

Ref. No. IIMT/2021-22/QUO/Pur/EO/SFM/05

June 25, 2021

**Sub: Quotation for Supply and fixing of mirrors, writing glasses, cupboard and credenza – Reg**

Dear Sir / Madam,

You are requested to quote your lowest rate for the following works as per the specifications on the terms and conditions given below:

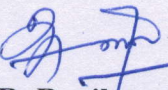
S.No	Description of items	Unit	Quantity	Unit Price	Total Amount
1	Supply and fixing of mirror Size: 15" x 58" & 6mm thick with double side sticker, silicone paste and including labour charges to fix over existing plywood surface etc. complete.	Nos	10		
2	Supply and fixing of mirror Size: 7'0" x 2'9" & 6mm thick with double side sticker, silicone paste and including labour charges to fix over existing plywood surface etc. complete.	Nos	3		
3	Supply and fixing of lacquered ultra-white, Annealed glass, Size: 1194 x 1067 mm & 6mm thick with double side sticker, silicone and including labour charges to fix over existing plywood surface etc. complete.	Nos	3		
4	Supply and fixing of the cupboard door made with pre-lamination 18mm thick plywood with edge beading Size: 430 mm x 530 mm with hinges, handle and necessary fitting and including labour charges etc. completed.	Nos	1		
5	Repairs to damage of ball bearing hinges and drawer in the credenza including supply and fixing of ball bearing drawer hinges and necessary fittings and including labour charges etc completed.	No	1		
Total amount excluding GST					
GST @ _____%					
Total amount including GST					

**Terms & conditions:**

1. The above cost should be inclusive of Supply of materials, Labour, packing and Freight charges.

**2. Work to be done at:**

Hostels,  
Indian Institute of Management Tiruchirappalli,  
Trichy- Pudukkottai High way, Chinna Suriyur, Tiruchirappalli – 620 024.  
Contact: Email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) | Phone: 0431 – 2505121/22/56

  
R. Ravikumar  
Administrative Officer (A, S&P)

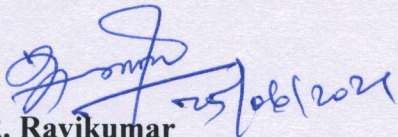


## INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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3. The vendor should be a GST registered vendor and GST Number should be mentioned in the quotation.
4. If you have any technical queries, please e-mail: [estatemaintenance@iimtrichy.ac.in](mailto:estatemaintenance@iimtrichy.ac.in) / Phone: 0431 – 250 5048/5156/5157 before submission of quotation.
5. **Site Visit:** The bidder shall visit IIM Trichy to inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. Access to the site will be granted on all working days within working hours. Before visit IIM Trichy, kindly send a request email to [estatemaintenance@iimtrichy.ac.in](mailto:estatemaintenance@iimtrichy.ac.in).
6. **Firm Price:** Bidder's quoted Rates/Prices for executing the works under the Contract shall remain firm till completion of the entire work & shall not attract any escalation under any circumstances whatsoever.
7. **Completion of Work:** within 25 days from the date of receipt of work order. If the agency/firm fails to complete the work within the stipulated period, the work order will be cancelled.
8. The vendor should quote the rate for all the items, failing which the quotation will not be considered for further evaluation.
9. The bidder should submit the tender/quotation duly signed and stamped on all the pages.
10. **Payment:** 25 days from the date of completion of work along with submission of Invoice / Bill. Payment will be made for the actual measurement.
11. **Work Site Cleanliness:** The successful bidder has to remove all the debris from the site of execution and dispose them at suitable places shown by the Estate Office at site.
12. All the materials to be used for the work should meet the relevant BIS specifications.
13. Institute will not be liable to pay any compensation due to accident, injury to the contractor's work men or any account what-so-ever.
14. The damages if any to the Institute properties during execution of the work should be restored by the vendor without any additional cost to the Institute.
15. Bidder should take into account the corrigendum/Addendum published in IIM Trichy website in tender page from time to time before submitting the bids.

  
R. Ravikumar  
Administrative Officer (A, S&P)



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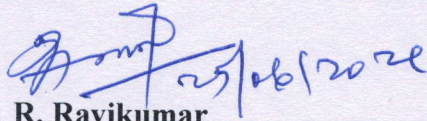
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16. **Arbitration:** In case of any unreconciled disputes between the parties IIM Trichy and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Tender document, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Trichy jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties. The language of the arbitration shall be English. The Place and seat of arbitration shall be in Trichy.
17. No telex/telegraphic/fax/Email quotations will be accepted.
18. Tax will be deducted as per rule in force.
19. Any legal disputes that may arise shall be subject to the jurisdiction of Madurai Bench of Madras High Court.

Quotation should be submitted in the sealed cover super scribing "*Quotation for Supply and fixing of mirrors, writing glasses, cupboard and credenza*" addressed to;

The Chief Administrative Officer (i/c),  
IIM Tiruchirappalli,  
Trichy Pudukkottai Highway,  
Chinna Sooriyur, Trichy – 620 024

The Quotation should reach us on or before **3.00 PM 17<sup>th</sup> July 2021**.



**R. Ravikumar**  
**Administrative Officer (A, S&P)**