



INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong- 793018, Meghalaya

Phone No: 0364-2308011/8012

Email: srmgr.stores@iimshillong.ac.in

ENQUIRY NO: IIMS/S&P/NIQ/25-26/15

Dated: 30.07.2025

Sub: Notice Inviting Quotation for Interior Designer for Design works at IIM Shillong

Offers are invited on behalf of Director IIM Shillong from reputed and experience Architectural firms/Interior Designer registered with Council of Architecture **for Interior design works at IIM Shillong**. The offer should be submitted in a seal cover envelope with Enquiry No. and with due date boldly super scribed on the top of the envelope and the offer be sent by registered cover/ speed post/ dropped in and must reach The Chief Administrative Officer, Indian Institute of Management Shillong, Umsawli, Shillong-793018 latest by **08 August 2025 by 12:00 noon**.

1. Information to the Agencies:

The interested eligible, reputed and well-established Interior designer who have adequate experience in interior designing and renovation of (i) office rooms academic institutions and (ii) Meeting Rooms (iii) International Lounge (iv) Office Cubicles / Partition (v) Studio Room for carrying out the work **“for Interior design works at IIM Shillong”**. There are 2 stages for the selection process (i) Stage I - Selection of the agency (ies) on the basis of Technical evaluation and (ii) Stage II – Financial Bid. It may please be noted that the “Final selection of the agency (ies) for issue of Letter of Award shall be on completion of Stage II” only. The following are the important information for the participating agencies: -

| SI No | Information | Details |
|-------|---|--|
| 1 | Date of Publishing of NIQ | 30 July 202. |
| 2 | Date and Timing of Closing of submission of Proposal | 08 Aug 2025, 12:00 noon |
| 3 | Period of work completion (Submission of final Design and BOQ) | 2 months from the date of issue of Letter of Award (LOA) |

Agencies should read the document carefully before submission of quotation documents at IIM Shillong. The participating agency may please note that IIM Shillong at its discretion may cancel any/ all proposals received without assigning any reason, at any point of time.

EMD of ₹ 20,000/- submitted via online payment (payment link is shared below) should be submitted along with the quotation. Quotation without EMD will be rejected. No demand draft will be accepted.

Payment

link:

<https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhRaBMECfZN%2fLVhdvVbZJFqJlr63OP%2bqeMtWDL60E%2b7VjFKORiRGTyL3%2fL4brR7WSbMzT80GZdzZkPQKGK%2bZeaDc9sUgJeSJVhiB00oY%2bTmjfX4%2fLg6A%2bQtqBSKji9Yg%2byXI9vsV0D1nN>

Sd/-

Chief Administrative Officer

Indian Institute of Management Shillong

2. BRIEF SCOPE OF WORK

The Architect is required to provide services in respect of the following:

- 2.1 Site evaluation and assessment
- 2.2 Interior Design – space planning/ development and volumetric study
- 2.3 Architectural additions and alterations
- 2.4 Design of fixed items of work, loose furniture and interior related civil works
- 2.5 Illumination design
- 2.6 Sound and Acoustic design
- 2.7 Graphic design and signage
- 2.8 Indoor plantscape
- 2.9 Selection of materials, equipment and other interior related elements
- 2.10 Integration of all Engineering Services
- 2.11 Periodic inspection and evaluation of works at site

3. SCHEDULE OF SERVICES:

The Architect shall, after taking instructions from the Client, render the following services:

CONCEPT DESIGN (STAGE 1):

- 3.01. Furnishing a site evaluation and analysis report with basic approach to circulation, activity distribution, interaction and external linkages
- 3.02. Analyze schedule of spaces in relation to activities and site potential
- 3.03 Prepare conceptual designs with reference to requirements and prepare rough estimate of cost on area basis.

PRELIMINARY DESIGN (STAGE 2):

- 3.04 Modify the conceptual designs incorporating required changes, prepared the preliminary drawings, interior views and schedule of finishes for the Client's approval along with the preliminary estimate of cost on area basis.

