भारतीय प्रबंध संस्थान लखनऊ, नोएडा परिसर

Indian Institute of Management Lucknow, Noida Campus

Plot No. B-1, Sector-62, Institutional Area, Noida–201307, U.P.
Tel: 0120-6678521/8426 Website: www.iiml.ac.in
Email id: admin.ccnc@iiml.ac.in

IIML-NC/RFQ/2026-27/02 Dated: -02/11/2026 Nihal

REQUEST FOR QUOTATION

(Short Notice)

Dear Sir,

On behalf of the Director of Indian Institute of Management Lucknow (IIML), you are invited to quote your rates for "Supply, Installation, Configuration, Testing and Commissioning of 03 All-in-One Desktop PCs, 02 Printers and Networking Work for the India-Japan Centre, A2 Building, 3rd Floor, IIM Lucknow (Noida Campus)", Plot No. B-1, Sector 62, Institutional Area, Noida–201307, Uttar Pradesh, as per the details given below.

The work shall have to be completed within 21 working days from the date of award of work/Letter of Intent. The tender document should be signed in ink on each page of the tender, and any cutting or overwriting should accordingly be signed. All the papers should be submitted duly signed by the tenderer.

The condition of this notice and that mentioned in General Conditions, Special Conditions and BOQ enclosed will be binding on the tenderer. The Director, Indian Institute of Management Lucknow reserves the right to reject one or all the tenders without assigning any reason. No claim, whatsoever, shall be entertained on this account.

The validity of the Quotation shall be 60 days from the date of opening of tenders. Tenders incorporating additional conditional terms may be rejected.

Tenderers are advised to inspect the work area and existing network conditions before quoting. Site visit is mandatory for networking work. No deviation in rates or contract conditions will be accepted on the grounds of ignorance of site conditions after award of work. Thanking you,

Yours faithfully,

Head Administration

Encls:1. Instruction for Quotation: -
2. General Terms and Conditions
3. Special Conditions
4. Bill of Quantity

Nihal

 Signature of Tenderer

INSTRUCTION FOR QUOTATION:

The Head Administration, Indian Institute of Management Lucknow, Noida Campus, on behalf of the Director, invites quotations from firms/vendors having relevant experience in supply, installation and configuration of desktop computers and printers, and structured/network cabling and connectivity work, as detailed below:

1. Last date & time of submission of Quotation: To be notified by IIML-NC.

BID SUBMISSION CHECK LIST

The sealed quotation (complete in all respect) must be submitted in the tender box/office designated by Head Administration, IIM Lucknow, Noida Campus in one sealed envelope as explained below:-

Sl. No.	Documents	Content
1	Technical Bid	Evidence/certificates of relevant IT equipment or networking, structured cabling, switch/access point installation or network connectivity work completed during the last 3 years, with at least one work order/completion certificate having a work value of ₹1,00,000/- or above.
2		Annual turnover of at least ₹5,00,000/- in any one of the last 3 financial years, supported by relevant documentary evidence.
3		GST registration certificate, where applicable, and bidder's PAN/business registration details.
4		Bidder shall sign all pages of the quotation document and attach the signed copy.
5	Financial Bid	Price bid should be submitted in signed BOQ format in a separate sealed envelope.

Signature of Tenderer

GENERAL TERMS AND CONDITIONS

1. NAME OF WORK

Supply, installation, configuration, testing and commissioning of 03 All-in-One Desktop PCs, 02 printers and network cabling/connectivity work for the India-Japan Centre at A2 Building, 3rd Floor, IIM Lucknow (Noida Campus).

2. SCOPE OF WORK

The work covers supply, installation, configuration, testing and commissioning of 03 All-in-One Desktop PCs and 02 printers, along with networking work at the India-Japan Centre. Networking includes supply/installation of network switch(es) and wireless access point(s); laying and installation of approximately 400 metres of CAT6 cable along with suitable back boxes and conduit/pipe; cable routing, termination, dressing, labeling, patching and testing; switch configuration; access point connectivity/configuration; activation and testing of network points; and connection of supplied desktops/printers to the existing network. All required accessories and complete installation shall be included. Final locations and quantities shall be verified during the mandatory site visit and approved by IIML-NC.

3. OWNER

Indian Institute of Management Lucknow, Noida Campus, Plot No. B-1, Sector 62, Institutional Area, Noida–201307, Uttar Pradesh.

4. ENGINEER / ENGINEER-IN-CHARGE

The competent authority or a person designated by the Owner, including any person expressly authorized to act on the Owner's behalf for this work.

