



भारतीय प्रबंध संस्थान, लखनऊ

**Indian Institute of Management Lucknow**

Prabandh Nagar, IIM Road, Lucknow – 226013 (UP).

Website: [www.iiml.ac.in](http://www.iiml.ac.in)

**Quotation for SCRAP - IIML/PUR/SCRAP/07/2019-20 dated 26<sup>th</sup> April 2019**

**Annexure-I**

Sealed quotations are invited from scrap dealers for bidding suitable price in respect of Newspapers, Magazines, Paper scrap (Shredding material). The sealed quotations may be submitted to the Officer on Special Duty (OSD), Indian Institute of Management Lucknow, on or before 03<sup>rd</sup> May 2019 by 12:30 PM.

Sr No.	Particulars	To be filled by bidder
1	Name of the Contractor of Firm/Agency	
2	Address of the of Firm/Agency	
3	GST Registration No. of the firm/Agency (Enclose copy) :	
3	Contact No. and Email-ID	
4	Details of EMD/Bank Draft No.	
5.	<b>Rate of Newspapers per KG (In Figures &amp; Words)</b>	
6	<b>Rate of Magazines per KG (In Figures &amp; Words)</b>	
7.	<b>Rate of Paper scrap (Shredding material) per KG (In Figures &amp; Words)</b>	

Signature of the authorized signatory  
with seal of the agency/firm



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**Quotation for SCRAP - IIML/PUR/SCRAP/07/2019-20 dated 26<sup>th</sup> April 2019**

Sealed quotations are invited from Scrap dealers/Kabaari for bidding suitable price in respect of Newspapers, Magazines, Paper scrap (Shredding material). The sealed quotations shall be submitted to the Officer on Special Duty (OSD), Indian Institute of Management Lucknow, on or before 03<sup>rd</sup> May 2019 by 12:30 PM. Bids will be opened (03<sup>rd</sup> May, 2019) on the same day at 3:00 PM. Bidders may visit IIM Lucknow for inspection of items from 26<sup>th</sup> April 2019 to 02<sup>nd</sup> May 2019 between 3.00 PM to 5.00 PM on all working days (except Saturday, Sunday) if required and satisfy themselves of the items they are bidding.

**General Terms & Conditions**

1. The quotation must be submitted only in the specified format. Clubbed rate of items will not be accepted. Quotation submitted after the due date and time shall be rejected.
2. The Institute has discretionary power to sale whole material to single bidder or individual bidder who is giving highest price of Newspapers, Magazines, Paper scrap (Shredding material). In this matter the decision of the Officer on Special Duty (OSD), Indian Institute of Management Lucknow is final and binding.
3. Quotation must be clear & legible, duly signed by authorized signatories. Any addition/alteration/overwriting/correction etc. must be signed by vendor/his authorized signatory.
4. Newspapers, Magazines, Paper scrap (Shredding material) will be sold on per KG rate basis.
5. Bidders/Contractor may visit IIM Lucknow for inspection of items from 26<sup>th</sup> April 2019 to 02<sup>nd</sup> May 2019 between 3.00 PM to 5.00 PM on all working days (except Saturday, Sunday) if required and satisfy themselves of the items they are bidding. For any clarification the Bidders/Contractor may contact Mr Milan Sengupta, Superintendent, on phone no. 0522-6696725.
6. Intending scrap dealer/kabaari must attach EMD of Rs. 1,000/- (Rupees One Thousand only) payable in favour of Director, Indian Institute of Management Lucknow along with **Annexure-I** and **Annexure-II**
7. Bids received without EMD will be summarily rejected.
8. The EMD of unsuccessful bidder will be returned after award of work to the successful bidder, no interest will be paid on it.

9. The successful bidder has to make full payment within three working days in the form of Account Payee Demand Draft, in favour of Director, Indian Institute of Management Lucknow.
10. In case successful bidder fails to deposit the DD against full payment, the EMD will be forfeited.
11. The successful bidder shall be required to lift and take away all the Newspapers, Magazines, Paper scrap (Shredding material) to the nearest Weighing **Machine/ Scales** for weighing amount at his own cost. On failure to do so, EMD of the bidder will be forfeited.
12. Newspapers, Magazines, Paper scrap (Shredding material) once disposed off to the successful bidder shall not be taken back by this office under any circumstances whatsoever.
13. Newspapers, Magazines, Paper scrap (Shredding material) can be lifted between 10.00 AM to 4.00 PM on working day only from the office as per our award letter.
14. The labour, transport, weighing cost and other related arrangements shall be made by the bidder/contractor at their risk, cost and responsibility.
15. Each page of the quotation will be signed and stamped by the authorized signatories and incomplete and unsigned quotations are liable to be rejected.
16. No disputes regarding the form, nature, quantity or quality of Newspapers, Magazines, Paper scrap (Shredding material) shall be entertained.
17. Notwithstanding the above, the Officer on Special Duty (OSD), Indian Institute of Management Lucknow, shall reserve exclusive discretion to accept or reject any bid offer without assigning any reason.
18. The quotation documents are available on IIML website, [www.iiml.ac.in](http://www.iiml.ac.in)
19. The sealed quotations must have Title "**Quotation for SCRAP - IIML/PUR/SCRAP/07/2019-20 dated 26<sup>th</sup> April 2019**" and shall be submitted on or before 03<sup>rd</sup> May 2019 by 12:30 PM.
20. The sealed quotations must be submitted to the following address.

**The Officer on Special Duty (OSD),  
Indian Institute of Management  
IIM Road, Prabandh Nagar  
Lucknow - 226013**

**Administrative Officer  
Purchase & Stores**

**ACCEPTANCE OF QUOTATION CONDITIONS**

(On the letterhead of the company by the authorized representative)

The Director,  
Indian Institute of Management  
Lucknow

**Subject: Notice inviting quotations for disposal of Newspapers, Magazines, Paper scrap (Shredding material) from IIM Lucknow campus (Quotation for SCRAP - IIML/PUR/SCRAP/07/2019-20 dated 26<sup>th</sup> April 2019).**

Sir,

- i) With reference to above referred quotation call notice. I/We are pleased to submit our quotation for the above work and I/We hereby unconditionally accept the quotation conditions and quotation documents in its entirety for the above work.
- ii) I/We are eligible to submit the bid for the subject quotation and I/We are in possession of all the documents required.
- iii) I/We have viewed and read, the terms and conditions of IIM Lucknow carefully and accepting the terms & conditions
- iv) I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in quotation documents elsewhere and in default thereof, to forfeit and pay IIM Lucknow, or its successors or its authorized Officer such sums of money as are stipulated in the notice inviting quotation and quotation documents.
- v) If I/We fail to lift all the material and deposit the entire sale proceed on the same/next day from the date of issue of letter of Award, I/We agree that IIM Lucknow shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money & sale proceeds as specified above.

Yours faithfully,

**Name & Signature  
with rubber stamp**

Dated: \_\_\_\_\_