



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

NOIDA CAMPUS

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

Tel: 0120-6678545 – 8521 | Fax: 0120-6678506

Website: www.iiml.ac.in | E-mail: purchase_iimlnc@iiml.ac.in

E-TENDER DOCUMENT

Tender No: IIML NOIDA CAMPUS/PEST CONTROL SERVICES/2020-21/01 dated 26/06/2020

**E-TENDER FOR PROVIDING
DISINFECTION/SANITIZATION SERVICES AND
PEST CONTROL SERVICES AT IIML NOIDA CAMPUS**



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Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

Tel: 0120-6678545 – 8521 | Fax: 0120-6678506

Date: 26.06.2020

E-TENDER FOR PROVIDING DISINFECTION/SANITIZATION SERVICES AND PEST CONTROL SERVICES AT IIML NOIDA CAMPUS

Dear Sir,

Indian Institute of Management Lucknow, Noida Campus invites e-tender from Indian reputed and experienced firms to provide Disinfection/Sanitization Services and pest control services at Indian Institute of Management Lucknow, Noida Campus, B-1, Institutional Area, Sector-62, Noida 201307 (U.P). The Tender Document may be seen on website, www.iiml.ac.in (for perusal reference only) and interested agencies/firm can fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in> as per the schedule as given as under:-

Name of work	:	To provide Disinfection/Sanitization Services and pest control services at Indian Institute of Management Lucknow, Noida Campus, Plot B-1, Sector-62 Noida UP 201307.
Earnest Money Deposit	:	Rs 15,000/- (Rupees Fifteen Thousand only)
Period of Contract	:	Total 03 (three) Years #
Date of issue of tender document	:	26 th JUNE 2020
Last Date for submission of complete tender document	:	Monday 20 nd JULY 2020 at 2:00 PM
Pre-Bid Meeting Date & Time and Venue	;	Wednesday 08 th JULY 2020 at 10:30 AM Meeting Room IIM, Lucknow Noida Campus, Plot B-1 Sector -62 Noida UP 201307.
Date of opening of Technical Bid	:	Thursday 23 rd JULY 2020 at 1130 AM
Date of opening of Financial Bid	:	Will be intimated later on
Date of starting of work	:	At the earliest or as per date of Work Order

NOTE:-

- I. Initially contract will be awarded for one year.
- II. Post completion of One year, the contract may be extended further (1+1) subject to satisfactory services on mutual terms & conditions agreed upon.
- III. Total period of contract will be of three years

Head Administration
Indian Institute of Management Lucknow
Noida Campus

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC/e-Token.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc.

- 4) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The tender should be accompanied with earnest money deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand only) shall be deposited in the below mentioned Institute's Account and share the UTR number and date of Transaction in the Technical bid:-

Payee Name - INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS
Banker Name - AXIS BANK LTD.
Account Number - 022010100356060
IFSC Code -- UTIB0000022

- 9) Those bidders who are exempted from the deposit of EMD (Earnest Money Deposit) must submit the relevant certificate to claim the exemption and mention 'Exempted' in the Technical Bid where UTR number has been asked and last date for submission where date of transaction has been asked. The copy of transaction receipt must be uploaded online on portal with other documents.
- 10) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 11) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Head Administration
Indian Institute of Management Lucknow
Noida Campus



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INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS

B-1, Sector 62, NOIDA – 201 307 (UP)

Website: www.iiml.ac.in; E-mail:- purchase_iimlnc@iiml.ac.in

Contact No. 0120-6678521, 8545

ANNEXURE - I

1. INTRODUCTION

The Indian Institute of Management Lucknow is one of the premier management institute in the country established by the Government of India, Ministry of Human Resources Development. IIM Lucknow expanded its area of influence in the realm of management education by becoming the first IIM to set up a satellite campus exclusively for Executive Education at Noida, suburb of New Delhi in the National Capital Region.

We are looking for experienced firms to provide Disinfection/Sanitization Services and pest control services at Indian Institute of Management Lucknow, Noida Campus, B-1, Institutional Area, Sector-62, Noida 201307 (U.P).

2. ELIGIBILITY CONDITIONS

- a) The bidder shall have an experience of at least 5 (Five) years or more work experience in this field as on 31st March 2020. Out of five years the bidder must have 2 (two) years working experience of Central Govt./State Govt. Sector/PSU/IIT/NIT/IIM/Universities. Provide a List of Customers along with the details of contact person, Tel. Nos. Fax, and complete address.
- b) The bidder should have a valid license to stock and use of permissible insecticide for commercial pest control operation.
- c) The bidder should have registered for GST with the concerned authorities (Copies to be enclosed with Technical Bid).
- d) The bidder should be Membership of Pest Control Association of India (PCAI) (having valid license).
- e) The bidder shall not be blacklisted by any organization.
- f) The bidder should have his/her office in Delhi & NCR Region.

