

# REQUEST FOR PROPOSAL (RFP)

## Tender for Turn-Key Establishment of Two Multi-Purpose Digital Studios only for HKCL empanelled vendors

Issued by:

**Haryana Knowledge Corporation Limited (HKCL)**

4th Floor, HSIIDC-IT Park, Plot-1, Sector-22

Panchkula, Haryana – 134109

Email: md@hkcl.in

<b>RFP Reference No.</b>	HKCL/2025-26/07
<b>Date of Issue</b>	March 20, 2026
<b>Last Date for Submission</b>	March 27, 2026 upto 03:00 PM
<b>Mode of Submission</b>	Two envelope Packet Bid (by physical sealed envelope submission)

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## SECTION-I: NOTICE INVITING TENDER (NIT)

Sr. No.	Particulars	Details
1.	<b>Tender Reference No.</b>	HKCL/2025-26/07
2.	<b>Tender Inviting Authority and Address</b>	Haryana Knowledge Corporation Limited Plot No 1, 4th Floor, South Wing, HSIIDC IT Park, Sector 22, Panchkula, Haryana - 134109
3.	<b>Name of the Work</b>	Tender for Turn-Key Establishment of Two Multi-Purpose Digital Studios Note: Only empanelled vendors are eligible to participate in the tender.
4.	<b>Tender Document Availability</b>	Tender Notice & Tender Document is available at <a href="https://www.hkcl.in">https://www.hkcl.in</a> from __ March 2026
5.	<b>EMD / Bid Security (Refundable)</b>	The bidders must enclose EMD Fee of ₹2,00,000/- in the form of Demand draft in favour of Managing Director, Haryana Knowledge Corporation Limited along with the Technical Bid. Tenders received without EMD fee shall be rejected.
6.	<b>Starting Date of Tender</b>	20.03.2026
7.	<b>Last Date and Time for Submission of e-Tender</b>	27.03.2026 by 03:00 PM
8.	<b>Last Date for Submission of Hard Copy of Technical Bid to HKCL</b>	__ .03.2026 by 03:00 PM (Hard Copy of Technical bid with proper binding and indexing must be submitted by bidder in the HKCL office – Managing Director & CEO, Plot No 1, 4th Floor, South Wing, HSIIDC IT Park, Sector 22, Panchkula, Haryana - 134109)
9.	<b>Date and Time of Opening of Technical Bids</b>	27.03.2026 at 04:00 PM
10.	<b>Date and Time of Opening of Commercial Bids</b>	To be intimated later on
11.	<b>Communication Mail Address</b>	md@hkcl.in, info@hkcl.in

## SECTION-II: Introduction

Haryana Knowledge Corporation Limited (HKCL) is currently under the administration of Citizen Resource Information Department (CRID), Haryana. It is Promoted by the Government of Haryana along with:

- Maharashtra Knowledge Corporation Ltd.
- HARTRON
- Board of School Education, Haryana
- Deenbandhu Chhotu Ram University of Science & Technology (DCRUST), Murthal, Distt. Sonipat, Haryana
- Bhagat Phool Singh Mahila Vishwavidyalaya (BPSMV), Khanpur Kalan, Distt. Sonipat, Haryana
- Kurukshetra University (KU), Kurukshetra, Haryana
- Guru Jambheshwar University of Science & Technology (GJUST), Hisar, Haryana

It was incorporated under the Companies Act, 1956, Corporate Identity Number (CIN): U80904HR2013PLC050331, dated September 10, 2013 issued by the Registrar of Companies, National Capital Territory of Delhi and Haryana to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general.

HKCL invites sealed bids from eligible and pre-qualified agencies for the turn-key establishment of two (2) Multi-Purpose Digital Studios at Panchkula and Gurugram for one of its clients. The studios shall serve as professional content creation facilities capable of producing high-quality video content, podcasts, webinars, training materials, and digital marketing content. The agency hired will be responsible for establishing "Multi-Purpose Digital Studios on Turn-key basis" as per requirements defined below by HKCL.

- Main Studio: Fully equipped recording space with chroma key capabilities
- Director's Room: Post-production editing and monitoring suite
- Waiting Area: Professional guest reception area
- Complete audio-visual equipment and technology infrastructure
- Professional lighting and acoustics setup
- Furniture and fixtures for all areas
- Technology platform for studio booking and workflow management

The work shall be executed on a turn-key basis, excluding civil works such as structural modifications, wall construction, or building infrastructure which shall be arranged separately by the client.

