



## IIM Lucknow Enterprise Incubation Centre

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

TENDER NO. IIMLEIC/ **INTERIOR & FURNITURE WORK FOR AGRA OFFICE** /016/2025-26

**NOTICE INVITING TENDER FOR INTERIOR & FURNITURE WORK FOR AGRA OFFICE**

IIMLEIC Enterprise Incubation Centre is a not-for-profit organization and is established with an objective to nurture high-performance start-ups, especially in the fields of Big Data Analytics, Artificial Intelligence, and Block chain Technology.

**IIMLEIC invites sealed tenders from reputed agencies / firms having experience in Interior Designing, Furniture Supply and Installation works for its offices and incubation facilities at various locations.**

Last date and time for submission of tender	26/03/26 at 1700 hrs
Venue for opening of Technical and Financial bids	Chief Operating Officer, IIMLEIC, B-1, Sector-62 Noida-201301 (U.P.)
Earnest Money Deposit (EMD)	Demand Drafts of Rs.5,000/- (Rupees Five thousand only) towards EMD drawn on any scheduled bank in favor of <b>"IIM Lucknow Enterprise Incubation Centre"</b> payable at <b>"Noida"</b> .
Date of opening of financial bids will be intimated to the eligible vendors later on.	

Note: The EMD will be converted to security deposit for the selected bidder and will be retained till the validity of the contract.

Please go through the complete tender document. Bids complete in all respects should reach the IIMLEIC on or before the due date & time. Bids received after the due date and time is liable to be rejected.

**IIM Lucknow Enterprise Incubation Centre** reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

Yours sincerely

**Arunodaya Bajpai**  
(Chief Operating Officer, IIMLEIC)

**PART-**

**A: ELIGIBILITY CRITERIA:**

Only those firms/Proprietary Firms/Partnership Firms/Agencies which fulfill the following minimum criteria need to submit their bids along with necessary documents. Those firms who do not meet the minimum eligibility criteria and not submitting the required document will be disqualified on technical grounds.

1. The Firm/agency should have PAN, GST Registration (Proof in this regard must be attached with the bid).
2. The Firm/agency should have a minimum of Three (3) years of working experience in the same kind of work as a reputed organization after registration. Out of three (3) years of working experience, the firm/Agency should have experience in Govt. Departments OR Autonomous Organization or Corporate or Section 8 companies. The Firm/agency should not have been blacklisted/debarred by Government Organization. Undertaking in this regard is to be furnished.
3. Bidders must have minimum average annual financial turnover of Rs. **1 Cr** during the previous three years ending **31.03.2025 i.e. 2022-23, 2023-24 and 2024-25** duly certified by Chartered Accountant should be submitted.
4. The Bidding Firm should possess the experience of successfully handling this type of order.
5. The bidding firm will provide valid authorization certificates for the sale or distribution of the product
6. Details regarding the provision of support during the warranty

The tender shall be accompanied by the following documents:

- Copy of certificate of work experience and other documents as specified shall be deposited in a **sealed Envelope 1** marked as "**Technical Bid**".
- Bill of quantities and other relevant commercial information(tender) duly filled and compiled with rates, amounts, totals and signed by authorized signatory shall be placed separately in a **sealed Envelope 2**. Envelope 2 shall be super scribed as "**Financial Bid**" and opened only after tenderer's eligibility to participate in the tender is successfully established and accepted by IIMLEIC.
- All the envelopes shall be placed in a **large, sealed envelope** marked as "**TENDER FOR INTERIOR & FURNITURE WORK Procurement**". The large, sealed envelope shall be submitted to the Chief Operating Officer of IIMLEIC up to 05:00 PM on 26.03.2026.

**B: SELECTION PROCESS: -**

Tenders' documents submitted without proper information, without documentary evidence, without submission of EMD/inadequate EMD shall be summarily rejected.

The Organization/Firm/Agency having qualified in all the points of eligibility criteria and fulfilling all the relevant details of Annexure-I & II and annexure-III" and quoting BEST RATE in totality, will be treated as a successful bidder.

In case two or more organizations/Firms/agencies are quoting the same rate, in that situation the firm

having the highest work experience in government office/PSU/State Government/Universities/IIM/IIT/NIT/Corporate/Section 8 Companies will be treated as a successful bidder.

**C. EARNEST MONEY DEPOSIT:**

Demand Drafts of Rs.5,000/- (Rupees Five thousand only) towards EMD drawn on any scheduled bank in favor of “IIM Lucknow Enterprise Incubation Centre” payable at “Noida”.

**D. GENERAL TERMS & CONDITIONS**

**GENERAL RULES AND DIRECTIONS:**

1. Any person who submits a tender shall fill up the rates in the BOQ. Tenders, which propose any alteration in the Work specified in the Schedule of Quantities or in the time allowed for executing the Work or which contain any other conditions of any nature, including conditional rebates, shall be liable to be summarily rejected.
2. Being an Item Rate Tender, only rates quoted shall be considered. Rates quoted by the vendor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.
3. The IIMLEIC shall have the right of rejecting all or any of the tenders and shall not be bound to accept the lowest or any other tender.
4. In the case of any tender where unit rate of any item/items appears unrealistic, such tender shall be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender shall be liable to be disqualified and rejected.
5. Upon acceptance of the tender, the name of the accredited representative(s) of the tenderer, responsible for taking instructions from the IIMLEIC.
6. GST or any other tax applicable in respect of the supply shall be payable by the Vendor and IIMLEIC shall not entertain any claim whatsoever in respect of the same.

