



Indian Institute of Management, Prabandh Nagar, Off. Sitapur Road, Lucknow.

IIML/Proj./ Misc/ 4358
Dated: 16-09-2022

M/s

SHORT NOTICE TENDER FOR REPAIR OF FURNITURE OF ESTATE OFFICE, PGP OFFICE AND MDP OFFICE AT IIML CAMPUS

Dear Sir,

On behalf of the Director of Indian Institute of Management, Lucknow (IIML) you are hereby invited to quote your rates for "Repair of furniture of Estate office, PGP office and MDP Office at IIM Lucknow Campus", Prabandh Nagar, IIM Road, Lucknow as per details given below:

The quotation "Repair of furniture of Estate office, PGP office and MDP Office at IIM Lucknow Campus" should be written on the envelope. Tenders should be submitted through speed / registered post or courier or by hand in tender box kept at Security Gate no. 1 in sealed cover or by email on tender @iiml.ac.in (which is not accessible to any departmental engineers) so as to reach the office of Chief Administrative Officer, Indian Institute of Management, Prabandh Nagar, off. Sitapur Road, Lucknow-226013 **12:00 p.m. on 23-09-2022** Tenders received after the specified date & time may not be considered.

The work shall have to be completed within **15 DAYS** from the date of award of work / letter of intent. The tender document should be signed in ink on each page of the tender and any cutting or over writing should accordingly be signed. All the papers should be submitted duly signed by the tenderer.

The condition of this notice and that mentioned in General Conditions, Special Conditions and BOQ enclosed will be binding on the tenderer. 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.

The validity of the tender shall be 90 days from the date of opening of tenderers. Tenderers incorporating additional conditions, discount, and rebate are liable to be rejected.

Tenderers are advised to physically see the conditions of work and work place before quoting. No deviation of rates or conditions of contract will be accepted on account of ignorance of the work place conditions after the award of the work. They are specifically advised to see the approachability of material and working conditions at site.

Contractor will make his own security arrangement till the work is taken over by IIML.

Thanking you,

Yours faithfully,

Chief Administrative Officer

Encls: 1. General Terms and Conditions
2. Special Conditions.
3. Bill of Quantity



GENERAL TERMS AND CONDITIONS

1. **NAME OF WORK**

Repair of furniture of Estate office, PGP office and MDP Office at IIM Lucknow Campus.

2. **SCOPE OF WORK**

- a). Repair of furniture of Estate office, PGP office and MDP Office IIM Lucknow Campus.
- b). Work has to be completed as per instructions of E-in-C and to the satisfaction of user department.
- c). Waste/scrap/spare material left after completion of the work shall be remove and cleaned daily at the end of the day.

3. **OWNER**

Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow-226013.

4. **ENGINEER/ENGINEER-IN-CHARGE**

Executive Engineer, IIM or any person designated from time to time by owner and shall include those who are expressly authorized by him to act for and on his behalf for operation of this contract.

5. **CONTRACT RATES**

The contract rates are for work to be done in IIML Campus, Lucknow and shall be firm throughout the currency of the contract including the extended period, if any, and shall not be subjected to any escalation due to any reason whatsoever it may be.

No escalation claim shall be entertained for any statutory increase by the Local Authorities, State/Central Government during the contract period.

The contract price shall be inclusive of cost of all materials, labor, plants, and GST for proper completion of jobs to the entire satisfaction of the owner and as per the technical specifications.

6. **COMMENCEMENT DATE**

The date of commencement of work shall be the date of issue of the Letter of Intent (LOI). The contractor shall have to start the execution of work within 3 days from the date of issue of LOI.

7. **PERIOD OF COMPLETION**

The period of completion shall be 15 days from the date of L.O.I.

8. **PAYMENT TERMS**

The contractor may prepare and submit the bill based on the work completed and measured jointly by IIML engineer & contractor. The contractor will have to submit user verification certificate in the prescribed format given by Project Division certified by user department for processing the bill. 5% retention money will be deducted from each bill and shall be released after completed of defect liability period.



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9. **TAX/DUTIES**

All taxes/duties, GST or any other taxes or levies etc. payable to any authorities whatsoever shall be borne by the contractor and owner accept no responsibilities or liability whatsoever on this account.

The rates shall remain firm and no enhancement/escalation on account of any statutory/other increases by Local Authorities, State/Central Government shall be entertained.

10. **TESTING OF MATERIALS**

Samples of various materials required for testing shall be provided free of charge by the Contractor. Testing charges if any shall be borne by the contractor. All other expenditure required to be incurred for taking the samples; conveyance, packing etc. shall be borne by the contractor himself.