### Important Instructions for Submission of Quotations and Supply of Materials:

**1. Quotations:** Bidders shall submit their quotations in a sealed envelope clearly superscribed with the title "Bid for Turn-Key Establishment of Two Multi-Purpose Digital Studios – HKCL RFP". The envelope must clearly mention the name of the bidder, complete address, and contact number. The sealed envelope shall be submitted to the following address:

**Note:**

- Only those Bidders who meet the Pre-Qualification criteria as specified above will be eligible to respond to this Tender. Bidders Pre-Qualification proposal shall contain the relevant information and supporting document to substantiate the eligibility of the bidder vis-a-vis the pre-qualification criteria. The documents submitted shall be verified by HKCL.
- The Bidder should have all necessary licenses, permissions, consents, NOCs, approvals, insurance as required under law for carrying out its business. The Bidder should have a currently valid Sales Tax/GST Registration Certificate and PAN No.
- All the bid documents should be duly signed by the Authorized signatory.

To,  
The Managing Director  
Haryana Knowledge Corporation Ltd. (HKCL),  
4th Floor, South Wing, HSIIDC IT Park, Plot No. 1,  
Sector-22, Panchkula- 134109, Contact No. 0172-5210251/52

**2. Submission of Quotes:** Quotation should reach the given address on or before \_\_\_\_\_ by \_\_\_\_\_.

**3. Contact:** In case of any queries, kindly sent an email on \_\_\_\_\_ in cc to \_\_\_\_\_

**4. Pre-Qualifications:** Refer Annexure "A" and fill the same.

## SECTION-III: Minimum Eligibility Criteria

5. Minimum Eligibility Criteria: To be eligible for evaluation of its tender, the sole bidder shall fulfill the following Minimum Eligibility Criteria:

#	Basic Requirements	Specific Requirements	Documents Required
i)	<b>Bidder Agency / Company / Firm / Organisation</b>	The bidder should be a legally registered entity in India such as a Company registered under the Companies Act, Proprietorship Firm, Limited Liability Partnership (LLP), or any other legally constituted entity. Joint Ventures (JV) or consortiums are not permitted.	a) Certificate of Incorporation / Registration b) Copy of GST Registration Certificate c) Copy of PAN Card
ii)	<b>Experience of Working with HKCL</b>	The bidder must have worked with HKCL as a vendor, associate, partner, or consultant during the past five (5) years from the date of submission of the bid.	a) Work Orders issued by HKCL b) Purchase Orders c) Empanelment Letters / Agreements / MoUs with HKCL
iii)	<b>Financial Capability / Net Worth</b>	The bidder must have positive net worth.	Valid Net Worth Certificate issued by a Chartered Accountant on the CA's letterhead.
iv)	<b>Relevant Experience and Capability</b>	The bidder should have demonstrable experience in: a) Content production (video/audio production) b) Media campaigns and digital communications c) Social media management or content creation for media / government organisations	Copies of Work Orders / Purchase Orders / Agreements issued by clients demonstrating relevant experience.
v)	<b>Office Presence</b>	The bidder should have an operational office in Delhi-NCR / Haryana region for coordination and project execution.	Self-declaration on the bidder's letterhead along with office address proof (GST registration / utility bill / lease agreement etc.).
vi)	<b>Blacklisting / Debarment Status</b>	The bidder should not have been blacklisted or debarred by any Central Government, State Government, PSU, or statutory authority as on the date of submission of the bid.	Self-certification on bidder's letterhead. Format as per Annexure B.
vii)	<b>Authorised Representative of Bidder</b>	The bid must be signed by an authorised signatory of the bidder organisation.	Power of Attorney / Board Resolution / Authorisation Letter. Format as per Annexure C.

**EMD / Bid Security**

Sr. No.	Brief Description of Work	Amount of Bid Security / EMD
1	Turn-key Establishment of Two Multi-Purpose Digital Studios including supply, installation, integration, testing and commissioning	₹2,00,000 (Exempt for MSME bidders) <b>(Refundable)</b>

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be Considered.