**E. GUIDELINES FOR BIDDERS**

1. The Bidder/Tenderer should address their complete bids in all respect in a sealed envelope to the Head Operations, IIMLEIC Noida Campus B-1, Institutional Area, Sector-62 Noida 201307 UP.
2. The bidder/Tenderer shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case if the same is found to be tampered with/modified in any manner, the tender will be completely rejected and EMD would be forfeited.

3. The complete bidding document shall remain valid for 60 days (Sixty Days) after the date of bid opening. The bid valid for a shorter period shall be rejected by the IIMLEIC as non-responsive. In exceptional circumstances, the IIMLEIC may request the consent of the bidder for an extension to the period of bid validity. A bidder accepting the request and granting an extension will not be permitted to modify his bid.

4. This bidding document should be duly signed and stamped by the authorized person agencies/firms/Dealer on each page as proof to confirm the acceptance of the entire Terms & Conditions of Tender. Tender with Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected.

5. The rates should be mentioned in figures as well as in words. (Erasing/overwriting should be avoided/duly attested by the tenderer.) Taxes, however, should be indicated separately. In case nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.

6. At any stage, if it is found that the documents and certificates submitted by the bidder/tenderer agencies/firms/Dealer are found forged or have been manipulated, the supply shall be canceled. Further, the IIMLEIC can also take action as appropriate under the extant laws.

7. The submission of tender will bind the tenderer to acceptance of all the Terms & Conditions specified herein and in addition to the conditions of the contract. If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited, and the firm may be blacklisted.

8. IIMLEIC will not provide any Manpower or any Tools, Vehicle, Cartage to perform the contract. The contractor has to bear it at his own cost.

9. The vendor will be fully responsible for the complete safety norms of his Engineers/workers/staff during the performance of their duty in the IIMLEIC. In case of any mishap/accident, the contractor will take full responsibility relating to pay compensation/medical care to his Engineers/workers/staff.

10. Since the supply/jobs are specialized in nature, the Vendor/contractor should deploy the skilled/duly trained/qualified Engineer/technician. In case any un- skilled found the contract shall deem the canceled.

11. If the bidder/tenderer fails to supply the products within 07 days of receipt of the letter of acceptance or extended period by IIML-EIC, the supply shall be withdrawn and EMD deposit will be forfeited

**F. PAYMENT TERMS: -**

- a. Payment will be made in stage wise:
  - b. 40% payment after supply of material at site.
  - c. 40% payment after completion of installation/work.
  - d. 10% payment after final completion, inspection and acceptance by IIML-EIC.
  - e. Bill to be made in the name of IIM Lucknow Enterprise Incubation Centre.

**G. CONCILIATION/ARBITRATION/APPLICABLE LAW & JURISDICTION:**

1. If any dispute(s) or difference(s) of any kind whatsoever arising between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by IIMLEIC.

2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by IIMLEIC.

3. All matters connected with this Tender document shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction in Noida (UP).

I have read all the terms and conditions of this document. I hereby accept all the mentioned Terms and Conditions mentioned in the above contract of IIMLEIC Noida Campus.

Date:

(Signature of the Bidder, with Official Seal)

**(ON LETTERHEAD OF THE BIDDER) UNDERTAKING**

Tender No. IIMLEIC/Interior and Furniture Procurement/016/2025-26

Date:19/03/2026

**Technical Bid**

**ANNEXURE- "I"**

Sr.No.	PARTICULARS	DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY
1.	Name of the Organization /Firm/Agency	
2.	Address of the Organization /Firm/Agency	
3.	Name of the Managing Director/ Director/ Owner/Proprietor (authorize a person who signs this tender document). E-mail address Phone No/Mobile No.	
4.	GST No. of the Organization/Firm/ Agency. (Attach a photocopy).	
5.	PAN No of the Organization/ Firm/ Agency. (Attach a photocopy).	
6	Total Work Experience (in months) in relevant filed as on date i.e. 19 <sup>th</sup> March 2026.	
7.	Does the firm have prior work experience minimum of Three (3) years as on date i.e. 19 <sup>th</sup> March 2026) in the business of Interior and Furniture.	
8.	Does the firm have at least three-year work experience in government office/PSU/Corporate Offices/Sector 8 companies.	

9.	<b>Please attach work completion report along with Work Orders.</b>	
10.	Does your firm have ever been Blacklisted? (if NO) Attach certificate (Self-declaration) on company letterhead, as per <b>Annexure-III</b> .	

