



भारतीय प्रबंध संस्थान, लखनऊ
Indian Institute of Management Lucknow
Prabandh Nagar, IIM Road, Lucknow – 226013 (UP).
Website: www.iiml.ac.in

REQUEST FOR QUOTATION

RFQ No.: IIML/PUR/AUCTION/12/2021

Dated 18/11/2021

Sealed quotations are invited from scrap dealers for bidding suitable price in respect of old mattress. The sealed quotations may be submitted to the “The Chief Administrative Officer, Indian Institute of Management Lucknow”, on or before 09th December 2021 by 3:00 PM.

Sr No.	Particulars	To be filled by bidder
1	Name of the firm & Address	
2	GST Registration No. of the firm/ Agency (Enclose copy) :	
3	Contact No. and Email-ID	
4	Details of EMD/ Bank Draft No.	
5.	PER UNIT Rate of old mattress in Rupees. (In Figures & Words):	Rs. _____ (Rupees.....)

Signature of the authorized signatory
with seal of the agency/firm



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Sealed quotations are invited from scrap dealers for bidding suitable price in respect of old mattress (approx. 665 nos., which may vary). The sealed quotations may be submitted to the “The Chief Administrative Officer, Indian Institute of Management Lucknow”, on or before 09/12/2021 by 3:00 PM. Bidders may visit IIML for inspection of items from 19/11/2021 to 08/12/2021 between 3.00 PM to 5.00 PM on all working days (except Saturday, Sunday) if required and satisfy themselves of the items they are bidding for. Bidders are requested to contact Student Affairs Office before visiting to the campus on contact no. 0522-6696749/6767/6353.

General Terms & Conditions

1. The quotation must be submitted only in the specified format. Quotation submitted after the due date and time shall be rejected.
2. Quotation must be clear & legible, duly signed by authorized signatories. Any addition/alteration/overwriting/correction etc. must be signed by vendor/his authorized signatory.
3. Old mattress will be sold on per unit rate basis. The approx. quantity is 665 nos.
4. Intending scrap dealer must attach EMD of Rs. 1,000/- (Rupees One Thousand only) payable in favour of Director, Indian Institute of Management Lucknow along with Bids. EMD shall be enclosed in a separate envelope. Bids received without EMD will be summarily rejected. **The EMD can also be deposited in the Institute Saving HDFC Bank Account No. 07231450000294 (IFSC: HDFC0000723)**
5. The EMD of unsuccessful bidder will be returned after award of work to the successful bidder, no interest will be paid on it.
6. The successful bidder has to make full payment within 03 (three) working days in the form of Account Payee Demand Draft, in favour of Director, Indian Institute of Management Lucknow.
7. In case successful bidder fails to deposit the DD against full payment before taking Possession of the scrap, the EMD will be forfeited.
8. The successful bidder shall be required to lift and take away all the old mattress within 7 days after payment of amount at his own cost. On failure to do so, EMD of the bidder will be forfeited.

9. Old mattress once disposed off to the successful bidder shall not be taken back by this office under any circumstances whatsoever.
10. Old mattress will be allowed to be lifted between 10.00 AM to 4.00 PM on working days only from the office as per our award letter.
11. The labour, transport and other arrangements shall be made by the bidder at their risk, cost and responsibility.
12. Each page of the quotation will be signed and stamped by the authorized signatories and incomplete and unsigned quotations are liable to be rejected.
13. No disputes regarding the form, nature or quality of old mattress shall be entertained.
14. Notwithstanding the above, the "The Chief Administrative Officer, Indian Institute of Management Lucknow", shall reserve exclusive discretion to accept or reject any bid offer without assigning any reasons.
15. The quotation documents are available on IIML website, www.iiml.ac.in

Administrative Officer

ACCEPTANCE OF QUOTATION CONDITIONS

(On the letterhead of the company by the authorized representative)

The Director,
Indian Institute of Management
Lucknow

Subject: Notice inviting quotations for disposal of old mattress, from IIM Lucknow campus.

Sir,

- i) With reference to above referred quotation call notice. I/We are pleased to submit our quotation for the above work and I/We hereby unconditionally accept the quotation conditions and quotation documents in its entirety for the above work.
- ii) I/We are eligible to submit the bid for the subject quotation and I/We are in possession of all the documents required.
- iii) I/We have viewed and read, the terms and conditions of IIM Lucknow carefully and accepting the terms & conditions
- iv) I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in quotation documents elsewhere and in default thereof, to forfeit and pay IIM Lucknow, or its successors or its authorized Officer such sums of money as are stipulated in the notice inviting quotation and quotation documents.
- v) If I/We fail to deposit the entire sale proceed within 03 (Three) days from the date of issue of letter of Award and lift the materials within 07 (Seven) days from the date of depositing of sale proceeds, I/We agree that IIM Lucknow shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money & sale proceeds as specified above.

Yours faithfully,

**Name & Signature
with rubber stamp**

Dated: _____