3. SCOPE OF WORK

- I. Disinfection/Sanitization of High contact surfaces of above mentioned area such Elevator switches/buttons, Staircases handrails/handles, public counters, Office equipment, machines Cleaning with a linen/absorbable cloth soaked in sodium hypochlorite/Sanitizer/bleach/ alcohol or suitable chemical. Chemicals used by the agency be purchased from reputed concern and should be ISI Marked/ISO approved and/or WHO approved. Frequency and total area to be covered will be given by the Official In charge.

- II. General Pest Control/Anti Termite which means eradication of Cockroaches, Mosquitoes, Rats, Flies, Lizards, Termite etc. through permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like spray under the tables, chairs, Almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, shafts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended.
- III. Rodent Control: Rodent controlling should be done as per orders and instructions on the subject.
- IV. Agencies must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost.
- V. Service provider needs to ensure that related Pest Control Management work is carried out in accordance with industry codes of practice and regulations.
- VI. Service provider strictly uses required Chemicals/Insecticides etc as per the norms of Government of India and WHO
- VII. Service provider should provide details (Brand/Make) in advance of the related pesticides/insecticides/chemicals etc to be used at site. Or use as under:-
 - a. For General Pest Control- Responcer/K-O Trhin (Brand- Dayercorp science)
 - b. For Termite: Premise chemical
 - c. For Bed Bug: Tempride chemical
 - d. For Honey Bee Removal: As per standard procedure
 - e. For Rodent: Bromodio Nal/Guluetrap chemical
 - f. For Fogging: King Fog chemical
 - g. For Water Stagnant: Bi- Larv chemical
- VIII. All issues related to Bed bug, Honey bee removal, termite treatment etc. (in the premises) will be covered in the AMC and needs to be addressed appropriately.
- IX. To attend all complaints promptly and effectively in time bound manner. To cover calls before 12 noons on the same day, thereafter on the following day as follows.
- X. **Validity of the contract:** The contract shall be initially for a period of one year from the date of start of contract. However, the contract may be extended for a further period of one/two years on mutual consent. IIML, Noida Campus reserves the right to terminate the contract by giving 15 days' notice and without assigning any reason thereof.

4. **TERMS & CONDITIONS:**

- i. The tender document must be submitted through www.epcure.gov.in as per prescribed procedure.
- ii. The technical and financial bids must be submitted in prescribed format as prescribed in Annexure-II and Annexure-III respectively.

- iii. Late/delayed tenders due to any reason, whatsoever, will not be accepted/considered, at all, under any circumstances.
- iv. Agencies are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
- v. The Tender which are uploaded by the bidders without required supported documents as per tender notice, shall be rejected. The bidder incorporating additional Term & conditions are also liable to be rejected.
- vi. The tender should be accompanied with earnest money deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand only) shall be deposited in the below mentioned Institute's Account and share the UTR number and date of Transaction in the Technical bid:-

Payee Name- INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS

Banker Name - AXIS BANK LTD.

Account Number- 022010100356060

IFSC Code -- UTIB0000022

- vii. Tender documents submitted in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. 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.
- viii. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms/Bidders who are registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP) are exempted from depositing EMD. However, the performance security shall be obtained from the successful bidder irrespective of their registration status etc
- ix. The Director, IIM Lucknow reserves right to accept or reject any or all tenders received by it without assigning any reason what-so-ever. The Institute also does not bind itself to accept the lowest bid.
- x. No support of man power, material, cartage or transport etc. will be provided by the Institute. All these have to be arranged by the contractor at their own cost.
- xi. Payment will be made quarterly after satisfactory completion of service on presentation of bill. No advance payment will be made.
- xii. The pest controlling exercises are to be undertaken preferably on Saturday/Sunday as per Institute's instruction.
- xiii. **The quoted rates should include the cost of pesticides and related labour and transportation charges. The chemicals/pesticides used by the agency be purchased from reputed concern and should be ISI Marked and/or WHO approved.**

- xiv. The rates should be mentioned in figures as well as in words exclusive of taxes and levies.
- xv. The IIM Lucknow Institute reserve the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing/right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract in the interest of IIML NOIDA CAMPUS. The quantities of certain items as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.