DRAWING FOR CLIENT'S / STATUTORY APPROVAL (STAGE 3):

- 3.05 Prepare drawings necessary for client's / Statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

WORKING DRAWING AND TENDER DOCUMENTS (STAGE 4):

- 3.06 Prepare working drawing, specification and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like of mode of measurement, method of payments, quality control procedures on materials and works and other conditions and contract.

APPOINTMENT OF CONTRACTORS (STAGE 5):

- 3.07 Invite, receive and analyze tenders, advise Client on appointment of Contractors.

CONSTRUCTION (STAGE 6):

- 3.08 Prepare and issue working drawings and details for proper execution of works during construction
- 3.09 Approve samples of various elements and components
- 3.10 Check and approved shop drawing submitted by the contractor / vendors
- 3.11 Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawing/ specification. Attend conferences and meeting to ensure that the project proceeds generally in accordance with the conditions of contract and keep the

Client informed and render advice on actions, if required.

3.12 In order to ensure that the work at site proceeds in accordance with the contract documents/ drawing and to exercise time and quality control, the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Client.

3.13 Issue Certificate of Virtual Completion of Works

COMPLETION (STAGE 7):

3.14 Prepare and submit completion reports and drawing for the project as required and assist the Client in obtaining "Completion/Occupancy Certificate" from statutory authorities, wherever required.

3.15 Issue two sets of as built drawing including services and structures

4. PROFESSIONAL FEE:

4.01 In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges in accordance with the Scale of Charges

4.02 Any tax levied by law, such as Service tax, etc, contingent to professional services rendered by the Architect, shall be payable by the Client, over and above the gross fees charged by the Architect in relation to the services provided.

5. SCHEDULE OF PAYMENT:

The Architect shall be paid professional fee in following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon. The payment shall be paid on percentage quoted on the value of the estimated costs or final value of work done whichever is lower:

Retainer

| | |
|---|--|
| On appointment /signing of Agreement / Acceptance of Offer | Rs 20 M* or 5% of the total fees payable, whichever is higher adjustable at the last stage |
| Stage -1 | |
| On submitting conceptual designs and rough estimate of cost | 10% of the total fees payable |
| Stage-2 | |

| | |
|--|--|
| On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost | 20% of the total fees payable less payment already made at Stage 1. |
| Stage 3 | |
| On incorporation Client's suggestion and submitting drawings for obtaining approval from the Client/ statutory authorities, if required | 35% of the total fees less payment already made at Stages 1 and 2 |
| Stage 4 | |
| Upon Client's approval/ statutory approvals and preparation of working drawing, specification and schedule for quantities sufficient to prepare estimate of cost and preparation of tender documents | 45% of the total fees payable less payment already made at Stages 1 to 3 |
| Stage 5 | |
| On inviting, receiving and analyzing tender, advising Client on appointment of contractors | 55% of the total fees payable less payment already made at Stages 1 to 4 |
| Stage 6 | |
| On submitting working drawings and details required for commencement of work at site. | 65% of the total fees less payment already made at Stages 1 to 5 |
| (i) On completion of 20% of the work | 70% of the total fees payable less payment already made at Stages 1 to 6a |
| (ii) On completion of 40% of the work | 75% of the total fees payable less payment already made at Stages 1 to 6b(i) |
| (iii) On completion of 60% of the work | 80% of the total fees payable less payment already made at Stages 1 to 6b (ii) |
| (iv) On Completion of 80% of the work | 85% of the total fees payable less payment already made at Stages 1 to 6b(iii) |
| (v) On virtual Completion | 90% of the total fees payable less payment already made at Stage 1 to 6b(iv) |
| Stage 7 | |
| On submitting Completion Report and | 100% of the fees payable less payment |

| | |
|---|---|
| drawings for issuance of completion / occupancy certificate of statutory authorities, wherever required and on issue of as built drawings | already made at various stages and retainer |
|---|---|