5. CONTRACT RATES

The quoted rates shall include delivery, packing, transportation, installation, configuration, testing, accessories, labor and all other costs required to complete the approved scope. Rates shall remain firm throughout the contract period, with no escalation for any reason. The bidder shall clearly state whether GST is included or excluded. The estimated cost is ₹4,95,000/- inclusive of applicable taxes and duties. Final payment shall be based on accepted BOQ, actual work completed, verified and accepted by IIML-NC.

6. COMMENCEMENT DATE

The date of commencement shall be the date of issue of the Letter of Intent (LOI)/work order.

7. PERIOD OF COMPLETION

The work shall be completed within 21 working days from the date of the Letter of Intent (LOI)/work order.

Signature of Tenderer

8. PAYMENT TERMS

Payment shall be made after delivery, installation (where applicable), successful testing, verification and acceptance by the authorized IIML-NC representative, against a correct invoice and required supporting documents. Any retention, if applicable, shall be specified in the LOI/work order. No advance payment shall be made unless expressly approved in writing by IIML-NC.

9. TAXES AND DUTIES

Applicable GST and other statutory taxes/duties shall be shown separately in the quotation, as applicable. The bidder shall comply with prevailing tax laws and provide valid tax invoices and GST details where applicable.

10. AWARD OF WORK

The work may be awarded to a bidder that meets the technical requirements and quotes the lowest evaluated price, subject to approval by the competent authority of IIML-NC.

11. INSPECTION AND TESTING

IIML-NC or its authorized representative may inspect the supplied equipment and network cabling. The bidder shall provide reasonable assistance for inspection and testing. Any defective item, incomplete installation, faulty termination or connectivity issue shall be rectified/replaced by the bidder at its own cost. Acceptance shall be recorded only after satisfactory verification.

12. SITE ACCESS AND WORKFORCE

The bidder shall coordinate site access, work timings and entry of its personnel with IIML-NC. All personnel shall follow campus security procedures and shall not access restricted areas without authorization. The bidder is responsible for arranging its personnel and ensuring that work is carried out without disrupting campus operations.

13. SPECIFICATIONS AND COMPATIBILITY

All equipment shall be new, unused, genuine and supported by the OEM. Refurbished, counterfeit or discontinued products shall not be supplied. Offered products shall comply with the approved technical specifications and be compatible with the Institute's IT environment. Any deviation must be clearly disclosed and shall require written approval.

Signature of Tenderer

14. DEFECT LIABILITY / WARRANTY PERIOD

The bidder shall state the OEM warranty period and service support arrangements for each supplied computer and printer. Warranty shall be supported by valid OEM documentation. Any defect in supplied equipment, installation, cabling, termination or connectivity identified during the applicable warranty/defect period shall be attended to by the bidder as per accepted terms.

15. NO SUBSTITUTION WITHOUT APPROVAL

No make, model, specification or material shall be substituted after award without prior written approval of IIML-NC.

16. SECURED ADVANCE

No secured or mobilization advance shall be payable unless specifically approved in writing by the competent authority.

17. CORRESPONDENCE

All correspondence shall be addressed to: Head Administration, Indian Institute of Management Lucknow, Noida Campus, Plot No. B-1, Sector 62, Institutional Area, Noida–201307, Uttar Pradesh.

18. JURISDICTION

Any dispute shall be dealt with in accordance with the contract terms and shall be subject to the jurisdiction of the competent courts as specified by IIML-NC in the award document.

Signature of Tenderer

SPECIAL CONDITIONS

1. All signatures in the tender documents shall be dated. The bidder shall initial each page at the lower right-hand corner and sign wherever required before submission. If a representative signs on behalf of the bidder, valid authorization shall be enclosed.

2. No mobilization advance shall be paid to the successful bidder unless specifically approved in writing by IIML-NC.

3. All quoted rates shall remain firm for the validity/contract period. No escalation shall be payable unless expressly approved in writing.

4. The bidder shall supply genuine products with manufacturer warranty and shall provide product brochures/datasheets and make/model details with the technical bid.

5. The bidder shall obtain approval from IIML-NC before commencing any work that may affect existing network services or campus operations.

6. Network cabling shall be routed, dressed, terminated and labeled neatly. All completed network links/points shall be tested and handed over in working condition.

7. The bidder shall take reasonable precautions to protect existing network devices, cables, furniture, building fixtures and other Institute property. Damage caused by the bidder's personnel shall be repaired or compensated by the bidder as per the contract.

8. The bidder shall remove packaging and surplus material generated by its work and leave the work area clean. Institute-owned/reusable material shall not be discarded without written permission.

9. Additional or substituted items not included in the BOQ shall not be undertaken or billed without prior written approval and an approved rate.

10. IIML-NC reserves the right to increase, reduce or omit BOQ quantities/items according to its actual requirements. Payment shall be made for the work actually carried out, verified and accepted.

11. The bidder shall comply with applicable labor laws, safety requirements, campus rules and all relevant statutory requirements.

12. The bidder shall maintain confidentiality of any Institute information accessed during installation and shall not copy, disclose or use it for any purpose other than execution of the work.

13. IIML-NC reserves the right to reject any or all quotations, cancel the process, or accept a quotation wholly or partly without assigning any reason, subject to applicable rules.

14. Income Tax/TDS and other statutory deductions, where applicable, shall be made from bills in accordance with prevailing rules.

15. Any other statutory tax deduction, where applicable, shall be made in accordance with prevailing Government rules.

16. Any dispute shall be referred to the Director, IIM Lucknow, whose decision shall be handled in accordance with the applicable contract terms.

17. The bidder shall obtain prior approval from the Engineer-in-Charge/System Analyst for work proposed on Sundays or holidays. Any approved overtime or shift-related cost must be included in the quoted rates unless agreed otherwise in writing.

18. The bidder shall be responsible for damage caused by its personnel to Institute equipment, network devices, cables, racks, conduits, furniture or other property and shall bear the reasonable cost of repair or replacement.

Signature of Tenderer

19. After completion, the bidder shall leave the work area clean, remove packaging and surplus cabling/material generated by its work, and hand over the network links and installed items in working condition. Institute-owned or reusable material shall not be discarded without written permission.

20. The terms and conditions given in the quotation inviting notice are also part of the General Terms and Conditions.

21. The bidder shall follow campus safety and security rules and provide appropriate safety arrangements for network work. The bidder is responsible for accidents caused by its personnel or failure to follow required safety procedures, as provided by applicable law.

22. The bidder shall coordinate site access and work schedules with the Engineer-in-Charge/System Analyst to avoid disruption to campus operations. Any restrictions on working hours must be confirmed before work begins.

23. For delay attributable to the bidder, liquidated damages may be applied as specified in the contract, subject to applicable law and approved contract terms. The exact rates and maximum cap shall be verified and approved by IIML-NC before issue of the RFQ.

24. The bidder shall be responsible for the acts and omissions of its personnel while performing the work and for compliance with applicable laws and campus rules.

25. Personnel deployed by the bidder shall remain employees/engagements of the bidder and shall not be considered employees of IIM Lucknow solely by virtue of this contract.

26. The bidder shall ensure that personnel deployed for the work are fit to perform their assigned duties, appropriately trained, carry valid identity cards and behave courteously and professionally on campus.

Head Administration

Signature of Tenderer

FINANCIAL BID

(To be submitted in separate sealed envelope)

BILL OF QUANTITY

Supply, Installation and Commissioning of IT Infrastructure for India-Japan Centre

Location: A2 Building, 3rd Floor, IIM Lucknow, Noida Campus

Sl. No.	Description	Qty.	Estimated Amount (₹) (Excluding Applicable GST)	Quoted Rate (₹)	Quoted Amount (₹)
1	Supply, delivery, installation, configuration, testing and commissioning of All-in-One Desktop PCs as per technical configuration: Intel 12th Gen Core i7 or higher, 16 GB RAM, 1 TB SSD, 23.8-inch display, integrated graphics, Gigabit Ethernet, Wi-Fi, Bluetooth, keyboard and mouse.	03 Nos.	3,65,000/-		
2	Supply, delivery, installation and configuration of black-and-white laser printers as per technical requirement, minimum 25 PPM, 25 CPM, 150-sheet capacity, duplexing, scanning and networking.	02 Nos.	80,000/-		
3	Networking work including installation/Configuration of switch(es) and wireless access point(s), approximately 400 meters CAT6 cable installation with back boxes and conduit/pipe, cable laying/routing, termination, dressing, labeling, patching, switch/AP configuration, network point testing, connection to existing network and required accessories.	1 Job	50,000/-		
	TOTAL ESTIMATED AMOUNT		4,95,000/- **(including Applicable GST)**		

Please note: -

1. Any additional conditions will not be entertained.
2. The above rates are inclusive of all taxes, Cess, Duties as applicable. Nothing extra would be paid.
3. The quoted percentage/rate will automatically apply on all line items.

Signature of Tenderer