

NOTICE INVITING TENDER FOR HIRING OF AN ARCHITECTURAL CONSULTANT FOR THE CREATION OF ADDITIONAL MINOR INFRASTRUCTURE AT IIM TIRUCHIRAPPALLI

निविदा सं.Tender No. 25SP107T dated: 03.11.2025

विवरण/ Details	दिनांक/Date	समय/Time	Venue
कार्य/सेवा का नाम/Name of Work/ Service	“Tender for Hiring of an Architectural Consultant for the Creation of Additional Minor Infrastructure at IIM Tiruchirappalli”		
निविदा कागजात जारी करने की तारीख/Date of issue of Tender Document	03.11.2025	17.30 Hrs. onwards	-
पूर्व-निविदा बैठक/Pre-bid Meeting	11.11.2025	15.30 Hrs.	Deans’ Office Meeting Room/Administrative Block, IIM Tiruchirappalli. The Bidders are requested to visit the site of the work at their own cost, examine it and its surroundings, and collect all information they consider necessary for a proper assessment of the prospective assignment before attending the Pre-bid meeting.
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	25.11.2025	17.00 Hrs.	-
तकनीकी बोली का खुलना /Opening of Technical Bid (Tentative)	26.11.2025	11.30 Hrs.	
Opening of Price Bid	To be informed later		
Validity of Tender	90 days from the date of the price bid opening.		
निविदा कागजात/Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published		
EMD Amount	EMD Amount Rs. 10,000/- to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187		
A copy of the payment transaction receipt for the EMD is required to be attached to the application form; without it, the bid won’t be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach the necessary documentary proof should be attached with the tender document.			
SD Amount	5% of the work order value to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within five days, along with the letter of acceptance, from the receipt of the Provisional Work Order. Failing this, the Work Order will stand cancelled.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at the Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 nd Floor, and obtain acknowledgement)		

Contents

OVERVIEW.....	3
Scope of Work: - Planning and Designing of the minor Infrastructure in the campus.	3
Eligibility Conditions for Bidders	3
Instructions to Bidders.....	5
1. Downloading of Tender Document.....	5
2. Earnest Money Deposit.....	5
3. Relationship Certificate.....	5
4. Amendment to Bid Document.....	6
5. Conditional Bids	6
6. Technical Bids Criteria.....	6
7. Price Bid Details	6
8. Validity of Bids and Rates.....	7
Procedure for Submission of Bids	7
a. Technical Bid – (Envelope 1)	8
b. Price Bid - (Envelope 2)	8
c. Mater Envelope – (Envelope 3)	8
Site Visit & Pre-Bid Meeting.....	9
Selection Process	9
General Terms & Conditions	10
1) Delivery Schedule.....	10
2) Payment Terms	10
3) Penalty Clause.....	10
4) Warranty of Quality	10
5) Forfeiture of Earnest Money:	11
6) Performance Security Details	11
ANNEXURE – I: PROFILE OF THE BIDDER.....	13
ANNEXURE-II: (PRICE BID - BOQ)	15
ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT.....	16
ANNEXURE – IV: LETTER OF AUTHORISATION	18
ANNEXURE – V: LIST OF PRESENT AND PAST CLIENTS DETAILS	19
ANNEXURE – VI: CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER	20

निविदा आमंत्रण सूचना

विवरण

भारतीय प्रबंधन संस्थान तिरुचिरापल्ली (आईआईएम तिरुचिरापल्ली) भारत सरकार के शिक्षा मंत्रालय के अंतर्गत एक राष्ट्रीय महत्व का संस्थान है। आईआईएम तिरुचिरापल्ली के बारे में अधिक जानकारी के लिए, कृपया हमारी वेबसाइट www.iimtrichy.ac.in पर जाएँ।

NOTICE INVITING TENDER

OVERVIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance under the Ministry of Education, Government of India. For more details about IIM Tiruchirappalli, please visit our website at www.iimtrichy.ac.in.

IIM Tiruchirappalli invites e-tenders from the service providers/contractors for the ***Hiring of an Architectural Consultant for the Creation of Minor Additional Infrastructure at IIM Tiruchirappalli.***

Scope of Work: - Planning and Designing of the minor Infrastructure in the campus.