6. THE DETAILS OF THE WORK ARE GIVEN IN THE TABLE BELOW.

| WORK | Building for renovation | Existing Facility | Proposed Alteration |
|-------------|--------------------------------|---|---------------------------------------|
| A | Administrative Block | a. LH-2 | Studio Room |
| | | b. MDP Lounge | Meeting/ Multipurpose Room |
| | | c. LH 4 & LH 5 | Faculty Offices |
| | | d. LH 6 | Dean Offices |
| | | e. LH 7 | Holistic Living Room |
| | | f. ER Office | International Lounge |
| | | g. LH 11 | Library Extension |
| | | h. Academic Office | Office Partition/ Cubicles |
| | | i. Administrative Office | Office Partition/ Cubicles |
| | | j. Students Affairs Office | Office Partition/ Cubicles |
| | | k. Accounts Office | Office Partition/ Cubicles |
| | | l. IT Office | Office Partition/ Cubicles |
| | | m. MDP Office | Office Partition/ Cubicles |
| | | n. Engineering Office | Office Partition/ Cubicles |
| | | o. LH 9 | Sound Proof Room |
| B | Academic Block | a. 3 (four) Small rooms | Breakout rooms |
| | | b. 4 (four) Class Rooms | Lecture Hall |
| | | c. 2 Rooms in First Floor (with Glass door) | Faculty Rooms & Visiting Faculty Room |

The agencies are requested to submit proposals based on their expertise in interior design and renovation, as outlined in the table above, specifically for Work A, Work B, or both Work A & B.

7. ELIGIBILITY CRITERIA

- i) Should be a regular profit-making agency.
- ii) Should have satisfactorily completed similar interior designing for Office buildings/Educational institutions/Private commercial/Individual buildings during the last 3 years ending Mar 2025 as per details mentioned below. For this purpose, the cost of work shall mean the gross value of the completed designed work, excluding the cost of materials.

Three similar completed works, each of value not less than Rs. 5.00 Lakhs

OR

Two similar completed works, each of value not less than Rs. 8.00 Lakhs.

OR

One similar completed work of value not less than Rs. 10.00 Lakhs

1. **Documents to be submitted in support of eligibility and Qualification:** -

The agency should submit the following documents with the proposal: -

- a) Self-attested copy of the Certificate of registration with COA in respect of the applicant organization.
- b) Self-attested copies of the GST registration certificate, PAN registration.
- c) Work Experience proof documents i.e. Work Orders and Successful Completion certificates) issued by the competent authorities of the organizations served or the organization's letterhead during the period as per **Annexure I**.
- d) NIQ document duly signed and an official stamp on all the pages to be submitted in original.

2. **Validity of the Proposal:**

The validity period of the proposal will be 90 days from the last date of submission of proposal documents at IIM Shillong. A proposal valid for a shorter period may be rejected as non-responsive.

3. **Preparation and Submission of Quotations:**

- a) All entries in the proposal should be legible and filled clearly.
- b) Proposal should be typewritten in English and any correction and interlineations in the quotation should be attested with full signature by the Agency, failing which the quotation will be treated as ineligible. No overwriting will be accepted.
- c) All documents/papers should be numbered, signed and official stamped by the

Agency on each page.

- d) **Proposal should be in the sealed envelope and super scribed as Proposal for the “Interior Design works at IIM Shillong”.**

4. **Late Proposals received:**

Quotation submitted or received after the closing date and time will not be considered at all. The Agencies shall ensure that timelines are adhered to and any quotations received later than the specified time and date shall not be entertained.

5. **Penalty for delay:** The final design along with BOQ should be submitted within 2 Months from the date of issue of the work order. Failing with a penalty @ 0.5% per week of delay up to a maximum of 10% shall be imposed for the delay in submission of the documents mentioned above. Penalty shall not be applicable if the delay is due to the client's fault in providing access to the site and approval of the preliminary design.

PROFORMA FOR APPLICATION
(To be printed on the letter head of the Agency)

1. Name of the Agency.....

2. Permanent address of the Agency.....

Tel No. Email

Mob.....

3. Registration & incorporation particulars of the Agency.....

(please attach attested copies of the document of registration/incorporation of your firm)

4. Permanent Account Number, Income Tax Circle

5. GST No

Declaration:

I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, the Director, IIM Shillong may take appropriate action as warranted.

