



**Indian Institute of Science (IISc)
Bangalore – 560012
Student's Hostel**

Notice Inviting Tender (NIT) under for
One time maintenance of **Repair, Rectification and
Refurbishment of Hostel Furniture**

[Local Tender]

**Enquiry or Tender No: [IISc/Hostel Furniture/One Time
Repair & Maintenance/2026/07](#) Date: 21.04.2026**

Students' Hostel

Indian Institute of Science (IISc)
Bangalore – 560012, India Email:
office.hostel@iisc.ac.in

Contents

1.Preamble and Schedule of Requirements.....	2
2.Bidder’s Eligibility Criteria	2
3.Scope of Work	3
4.Organization of the Technical Bid.....	7
5.General Terms and Conditions.....	7
6.Bid – Terms and Conditions.....	9
7.Payment Terms.....	9
8.Important Dates.....	10
9.Annexure A - Undertaking	11

1. Preamble and Schedule of Requirements

Indian Institute of Science, one of the premier research institutes of India, is a fully residential institute. The Student’s Hostel in Indian Institute of Science (IISc) has several Hostel blocks in the campus.

This tender calls for one time maintenance of minor repairs of damaged Cot, Table and Chairs in the Hostel blocks. The work will start 5 days from the date of the PO. The entire work of repair and maintenance of furniture shall be completed within 30 (thirty) days from the date of commencement of work or from the date of issue of the work order, whichever is earlier.

The contractor shall ensure timely execution of all works within the stipulated period without affecting the regular functioning of the hostel.

Any extension of time shall be considered only under exceptional circumstances and subject to prior approval from the Hostel Office.

2. Bidder’s Eligibility Criteria

The bidder should have experience in similar furniture repair and maintenance works (including metal and wooden furniture) in at least one site during the period January 1, 2022 – December 31, 2025. The bidder or his authorized service centre must be located within a 60 km radius of the project site. Given the labour-intensive nature of the contract, bidders should have adequate local workforce availability and logistical capability to ensure timely execution.

Supporting Document Needed: A copy of the P.O. or payment proof and contact information of the person-in-charge at the sites.

In case formal documents are not available, a self-declaration of experience may be submitted, which may be verified by the institute if required.

3. Scope of Work

The scope includes repair, rectification, strengthening, welding, carpentry, polishing, and painting of furniture items such as:

- Metal cots
- Wooden cots
- Wooden tables
- Wooden chairs
- Metal tables
- Metal tables with wooden tops

All work shall be executed using proper tools, skilled labour, and quality materials. Approximate No's are as follows:

Sl. No.	Description	Quantity (Approx.)
1	Rust removal, sanding, anti-rust treatment and painting of metal cots	300
2	Straightening of bent metal cot frames	120
3	Welding repairs of damaged cot joints and frames	120
4	Replacement / fixing of nylon or rubber bushes for metal cots	As required
5	Repair / replacement of damaged wooden cot sheets	8
6	Repair of wooden cot legs and joints	60
7	Application of wood polish / varnish for wooden furniture	As required
8	Repair of chair joints (wooden / metal)	8
9	Repair of tables / wardrobes including keyboard sliders	48
10	Fixing / replacement of locks, handles and other fittings	As required
11	Providing scratch prevention pads / rubber / felt protectors	As required
12	Minor carpentry works including tightening, alignment and adjustments	As required
13	Minor welding works not specifically listed but required for proper repair	As required

Note: The above mentioned quantities can vary up to +/- 25 percent

WORKS COVERED UNDER REPAIR, RECTIFICATION AND REFURBISHMENT OF HOSTEL FURNITURE

Detailed Work Description

A. Metal Cots

- Removal of rust by scraping / wire brushing / sanding
 - Application of anti-rust primer
 - Painting with suitable metal paint
 - Straightening of bent frames
 - Welding repairs of damaged joints
 - Repair/replacement of broken legs
 - Tightening and reinforcement of weak joints
 - Nylon bushes or rubber bushes at the bottom of legs
-

B. Wooden Cots

- Repair of damaged wooden members
 - Tightening of loose joints
 - Replacement of damaged parts
 - Structural strengthening
 - Sanding and finishing
 - Application of anti-termite / wood preservative (if required)
 - Application of wood polish / varnish / melamine coating
 - Scratch prevention pads, Rubber or felt floor protectors
-

C. Wooden Tables

- Repair of frames and joints
 - Drawer repair and alignment
 - Fixing locks and handles
 - Installation/repair of keyboard sliders
 - Sanding to smoothen surfaces
 - Application of anti-termite / wood preservative (if required)
 - Application of wood polish / varnish / melamine coating
 - Scratch prevention pads, Rubber or felt floor protectors
-

D. Wooden Chairs

- Tightening of joints
 - Repair/replacement of damaged parts
 - Strengthening of legs
 - Ensuring stability
 - Sanding to smoothen surfaces
 - Application of anti-termite / wood preservative (if required)
 - Application of wood polish / varnish / melamine coating
-

- Scratch prevention pads, Rubber or felt floor protectors
-

E. Metal Tables

- Rust removal
 - Primer application
 - Repainting
 - Rectification of bent components
 - Nylon bushes or rubber bushes at the bottom of legs
-

F. Metal Tables with Wooden Top

- Rust removal and painting of metal frame
 - Repair/replacement of wooden top
 - Tightening and alignment
 - Sanding to smoothen surfaces
 - Application of anti-termite / wood preservative (if required)
 - Application of wood polish / varnish / melamine coating
 - Ensuring structural stability
-

G. In-Room Repairs and Work Record

The contractor may be required to carry out minor repair works for tables, chairs, and cots (metal or wooden) inside student rooms based on requests raised by students or instructions from hostel authorities.

In such cases, the contractor shall ensure the following:

- Work inside student rooms shall be carried out only with prior permission or intimation to the hostel authorities.
 - The contractor shall maintain a register/logbook for in-room repair works.
 - The register shall record:
 - Date of work
 - Room number
 - Type of furniture (cot/table/chair)
 - Nature of repair work carried out
 - Name of technician
 - After completion of work, the entry shall be verified and signed by the student occupying the room or by the Hostel Supervisor/authorized staff.
 - No work shall be considered complete without proper entry and signature in the register.
 - The contractor shall submit the register for verification whenever required by hostel authorities.
-

H. General Work Requirements

The contractor shall ensure:

- Use of quality materials
 - Proper surface preparation before painting
 - Smooth and even finish
 - Protection against moisture
 - No rough edges or splinters
 - Proper drying before handover
 - Clean and safe working environment
 - Removal of debris after completion
 - All furniture is safe and stable
-

A. TECHNICAL TERMS AND CONDITIONS:

A.1. Site Inspection

Bidders are advised to inspect the furniture and site conditions before submitting quotations.

The site inspection shall be carried out within one week on working days (Mon- Fri 9.30AM to 5.30PM) from the date of publishing of the tender.

Bidders are required to coordinate the site visit with the following contact person:

- Contact Person: Ms. Vanaja
- Department: Hostel Office
- Phone: 080 2230 2428
- Email: office.hostel@iisc.ac.in

The bidder shall ensure prior intimation before visiting the site.

Submission of the bid shall be deemed as confirmation that the bidder has visited the site and is fully aware of the scope and conditions of the work. No claims shall be entertained later regarding scope or condition.

A.2. Inspection and Certification

After completion, work shall be inspected by:

- Hostel Representative

Unsatisfactory work shall be rectified at no extra cost.

A.3. Quality Assurance

The contractor shall ensure:

- Strong and durable welding
 - Proper carpentry finishing
-

- Smooth and rust-free paint surfaces
- Long-lasting repairs suitable for hostel use

A.4. Rectification Clause

Any defect observed during inspection or within 3 months shall be rectified by the contractor free of cost.

A.5. Conditions

- Rates shall include labour, materials, tools, and transport
- No extra payment for consumables
- Quantities are approximate
- Payment based on actual certified work

4. Organization of the Technical Bid

The technical bid should strictly be organized in the following sequence only.

Note: IISc reserves the right to disqualify any bid that does not provide all the required data and does not follow the organization given below.

1. A covering letter from the bidder. Among other things, the covering letter should certify that all the requirements of the tender are provided, and the solutions offered meet and comply with the technical and other specifications of the tender. The covering letter should certify agreeing to all the terms and conditions mentioned in the tender.
2. The bidder must not be blacklisted by any Central / State Govt. Organizations of India as on date of submission of the bids. A certificate or undertaking to this effect must be submitted.
3. Proofs for Bidder's Eligibility Criteria as given in Section 2 of this tender.
4. Undertaking as in **Annexure A**.
5. Unconditional acceptance of the terms and conditions of the offer is required. All pages of the tender must be signed
6. Appendix
 - a. Company Profile Documents, if desired by the bidder (Maximum 2 pages).
 - b. Any other information or documents that the bidder deems necessary.

5. General Terms and Conditions

1. Offer must be submitted under SINGLE BID system consisting of both Technical and Price (Financial) bids as hard copies in one single sealed envelope superscribed as "Bid Submission for One Time Repair & Maintenance of refurbishment of Hostel Furniture in various Hostel blocks" within the stipulated period to the indicated mailing address.

