



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong- 793018
Meghalaya

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ENQUIRY NO: IIMS/S&P/NIQ/25-26/03

Dated: 21.05.2025

Sub: Notice Inviting Quotation for Repair and Maintenance Works in Admin Building and Hostel at IIM Shillong

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services in sealed cover addressed to the Director, IIM Shillong, Umsawli, Shillong-793018 with the words “ **Quotations for Repair and Maintenance Works in Admin Building and Hostel at IIM Shillong**” Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by registered cover/ speed post/ dropped in and must reach to The Chief Administrative Officer, Indian Institute of Management Shillong, Umsawli, Shillong-793018 latest by **27 May 2025 by 12:00 noon**.

(A. Detailed Description and Bill of Quantity for Civil Works)

WORK TITLE : REPLACEMENT OF BROKEN GLASS DOOR AT THE ENTRANCE OF THE BLOCK A, ADMINISTRATIVE BUILDING IIM SHILLONG AND REPAIR OF THE BROKEN APRON AT THE ROOF TOP OF THE HOSTEL 1 CENTRAL BLOCK AND COMMERCIAL COMPLEX AT IIM SHILLONG					
Sl.No	Description of items	Unit	Total Quantity	Rate (inclusive of GST (in Rupees)	Amount
1	Providing and fixing 12mm thick frameless toughened glass door shutter of approved brand and manufacturer including providing and fixing top and bottom pivot and double acting hydraulic floor spring type fixing arrangement and making necessary holes etc for fixing required door fittings, all complete as per direction of Engineer-in-charge(Door Handles lock and stopper etc to be paid separately)	Sq.M	2.60		

2	Providing and fixing double scaffolding system (cup lock type) on the exterior side of building/ structure, up to 25 metre height, above ground level, including additional rows of scaffolding in stepped manner as per requirement of site, made with 40 mm dia. M.S. tube, placed 1.5 metre centre to centre, horizontal & vertical tubes joint with cup & lock system with M.S. Tubes, M.S. tube challis, M.S. clamps and staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for execution Of work of cleaning and/ or pointing and/ or applying chemical and removing it thereafter. The scaffolding system shall be stiffened with bracings, runners, connecting with the building etc, wherever required, if feasible, for inspection of work at required locations with essential safety features for the workmen etc,, complete as per directions and approval of Engineer-in-charge.				
	Note:- (1) The elevational area Of the scaffolding shall be measured for payment purpose. (2) The payment will be made once only for execution of all items for such works.	Sq.M	400.00		
3	Dismantling cement asbestos ceiling/ hard board ceiling/ any type ceiling or partition walls including stacking of serviceable materials and disposal Of unserviceable materials within 50 metres lead.	Sq.M	112.00		
4	Providing and fixing plain multipurpose cement board (light pressure steam cured) with suitable screws for cement particle board in ceiling etc. complete (frame work to be paid separately).				
	a) 6 mm thick cement fibre board as per Is:14862	Sq.M	112.00		
5	Providing and applying Plaster of Paris putty of 2 mm thickness over plastered surface to prepare the surface even and smooth complete.	Sq.M	112.00		
6	Applying one coat of water thinnable cement primer of approved brand and manufacture on surfaces:				

	Water thinnable cement primer	Sq.M	112.00		
7	Finishing walls with textured exterior paint of required shade, including scaffolding:				
	a) New work (Two or more coats applied @ 3.28 ltr/10 sqm) over and including priming coat Of exterior primer applied @ 2.20 kg/10 sqm	Sq.M	112.00		
8	Providing and fixing double scaffolding system (cup lock type) on the exterior side of building/ structure, up to 25 metre height, above ground level, including additional rows of scaffolding in stepped manner as per requirement of site, made with 40 mm dia. M.S. tube, placed 1.5 metre centre to centre, horizontal & vertical tubes joint with cup & lock system with M.S. Tubes, M.S. tube challis, M.S. clamps and staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for execution Of work of cleaning and/ or pointing and/ or applying chemical and removing it thereafter. The scaffolding system shall be stiffened with bracings, runners, connecting with the building etc, wherever required, if feasible, for inspection of work at required locations with essential safety features for the workmen etc,, complete as per directions and approval of Engineer-in-charge.				
	Note:- (1) The elevational area Of the scaffolding shall be measured for payment purpose. (2) The payment will be made once only for execution of all items for such works.	Sq.M	180.00		
9	Providing and fixing plain multipurpose cement board (light pressure steam cured) with suitable screws for cement particle board in ceiling etc. complete (frame work to be paid separately).				
	a) 6 mm thick cement fibre board as per ls:14862	Sq.M	60.00		
10	Providing and applying Plaster of Paris putty of 2 mm thickness over plastered surface to prepare the surface even and smooth complete.	Sq.M	115.20		

11	Applying one coat of water thinnable cement primer of approved brand and manufacture on surfaces:				
	Water thinnable cement primer	Sq.m	115.20		
12	Finishing walls with textured exterior paint of required shade, including scaffolding:				
	a) New work (Two or more coats applied @ 3.28 ltr/10 sqm) over and including priming coat Of exterior primer applied @ 2.20 kg/10 sqm	Sq.M	115.20		
				Total	
				Round Off	
In Words : Rupees					

The above mentioned rates is inclusive of all taxes.

I. General Terms and Conditions:

1. These Terms and Conditions shall apply to all contracts for the supply of items by the Supplier to the Institute and shall prevail over any other documentation or communication from the Institute.
2. Any variation to these Terms and Conditions shall be inapplicable unless agreed in writing by the Supplier
3. The rates for each items of works are as specified in the Proposal shall be inclusive of all taxes.
4. The repairs and maintenance works shall be completed within the specified time period as per the Work Order.
5. The Contractor shall accept all responsibility for the condition of services provided and shall ensure that completed work to be verified by the Engineer-in charge or his representatives' before proceeding further.
6. No additional payments shall be paid by the Institute for the works executed in excess to the quantity.
7. Bills/ Tax Invoice shall be submitted within 1(one) month from the date of completion of the work.
8. The contractor shall mention his/ her Account number and Institute GST number in the body of the Bill.

9. The Contractor shall be liable of any defects if again arise within 2 (two) months from the date of completion of the work.

II. Other Terms and Conditions

1. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.
2. Bidders are required to submit copies of PAN, GST, Trading License and copies of work orders of similar works carried out.
3. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.
4. Stores will be accepted subject to the verification and inspection by the competent authority.
5. Time schedule of completion is within **45 days** from receipt of supply order or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.
6. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
7. Payment of the approved vendor for supply of items at IIM Shillong shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
8. The Institute reserves the right to reject any tender or all tender without any reason.
9. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-
Senior Manager (Stores)
IIM Shillong