

**PROJECT : 17/2020-21 – REPAIR & CHANGE OF UPHOLSTERY OF WOODEN CHAIRS WITH ARMREST OF  
ARMY INSTITUTE OF MANAGEMENT CAMPUS AT ALIPORE, KOLKATA**

**Job / Work.** Repair and change of upholstery of wooden chairs with armrest of Army Institute of Management as per the following specifications / details / terms & conditions :-

1. **Type 1 : Change of Upholstery Only.**
  - (a) These are chairs which do not require change / repair of cushion,
  - (b) Change of seat and backrest upholstery cloth with faux leather / leatherite (colour / material to be approved by user).
  - (c) Contouring of backrest and Institute logo on backrest(as per design to be approved by user).
2. **Type 2 : Repair of Cushion & Change of Upholstery .**
  - (a) Repair of cushion.
  - (b) Change of seat and backrest upholstery cloth with faux leather / leatherite (colour / material to be approved by user).
  - (c) Contouring of backrest and Institute logo on backrest(as per design to be approved by user).
3. **Inspection.** Chairs can be inspected at Army Institute of Management, Alipore Campus between 1000h to 1600h on any working day (Mon to Fri). The same can be coordinated through the Presiding Officer (Sub KK Das 9163647070).
4. **Collection & Delivery.** The chairs are required to be collected from Army Institute of Management, Alipore Campus and delivered at Army Institute of Management, New Town.
5. **Quality.** All material / processes / products should be as per relevant IS standards / specifications.
6. **Qualification Terms / Requirements.** Registration , GST, Trade Licence / ROC. MSME benefit as per CVC guidelines.
7. **Warranty / Guarantee.** One year comprehensive onsite warranty. An amount of Rs 4000/- would be retained or held back towards satisfactory quality standards for a period of two months from the date of delivery. Response time should be less than 7 working days of intimation of defect.
8. **Security Deposit / Earnest Money.** Rs 2000/-
9. **Delivery / Work Time.** Within 30 calendar days of placement / receipt of supply order at Army Institute of Management , New Town Campus.
10. **Penalty for Delay in Delivery / Completion of Job.** Rs 1000/- per day.
11. **Supply Quantity.** The supply quantity may vary marginally (upto 20 per cent).
12. **Promotion of MSME.** As per CVC guidelines.

13. **Bid Documents.**
- (a) Firm Credentials.
    - (i) Details of registration / trade license / ROC
    - (ii) GST / TIN.
    - (iii) PAN Card – self attested (Please attach)
    - (iv) Company Profile (Optional) – Quality certifications, turnover, tax filings (last 3 years) etc.
  - (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.
14. **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.
15. **Transparency.** The bidders can appoint their representative to be physically present at the appointed time and place during the opening of the bids.
16. **Unfair Practices.** In case of use of any unfair practice by bidders to influence the bidding process, would
17. **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 1000/- per day would be given to the supplier.