2. Offer to be submitted as per the following format

Work No	IISc/Hostel Furniture/ One Time Repair & Maintenance /2026/07	Unit	Unit Rate (₹)	GST	Total Price
1	Sanding, rust removal, anti-rust treatment and painting of metal furniture	Per cot/table			
2	Straightening of bent metal frames	Per item			
3	Welding repairs of damaged joints	Per joint/item			
4	Providing and fixing nylon/rubber bushes at bottom of legs	Per leg/set			
5	Application of wood polish / varnish	Per item			
6	Scratch prevention pads, Rubber or felt floor protectors	Per item			
7	Fixing/replacement of locks and handles	Per set			
8	Installation/repair of keyboard sliders	Per table			

3. Delayed and/or incomplete tenders are liable to be rejected.
4. The Bid should be duly signed by the authorized representative of the bidder.
5. The bidders are requested to go through the Terms and Conditions detailed in this document, before filling out the tender. Agreeing to the terms and conditions of the tender document (by signing all pages of the copy of a tender document) is a mandatory requirement.
6. Bids not complying with major requirements may be rejected.
7. IISc reserves the right to increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
8. IISc reserves the right to cancel the tender at any time without assigning any reason whatsoever.

6. Bid – Terms and Conditions

1. Basic evaluation will be carried out to assess capability as per the documents attached in Section 4. All eligible bidders may be considered for financial evaluation.
2. Bundling the prices is not acceptable.
3. This is a **local tender**. Quote should come only from Indian organization. Prices should be quoted only in INR (Indian Rupees) and will be with GST only.
4. The component of tax, and any other statutory levies should be shown separately and not included in the total amount, to enable IISc to avail of any exemption.
5. Proposals should contain the name and contact details, viz., phone, fax, and email of the designated person to whom all future communication will be addressed. The contact details should also be mentioned on the overall envelope.
6. Prices should be quoted in detail for all the subsystems given in the Technical Specifications as part of the tender. Further, bid and **price validity should be for six months**.
7. IISc will place the purchase order only on the successful bidder as per the decision of IISc. In this regard, decision of IISc will be final and binding.
8. The Bidder shall mandatorily visit and examine the site(s) and acquaint itself with the local conditions, scope of work, logistics, and all other factors having a bearing on the execution of the contract, prior to submission of the bid. Submission of the bid shall be deemed as conclusive proof that the Bidder has inspected the site(s) and is fully satisfied with the site conditions. No claim whatsoever, including but not limited to claims for additional payment, variation in rates, extension of time, or compensation on account of non-visit to the site(s) or lack of knowledge of site conditions, shall be entertained at any stage after submission of the bid or award of the contract.
9. The competent authority can penalize the vendor if any mishandling/destruction/exploitation of any mess infrastructure is reported to the extent of loss suffered.

7. Payment Terms

1. Purchase Orders will be raised at the beginning of the Contract period.
2. Payments against the PO will be made after satisfactory service for the actual service rendered by the vendor after confirmation by the authorized staff from Hostel Office.
3. Payment will be subject to deduction of TDS as per rules / laws and any other deduction as per PO terms.

8. Important Dates

1. Release of tender: 21.04.2026
2. Start date for submission of the bid: 21.04.2026
3. Last date for submission of the bid: 12.05.2026
 - a. Hard copy submission: The bid in the form of an envelope containing the hard copies of the bids, in one single sealed envelope, should be submitted and reach the below-mentioned mailing address by the same date, 5 PM IST.

Mailing address:

Deputy Registrar (Hostels)
Hostel Office
Indian Institute of Science (IISc)
Bangalore – 560012
India

9. Annexure A - Undertaking

Date:

To:

The Chair, Council of Wardens
Indian Institute of Science
Bangalore – 560012, India

Subject: Undertaking as per GFR – 2017, Rule 170(iii)

Dear Sir,

We, the undersigned, offer to carry out the project including Products/items, components etc. as per tender at IISc, Bangalore, in response to your Tender No: **IISc/HOSTEL FURNITURE/ One Time Repair & Maintenance/2026/07**. We hereby submit our proposal for the same, which includes Technical bid and the Financial Bid. As a part of the eligibility requirement stipulated in the said tender document, we hereby submit a declaration as given below:

1. We will not withdraw or amend or modify or impair or derogate our bid partly or fully or condition of it after tender opening, during the period of tender validity (six months from the date of opening of the technical bid),
2. In case we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case of failure on our part to deliver/provide the item/installation/service as per the order's terms and conditions within the stipulated period, we are aware that we shall be declared as ineligible for the said tender and /or debarred from any future bidding process of IISc or any Government entity for a period of minimum one year.
4. The undersigned is authorized to sign this undertaking.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

e-mail:

Mobile No: