

March 18, 2021

**NOTICE INVITING QUOTATION**  
**(NIQ No.: IIMI/Estate/NIQ/03/2021/03 File no. 281)**

**Subject: "Repairing and Replacement of parts of 02 Nos Aluminium ladder at IIM Indore."**

Dear Sir,

Enclosed please find a schedule of items for which your competitive rate is invited. The lowest bidder is required to execute the work at site under works contract mode.

All statutory recoveries applicable to works contract will be deducted from the bill.

1. Last date of submission of is 2:00 PM on March 25, 2021.
2. Quotations will be opened at 02:30 PM on March 25, 2021 in the presence of bidders.
3. Quotation must be submitted in sealed envelope.
4. The document should be submitted in sealed cover super scribed as "NIQ No.: IIMI/Estate/NIQ/03/2021/03 File no. 281 "Repairing and Replacement of parts of 02 Nos Aluminium ladder at IIM Indore".

The bid has to be dropped in the Tender Box kept at the "Gate - 1, IIM Indore, Rau Pithampur Road Indore - 453556 M.P" on or before the due date & time positively. The Quotation shall not be accepted beyond the stipulated date and time under any circumstances whatsoever. Any delay happened in the transition is at the risk of the bidder and IIM Indore will not be responsible.

5. Work completion period: 15 Days.
6. Estimated cost of work: Rs.53,000/- (Rs. Fifty-Three Thousand Only) (Including GST)

**7. Payment Terms:**

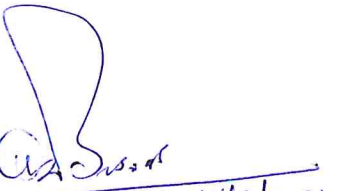
- a. Payment shall be made after completion of job only and after recording of the completion certificate for the work by the competent authority.
- b. Contractor should get registered under GST and tax as applicable as per the extant order on the subject contract shall be paid by the contractor to concerned department which will be reimbursed/paid by the Institute as per the recommendation of Finance & Accounts department of the Institute & the same will be final & binding to the contractor.
- c. Income Tax and cess as applicable shall be deducted from bill paid to the contractor.

- d. Any other taxes/cess as per government directives shall be deducted from bill paid to the contractor from time to time.
- e. Payment to be made online to vendor's bank account. Vendor must give details of the bank account for online transaction of payment after completion of job to the satisfaction to the institute representative.
- f. **Security deposit:**
- a. Rs. 5000/- (as a security) to be deducted from the final bill & returned after three months. For any repair/modification, the contractor will be responsible for any rectification required after till 03 months after completion work.
- b. The security deposit will be collected by deductions from the final bill of the contractor at the rate mentioned below.
8. You and your workers have to follow the SOP issued by institute for COVID -19 & any circular issued by the govt. time to time with respect to COVID-19. Following are the extract of guidelines to be followed in respect of SOP of COVID-19.
- a) Any of your representatives should not contact any of the residents.
- b) The representative coming will have to undergo thermal screening at the gate.
- c) Person with fever, cold, cough & throat pain shall not be allowed.
- d) The representatives must wear masks & gloves all the time, as without mask & gloves they will not be allowed.
- e) The representative must carry drinking water and food, as no facility will be available here.
- f) All your representatives to maintain social distancing.
- g) Aarogya Setu app should be installed in the representative's mobile phones.
- h) Spitting/chewing pan/gutka in any place on the campus is strictly prohibited.
- i) Driver of the vehicle must possess the requisite valid driving license along with a valid document of the vehicle.
- j) Your representative coming for entering the premises be advised to show patience as the measures will slow down the entry/exit procedure.
- k) People coming for the referred job must be confined to their site only, as they are not allowed to move other than the designated site in the campus. Also they should not coming from any containment zones (Red Zone) in the Indore.

**9. Scope of work:**

- The scope of work shall include “Repairing and Replacement of parts of 02 Nos Aluminium ladder at IIM Indore”.
- Delivery of entire material to IIM Indore including packing, handling, insurance, transporting, clearing, loading/unloading etc.
- Any other work related to but not specifically mention above, required for completion of the job as per the intent and scope of work.
- The bidder shall carefully check the specifications and shall satisfy himself that the material / items offered is complying with the IIM Indore’s

requirements and specifications laid down in the tender document or as per the direction of Engineer-in-Charge.



Chief Engineer 18/3/2024

Enclosed: Financial bid

Indian Institute of Management, Indore						
Financial Bid						
NIQ No.: IIMI/Estate/NIQ/03/2021/03 File no. 281						
<ul style="list-style-type: none"> <li>Name of work: "Repairing and Replacement of parts of 02 Nos Aluminium ladder at IIM Indore".</li> </ul>						
S. No.	Item Description	Qty.	Unit	Rate (INR)	Amount (INR)	Amount in Words (INR)
1	Repairing/ replacement of Wheel	4	Nos.			
2	Metal Item (Rod, Patti) (02 Nos. Ladder)	LS	Job			
3	Labour charges	LS	Job			
Total Amount in Rs.(Including Goods & Service tax)						

Name of Bidder Firm \_\_\_\_\_

Email Address \_\_\_\_\_

Authorized Person \_\_\_\_\_

Contact Number \_\_\_\_\_

Signature & Seal \_\_\_\_\_