



# 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](http://www.iiml.ac.in); E-mail: [estateoffice\\_nc@iiml.ac.in](mailto:estateoffice_nc@iiml.ac.in), Contact No. 0120-6678532

To, M/s .....	IIMLNC/ESTATE/RFQ/CLASSROOM DOOR POLISH/2025-05; Dated 04.03.2025
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## **REQUEST FOR QUOTATION (RFQ) CLASS ROOM DOOR POLISHING WORK AT A2 BUILDING**

### **IIML-NC**

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 class room door polishing work at IIML-NC. 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](http://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 **16.03.2025 till 02:00 PM in the TENDER BOX placed at Administrative Building, GF, Indian Institute of Management Lucknow Noida Campus B-1, Sector 62, NOIDA – 201 307.**

Name of work	: CLASS ROOM DOOR POLISHING WORK
Date of issue of Tender document	: 04.03.2025
Last Date for submission Tender	: 16.03.2025 at 05:00 PM
Date of opening of Quotation	: 17.03.2025 at 11:30 AM

Head Administration  
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 If the tenderer fails to start the work within a week of receipt of letter of acceptance, the work shall be withdrawn.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 class room door polishing work 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.

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

## General Terms and Conditions

Quotations (RFQ) are invited from the Indian national agency/firms for classroom door polishing work at IIML-NC.

### **Scope of Work:**

Agency/Firm has to do for classroom door polishing work at IIM Lucknow Noida Campus.

The scope of work includes classroom door polishing work. Following work shall have to be carried out by the contractor in the prices / rates offered by him:

A. The work includes civil and polishing work as per the items indicated in the BOQ requirement / Relevant I.S./ to the satisfaction of the Engineer in charge including classroom door polishing work at IIML-NC. whatever required to complete the work in all aspect.

B. The rates Quoted includes all material, Labour costs, Transportation loading, storage, unloading cost whatsoever involved in completion of the work in all aspect.

C. The work should be completed to the satisfaction of the Engineer in charge

D. Receiving of satisfactory completion of respective work as per the Institute format must be obtained by the Contractor before making any claim for such work.

E. All the works stipulated in BOQ/ price bid. Any defect arising in respect to the works shall be rectified by the contractor at his own cost without any claim for labour, material, transportation cost whatsoever.

F. Contractor shall maintain proper housekeeping during the works and should remove all the debris/waste/damaged/ un used material after completion of respective work.

G. All the material used/make as per BOQ or as instructed by the Engineer In charge.

H. All the Debris/ Malba etc. left after completion of the work shall be disposed off outside the campus on their own risk and cost.

### **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 one-year work experience in the field of Painting work.
- Should have own Office 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 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 Office.
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. The decision of IIM Lucknow Noida Campus regarding the short listing of the agencies shall be final and binding on all concerned.
9. All provisions of Contract Labour (Regulation & Abolition) Act 1970 should be strictly complied with.
10. **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.
11. The employed workers for this contract are 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.
12. 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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**IIML-NC**

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 one year in the painting work	
7.	Non-Black Listing Certificate (Self declaration) on company letter head.	

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

Place :

Date :

(Signature of the Contractor or His authorized signatory)

(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.:- IIMLNC/ESTATE/RFQ/CLASSROOM DOOR POLISH/2025-05; Dated 04.03.2025**

Dear Sir,

This is to notify you that our Firm/Company/Organization-----  
----- intends to submit a proposal for classroom door polishing 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 classroom door polishing 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 involve 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 of Works	Unit	Qty	Rate	Amount
1.	Providing & Applying Melamine polishing on wood work (one or more coat). Size- 2.10 x 1.45 Mtr= 16Nos.	Nos.	16		
2.	Providing & Applying Melamine polishing on wood work (one or more coat). Size- 2.10 x 1.00 Mtr= 08Nos	Nos.	8		
3.	Providing & Applying Melamine polishing on wood work (one or more coat). Size- 2.10 x 0.90 Mtr= 12Nos	Nos.	12		
4.	Providing & Applying Melamine polishing on wood work (one or more coat). Size- 2.10 x 1.50 Mtr= 15 Nos	Nos.	15		
				<b>Total Amount Rs.</b>	

**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