



F.No. AEPC/HO/AHM/145/2018

Notice inviting Quotation

Dated the 1st August, 2018

Sealed quotations are invited from vendors for repair of office chairs at Apparel Export Promotion Council, Apparel House, Institutional Area, Sector-44, Gurgaon, Haryana. The details are given below:

S. No.	Particulars	Make/Series	Quantity	Rate (per items)	Total Amount (Rs.)
1.	Office Chairs (Low back, PU arms & PP base, PP seat & back cover PU molded sheet & back cushion, gas lift and fabric tapestry)		30		

1. The sealed envelope containing the quotation must be super scribed “**Quotation for Repair of Office Chairs**” and can be submitted either by post or through Courier or by hand addressed to **Joint Director(AHM), Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurgaon, Haryana-122003** on or before **10th August, 2018**. **The agency may satisfy and visit the site to assess the type and volume of work before submitting the quotations and Council will not be responsible after issue of award letter.**

2. General scope of work:

The selected agency/firm shall be responsible to repair the chairs in the office premises at Apparel House, Institutional Area, Sector 44, Gurgaon-122003, Haryana during **working Days/hours** of the Council.

3. Terms and conditions:

- i) The Agency/Firm should have sufficient experience and trained workers and be in existence for over 5 years.
- ii) The Agency/Firm should have Pan Number, GST/sales tax/VAT registration number.
- iii) The quoted rates should be in respect of genuine items and should be exclusive of Taxes.
- iv) The contract as a whole or part thereof is **non-transferable**.
- v) Only one Quotation should be submitted duly signed by proprietor/authorized person.
- vi) AEPC reserves the right to reject any or all the quotations without assigning any reason.
- vii) Quotation received after due date, without sealed cover and incomplete will not be accepted.
- viii) Bid document can be downloaded from the AEPC’s website www.aepcindia.com.
- ix) Minimum validity of bid should be 45 days.

4. Terms of Payment:

No advance payment in any case shall be made. Payment shall be made after repair of all chairs of the council as per award letter, specification, rates as well as satisfaction of the AEPC and on submission of original bill indicating payable tax. The contractor is bound to supply the material and repair the chairs as per the rates quoted in the bid only.

5. Arbitration:

In the event of any dispute or difference arising under the contract agreement, the same shall be referred to the sole arbitration of Secretary General, AEPC or anyone appointed by her. The award of the arbitrator shall be final and binding on both the parties. The venue of arbitration proceeding shall be at AEPC Head Office, Gurgaon, Haryana.

(J. S. Rana)

Joint Director (AHM)

Apparel Export Promotion Council

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