

**PROJECT : 16 /2020-21 – CUSTOMISED ACRYLIC KEY CHAINS FOR ARMY INSTITUTE OF MANAGEMENT,
KOLKATA NEW CAMPUS AT RAJARHAT KOLKATA**

Job / Work. Supply of quantity 777 acrylic customised key chains for Army Institute of Management Campus at New Town, Rajarhat as per the following specifications / details / sample / terms & conditions (See Representative Sample Photo attached) :-

1. **Features.**
 - (a) With customised logo on front and back side.
 - (b) Different colour shades for each building (five colours).
 - (c) Separate room numbers on each key chain.
2. **Dimensions.**
 - (a) Oval . Approximately 50mm x 25mm x 6mm(thick)
3. **Material.**
 - (a) High grade acrylic sheet.
 - (b) Standard steel plated chain and ring.
4. **Quality.** All material / processes / products should be as per relevant IS standards / specifications.
5. **Qualification Terms / Requirements.** Registration , GST, Trade Licence / ROC.
6. **Warranty / Guarantee.** One year.
7. **Security Deposit / Earnest Money.** Rs 500/-
8. **Delivery / Work Time.** Within 10 calendar days of placement / receipt of supply order at Army Institute of Management , Alipore Campus.
9. **Penalty for Delay in Delivery / Completion of Job.** Rs 250/- per day.
10. **Supply Quantity.** The supply quantity may vary marginally (upto 20 per cent).
11. **Promotion of MSME.** As per CVC guidelines.
12. **Bid Documents.**
 - (a) Firm Credentials.
 - (i) Details of registration / trade license / ROC
 - (ii) GST / TIN.
 - (iii) PAN Card – self attested (Please attach).
 - (b) Bid in a separate envelope/ file to include rate, cost, tax, freight, installation, inspection and any other overheads. Validity of the bid should be for a minimum period of six months.

13. **Point of Contact.** In case of any clarification, please contact Presiding Officer at Mob # 9163647070 or in case of any further representation the Appellate Authority : Registrar Mob# 9536173033.
14. **Transparency.** The bidders can appoint their representative to be physically present at the appointed time and place during the opening of the bids.
15. **Unfair Practices.** In case of use of any unfair practice by bidders to influence the bidding process, would
16. **Payment Terms / Reverse Accountability.** Within 10 working days of complete and satisfactory delivery of product / completion of job / work or a compensation at the rate of Rs 250/- per day would be given to the supplier.
17. **Photo / Sketch.**