**SECTION-IV: Specifications, Submission & General Clauses**

**01. Specifications & Cost Component:** The required specifications of the Multi-Purpose Digital Studio is given separately in Annexure 'D'. Kindly fill in the enclosed annexure and submit the duly signed & stamped quotation on company/agency's letter head.

**02. Acceptance of Service Order:** The SO will be awarded to the selected vendor along with all the components required. The vendor must acknowledge the acceptance of the SO by email or on SO hard copy within two days of receipt of SO. Failing to which the order will be considered cancelled and HKCL reserves the right to give the SO to another vendor.

**03. Quality:** The Multi-Purpose Digital Studios must confirm the quality standards prescribed and specifications provided by HKCL. Deviations in the quality standards shall not be accepted under any circumstances.

**04. Non-Disclosure:** The vendor shall ensure not to disclose any information (whether written or oral) which is of a confidential nature (including content, data software and manuals) obtained or received under the SO. Such information of confidential nature shall not be disclosed by the vendor to any person (other than their employees or professional advisers) without the prior written consent of HKCL. The confidential information shall not be disclosed except:

- a) any information which has been published other than through a breach of this SO;
- b) information lawfully in the possession of the recipient before the disclosure under the SO took place;
- c) information obtained from a third party who is free to disclose it; and
- d) information which a party is requested to disclose and, if it did not, could be required to do so by law.

**05. Pricing:** Bidders shall submit quotations for the turn-key establishment of two (2) Multi-Purpose Digital Studios as per the formats provided in Annexure 'D' (Financial Bid) and (BOQ – Component-wise Costing). The bidder shall quote a lump-sum price inclusive of GST for the entire project, along with item-wise rates for each component listed in the BOQ.

The quantities mentioned in the BOQ are indicative and may vary depending upon project requirements. Any increase or decrease in quantities shall be executed based on the rates quoted by the bidder in the BOQ, subject to approval by HKCL.

**06. Mode of Submission:** Quotations should be sent only through sealed envelope. Quotations sent via email will be considered void.

**07. Right to Award:** HKCL reserves the right to place the service order with one vendor or multiple vendors considering the rates and quality of work.

**SECTION-V: Payment Terms**

Payment: Payment shall be made as per the following schedule:

Payments to the selected agency shall be released against verified milestones as per the schedule below:

Milestone	Percentage	Trigger
Advance Payment	50%	Upon work order signing
Equipment Procurement	20%	Upon equipment delivery to site
Installation Completion	20%	Upon installation completion
Final Payment	10%	Upon successful handover and UAT
<b>Total – 100%</b>		

**Notes:**

1. All payments shall be subject to applicable tax deductions at source (TDS) as per prevailing laws.
2. Invoices shall be submitted by the agency along with supporting documents / completion certificates for each milestone.
3. Payment shall be processed within 30 working days of receipt of a valid invoice and milestone completion certificate.

**08. Indemnity and Damage:** In case any issues arise related to the services, HKCL reserves the right to deduct the payments from the bills to indemnify the damages caused.

## SECTION-VI: General Terms & Conditions

### Preparation and Submission of Tender:

01. Tenders are to be submitted in Two Bid System i.e. – Technical Bid and Financial Bid.
02. All information shall be typed/printed and every correction and interlineations in the bid should be attested with full signature and seal of the tenderer, failing which the bid will be treated as ineligible. A correction done with correction fluid, by erasing or overwriting is not allowed.
03. All documents/papers should be numbered, signed and sealed by the vendor on each page as acceptance of the terms & conditions of tender.
04. Technical Bid should contain all the required documents mentioned in: Technical Evaluation and as per Annexure-A.
05. Financial Bid should be duly filled in the prescribed format as per Annexure-D. No overwriting, erasing, corrections, fluid pasting, interlineations etc. are permitted in the Financial Bid, failing which the bid shall be liable to be rejected.
06. Both the bids (Technical Bid and Financial Bid) should be sealed in separate envelopes and super-scribed as:
  - a. "Technical Bid for Tender for Turn-Key Establishment of Two Multi-Purpose Digital Studios" and
  - b. "Financial Bid for Tender for Turn-Key Establishment of Two Multi-Purpose Digital Studios" respectively.
07. Both the sealed envelopes should be put in a third sealed envelope super-scribed as:
08. "DNIT for Tender for Turn-Key Establishment of Two Multi-Purpose Digital Studios".
09. Sealed tenders should be addressed to Managing Director & CEO, Haryana Knowledge Corporation Limited (HKCL) at the address mentioned in the DNIT and sent/submitted either by Registered Post with Acknowledgement Due or delivered in person on or before the due date and time.
10. Tenders sent by Fax, E-mail, or any other electronic mode shall not be considered. HKCL shall not be responsible for any postal delay or non-receipt of tender.
11. Tender submitted or received after the closing date and time shall not be entertained and shall be rejected straightway.
12. Validity of Tender:
  - a. Tender/bids submitted by the bidder shall remain valid for acceptance for a period of 90 days from the date of opening of the tender.
  - b. During the said period, the bidder shall not be entitled to withdraw, revoke, cancel, or modify the tender or any term or rate thereof.Documents required regarding eligibility criteria and qualification for Technical Bid:
  - a. The bidder shall submit the required Tender Fee and self-attested/attested copies of the documents as specified under the eligibility criteria along with the Technical Bid.
  - b. The bidder shall also submit a duly filled checklist, indicating the page number reference of the enclosed documents, in the order prescribed in the DNIT.

### Evaluation Criteria

13. Preliminary Examination: the Technical Bids shall be examined to determine whether they are complete, properly signed, and accompanied by all mandatory documents as prescribed in the RFP/RFO. Bids found incomplete, unsigned, or non-responsive shall be liable for rejection.
14. Minimum Eligibility & Technical Compliance: The bidder must meet all the minimum eligibility criteria specified in the RFP. Non-compliance with any one criterion shall result in disqualification.

a. **Technical Qualification:** Bidders meeting all the above eligibility requirements shall be declared Technically Qualified.

Only the Financial Bids of such bidders shall be opened for further evaluation.

15. Financial Evaluation

a. **Opening of Financial Bids:** Financial Bids of only those bidders who are declared technically qualified shall be opened at a date and time to be notified separately.

**b. Evaluation of Financial Bids**

- Financial bids shall be evaluated on the basis of the total quoted price, inclusive of all applicable taxes, duties, and levies, as specified in the RFP.
- In case of discrepancy between amounts in figures and words, the amount in words shall prevail.

c. **Determination of L1:** The bidder quoting the lowest evaluated financial bid (L1) shall be considered for award of contract, subject to fulfilment of all tender conditions and acceptance of the quoted rates by the Competent Authority.

**d. Tie-Breaking Criteria**

In case two or more bidders quote the same L1 price, the following criteria shall be applied sequentially:

- Bidder with higher average annual turnover during the last three financial years
- Bidder with higher net worth as on 31.03.2025
- Decision of the Competent Authority, whose decision shall be final and binding

e. **Award of Contract:** The contract shall be awarded to the Lowest Financial Bidder (L1) among the technically qualified bidders subject to satisfaction of all terms and conditions of the RFP and approval of the Competent Authority.

## Annexure "A": Pre-Qualification Format

Tender for Turn-Key Establishment of Two Multi-Purpose Digital Studios

To,  
 The Managing Director  
 Haryana Knowledge Corporation Limited (HKCL)  
 4th Floor, Plot No-1, HSIIDC IT Park  
 Sector-22, Panchkula-134109

Dear Sir,

Subject: Tender for selection of Agency for Turn-Key Establishment of Two Multi-Purpose Digital Studios at Panchkula and Gurugram.

1. Having examined the Tender document issued by HKCL for the establishment of Multi-Purpose Digital Studios, we hereby submit our proposal for selection as Service Provider for the above project.
2. We confirm that we have read all the terms and conditions of the Tender and the same are acceptable to us.
3. We agree to abide by the Tender conditions for a period of 90 days from the last date of submission of bids.
4. We undertake that in competing for and executing the contract, we shall strictly observe the laws against fraud and corruption in force in India.
5. We understand that HKCL is not bound to accept the lowest or any bid received in response to this tender.
6. In case we are engaged as the selected agency, we shall provide all assistance required by HKCL and its authorised representatives for inspection, verification, and auditing of project execution.
7. We agree to comply with all terms and conditions, specifications, and guidelines issued by HKCL during the course of the contract.

