



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

Telephones: 2252-1031/1034/1035
2252-1602/1492/1619
2252-7143/7373/2204
Website: www.icmai.in

ADMN-GODREJ-CHAIRS-2022

14-09-2022

TENDER NOTICE

Sub. : Repair of various Godrej make chairs

Only authorized Dealers/Suppliers/service provider of Godrej are invited to offer their quotations as per the following details.

1. Place of Work : a) 12, Sudder Street, Kolkata – 700 016
- Terms of Payment : a) No Advance payment will be given. Payment will be released on completion of job and satisfactory commissioning of the Machines.
b) All Payments will be given to the Bank A/c. through Electronic Mode.
2. Specifications of Job : Repairing of all chairs as per description given below.
3. Validity of offer : 120 days
4. Completion of job : Within 7-10 days from issuance of order

Intending Tenderers are requested to meet Shri Suneel Kaushik at CMA Bhawan, 12, Sudder Street, Kolkata-700 016. during any office hours 10.30am to 4.00pm on Monday – Friday except National Holidays for any query and Site visit.

Prices, duly signed, are to be offered within Sealed Envelope, superscribed with "Repair of Godrej make chairs" and to be submitted strictly as per the following format on or before 4.00 p.m. of 4th October, 2022 is to be dropped in tender box labelled as "Limited Tender Committee" at ground floor of CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 **OR** can be sent By Post addressing to Convener Limited Tender Committee at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

DEFECT LIABILITY PERIOD (DLP) - Twelve months from the date of completion for material and workmanship too.

- Security against the DLP will be Rs. 5,000/- (Five thousand only) will be paid in a form of demand draft in favour of "The Institute of Cost Accountants of India" payable at Kolkata. No interest on Security Deposit shall be payable.
- Bidder will claim of refund of security deposit only upon completion of DLP.
- Any bad workmanship or materials arisen within DLP be made good by the bidder at his own cost within the time specified.



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Other terms & conditions –

- Rates will be inclusive of materials, supply, installation, delivery etc. no additional charges other than quoted rate will be entertained. (Taxes as applicable will be paid extra).
- All details asked for must be provided in the format mentioned in this tender document.
- Payment will be made to vendor within 30 days after completion of job and successful commissioning of all units on submission of bills.
- The vendor shall have to make his own arrangements for storage of materials required for execution of the work and Institute in any manner shall be held responsible for the storage and safe custody of the said materials at work site.
- It is made clear that if the services rendered by the vendor are not found satisfactory at any time during the period of contract, the contract is liable to be cancelled without any notice subject to the terms and conditions of the tender.
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the tenderer.
- The Institute shall not be responsible for any loss, damage, theft, burglary or robbery of any item in course of transit and for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to the Institute in connection with this Tender.

Description of repairable chairs –

Item Description	Qty
1st Floor	
Armrest	12
CAP	40
Caster	30
Diva Mechanism	9
Mechanism	2
Nova ASSYBALLSLD	18
Pedestal	2
Plain washer	20
Pn cylinder	16
Seat	5
Spine Cover	15

Item Description	Qty
2nd floor	
Armrest Bracket	2
ARMRST	18
CAP	40
Caster Swivel	85
Diva Mechanism	15
Hardware	8
Mechanism	3
Nova ASSYBALLSLD	4
Plain washer	20
Pn cylinder	51
Seat	1
Seat Assly	1
Spine Cover	25

Item Description	Qty
2nd floor	
Diva Mechanism	9
CAP	20
Caster Swivel	15
Chair Reupholstry	25
Plain washer	10
Pn cylinder	16
Seat	2
Spine Cover	10
Cleaning SEATING	40

Above repairing are calculated on an approximate basis, may vary from actual repair thus, vendor must visit to site for the certainty of actual job.

Limited Tender Committee



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Price Bid –

Item Description	Rate per unit	Qty	Total
Armrest		30	
Armrest Bracket		2	
CAP		100	
Caster		30	
Caster Swivel		100	
Chair Reupholstry		25	
Diva Mechanism		33	
Hardware		8	
Mechanism		5	
Nova ASSYBALLSLD		22	
Pedestal		2	
Plain washer		50	
Pn cylinder		83	
Seat		8	
Seat Assly		1	
Spine Cover		50	
Cleaning SEATING		40	
Labour Charges	LOT		
Total			

Rate of applicable taxes -%

The Institute deserves the right – (i) To cancel any or all the Offers without assigning any reason thereof, (ii) Process all the Offers as per its own procedure and (iii) Contact only selected Agency on completion of processing of offers.

Limited Tender Committee

Bidder Name :

Seal :