11. **AWARD OF WORK**

IIM can split the work and hence award the work to two or more contractors. The contractors will not have any claim whatsoever it may be on this account.

12. **INSPECTION AND TESTING**

The owner or his authorized representatives shall have full power to inspect the work or examine the material. Acceptance of any material shall in no way relieve the contractor of his responsibility for meeting the requirements of the specifications. The contractor shall afford and procure for the owner every facility and assistance to carry out such inspection/tests. The cost of any special tests and/or analysis not called for in this specification shall be borne by the contractor.

13. **LABOUR CAMP**

The contractors at his own risk and cost shall establish the Labor Camps outside the campus premises. No manpower of the contractor will be allowed to stay inside complex. Contractor will have to make his own arrangement for staying/accommodation for his manpower outside the complex. Nothing extra shall be payable on this account.

14. **EARNEST MONEY**

The tender should be accompanying by an Earnest Money of Rs. 2,700/- in the form of crossed Demand Draft drawn in favor of Indian Institute of Management from any Nationalized Bank. Cheques will not be accepted. No interest will be payable on Earnest Money. Contractor registered with MSME and have valid registration are exempted from submission of EMD.

15. **PERFORMANCE SECURITY DEPOSIT**

The 5% of the contract value shall be deposited by the contractor as security deposit within 7 days from the date of issue of Letter of Intent in the form of demand draft drawn in favor of Indian Institute of Management from any Nationalized/Scheduled Bank. Cheques will not be accepted. No interest will be payable on the security deposit. The EMD can be adjusted in this amount as performance security deposit.

The 5% Performance Security Deposit shall be released to the contractor after satisfactory completion of work.



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16. **RETENTION MONEY:**

The 5% shall be deducted from each running account bills or final bill of the contractor as Retention Money. The 5% Retention Money shall be released to the contractor after satisfactory completion of Defect Liability Period.

If successful tenderer fails to commence the work within 7 days from the date of issue of Letter of Intent, the Institute may reject the award of work and get the work done by engaging other agency.

17. **SUB-STANDARD MATERIALS**

Any material rejected by the owner shall be removed from the site within 48 hours of issue of instructions to this effect by the owner. Failing this, the owner shall have to rights to get these removed at the cost of the contractor and the contractor shall have no claim whatsoever in this regard.

18. **SAMPLES**

It shall be the responsibility of the contractor to submit samples of the materials and any other items as decided by the owner.

19. **SPECIFICATION**

Contractor shall perform work in accordance with the latest CPWD Specifications and as per the direction of the Engineer in charge.

20. **DEFECT LIABILITY PERIOD**

Six months from the virtual date of completion.

21. **SECURED ADVANCE**

No secured advance shall be paid.

22. **CORRESPONDENCE**

All correspondence shall be addressed to:

The Chief Administrative Officer,
Indian Institute of Management
Prabandh Nagar, Off. Sitapur Road,
Lucknow-226013.

23. **JURISDICTION**

The contractor shall be subject to the jurisdiction of courts of Lucknow only.

Chief Administrative Officer



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SPECIAL CONDITIONS

1. Where the work is found substandard the contractor shall be liable to rectify them to the satisfaction of Engineer-in-Charge by either rectifying or replacing.
2. All signature in tender documents shall be dated as well as all the pages of all sections of tender document shall be initiated at the lower right hand corner and signed wherever required in the tender papers by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of tender.
3. No mobilization advance will be paid to the contractor.
4. If the altered/additional or substituted work or any additional work required to be as per owner's requirement for which there are no established rates in BOQ and Delhi Schedule of Rates., the same shall be payable as per the provision stated hereunder.
5. For similar items the rates shall be derived from the nearest tender item.
6. If direct working out is not possible as mentioned in 4 & 5 above, the contractor shall be paid on the basis of actual cost of material and labor cost plus 15% towards profit, supervision, overheads establishment, plants, machinery etc.
7. The rates quoted by the contractor and accepted by the Institute shall be firm and fix for the above work and no escalation shall be paid to the contractor in this account.
8. In case Institute is not satisfied with the performance of contractor, the Institute is empowered to get the work completed by other agency and debit the expenditure on contractor's account. No objection or claim, what so ever on this account will be entertained.
9. Rates given should be inclusive of all Central, State and Local taxes including Trade Tax on works contract.
10. Rates shall be deemed, inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws.
11. The work is to be executed in accordance with the latest Central Public Works Department (C.P.W.D.) specifications & contractor is required to follow all the applicable labour laws as specified in CPWD manual.
12. IIM, reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required 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.
13. In case of defective works the same shall be rectified by the Contractor at his cost.
14. IIM, Lucknow reserves the right to terminate the agreement even without giving notice in the event performance of the contractor is not found satisfactory.
15. Income Tax as per the rules will be deducted from the bill and the amount so deducted will be credited to the Income Tax authorities and a certificate of the amount credited will be issued by the account section of IIM, Lucknow.