5. PERFORMANCE SECURITY:

- a) The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 15 days of issue of letter of intent, as Performance Security.
 - b) Performance security shall be submitted in the form of Demand draft drawn in favour of "Indian Institute of Management Lucknow, Noida Campus", payable at Noida OR by way of Bank Guarantee valid for 14 months.
 - c) Performance Security will be discharged after completion of contractor's performance obligations including warranty under the contract.
 - d) If the contractor fails or neglects any of his obligations under the contract IIML, Noida Campus reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.
6. **PAYMENT:** Payment to the successful bidder shall be released on monthly basis on submission of Log Book for the services rendered in the particular month along with Invoice.
7. **VALIDITY OF TENDER:** Rates quoted by the Firm shall remain valid for a period of 120 days or more.
8. TDS and any other Government levies applicable shall be deducted on bill amount as per Government of India instructions issued from time to time.
9. The successful bidder/contractor on acceptance of his/their quotation by accepting authority; shall commencement of work, shall sign the **MOU (Annexure - V)** with the Institute within 15 days from the stipulated data.
10. IIML, Noida Campus reserves the right to terminate the Contract at any point of time without assigning any reason. The Institute reserves the right to accept or reject any tender, in whole or in part thereof, without assigning /specifying any reason thereof.



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Contact No. 0120-6678521, 8545

ANNEXURE - II

PART-A: - TECHNICAL BID

Indian interested and reputed agencies who are in the trade for minimum 5 (five) years are requested to submit tender. Technical bid should be accompanied with detail of firm along with copies of following verified documents (**wherever applicable**)/detail:

S.No	Details	Pest control services
1	Name of the firm	
2	Registration No. of the firm (enclose a copy of the certification)	
3	Year of establishment of the firm (enclose a copy of the certification)	
4	(i) Name of the owner	
	(ii) Phone/Mobile	
	(iii)E-mail address	
5	PAN No (enclose a copy of the certification)	
6	GST No. (enclose a copy)	
7	TAN No./ TIN No. (as applicable)	
8	Profile of the firm	
9	Total No. of work Experience as on 31 st March 2020.	
10.	Do you have total experience of at least 5 (Five)years or more work experience in this field as on 31 st March 2020? Out of five years do you have 2 (two) years working experience of Central Govt./State Govt. Sector/PSU/ IIT/NIT/IIM/Universities.	
11	Valid license to stock and use of permissible insecticide for commercial pest control operation. Insecticide License No. with date	
	(i) Turnover in last two years	
	(ii) List of similar work done/ in hand	
10.	Membership of Pest Control Association of India (PCAI) (enclose a copy of the certification)	
11	Do you have office in Delhi & NCR region? (enclose a copy of the certification)	

12.	License to stock and use insecticides for commercial pest control operations (enclose a copy of the certification).	
13.	Do you have been blacklisted by any organisation	
14.	Any other information firm wishes to give in support their experience	

I/We hereby declare that I/We have visited the IIML NC site and fully acquainted myself /ourselves with the local situation regarding materials, labor and other factors pertaining to the work before submitting this tender. I hereby agree to abide by all the terms & conditions of this tender document.

Date:

Signature of the Contractor (or) His authorized signatory
with the seal

S. No	Description of Pest Control services	Chemicals/ Insecticides Name permitted as per Government of India and WHO norms which will be used
1.	Extermination of flies and mosquitoes by fogging.	
2.	Extermination of cockroaches, by spraying of chemical or by application of gel.	
3.	Extermination of carpet bugs, cobwebs, silverfish, lizards, cricket etc.	
4.	Glue trap, should be placed for trapping at rodent points	
5.	Rodents and mice control service	

(Signature of Owner/ Authorized
Representative)



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Tender No: IIML NOIDA CAMPUS/PEST CONTROL SERVICES/2020-21/01 dated 26/06/2020

ANNEXURE - III

FINANCIAL BID

Disinfection/Sanitization Services required at the following buildings/areas in the Campus:

S.no	Key Focus Area	Integrated Pest Control Activity	Unit Rate	Total (Rs)
1	Disinfection/Sanitization of High contact surfaces such Elevator switches/ buttons, Staircases handrails/handles, public counters, Office equipment, machines of Administrative Block, Academic Block, Executive Center, Executive Hostel, Auditorium Building, Faculty Residence, Dormitory & Substation, Dining Kitchen	Cleaning with a linen/ absorbable cloth soaked in sodium hypochlorite/Sanitizer/ bleach/alcohol or suitable chemical. Chemicals used by the agency be purchased from reputed concern and should be ISI Marked and/or WHO approved	Per Square Meter for One Time cleaning	

Pest Control Services required at the following buildings/areas in the Campus:

