



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

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ENQUIRY NO: IIMS/S&P/NIQ/24-25/32

Dated: 13.12.2024

**Sub: Notice Inviting Quotation for Fungus Remediation in the Hostel Rooms at Nongthymmai Campus**

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 Fungus Remediation in the Hostel Rooms at Nongthymmai Campus**” 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 20 Dec 2024 by 12:00 noon.

**(Detailed Description)**

<b>Sl No</b>	<b>Particular</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (inclusive of all taxes)</b>	<b>Amount (inclusive of all Taxes)</b>
(a)	Surface Preparation				
	a) Removing existing white or colour wash on wall surface ..	Sq.M	722.1		
(b)	Providing and applying white cement base putty of average	Sq.M	722.1		
(c)	Apply one coat of water thinnable cement primer	Sq.M	722.1		
(d)	Wall Painting with plastic emulsion paint of approved brand and				
	Old work (one or more coat)	Sq.m	747.0		
				<b>Total (Rs)</b>	

**The above mentioned rates is inclusive of all taxes.**

## **A. 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 Address of work site will be at, "IIM Shillong Nongthymmai Campus"
6. 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.
7. No additional payments shall be paid by the Institute for the works executed in excess to the quantity as given in the Annexure A
8. Bills/ Tax Invoice shall be submitted within 1(one) month from the date of completion of the work.
9. The contractor shall mention his/ her Account number and Institute GST number in the body of the Bill.
10. The Contractor shall be liable of any defects if again arise within 2 (two) months from the date of completion of the work.

## **B. The DOs and DON'Ts**

### **(I) DOs**

1. Contractor shall supply safety gears like goggles, gloves, mask to protect the skin, eyes and cloths from mould spores.
2. The contractor shall ensure that windows are open to allow fresh air into the working area
3. For cleaning the Mould, bleach shall be used by mixing one part of bleach (Chlorine Bleach) with four parts of water. Wipe and scrub the mould, then wipe away the bleach and dry the area.

4. Use a dry rag to remove any remaining moisture
5. Check the remaining stains if there is any.
6. Allow the wall or ceiling area to thoroughly dry before repainting.
7. The contractor/ his supervisor shall ensure that all moulds are removed before painting
8. Any suspect of water seepage or dampness on the wall caused due water pipe lines breakage or from the rain water pipes shall be rectified immediately before treating the mould in the room.
9. The contractor shall bring to the notice of the Engineer in-charge immediately if there is any confusion during the progress of the work.

## **(II) DON'Ts**

1. Do not paint over mould without killing it first. Doing so will not address the source of the problem and can make it look worst.
2. Do not use harsh chemicals
3. Do not try to clean or remove moulds without wearing protecting gears.
4. Labour only above the admissible age shall be employed.

## **C. 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 **1 month** 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**