List of corporate

11.	Description	Financial Years		
		2022-23	2023-24	2024-25
	Gross Annual Turnover (attached Audited Balance Sheet)*			

**Commented [hi1]:** Kindly add column for 2025-26 for which we may ask for CA Certified Annual Turnover as on date

Place: (Signature of the Contractor or His authorized signatory)

Date: (Name with Official Seal/Stamp)

**(ON LETTERHEAD OF THE BIDDER) UNDERTAKING**

Tender No. IIMLEIC/ Interior and Furniture Procurement/016/2025-26

Date :19/03/2026

## ANNEXURE- "IP"

**FINANCIAL DETAILS**

S. No.	Item Description (Formal)	Quantity / Area	Unit	Unit Price (₹)	Amount (₹)
1	Supply & Installation of High-Quality Zebra Blinds with Pelmet (Brands: D'Décor / MAC Blinds India / Vista Furnishing or equivalent)	209	Sq. Ft.		
2	Supply & Laying of Vitrified Floor Tiles using Chemical Adhesives (Brands: Kajaria / Asian Granito / H&R Johnson or equivalent)	600	Sq. Ft.		
3	Interior Paint Work including Wall Putty (2 coats) and Premium Emulsion Paint (2 coats) (Brands: Asian Paints / Berger / Birla Opus or equivalent)	1000	Sq. Ft.		
4	Providing & Fixing Wooden/Aluminium Partition using Aluminium Frames and Wooden/ACP Panels (excluding doors) (Brands: Action Tesa / Greenply / Merino or equivalent)	150	Sq. Ft.		
5	Manufacturing & Installation of L-Shaped Manager Table (5 ft x 3 ft) with Back Storage (5 ft x 2.5 ft) using Engineered Wood and Premium Hardware (Hettich / Häfele / Ebco or equivalent) (Wood Brands: Action Tesa / Greenply / Merino or equivalent)	1	Set		
6	Supply & Installation of 1.5 Ton Split Air Conditioners with 5 Star rating with 10-Year Compressor Warranty (Voltas / Blue Star / Hitachi or equivalent)	3	Units		
7	Supply & Installation of AC Stabilizers (V-Guard or equivalent) with 3-Year Warranty	3	Units		
8	Copper Piping for Air Conditioning Works	50	Running Ft		
9	Manufacturing & Installation of 15-Seater with 3ft width per seat Modular Wooden Workstation with Partitions, Drawers with Section Lock and Premium Hardware (Hettich / Häfele / Ebco or equivalent) (Wood: Action Tesa / Greenply / Merino or equivalent)	15	Seats		

10	Front Wooden & Aluminium Partition (8 ft × 4 ft) Premium Hardware (Hettich / Häfele / Ebco or equivalent) (Wood: Action Tesa / Greenply / Merino or equivalent)	32	Sq. Ft.		
11	Supply of Chairs (1 High-Back Manager Chair, 15 Mid-Back Workstation Chairs, 4 Meeting Chairs) (Nilkamal / Godrej / Geeken or equivalent)	20	Nos.		
12	Electrical Wiring Work including AC Wiring (2.5 mm), Light/Fan Wiring (1.5 mm & 1 mm) (Havells / Polycab / Finolex or equivalent)	As per site	Running Meter		
13	Supply & Installation of 20W LED Lights (Philips / Havells or equivalent)	30	Nos.		
14	Supply & Installation of 1200 mm Ceiling Fans and 400 mm Wall Mounted Fans (Havells / Crompton / Atomberg or equivalent)	6	Nos.		
15	Manufacturing & Installation of Meeting Table (6 ft × 3 ft × 2.5 ft) using Engineered Wood with Premium Hardware (Action Tesa / Greenply / Merino or equivalent)	1	Unit		
16	POP False Ceiling Work (2×2 Grid Ceiling) with MS Framework (Saint Gobain Gyproc / USG Boral / Armstrong or equivalent)	600	Sq. Ft.		
17	Supply of 24-Port PoE Network Switch with 1-Year Warranty (Cisco)	1	Unit		
18	LAN Cabling Work for Cameras, Workstations & Accessories (D-Link / Molex or equivalent)	As per site	Running Meter and Per Point		
			Total		
			@GST		
			G.Total		

Pace: (Signature of the Contractor or His authorized signatory)

Date: (Name with Official Seal/Stamp)

**Annexure-III  
(ON LETTERHEAD OF THE BIDDER) UNDERTAKING**

With respect, my/our bid submitted against NIT No. \_\_\_\_\_ date

d \_\_\_\_\_, I / We \_\_\_\_\_ Partner / Sole Proprietor (Strike out which is not applicable) of (Name & Address of Firm) \_\_\_\_\_ to hereby declare and solemnly affirm: -

- a) That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government or an Autonomous IIMLEIC.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. or Autonomous IIMLEIC.
- c) That the terms and conditions for FMS at IIMLEIC are acceptable to me/ us. I/We will abide by them in letter and spirit.
- d) That no partner or shareholder, directly or indirectly is connected/related to any employee working in the IIMLEIC.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us is found to be false/ incomplete at any stage, our bid/empanelment will be liable to be canceled/terminated and attract appropriate action.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

STAMP & SIGNATURE OF THE BIDDER