



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
**Umsawli, Shillong- 793018**  
**Meghalaya**

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**ENQUIRY NO: IIMS/S&P/NIQ/25-26/17**

**Dated: 18.06.2025**

**Sub: Notice Inviting Quotation for Repair and Maintenance Works in Type 2 residence 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 Type 2 residence 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 **23 August 2025 by 12:00 noon**.

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

Sl No	Description of works	Unit	Quantity	Rate (Rs) (Inclusive of 18% GST)	Total Amount (Rupees)	
					In Figure	In Words
<b>1</b>	Surface Preparation					
	Removing existng white or colour wash on wall surface	Sq.M	364.80			
<b>2</b>	Finishing walls with water proofing cement paint of required shade:					
	New work (Two or more coats applied @ 3,84 kg/10 sqm)	Sq.M	364.80			
<b>3</b>	Finishing walls with Acrylic smooth					

	exterior paint of required shade, including scaffolding:					
	New work (Two or more coat applied @ 1.67 ltr/10 sqm over and including priming coat Of exterior primer applied @ 2,20 kg/10 sqm)	Sq.M	364.80			
<b>4</b>	Applying priming coat:					
	With ready mked pink or Grey primer Of approved brand and manufacture on wood work (hard and soft wood)/ with ready mixed aluminium primer of approved brand and manufacture on resinous wood and plywood	Sq.M	558.80			
<b>5</b>	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give and even shade					
	Old Works (one or more coats)	Sq.M	724.92			
<b>6</b>	Providing and fixing Bamboo jaffery/ fencing consisting of superior quality 25 mm dia (Average) half cut bamboo placed vertically and	Sq.M	279.18			

	fixed together with three numbers horizontal running members of hollock wood in scantling of section 50X25 mm, fixed with nails and G.I wire on existing support complete as per direction of Engineer-in-charge.					
7	Supplying fitting and fixing of Sliding bolts of size 4" for fitting in the Cupboards					
	<i>Fithome Stainless Steel Baby Latch Manual Lock 4 Inch Tower Bolt Heavy Duty Door Security Latch Lock- Anuique Brass)</i>	Each	12.00			
8	Wall painting with plastic emulsion paint Of approved brand and manufacture to give an even shade:					
	Old work (one or more coats)	Sq.M	476.00			
9	Earthwork in excavation by manual means up to a depth of 2m below the existing ground level for foundation trenches of foundations, footings of column/ walls, retaining walls, septic tank etc. including					

	bailing out water where necessary and removal Of surplus earth with all lead and lifts as directed and specified for the following classification of soils.					
	All kinds of soil (ordinary soil/ hard soil/ dense soil)	Cu.M	2.16			
<b>10</b>	Providing soling with stone/ best quality picked jhama brick, sand packed and laid to level and in panel after preparing the subgrade as directed including all la bour and materials and if necessary dewatering, complete.					
	Stone Soling					
	150 mm thick	Sq.M	3.60			-
<b>11</b>	Plain cement concrete works in foundation bed for footing steps, walls, brick works etc below plinth level as directed and specified including dewatering if necessary, and curing complete (shuttering where necessary shall be measured and paid separately).					
	1 :4:8 (1 Cement: 4 coarse sand: 8 graded	Cu.M	0.16			

	stone aggregate 40 mm no minal size)					
12	Structural steel work riveted, bolted or welded in built up sections, trusses and framed work, including cutting, hoisting, fixing in position and applying a priming coat Of approved steel primer all complete.	Per Kg	134.81			
13	Structural steel work in single section, fixed with or without per connecting plate, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete.	Per Kg	35.16			
14	<b>GRAND TOTAL (in Rs)</b>					

**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**