#	Particulars	Remarks
1	<b>Legal Name of Entity</b>	
2	<b>Type of Business</b>	<input type="checkbox"/> Corporation / Company <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Other
3	<b>Company Identification Number (CIN) / Registration Number (if applicable)</b>	
4.	<b>Business Address</b>	City: District: State: Zip code: Telephone Nos.: Contact email:
5.	<b>Registered Address of the Company</b>	City: District: State: Pin Code: Contact Person:

#	Particulars	Remarks
		Telephone Nos.: Email: Company Website URL:
6.	<b>Tax Registration Details</b>	PAN No. of Bidder: GST No. of Bidder:
7.	<b>Name of Bid and Contract Signing Authority</b>	Name: Designation: Contact No.: Email: Power Of Attorney or resolution of Board of Directors through which authorized as signatory.
8.	<b>Entity Net worth</b>	Attach CA Certificate / Audited Financial Statements as supporting documents

Yours Sincerely,

Authorised Signatory [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidding Company / Firm: \_\_\_\_\_

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

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

Seal / Stamp of the Bidder

## Annexure "B": Self-Declaration on not being Blacklisted

Tender for Selection of Agency for Turn-Key Establishment of Two Multi-Purpose Digital Studios at Panchkula and Gurugram.

From  
Applicant

To,  
The Managing Director  
Haryana Knowledge Corporation Limited (HKCL)  
4th Floor, Plot No-1, HSIIDC IT Park, Sector-22, Panchkula-134109

Subject: Tender for Selection of Agency for establishment of Multi-Purpose Digital Studios for HKCL

I, \_\_\_\_\_, S/o Sh. \_\_\_\_\_, R/o \_\_\_\_\_, do hereby solemnly affirm and declare as under:

That M/s \_\_\_\_\_ (Company/Firm Name) hereby has not been blacklisted by any State Government/ Central Government/ Public Sector Undertakings during the last three years and further confirm that our EMD/SD/Performance bank guarantee has not been forfeited by any State Government / Central Government / Public Sector Undertakings during the last three years due to our non-performance, noncompliance with the tender conditions etc.

That we M/s \_\_\_\_\_ (Company/Firm Name) hereby declare that all the particulars furnished by us in this Tender are true to the best of our knowledge and We understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

That in case of violation of any of the conditions above, We M/s \_\_\_\_\_ understand that We are liable to be blacklisted by the Department for a period of three years from participating any tender published by HKCL.

**DEPONENT**

**Verification:**

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and nothing has been concealed therein.

**DEPONENT**

## Annexure "C": Bidder's Authorisation Certificate for Signing Authority

Tender for Turn-Key Establishment of Two Multi-Purpose Digital Studios

To,

The Managing Director

Haryana Knowledge Corporation Limited (HKCL)

4th Floor, Plot No-1, HSIIDC IT Park, Sector-22, Panchkula-134109

Subject: Tender for Selection of Agency for Turn-Key Establishment of Two Multi-Purpose Digital Studios at Panchkula and Gurugram.

Mr. , \_\_\_\_\_, \_\_\_\_\_ Prop/Partner/ MD /Director is hereby authorized to sign & stamped relevant documents on behalf of the Company/firm in dealing with above tender. He is also authorized to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said tender.

Thanking you,

**Signature of the person authorized by the bidder.**

**Certified by**

Name

Designation

Seal

## Annexure 'D': Financial Bid

### PRICE SCHEDULE FORMAT (TO BE FILLED ON FIRM'S LETTER HEAD)

	Description	Amount (₹)
a	Cost for Studio 1	
b	Cost for Studio 2	
c	Sub-total for 2 Studios	
d	Common cost (if any)	
e	GST @ 18%	
<b>f</b>	<b>GRAND TOTAL (Including GST)</b>	

Note: The above table is to be filled by the bidder as part of the financial bid. The lump sum quote should match the grand total. Rates quoted shall be applicable for any variation in quantities.

### BOQ – Component-wise Costing

#	Item	Room	Category	Dimension	Qty	Unit Price	Total Price
1	Studio Monitor (1 pair) speaker	Director's Room	Audio Video		1		
2	LED Screen 34 inches-smart	Director's Room	Audio Video	34 inches	1		
3	Headphones (on/close ear, sony/audio technical/beyerdynamic)	Director's Room	Audio Video		2		
4	TRS Balanced Cables (1 Pair)	Director's Room	Audio Video		1		
5	APC-UPS -1KVA	Director's Room	Electrical		2		
6	AC 1 Ton	Director's Room	Furniture/Fixtures	1 Tonne	1		
7	Table	Director's Room	Furniture/Fixtures		2		
8	Chairs	Director's Room	Furniture/Fixtures		4		
9	Director Chair	Director's Room	Furniture/Fixtures		1		
10	Editing Computer Min 32GB RAM	Director's Room	Software/Hardware		1		
11	Video Editing Software	Director's Room	Software/Hardware		1		
12	Audio Editing Software	Director's Room	Software/Hardware		1		

13	Monitor Isolation Pads 1 pair	Director's Room	Software/Hardware		1		
14	Director Room Carpeting	Director's Room	Wood work/Upholstery	96 sqft	1		
15	Director's Room Paneling	Director's Room	Wood work/Upholstery	96 sqft	1		
16	Microphones - cordless	Main Studio	Audio Video		2		
17	Audio Interface	Main Studio	Audio Video		1		
18	Backup Recorder	Main Studio	Audio Video		1		
19	Mic Boom Arms	Main Studio	Audio Video		2		
20	XLR Cables	Main Studio	Audio Video		2		
21	AC 1.5 Ton	Main Studio	Furniture/Fixtures	1.5 Tonne	2		
22	Table - 6*3 feet shape	Main Studio	Furniture/Fixtures	6*3 feet	1		
23	Table - 3*2 feet shape	Main Studio	Furniture/Fixtures		1		
24	Chairs	Main Studio	Furniture/Fixtures		2		
25	Decorative Shelf	Main Studio	Furniture/Fixtures		1		
26	Key Lights	Main Studio	Lighting		2		
27	Softboxes	Main Studio	Lighting		2		
28	Fill Light	Main Studio	Lighting		1		
29	Hair Lights	Main Studio	Lighting		2		
30	Light Stands	Main Studio	Lighting		5		
31	Tripods	Main Studio	Lighting		2		
32	Background Light (for Chroma)	Main Studio	Lighting		2		
33	Chroma Background	Main Studio	Misc		1		
34	Background Stand Kit	Main Studio	Misc		1		
35	Dummy Batteries / AC Power Adapters	Main Studio	Software/Hardware		2		

36	High-Speed SD Cards (128GB V60)	Main Studio	Software/Hardware		4		
37	HDMI Cables (4K, 2m)	Main Studio	Software/Hardware		2		
38	Main Studio Carpeting (sqft)	Main Studio	Wood work/Upholstery	320 sqft	1		
39	Main Studio 1120 sqft soundproofing	Main Studio	Wood work/Upholstery	1,120 sqft	1		
40	Neon Glow Sign	Overall	Branding		1		
41	Electrical Switches, Internal Wiring	Overall	Electrical		1		
42	Invertor 3 KVA	Overall	Electrical		1		
43	Miscellaneous	Overall	Misc		1		
44	Consultancy fee (architect, studio designer etc.)	Overall	Misc		1		
45	Web-based studio slot booking workflow and server cost	Overall	Technology		1		
46	Coffee Machine	Waiting Area	Furniture/Fixtures		1		
47	Water Dispenser	Waiting Area	Furniture/Fixtures		1		
48	Accent Chairs	Waiting Area	Furniture/Fixtures		2		
49	3-Seater Sofa	Waiting Area	Furniture/Fixtures		1		
50	Waiting Lounge Carpeting (sqft)	Waiting Area	Wood work/Upholstery	96 sqft	1		
51	Waiting Lounge Wood Work - Cabinets	Waiting Area	Wood work/Upholstery		1		
52	Glass Door	Waiting Area	Wood work/Upholstery		1		
53	Internet Wiring, WiFi Router Setup	Overall	Misc		1		

### Instructions:

- The Financial Bid should be quoted item-wise both in figures and words in whole Indian rupees. Any fractions below rupee in the rate(s) will not be accepted and will be ignored completely.
- The Financial Bid should be quoted item-wise (in format/Annexure-D) both in figures and words.
- The price bid should be valid for a minimum period of 90 days from the date of opening of the bids/tenders. No change in financial bid/price shall be allowed after the submission of tender documents.

- The price bid/ rates quoted for all items of financial bid shall be final and binding on the bidder/firm and will not be changed or increased during the warranty /contract period /AMC period or during the extended AMC period.
- Tender will be decided on the basis of the Lowest (L-1) bid.