



Institute of Language Studies and Research

Under West Bengal State Council Of Higher Education

Government of West Bengal

Registered Office: 119, Shyama Prasad Mukherjee Road, Kolkata-700026

Office Address: ASANNA Building, Plot No.: DG-10/1, Premises No. 13-0327, Action Area-ID,
Rajarhat, Newtown, Kolkata-700156

WORK ORDER

Memo No. 337/WO/e-tender ITProcure/ILSR/2024

Date: 30.12.24

To,
INFODESIGN
131/7 Sodepur Road, Madhyamgram
Kolkata-700130

Sub: WORK ORDER FOR E-TENDER INVITED BY INSTITUTE OF LANGUAGE STUDIES AND RESEARCH (ILSR) FOR SUPPLY AND INSTALLATION OF DESKTOP COMPUTERS AND I.T ACCESSORIES;

Sir,

The undersigned informs you that you have been selected for supply and installation of the below-mentioned items, in good condition, at the office of the Institute of Language Studies and Research (ILSR), being at "ASANNA", Plot No: DG-10/1, Premises No. 13-0327, Action Area- 1D, Rajarhat, Newtown, Kolkata-700156.

ITEM:	QUANTITY:
DESKTOP COMPUTER	5
EXTERNAL HARD DISK 1TB EACH (SSD)	6

You are requested to deliver the above item at the office of The ILSR within seven days from the date of issue of this work order, failing which the tender will be liable to be cancelled.

Thanking you,

Yours sincerely,

Sd/-
Finance Officer,
ILSR
&
The Joint Secretary,
West Bengal State Council of Higher
Education

Memo No.337/1(5)/WO/e-tender ITProcure/ILSR/2024

Date: 30.12.24

Copy forwarded for information to:

1. Director, ILSR;
2. The Secretary, ILSR & Member Secretary of the WBSCHC;
3. ✓ OSD HR, WBSCHC (for uploading content over concerned website);
4. The Accountant, WBSCHC;
5. Office File.


Finance Officer,
ILSR
&
The Joint Secretary,
West Bengal State Council of Higher Education