



भारतीय प्रबंध संस्थान लखनऊ, नोएडा परिसर

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS
B-1, Sector 62, NOIDA – 201 307 (UP)

Website: www.iiml.ac.in; E-mail: ashok.fulzele@iiml.ac.in, Contact No. 0120-6678532

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| To, M/s | Enquiry No: IIML-NC/RFQ/ALUMINIUM DOOR REPAIR/2022/21, Date: 16.11.2022 |
|------------------|--|

Subject: - Aluminum Door repairing/maintenance of A1, A2 & MDP Building etc.

Dear Sirs,

The Indian Institute of Management Lucknow is one of the premier management institutes in the country was established by Government of India, Ministry of Human Resources Development. Indian Institute of Management Lucknow took the lead in establishing a satellite campus at Noida, suburb of New Delhi in the National Capital Region.

IIM Lucknow, Noida Campus intends **RFQ (Request for Quotation)** from the Indian national agency/firms for Aluminum door repairing/maintenance. Kindly quote the most competitive rates on or before closing date and time duly filled in **Annexure "A"** on your organization/firm/agency letter head.

The same tender will be available on institutional website i.e. www.iiml.ac.in interested vendors/agencies are requested to download the same from there itself.

The quotation must be in a SEALED Envelope and send by **SPEED POST/COURIER/BY HAND**. Quotations received after the due date/time shall not be considered for further processing. The duly filled application along with enclosures should be reached by **07th Dec 2022 (Wednesday) till 05:00 PM in the TENDER BOX placed at Administrative Building, GF, Indian Institute of Management Lucknow Noida Campus B-1, Sector 62, NOIDA – 201 307.**

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|----------------------------------|--|
| Name of work | : Aluminum Door repairing/maintenance |
| Date of issue of Tender document | : 16th Nov 2022 |
| Last Date for submission Tender | : 07th Dec 2022 at 05:00 PM |
| Date of opening of Quotation | : 08th Dec 2022 at 11:00 AM |

For Indian Institute of Management Lucknow
Noida Campus

1. The Bidder is advised to attach all supported documents as per tender notice.
2. If the tenderer fails to start the work within a week of receipt of letter of acceptance, the work shall be withdrawn.
3. The terms and condition/scope of work for maintenance given in notice inviting tender are also part of the General Terms & Conditions. If any of these is in the contradictions, most favorable to the Institute will prevail upon.
4. The Director, Indian Institute of Management, Lucknow reserves the right to reject one or all the tenders without assigning any reason. No claim, whatsoever, shall be entertained on this account.
5. Tenderer incorporating additional conditions are liable to be rejected.
6. Tenderers are advised to visit the Noida Campus and physically check the volume of work at work place before quoting the rates. No deviation of rates or new conditions of contract will be accepted after award of the work.
7. No support of man power, material (Tools/ Machinery etc), cartage or transport etc. will be provided by the Institute. All these have to be arranged by the contractor at their own cost.
8. No advance payment will be made.

**For Indian Institute of Management Lucknow
Noida Campus**

General terms and conditions

Quotations (RFQ) are invited from the Indian national agency/firms for Aluminum door repairing/maintenance work.

Scope of Work:

Agency/Firm has to do work for Aluminum door repairing/maintenance work at IIM Lucknow Noida Campus.

ELIGIBILITY CRITERIA

- The bidder must have Registration Number of the bidder's firm i.e. GSTIN and the PAN number allotted by the concerned authorities
- Having Two-year work experience in Aluminum door repairing/maintenance work.
- Should have own Office for repair & Maintenance work in Delhi & NCR.

TERMS AND CONDITIONS: - The bidder must ensure:

1. **Site Inspection:** Tenderer are requested to inspect the site before filling the Tender Documents. He/She must clarify all doubts regarding the nature of work, if any, before submission of the Tender Document. In this matter the Estate Officer, Estate Office could be contacted on telephone No. 0120-6678532 for the purpose and any assistance in this regard.
2. Tenders not properly filled, mutilated, with incorrect calculations or generally not complying with the conditions are liable to be rejected. Tenderers should quote their rates both in figures and in words. All pages and enclosures are to be serially numbered
3. **Alterations in Tender Documents:** No alterations shall be made by the tenderer in any of the tender document, and if any alternations are made or any special condition attached, the tender is liable to be rejected.
4. **Acceptance of Tender:** The Institute does not bound to accept the lowest tender. The Institute also reserves the right to reject any or all the tenders, without assigning any reason(s).
5. **Payments:** The payment will be released only after satisfactory completion of complete work and verification by the Estate Officer.
6. **Procurement Rights:** IIM Lucknow Noida Campus Reserves the right to curtail, enhance, conclude the quantity with entire or partial as mentioned in the RFQ.
7. Validity of rates should be of minimum 90 days.