Signature of authorized person of Agency

Name:

Place:

.....

Date:

.....

Official Seal

ACCEPTANCE LETTER

(To be printed on the letter head of the Agency)

To

The Chief Administrative Officer

Indian Institute of Management Shillong, Shillong -122007

Sir,

ACCEPTANCE OF TERMS AND CONDITIONS

1. This refers to the NIQ document for the **Interior designer at IIM Shillong Campus.**” published by Indian Institute of Management Shillong.
2. I/we hereby certify that I/we have inspected the site, read and understood the complete details provided in the NIQ document, and entire terms and conditions mentioned in the NIQ document that shall form part of the contract agreement.
3. I/We hereby unconditionally accept the details and terms and conditions mentioned in the NIQ document in its entirety for the above work.

Signature of authorized person of Agency

Name:

Place:

.....

Date:

.....

Official Seal

AGENCY DETAIL'S FORM

(To be printed on the letter head of the Agency)

| Sl. No | Description | Information |
|--------|---|-------------|
| 1 | Name and complete details of Agency | |
| 2 | Date of Incorporation of Agency (Attach Proof) | |
| 3 | Full Address with Pin Code of Registered Office of Agency: Landline No. Mobile No.: E-Mail Address : | |
| 4 | Full address with Pin-Code of Operating Branch/Office at Shillong: Landline No. Mobile No. E-Mail Address. | |
| 5 | PAN No. (attach documentary proof) | |
| 6 | GST Registration No. (attach documentary proof) | |
| 7 | PF Registration details (Establishment ID and other details) | |
| 8 | ESIC Registration details (Employee Code No. and other details) | |
| 9 | Total number of years of experience in providing similar services | |
| 10 | Experience proof documents (Work Orders/Purchase Order and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letter head during the period from 01 April 20__ to 31 Dec 20__ as per Annexure I (attach documentary proof). | |

Note: Agency may annex separate sheets wherever required for furnishing details. However, such sheets must be duly signed with seal. Unsigned documents may lead to

rejection of quotation submitted.

Signature of authorized person of Agency

Place:

Name:

Date:

Official Seal

AGENCY TECHNICAL MANPOWER DETAILS

(To be printed on the letter head of the Agency)

(Please specify clearly : For Work A or Work B or Work A&B, as the case may be)

Please provide information about full-time/ permanent staff in regular appointment of the agency during last three years (Do not include any part-time or contract staff).

| No. | Description | Total No. |
|---------------------------------|-----------------------|------------------|
| 1. | Interior Designers | |
| 2. | Civil Engineer | |
| 3. | Electrical Engineer | |
| 4. | Technical Supervisors | |
| Total Technical Manpower | | |

Note: (i) Please submit the CV and portfolio of the Interior Designer who will be actually working on the project i.e. Work A or B or Work A&B, if selected by IIM Shillong.

(ii) Please add extra lines if any important information is required to be provided.

Signature of authorized person of Agency

Name:

Place:

.....

Date:

.....

Official Seal

SIMILAR WORK EXPERIENCE

(To be printed on the letter head of the Agency)

Details of similar works successfully completed during the period from 01 April 20__ to 31 Dec 20__.

| S. No | Details of Project | Year of start | Year of Completion | Total Built Up Area | Project Cost | Whether completed in time |
|-------|--------------------|---------------|--------------------|---------------------|--------------|---------------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |

Signature of authorized person of Agency

Name:

Place:

.....

Date:

.....

FORMAT OF FINANCIAL BID

| S No | Description | Rate to be quoted in percentage of the estimated costs (in figure and words) |
|------|------------------------------------|--|
| 1. | Interior Designing at IIM Shillong | |

Important Note: Financial bid is to be kept in a separate sealed envelope captioned as “FINANCIAL BID for Interior Designing at IIM Shillong”. Unsealed Financial Bid envelopes will be rejected

Signature of authorized person of Agency

Official Seal

Name:

Place:

Date: