



IIM Lucknow Enterprise Incubation Centre

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

Tender No. IIMLEIC/001/2024-25

Date: 20th January 2025

NOTICE INVITING TENDER FOR AVAILING PROFESSIONAL SERVICES

IIMLEIC Enterprise Incubation Centre is a not for profit organization and is focused on providing speed and faster growth to new ventures for successful commercialization of technology / product through a combination of accelerator program, seed capital, corporate venture capital funds, smart co-working space, corporate market access, mentoring and training programs. The Centre's mission is to mitigate the rate of startup failure through business acceleration and incubation support.

Last date and time for submission of tender	20/02/2025 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)	NA
Date of opening of bids will be intimated to the eligible vendors later on.	

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.

IIML 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, IIML-EIC)



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 the necessary documents. The firm that does not meet the minimum eligibility criteria and/or fails to submit the required document as mentioned and listed in this tender, will be disqualified on technical grounds.

1. The Firm/Agency/lawyer of the Proprietary Firm should have PAN/ GST Registration (*Proof* in this regard must be attached with the bid).
2. The lawyer of the Proprietary Firm/Firm/agency should have a minimum of five (5) years of working experience in the same kind of work with a reputed organization after registration/enrollment/empaneled as a lawyer. The lawyer of the Proprietary Firm/Firm/agency should not have been blacklisted/debarred by Government Organization. Undertaking in this regard is to be furnished.
3. The Bidding Proprietary Firm/Firm/Agency should possess the experience of successfully handling this type of order.

The tender shall be accompanied by the following documents:

➤ Copy of documents as specified shall be deposited separately marked as " **Financial and Technical Bid**".

➤ All the envelopes shall be placed in a **large sealed envelope** marked as "Tender for Professional Services". The large sealed envelope shall be submitted to the Chief Operating Officer of IIMLEIC up to 05:00 PM on 20.02.2025

B: SELECTION PROCESS: -

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

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 will be treated as a successful bidder.

C. 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 a Professional services Tender, the number of services quoted over and above 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 appear 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 Firm/Agencies except for those that fall under the reverse charge mechanism and IIMLEIC shall not entertain any claim whatsoever in respect of the same.

D. GUIDELINES FOR BIDDERS

1. The Bidder/Tenderer should address their complete bids in all respect in a sealed envelope to the Chief Operating Officer. IIML EIC 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.

3. The complete bidding document shall remain valid for the number of days as mentioned in the document after the date of bid opening. The bid valid for a shorter period shall be rejected by the IIMEIC 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 of agencies/firms/proprietary firm 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 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 firm may be blacklisted.

E. PAYMENT TERMS: -

- a. Payment will be made after the successful completion of the work assigned .
- b. Bill to be made in the name of IIMLEIC .

F. 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 & Conditions of the above contract of IIMLEIC Noida Campus.

Date:

(Signature of the Bidder, with Official Seal)

ON THE LETTERHEAD OF FIRM

Tender No. IIMLEIC/001/2024-25

Date: 20th January 2025

TECHNICAL BID

Sr.No.	PARTICULARS	DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY
1.	GST No./ PAN No of the Firm/Lawyer of Proprietary Firm (attach copy)	
2.	Name of the Organization /Firm/Agency	
3.	Address of the Organization /Firm/Agency	
4.	Name of the Managing Partner/Managing Director/ Director/ Owner/Proprietor/ Partner	
5.	Email ID	
5.	Contact No	

Number of Years of Experience and Category of work of Key Person/POC of the Organisation/Firm/Agency/lawyer of the Proprietary Firm

Name & Designation	
Number of Years of Experience	
Category/Type of Work	

Certified that all above information are correct to the best of my knowledge and belief.

Also, attached undertaking on the letterhead of the company stating that the company has not been blacklisted/debarred by Govt Organization.

Signature of Authorized Person

Name:

Date:

Place:

ON THE LETTERHEAD OF FIRM

Annexure-III

DECLARATION

1. I, _____, S/O _____ Partner of _____, I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all terms and conditions of the tender and at this moment convey my acceptance of the same.
3. The information/ documents furnished along with the above applications are true and authentic to the best of my knowledge and belief.
4. I am well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage.

Signature of the authorized Person

Name:

Date:

Place:

ON THE LETTERHEAD OF FIRM

Tender No. IIMLEIC/001/2024-25

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ANNEXURE II

FINANCIAL BID

PARTICULARS	Quantity	Amount (in INR)	GST	Total Amount (in INR)
Drafting of Term Sheet				
Legal Due Diligence				
Drafting of Shareholders and Share Subscription Agreement				
Review of Shareholders and Share Subscription Agreement				
Compliances related to Funding round of Startup which includes the following:- Increase in the authorized capital Private Placement cum Preferential allotment of securities Alteration of AOA Stamping on the share certificates Condition Precedent Compliances				
Documentation related to creation of Alternate Investment Fund (AIF)				
Reporting under SEBI regulations w.r.t Alternate Investment Fund (AIF)				
International Funding Compliances				
Any other services : 1. FCRA Registration 2. FCRA Compliances 3. Section 8 Company Compliances, if any 4. Vetting of Documents, MOUs, Agreements 5. IPR/Trademark Applications 6. Any other compliances				

Certified that all above information are correct to the best of my knowledge and belief.

Signature of Authorized Person

Name:

Date:

Place: