



No. *RMS/505/23*

Date: *04/12/2023*

NOTICE

This is to inform that as per proposal of Godrej & Boyce Mfg. Co. Ltd. a Free Camp has been approved by the Registrar inside the Institute premises. The Scope of Work as proposed by them is attached in later page. Two person of M/s. Arpan Enterprise (authorized Service Provider of M/s. Godrej & Boyce Mfg. Co. Pvt. Ltd.) namely (1) Mr. Abhijit Paul – Supervisor and (2) Ajay Mukherjee – Senior Technician will visit all the Dept./Schools/Offices/Sections and will execute the camp in consultation with the respective Heads/Officers/In-charges.

After completion of Free Service, they will submit quotation for any repair/spare parts which is not covered under the Free Service to the respective Dept./Schools/Offices/Sections. Respective Departments may avail the paid service upon their own discretion and will process the bills after successful completion of the work from their contingency grant.

This is for kind your information to all the Departments/Schools/Offices/Sections.

[Signature]
04/12/2023
(Dr. H. P. Sharma)
Registrar (Acting)

Copy to:

1. Office of the Director
2. All the Heads of Departments/Schools/Centers
3. All the Officers
4. Institute Website
5. Record Section
6. Office File

[Signature]
04/12/2023
(Dr. H. P. Sharma)
Registrar (Acting)

125

Block GN, Plot 30, Sector V,
Salt Lake City, Kolkata – 700 091, India
Tel: +91-33-6601 3500
www.godrej.com

CIM U28993MH1932PLC001828

TO
ADMINISTRATION
IIESTS,
SHIBPUR
HOWRAH

Dear Sir/Madam,
Greetings from Godrej Interio!!

We thank you for patronizing Godrej range of furniture's. We value this relationship built between us over the years.

We would like to inform you that, our authorized service provider M/S ARPAN ENTERPRISE will visit and carry out necessary service camp for surveying the issues of your furniture. After service camp, they will provide report with necessary spare and service requirement acknowledged by you. They will be held responsible for execution of service activity and commercial responsibilities.

Name and Address mentioned below: -
M/S ARPAN ENTERPRISE
30, RAJMOHAN ROAD,
P.O. & P.S. UTTARPARA, HOOGHLY - 712258
Ph No.: 9007176801
GSTIN: 19ABUFA4285E1Z0

Regards,
For, Godrej & Boyce Mfg. Co. Ltd.



Aranya Das
Deputy Manager
Godrej & Boyce mfg.co.ltd
9674162622



125

Godrej & Boyce Mfg. Co. Ltd.
Block GN, Plot 30, Sector V,
Salt Lake City, Kolkata - 700 091, India
Tel: +91-33-6601 3500
www.godrej.com
CIN U28993MH1932PLC001828

To,

ILSTS
Admin.

Date: 12/09/23

Dear Sir/ Madam,

Greetings from Godrej Interio!!!

We thank you for patronizing Godrej range of furniture's. We value this relationship built between us over the years.

As a gesture of goodwill & tribute to your loyalty towards Godrej furniture, we would like to offer a free service camp for your Godrej furniture.

The camp would comprise of:

1. All the furniture items including tables, chairs, Filing cabinets, will be inspected by expert and trained service personnel.
2. Minor adjustment like seat and back height adjustment for chairs will be carried out as per individual user's need.
3. Loose parts in any of the articles like loose armrests in chairs, table components, will be tightened and refitted properly.
4. Lubrication of the joints, wherever required will be carried out with lubricant oil.

At the end of the service camp, we will list out all the damaged furniture items along with required spares and place our best offer to repair the same.

SCOPE OF WORK:

Repainting of Existing Old Godrej and Non Godrej Storwels and Filing cabinets.
Re upholstery of Godrej & Non- Godrej Chairs.
Shifting of workstation.
Repairing of Godrej furniture by indenting required spares.
Workstation Densification and extension.
Optimizer Overhauling & Shifting.
Conference table lamination change.

Hope you will permit us to conduct the camp.

Thanks & Regards,



Aranya Das
Deputy Manager
9674162622
Interio_Service



Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079, India | www.godrej.com