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16. Prevailing Turnover Tax will be recovered as per Government rules if applicable.
17. The dispute, if any, will be referred to the Director, IIM and his decision will be final and binding.
18. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
19. Prior intimation will have to be given to Engineer In-charge/AE by the contractor if he proposes to work on Sundays or any other holidays. The additional cost of wages and any other cost by overtime or shift work shall be borne in full by the contractor.
20. The contractor/ firm/ company shall be responsible and shall bear all cost and loses if any institute assets / items / tanks/ property etc is found damaged.
21. The site shall be handover to the Institute in working condition after satisfactorily completion of the work. The unserviceable material shall be removed from the site and dispose of at Junk yard.
22. The terms & conditions given in quotation inviting notice are also the part of the General Terms and Conditions.
23. The contractor should strictly adhere all the safety rules and regulations. The contractor shall be required to provide necessary safety arrangements to avoid any accidents. He shall be solely responsible for any accidents and payment of any compensation related to such accident.
24. The contractor shall indemnify and keep indemnified Indian Institute of Management, Lucknow against payments to be made under and for the observance of the laws aforesaid and the C.P.W.D. Contractor's Labour Regulations without prejudice to his right to claim indemnity from his sub-contractors.

Chief Administrative Officer



Bill of Quantity

REPAIR OF FURNITURE OF ESTATE OFFICE, PGP OFFICE AND MDP OFFICE AT IIML CAMPUS

Sl. No.	Description of Item	Unit	Quantity	Rate in Rs.	Amount in Rs.
A	ESTATE OFFICE				
1	Repairing of wooden and MS pipe chairs by providing and fixing of additional wooden plank in back support (incline portion) or seat side support complete job in all respect.	Each	10		
2	Canning of seat or back of wooden chairs.	Seat	28		
3	Canning of seat or back of Godrej make MS pipe chairs.	Seat	16		
4	Replacement of fabric/rexine (as per existing) of branded executive revolving chairs (Black colour) and making good. Complete job in all respect.	Seat	4		
5	Replacement of fabric (as per existing) of branded executive revolving chairs and visitor chairs and making good. Complete job in all respect.	Seat	2		
6	Replacement of fabric and cushion (as per existing) seat or back of branded executive revolving chairs and visitor chairs and making good. Complete job in all respect.	Seat	25		
7	Repairing of green colour executive chair by providing and fixing of new base plate by welding etc. and making it good. Complete in all respect	Each	1		
8	Repairing of branded executive revolving chair (Black colour) by welding of wheel assembly and making good. Complete job in all respect.	Job	1		
9	Repairing of lock assembly system of filing steel cabinet	Each	2		
10	Dry cleaning of green colour executive revolving chairs	Each chair	3		
11	Replacement of damaged hydraulics in revolving chairs. Complete job	Each	13		
12	Replacement of old damaged handles and fix new handles in revolving chairs complete job.	Each	16		



13	Repairing of red colour executive revolving chair by welding of base plate etc. and making it good. Complete in all respect	Each	1		
14	P/F of wheels in revolving chairs	Each	8		
15	Repair of broken executive revolving chair by providing and fixing additional parts if required. Complete job in all respect. (Black colour)	Job	1		
B	PGP OFFICE				
1	Replacement of damaged hydraulic in revolving chairs. Complete job	Each	60		
C	DIRECTOR'S OFFICE				
1	Replacement of old damaged handles and fix new handles in revolving chairs complete job.	Each	4		
D	MDP OFFICE				
1	Repair of table by providing and fixing of ply board top of size 90 cm x 90 cm and with mica lamination of 0.8 mm thick and wooden beading, painting & polishing etc. Complete job in all respect.	Job	1		
2	Repair of table by providing and fixing of ply board top of size 180 cm x 90 cm and with mica lamination of 0.8 mm thick and wooden beading, painting & polishing etc. Complete job in all respect.	Job	1		
				Total in Rs.	
				Add GST @ 18%	
				Grand Total in Rs.	

Please note:- Any additional conditions will not be entertained.

Amount in Words: