INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
Prabandh Nagar, Off Sitapur Road
Lucknow 226013

IIML/RFQ/2026/4660
Date: 27.11.2026

REQUEST FOR QUOTATION

Dear Sir,

On behalf of the Director of the Indian Institute of Management, Lucknow (IIML), you are hereby invited to quote your rates for "**Providing and Fixing of Armrests in Revolving Chairs at Hostels, IIM Lucknow",** Prabandh Nagar, IIM Road, Lucknow, as per the RFQ. The work shall be completed within **30 days** from the date of the award of the work/letter of intent, or acceptance of the work. The RFQ document should be signed in ink on each page, and any cutting or overwriting should be signed accordingly. All the attached papers should be submitted duly signed by the Bidder.

The quotation has **to be submitted on or before 01.12.2026 @ 03:30 PM either through email on tender@iiml.ac.in or through Post or in person** in envelop in the office **of Executive Engineer, Project Department, Samadhan Administrative Building, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow-226013**. If the quotation is submitted after the date of submission, the same shall be straightaway rejected.

The conditions of this notice and those mentioned in General Conditions, Special Conditions, and BOQ enclosed will be binding on the Bidder. The Director, Indian Institute of Management, Lucknow, reserves the right to reject one or more RFQs without assigning any reason. No claim whatsoever shall be entertained on this account.

The validity of the RFQ shall be 90 days from the date of opening of RFQs. Bidders incorporating additional conditions, discounts, and rebates are liable to be rejected.

Bidders are advised to physically see the conditions of work and the workplace before quoting. No deviation of rates or conditions of the contract will be accepted on account of ignorance of the workplace conditions after the award of the work. They are specifically advised to see the approachability of the material and working conditions at the site.

Thanking you,

Yours faithfully,

DEAN(Infra)/IIM/LKO

Encls: 1. General Terms and Conditions
2. Special Conditions.
3. Bill of Quantity.
4. Drawings

Signature of Bidder

GENERAL TERMS AND CONDITIONS

1. **NAME OF WORK**

Providing and Fixing of Armrests in Revolving Chairs at Hostels, IIM Lucknow at an estimate cost of **Rs. 3,30,400/- inclusive of GST (Per Chair Rs. 826/- inclusive of GST)**

2. **SCOPE OF WORK**

The scope of work covers Providing and Fixing of Armrests in Revolving Chairs at Hostels, IIM Lucknow includes:

a) Repair of existing damaged chairs by replacing broken or damaged PVC handles with new PVC handles.
b) Providing and fixing MS steel support components, including MS angle of size 25 × 25 × 3 mm, wherever required.
c) Cutting, welding, fabrication and fitting of MS steel components as required for proper repair and strengthening of the chairs.
d) Removing damaged or defective parts and replacing them with new components, including necessary nuts, bolts, screws and fasteners.
e) Proper alignment, tightening and finishing of repaired chair components to ensure stability, strength and smooth functioning.
f) Complete repair and fitting work, including labour, materials, tools, transportation and all incidental charges, as required to make the chairs functional and ready for use.
g) All repair work shall be carried out to the satisfaction of the Engineer-in-Charge.

Detailed item-wise description, unit, and quantity are given in the Bill of Quantity (BOQ) enclosed.

IIML reserves the right to alter, add, omit, or substitute any item or quantity as per site requirements.

3. **OWNER**

Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow-226013.

4. **ENGINEER/ENGINEER-IN-CHARGE**

Executive Engineer, IIM, or any person designated from time to time by the owner, and shall include those who are expressly authorized by him to act for and on his behalf for the operation of this contract.

5. **CONTRACT RATES**

The rates quoted and accepted for the execution of work at the IIM Lucknow Campus shall remain firm, fixed, and binding on the contractor for the entire duration of the contract. This shall include any extension of the contract period granted by the Institute

under the same terms and conditions. No claim for escalation, revision, or adjustment of rates shall be entertained on any grounds whatsoever, including but not limited to an increase in the cost of taxes, duties, or any other input costs. The contractor shall be deemed to have taken all such factors into account when quoting the rates, and no additional financial liability shall accrue to the Institute during the contract period.
The contract price shall include the cost of all materials, labor, and plants, and GST, for the proper completion of the work to the entire satisfaction of the owner and in accordance with the technical specifications. GST included in rates.

6. **COMMENCEMENT DATE**

The date of commencement of work shall be the date of issue of the Letter of Intent (LOI). The work shall be completed within **30 days** from the date of the award of the work/letter of intent, or acceptance of the work.

7. **PERIOD OF COMPLETION**

The period of completion shall be **30 days** from the date of L.O.I.

8. **PAYMENT TERMS**

The contractor may prepare and submit the bill based on the work completed and measured jointly by the IIML engineer & contractor. The contractor will have to submit a user verification certificate in the prescribed format given by the Project Division, certified by the user department, for processing the bill. 5% retention money will be deducted from each bill and released upon completion of the 12-month defect liability period.
The reverse calculation of GST component from the overall billed amount will be done while processing the bill. The Rates are inclusive of GST.

9. **TAX/DUTIES**

All taxes/duties, GST or any other taxes or levies, etc., payable to any authorities whatsoever shall be borne by the contractor, and the owner accepts no responsibilities or liability whatsoever on this account.
The rates shall remain firm and no enhancement/escalation on account of any statutory/other increases by Local Authorities, State/Central Government shall be entertained.

10. **TESTING OF MATERIALS**

Samples of various materials required for testing shall be provided free of charge by the Contractor. Testing charges, if any, shall be borne by the contractor. All other expenditures required to be incurred for taking the samples, conveyance, packing, etc., shall be borne by the contractor himself.

11. **AWARD OF WORK**

 Signature of Bidder

The work shall ordinarily be awarded to the L1 bidder, i.e., the bidder whose bid is found to be the lowest evaluated and responsive bid, subject to fulfillment of all technical, commercial, and eligibility requirements stipulated in the RFQ.
In the event that the lowest bidder (L1) fails to accept the award of work, does not turn up to commence the work within the stipulated time, or abandons the work after commencement, the Institute reserves the right to offer the work to the next lowest bidder (L2) at the rates quoted by L1. The L2 bidder shall be required to match the L1 rates and accept the work under the same terms and conditions. In case L2 declines to accept the work at L1 rates, the Institute may proceed further as per applicable procurement rules and guidelines.

12. **INSPECTION AND TESTING**

The IIML or his authorized representatives shall have full power to inspect the work or examine the material. Acceptance of any material shall in no way relieve the contractor of his responsibility for meeting the requirements of the specifications. The contractor shall afford and procure for the owner every facility and assistance to carry out such inspection/tests. The cost of any special tests and/or analyses not called for in this specification shall be borne by the contractor. After completion of works, the motor/pump will be tested, and if any difference is found the same will be rectified by the contractor though it may require rework of any or all activity involved in the scope of work.

13. **LABOUR CAMP**

The contractors at their own risk and cost shall establish the Labor Camps outside the campus premises. No manpower of the contractor will be allowed to stay inside the complex. The contractor will have to make arrangements for staying/accommodation for his manpower outside the complex. Nothing extra shall be payable on this account.

15. **RETENTION MONEY**:

The 5% shall be deducted from each running account bill or the contractor's final bill as Retention Money. The 5% Retention Money shall be released to the contractor upon satisfactory completion of the 12-month Defect Liability Period. If a successful Bidder fails to commence the work within 3 days of the date of issue of the Letter of Intent, the Institute may reject the award of the work and engage another agency to carry out the work.

Additionally, the 2% against GST TDS, 1% against Income tax, and 1% against labor Cess shall be deducted from the bill.

17. **SUB-STANDARD MATERIALS**

Any material rejected by the owner shall be removed from the site within 48 hours of the issue of instructions to this effect by the owner. Failing which, the IIML shall have the right to get these removed at the cost of the contractor, and the contractor shall have no claim whatsoever in this regard.

18. **SAMPLES**

It shall be the contractor's responsibility to submit samples of the materials and any other items as determined by the owner.

19. **SPECIFICATION**

The contractor shall perform the work in accordance with the latest CPWD Specifications and as directed by the Engineer in charge.

20. **DEFECT LIABILITY PERIOD**

12 months from the virtual date of completion.

21. **SECURED ADVANCE**

No secured advance shall be paid.

22. **CORRESPONDENCE**

All correspondence shall be addressed to:
The DEAN (Infra) Officer,
Indian Institute of Management
Prabandh Nagar, off. Sitapur Road,
Lucknow-226013.

23. **JURISDICTION**

The contractor shall be subject to the jurisdiction of the courts of Lucknow only.

DEAN (Infra)/IIM/LKO

Signature of Bidder

SPECIAL CONDITIONS

1. Where the work is found substandard, the contractor shall be liable to rectify it to the satisfaction of the Engineer-in-Charge by either rectifying or replacing.

2. All signatures in RFQ documents shall be dated as well as all the pages of all sections of the RFQ document shall be initiated at the lower right-hand corner and signed wherever required in the RFQ papers by the Bidder or by a person holding a power of attorney authorizing him to sign on behalf of the Bidder before submission of the RFQ.

3. No mobilization advance will be paid to the contractor.

4. If the altered/additional or substituted work or any additional work is required to be as per the IIML requirement for which there are no established rates in the BOQ and Delhi Schedule of Rates, the same shall be payable as per the provision stated hereunder.

5. For similar items, the rates shall be derived from the nearest DSR item.

6. If direct working out is not possible as mentioned in 4 & 5 above, the contractor shall be paid on the basis of the actual cost of material and labor cost plus 15% towards profit, supervision, overheads, establishment, plants, machinery, etc.

7. The rates quoted by the contractor and accepted by the Institute shall be firm and fixed for the above work, and no escalation shall be paid to the contractor in this account.

8. In case the Institute is not satisfied with the performance of the contractor or the contractor delays the work, the Institute is empowered to get the work completed by another agency and debit the expenditure on the contractor's account. No objection or claim whatsoever on this account will be entertained.

9. Rates given should be inclusive of all Central, State, and Local taxes, including Trade Tax on works contracts.

10. Rates shall be deemed, inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws.

11. The work is to be executed in accordance with the latest Central Public Works Department (C.P.W.D.) specifications & contractor is required to follow all the applicable labour laws as specified in the CPWD manual.

12. IIM reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required and reviewed by the Institute from time to time, and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.

13. In case of defective works, the same shall be rectified by the Contractor at his cost.

14. IIM, Lucknow reserves the right to terminate the agreement even without giving notice in the event the performance of the contractor is not found satisfactory.

Signature of Bidder

15. Income Tax as per the rules will be deducted from the bill, and the amount so deducted will be credited to the Income Tax authorities, and a certificate of the amount credited will be issued by the account section of IIM, Lucknow.

16. Prevailing Turnover Tax will be recovered as per Government rules if applicable.

17. The dispute, if any, will be referred to the Director, IIM, and his decision will be final and binding.

18. All disputes arising out of the order will fall under the jurisdiction of the Lucknow Court.

19. Prior intimation will have to be given to the Engineer-in-Charge/AE by the contractor if he proposes to work on Sundays or any other holidays. The additional cost of wages and any other cost by overtime or shift work shall be borne in full by the contractor.

20. The contractor/ firm/ company shall be responsible and shall bear all costs and losses if any institute assets/items/tanks/ property, etc., are found damaged.

21. The site shall be handed over to the Institute in working condition after satisfactory completion of the work. The unserviceable material shall be removed from the site and disposed of at the Junkyard.

22. The terms & conditions given in the quotation inviting notice are also part of the General Terms and Conditions.

23. All the conditions of GCC available on the IIML website will be applicable. Link https://www.iiml.ac.in/sites/default/files/upload/tender/293037022gcc.pdf

24. The contractor should strictly adhere to all the safety rules and regulations. The contractor shall be required to provide necessary safety arrangements to avoid any accidents. He shall be solely responsible for any accidents and payment of any compensation related to such accidents.

25. The contractor shall indemnify and keep indemnified the Indian Institute of Management, Lucknow, against payments to be made under and for the observance of the laws aforesaid and the C.P.W.D. Contractor's Labour Regulations without prejudice to his right to claim indemnity from his sub-contractors.

26. Please follow the rule of security personnel at the main gate and the workplace.

27. For any site work, the contractor will have to follow the working schedule as per the working/operation condition of the pumps as per the lifting/distribution timing as suggested by the Engineer in Charge. No compensation in this regard will be given.

28. Alterations / Amendments in the BOQ are not allowed. (If the quotation is found with any alteration in the BOQ, it shall be straightaway rejected)

29. No additional conditions of the contractor shall be entertained.

30. The contractor shall have valid GST registration, and if it has a composite scheme, the same should be clearly mentioned in the quotation.

 Signature of Bidder

LIST OF FURNITURE ITEMS/MATERIALS AND THEIR MAKE

The Institute's approved makes/brands for the categories below are to be filled in by IIML prior to issue of RFQ. The contractor shall use only the approved makes listed, or an equivalent make approved in writing by the Engineer-in-Charge before procurement/installation. The contractor shall indicate, against each item, the make it proposes to use.

S.No.	Item / Material	Approved Makes (any one, as approved by IIML Engineer-in-Charge)
1.	Handles	PVC (As per Engineer-in-Charge)

Note: Any material used without prior written approval of the make by the Engineer-in-Charge is liable to be rejected and removed from site at the contractor's cost.

Signature of Bidder

TECHNICAL DETAILS OF BIDDER

The technical offer submitted by the bidders will be evaluated based on the following credential criteria.

SNo.	Particulars	Credential Criteria of Firm
1	Name of the firm & Address (Where registered post can be received)	
2	Contact No. and Email-ID	
3	GST Registration No. of the firm/Agency (Enclose copy):	
4	Income Tax Permanent Account No. (Enclose copy)	

Undertaking to be furnished by the intending D E C L A R A T I O N

I/We declare and confirm that: -

i. I/we have never been blacklisted /debarred from IIM, Lucknow, or any Government/Public sector enterprises.
ii. There is no criminal case against me/ and my partner/ board of directors, is not in any court/Police station in India.
iii. All the information and attachments submitted in the RFQ document/ envelope are true and correct.
iv. There has been no suppression or concealment of information /documents concerning the execution of work during the last 05 years
v. I / We are aware that any false information provided herein will result in the rejection of my RFQ at any stage.
vi. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
vii. I/we have no objection if inquiries are made about the work listed by me/us in the accompanying sheets / Annexures.
viii. I / We agree that the decision of the Indian Institute of Management Lucknow in the selection of contractors will be final and binding to me/us.
ix. I / We have read the instructions and I/we understand that if any false information is detected later, the RFQ shall be cancelled at the Company's discretion and liable for any action, as deemed unfit by the Indian Institute of Management Lucknow.
x. I / We hereby confirm that my/ our company has never been blacklisted by any State/ Central Government organization.

Signature and Stamp of the Bidder

Signature of Bidder

Bill of Quantity

Providing and Fixing of Armrests in Revolving Chairs at Hostels, IIM Lucknow Rates are inclusive of GST.

Percentage rates to be quoted by bidder

Providing and Fixing of Armrests in Revolving Chairs at Hostels, IIM Lucknow.						
S.No	**DSR 2023**	**Description**	**Unit**	**Qty**	**Rate**	**Amount**
1	MR	Providing and Fixing of Armrests in Revolving Chairs at Hostels, carrying out the necessary repair work of PVC handle and MS steel components, including MS angle of size 25 × 25 × 3 mm, along with the necessary fabrication and fitting work. As per direction Engineer-in-Charge	Nos	400.00	826.00	3,30,400.00
		Grand Total inclusive of GST Amount Rs.				**3,30,400/-**

(To be filed by the Bidder)

Percentage rate to be quoted by bidder (+) or (-) i.e above or below the estimated cost= .....% (To be filed by the Bidder)

Total cost of work as per percentage rates quoted by bidder= Rs.....

Please note: Any additional conditions will not be entertained. Rates quoted shall be for materials of approved makes only, as per the List of Approved Makes enclosed.

Signature of Bidder