04.	<b>HIGH BACK EXECUTIVE CHAIR:-</b> Powder coated framed with 5 legs, special castor wheels, high densic rubber foam cushioned covered with best quality cloth with PU arm.	01 NO.
05.	<b>MIDIUM BACK EXECUTIVE CHAIR:-</b> Powder coated framed with 5 legs, special castor wheels, high densic rubber foam cushioned covered with best quality cloth with PU arm.	01 NO.
06.	<b>NEWS PAPER TOWER:-</b> At least 6 ft. (72") height would be accommodate around 40-50 nos. of Magazine.	01 NO.
07.	<b>CIRCULATION DESK:-</b> (as per specimen picture attached)	01 NO.
<b>NOTE:</b> 1.Dimension of the table as mentioned above in serial No.6 would be as per space available in the Section. Interested firm may be inspect the place before submit their offer. a) Please provide the sketch / drawings / photo of the each items along with the offer. b) For item No. 6 & 7 as per specimen picture attached. Regarding dimension & design please contact with Ms. Sanjukta Roy Pahari (Library Information Officer) between 10.30 AM to 3.30 P.M within any working day before submission of the offer 2.The rate should be inclusive of all taxes & charges (if any) 3. Payment is to be released after complete delivery 4. Warranty period is to be mentioned in clear terms. 5. Picture of the above items should be enclosed along with the offer 6. Sample of the above items should be approved by the concerned dept. before the bulk supply.		

  
**SATYAJIT RAY FILM & TELEVISION INSTITUTE**





