

**Vaikunth Mehta National Institute of Cooperative Management,**  
Savitribai Phule Pune University Road, Pune – 411 007

No. XXXI/92/Bldg/repairs/2023-24/0330

Date: 10.05.2023

**Quotation Invitation**

Inviting Quotation in sealed envelope for repair of wooden floor and replacement of damaged carpet in two classrooms of Centre for Management Education (CME) building as per the specifications given below.

**Terms & Conditions:**

1. The quotations in the prescribed format printed on letter head shall be submitted in a sealed envelope on or before **18th May 2023** to the Office of Registrar, VAMNICOM Bhavan, VAMNICOM, Pune.
2. The envelope should be super-scribed with name of work "**Repair of wooden floor and replacement of damaged carpet in two classrooms of CME building**"
3. Name, address and contact details of the Agency in prescribed format at Annexure-A.
4. A copy of the GST registration certificate.
5. Latest copies acknowledgements of GST payments of the last three months.
6. **All rates shall be quoted in prescribed format only. Quotes different from the prescribed format shall be liable for rejection.**
7. Agencies are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their quotation.
8. The quotation shall include all the labour, tools etc. for the entire execution of the work.
9. In case of any damage to the Institute's property the VAMNICOM may deduct expenses against repair of such damages from the bill of the Agency.
10. The Agency shall complete the work within 20 days from the date of receiving work order.
11. The measurements provided serve only as an indication and may differ from the actual measurements.
12. The rates must include all the taxes.
13. Power supply will be provided by the Institute.



**Registrar**

Vaikunth Mehta National Institute  
Of Cooperative Management, Pune - 411 007.

### Scope of Work

- A. Repair of stepped wooden floor beneath the carpet:
- a. Remove the carpet tiles from the affected area.
  - b. Inspect and assess the condition of the wooden floor beneath it.
  - c. Remove any loose or damaged wooden planks and replace them with new ones.
  - d. Level the floor surface to ensure a smooth finish.
  - e. Apply a suitable wood sealer or polish to protect the surface and enhance its appearance.
- B. Carpet replacement in two classrooms (1320 sq.ft. each):
- a. Remove and dispose of the existing carpet (if any).
  - b. Supply and install foam sheet (5 mm) layer for purpose of undulation
  - c. Provide necessary adhesives, underlays, trims, and accessories for the installation.
  - d. Install new carpet (To be provided by the Institute).
  - e. Cut and fit the carpet tiles around the corners, doorways, and obstacles in the room.
  - f. Vacuum and clean the entire area after the installation.

Quotation may be submitted in following format **Only**:

Item	Unit	Quantity (approx.)	Rate/Unit (INR)	Amount (INR)
Removal of existing carpet & Installation of new carpet which is to be provided by Institute	Sq. ft.	2640		
Supply and installation of 5mm foam sheet layer beneath carpet for undulation	Sq. ft.	2640		
Repair of stepped wooden floor and dispose dismantled material	Lump -sum	-		
Labour cost for removal and installation of carpet	Lump -sum	-		
Total Amount (INR)	-	-		

**Signature**  
of Authorized signatory of the Agency

Name of Agency : M/s \_\_\_\_\_  
\_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email : \_\_\_\_\_  
GST No. : \_\_\_\_\_

“We, M/s \_\_\_\_\_, hereby undertake that we have submitted the our quotation after duly examining the site and its surroundings and we agree to all the terms and conditions of the Institute mentioned in this document.”

**Signature**  
of Authorized signatory of the Agency