S.No	Key Focus Area	Integrated Pest Control Activity	Frequency & Approx. Area in Sq. Meter	Rate Per Week (Rs.)	Rate Per Month (Rs.)
1	Administrative Block	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly 5471 sq.m		
2	Academic Block,	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly 3605 sq.m		
3	Executive Center	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly 4288 sq.m		
4	Executive Hostel	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly 4970 sq.m		
5	Auditorium Building	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly 4122 sq.m		
6	Faculty Residence	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly 3612 sq.m		
7	Dormitory & Substation	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly 579 sq.m		
8	Dining Kitchen	General Pest Control & Anti Termite for Mosquito, Flies, Cockroach, Rodent Control	Weekly 882 sq.m		
9	Open Vegetative area	Fogging around the building area & fumigation on other vegetative area	Weekly		
10	Water Stagnant area	STP plant, Softening plant, Pump house & other water stagnant identified area	Weekly		

NOTE:-

- I. The quoted rates should be without GST. GST will be EXTRA as per norms
- II. The quoted rates should include the cost of pesticides and related labour and transportation charges.
- III. The chemicals/pesticides used by the agency be purchased from reputed concern and should be ISI Marked/ISO certified/and/or WHO approved.

DECLARATION FORM

- I. I have physically inspected the premises and understand the volume of work and I agree to the terms and conditions laid down in the letter inviting tender.
- II. I/We hereby declare that I/We have visited the IIML NC site and fully acquainted myself /ourselves with the local situation regarding materials, labor and other factors pertaining to the work before submitting this tender.
- III. I/We hereby declare that I/We have carefully studied the terms & conditions of contract, specifications and other tender documents of this work and agree to execute the same accordingly.
- IV. I/We certify that we have carefully read each and every working conditions and the scope of work given in the BID document and having understood the same we confirm our acceptance in without any condition or deviation.
- V. I/We have read the terms and conditions of the tender document and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any/all the terms and conditions are not complied with, the tender is liable to be cancelled and the earnest money deposited shall be forfeited by IIML NC.

Signature of Authorized Signatory

Name of the agency with seal

To,

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

Subject:-: Non-Blacklisting declaration in reference to the Tender No: IIML NOIDA
CAMPUS/PEST CONTROL SERVICES/2020-21/01 dated 26/06/2020

Dear Sir,

This is to notify you that our Firm/Company/Organization intends to submit a proposal in response to invitation for providing services Disinfection/Sanitization Services and pest control services at IIM Lucknow Noida Campus, Plot B-1, Sector-62 Noida UP 201307. In accordance with the above 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.

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)

MEMORANDUM OF UNDERSTANDING

Whereas, the Indian of Management Lucknow, Noida Campus, B-1, Sector-62, Noida-201307, UP (as the 1st party) wants to engage M/s _____ (as the 2nd party) for the Annual Maintenance Contract for Pest Control Services in various buildings of Noida campus for which a Memorandum of Understanding is laid down hereunder:

1. That the 1st party shall intimate to 2nd party regarding any complaint and deficiencies about Pest Control Service on phone/in writing.
2. That 2nd party on receiving complaint shall get it attended at IIM Lucknow's, Noida Campus on the same day, if complaint is received between 10:00 AM to 1:00 PM. In case of complaint received between 1:00 PM to 8:00 AM, the same shall be attended on the next working day.
3. That in the event of complaint not being attended for technical reasons, if any, the same shall be brought to the notice of the 1st party by the 2nd party (name of the party).
4. That all the Pest Control Services shall be carried out with due care, sincerity and honesty.
5. That the said pesting shall be attended as per schedule.
6. In case of any delay in attending pasting services beyond the stipulated period mentioned in clause 2, a penalty of Rs.500/- per such delay will be levied on the 2nd party, per day.
7. That all the legal matters shall be subject to NOIDA Jurisdiction.
8. That period of the Contract shall be for one year w.e.f. _____
9. That the 1st party shall make quarterly payment to the 2nd party @ Rs. ___ per quarter after the completion of each quarter of the service charges only. The total annual maintenance cost for one year will be Rs. _____ and the quarterly payment will be Rs. _____.
10. Payment to the successful bidder shall be released on Quarterly basis on submission of Log Book for the services rendered in the particular quarter along with Invoice.
11. That this agreement shall be effective from -----to ----- for a period of one year, extendable for one more year at the same rate, terms and conditions on mutual agreement.
12. If the services of party are not found satisfactory, at any stage, Institute will have the right to with-hold the payment & terminate the services of the party.

**On behalf of
Indian Institute of Management
Lucknow-Noida Campus**

Name/Status

1st Party

Date:

Witness

**On behalf of
M/S _____**

Name/Status

2nd Party

Date:

Witness