8. **GUARANTEE/WARRANTY:** The contractor shall give guarantee of the Aluminum door repairing/maintenance along with machine is used of best quality as per mentioned brand and workmanship and shall be strictly in accordance with the specifications and particulars contained/mentioned in this RFQ.
9. In case of supply of damaged/broken/distorted material for the repairing of Aluminum door or machine, the same should be replaced immediately without any extra cost.
10. The decision of IIM Lucknow Noida Campus regarding the short listing of the agencies shall be final and binding on all concerned.
11. All provisions of Contract Labour (Regulation & Abolition) Act 1970 should be strictly complied with.
12. **E.S.I. & Provident Fund Obligations:** The Contractor shall follow all rules and regulations required under this Act as may be in force from time to time. All employees engaged upon the works shall be covered under these schemes and the required amounts deposited by him directly with the concerned authorities. All records in connection with the above shall be properly maintained by the Contractor and produce for scrutiny by the Institute whenever called for.
13. The employed workers for this contract is the SOLE responsibility of the Contractor. Any compensation for disengagement on account of death, disability of any labors(s) provided for deployment in the Institute, even if such disability manifests after the termination of the contract shall be the contractor's exclusive & sole liability and also responsibility.
14. The Director of the Institute shall have absolute right to impose penalty for unsatisfactory services rendered by the contractor. The decision of the Director, Indian Institute of Management LUCKNOW regarding any disputes whatsoever arising out of the contract will be final and binding on the contractor.

A) Pricing:

Quote only for the items specified in this RFQ in **Annexure "A"** on your organization/firm/agency letter head. No changes in the description of items from the tender document will be permitted. Need not suggest any alternative product or different configuration in the same product.

Disclaimer Clause:

IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the BOQ and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction **for dispute (s), if any, shall be Lucknow.**

DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:

"All disputes or differences whatsoever arising relating to the contract or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the party within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996.



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Subject: - Aluminum Door repairing/maintenance of A1, A2 & MDP Building etc.

| Sr. No. | PARTICULARS | DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY |
|---------|---|--|
| 1. | Name of the Organization/Firm /Agency | |
| 2. | Address of the Organization/Firm/ Agency | |
| 3. | Name of the Managing Director/ Director/ Owner/Proprietor (who signs the tender document). E-mail address Phone No/Mobile No. | |
| 4. | GST No. of the Organization/Firm/ Agency. Attach a photocopy as documentary evidence. | |
| 5. | PAN No of the Organization/ Firm/ Agency. Attach a photocopy as documentary evidence. | |
| 6 | Total Work Experience in relevant area. | |
| 7. | Non Black Listing Certificate (Self declaration) on company letter head. | |

I/We have read the terms and conditions of the tender document.

Place :

(Signature of the Contractor or His authorized signatory)

Date :

(Name with Official Seal/Stamp)

UNDERTAKING/ BLACK LISTING

The Director
Indian Institute of Management Lucknow
Noida Campus
Plot B-1, Institutional Area,
Sector -62 Noida UP 201307.

Enquiry No.:- IIML-NC/RFQ/ALUMINIUM DOOR REPAIR/2022/21, Date:- 16.11.2022

Dear Sir,

This is to notify you that our Firm/Company/Organization-----
----- intends to submit a proposal for Aluminum door repairing/maintenance work at IIM Lucknow Noida Campus.

I/We have examined the terms & conditions of tender & specification. I/We undertake, if our bid is accepted, I/we execute the Aluminum door repairing/maintenance work at IIM Lucknow Noida Campus in conformity with the terms & conditions & specifications of this Tender document.

I/we declare that our Firm/Company/Organization does not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment. I/We are not blacklisted by any Central/State Government/agency of Central/State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Date :

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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Annexure "A"

| S.No | Description | Qty. | Unit | Rate | Amount |
|---------------------------|---|--------------|------|------|--------|
| 1 | Aluminum door Machine Make Acron/insta with warranty | 68 | Nos | | |
| 2 | Glass door Machine | 02 | Nos | | |
| 3 | Machine change charge | 70 | Nos | | |
| 4 | Grouting white cement and Labour charge (wherever required) | 01 | Job | | |
| Total in Rupees | | Total | | | |
| Warranty to be mentioned: | | | | | |

GST will be extra as applicable.

I/We read all the terms & conditions of this Tender document and hereby giving our acceptance to comply all the Terms & Conditions. Certified that all above information's are correct to the best of my/ our information, knowledge and belief. In case, if any information found incorrect, my candidature will be cancelled.

Name & Signature of the Contractor with seal