Sl. No	Name of the Works
1	Tensile portico at the academic block back side entry.
2	Shopping complex near the main gate (Pharmacy, Fruit, Vegetable Shop, Fresh Juice, Fast Food Shops, and Mini Hotel)
3	Construction of Bank & ATM at the main gate.
4	Canteen renovation (Vinyl Flooring, New Table, and Chair, False Ceiling, Curtains, Food Service Counters, etc.)
5	Shed for Parking of Institute Vehicles and a service centre for Institute Vehicles.
6	Staff room for mess workers.
7	Other requirements, if any, in future.

Eligibility Conditions for Bidders

The tendering Agency must fulfill the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

- The bidder(s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Services Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. ***A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Technical Bid.*** The names appearing on all these documents and tender documents should be the same or linked.

- b. The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than three years as of October 31, 2025. ***A copy of the Certificate of Incorporation or relevant registration certificate should be attached.***
- c. Bidder(s) should have at least three years' experience in Similar work as on October 31, 2025. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with the technical bid). ***Similar work shall mean experience in Interior Planning and Consulting Services, and the details of current works and other contractual commitments shall be provided by the Bidder.***
- d. Copy(ies) of work order(s) showing that the firm has executed similar work(s) in the last three years as on October 31, 2025, as detailed below:

At least one similar work for Rs. 4,00,000/- [Order copy to be enclosed]

OR

At least two similar works for Rs. 2,00,000/- [Order copy to be enclosed]

OR

At least three similar works for Rs. 1,35,000/- [Order copy to be enclosed]

- e. The bidders should be able to provide supporting evidence, such as a copy of the work order and testimonials/completion certificates from past clients. A Performance Certificate from past clients of a similar order size (issued within the last three years) must be attached to the Tender document. The Bidders are requested to attach at least ***five photographs*** of the previous three works on which they are getting qualified. The bidder may be asked to provide more photographs or details of the work, if required.
- f. ***Average Annual Turnover*** of the bidder should be at least Rs. ***10 Lakhs*** during the ***previous three financial years from 2021-22 to 2023-24***. Copies of duly audited Balance Sheets with Profit & Loss accounts are to be submitted as per **Annexure-I** (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.
- g. Bidders should be regular in filing Income-Tax returns. ***A copy of the Income tax returns filed and the audited accounts statement for the last three financial years (2021-22 to 2023-24)*** should be submitted with the Technical Bid.
- h. ***The bidders should not be blacklisted or terminated due to poor performance by any department of the Government of India or any State Government or Private organisation in the past.*** There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India, and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of the tender documents. An undertaking to this effect in the Company letterhead, duly signed by the owner/partner or both, to be enclosed, as per **Annexure-III**.

Instructions to Bidders

1. Downloading of Tender Document

The tender document can be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

2. Earnest Money Deposit

- The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten Thousand only)** at the bank account mentioned on **Page 1**. A copy of the payment transaction receipt must be attached to the Tender application form; without it, the bid will not be considered for the bidding process.
- The EMD of the successful Bidder will be adjusted against the interest-free security deposit.
- The EMD of the unsuccessful bidders will be released after the finalisation of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
- Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the Tender to this effect, without which the bid won't be considered for further process.
- The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

3. Relationship Certificate

- The bidder should give a certificate that none of his/her near relatives is working in the units as defined below, where he is going to apply for the Tender. In case of a proprietorship firm, a certificate will be given by the proprietor. For a partnership firm, the certificate will be given by all the partners, and in the case of a limited company, by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person, the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.
- The company or firm or the person will also be debarred for further participation in the concerned unit.
- The near relatives for this purpose are defined as follows:
 - Members of a Hindu undivided family,
 - Spouse,
 - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- The Relationship Certificate ([Annexure-III](#)) needs to be placed in the Technical bid cover.

4. Amendment to Bid Document

- a. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments on its own.
- b. Such amendments shall be notified on the CPPP and IIM Tiruchirappalli website only, and these amendments will be binding on all prospective bidders.
- c. The Institute may, at its own discretion, extend the last date for the receipt of bids.
- d. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stage of evaluation before finalization.
- e. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion, the following:
 - i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify, and/or terminate the Tendering process at any time.
 - iv. To reject any unreasonable bid.
 - v. To modify/change/delete/add any further terms and conditions prior to the opening of the Price Bid.

5. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than those mentioned and/or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

6. Technical Bids Criteria

- a. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder.
- b. All the information should be organized in a logically structured form and uploaded in PDF Format as a technical bid with an index. Bidders should comply with the eligibility criteria and technical requirements. The detailed formats are attached at [Annexure I](#). The Bidder is to complete the same in all respects and submit accordingly. No deviations are acceptable in [Annexure-I](#).

7. Price Bid Details

- a. Price Bid, i.e., BoQ given with the Tender to be uploaded after filling all relevant information and it should be uploaded in MS Excel (.xls) format as per the format available with the tender failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable.
- b. The Bidder who quotes the lowest rate for all the items shall be declared as the successful Bidder (L1).
- c. The quantities mentioned in the Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- d. Bids must be submitted with the rates for all the items of the work involved, and any incomplete bid will not be considered.

- e. The Rates quoted by the Bidder should be **inclusive of all charges (travelling, food, accommodation, local conveyance at Tiruchirappalli, etc.), except GST**, and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- f. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.
- g. If any clarification is required on the specifications/work covered by this Tender, the Bidder(s) can send an email to estatemanager@iimtrichy.ac.in and aecivil@iimtrichy.ac.in (Telephone No 0431-2505166/5048) and mark a cc to purchase@iimtrichy.ac.in to seek such clarifications.

8. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including an extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the price bid.

Procedure for Submission of Bids

1. General

- i. The Bidder needs to fill, sign, and seal the required bid documents as indicated in the tender document.
- ii. The Bidder should submit the Bid in two parts, viz. **Technical Bid** and **Price Bid**. The Technical Bid, along with the required documents, should be attached to Cover-1. **Price Bid as per Annexure- II** only should be submitted in Cover- 2.
- iii. All the pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- iv. The Bidder (s) shall not make any changes or amendments to the tender document as published on the IIM Tiruchirappalli website.
- v. All correspondence and documents relating to the Tender shall be written in English.
- vi. No addition or alteration should be made in the tender document.
- vii. The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- viii. If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder, with the date.
- ix. It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in **Annexure-III** to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- x. The bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.

- xi. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts, and any alteration of the prescribed tender format will entail outright rejection of the bid application
- xii. Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable

2. Submission of Bids

Since this tender is based on a two-bid system, the bids (complete in all respects) must be submitted in **Three Separate Sealed Envelopes** as explained below:

a. Technical Bid – (Envelope 1)

The following documents are to be attached by the Bidder (s) along with the Technical Bid (**Annexure-I**), As per the tender document:

- i. Application form, Undertaking, Near Relative Certificate as per **Annexure - III**.
- ii. Copy of PAN and GST Registration.
- iii. EMD Payment Receipt / MSME Certificate for Exemption of EMD.
- iv. Copy of work orders, testimonials/completion/performance certificates from the present and past clients of equivalent order size (**received in the last three years**) with verifiable contacts need to be attached to the Tender document.
- v. Signed Tender document and all its annexures and Corrigendum/Addendum, if any.
- vi. All other documents mentioned in the tender document, except the Price Bid document.
- vii. The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: ***Tender for Hiring of an Architectural Consultant for the Creation of Additional Minor Infrastructure at IIM Tiruchirappalli.***

b. Price Bid - (Envelope 2)

- i. Price bid (As per **Annexure-II** duly filled and signed)- Price must be quoted as per the format specified for all the items, failing which the tender shall be rejected.
- ii. Only a duly filled Price Bid as per **Annexure-II** should be put in a separate cover, and the cover should be in sealed condition. This envelope should be SUPERSCRIBED with the following text: ***“Price Bid for Hiring of an Architectural Consultant for the Creation of Additional Minor Infrastructure at IIM Tiruchirappalli.”***

c. Mater Envelope – (Envelope 3)

Both sealed envelopes should carry the name, address, email ID and mobile number of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text SUPERSCRIBED on the master envelope:

Tender for Hiring of an Architectural Consultant for the Creation of Additional Minor Infrastructure at IIM Tiruchirappalli – 25SP107 dated: 03.11.2025

- i. The master envelope containing the two envelopes should be delivered at the below mentioned address on or before the deadline:

The Chief Administrative Officer (i/c)
Indian Institute of Management Tiruchirappalli
Trichy – Pudukkottai Main Road, Chinna Sooriyur
Tiruchirappalli– 620024.

- ii. If the two inner envelopes, A (Technical Bid), B (Price Bid), and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.
- a. The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

Site Visit & Pre-Bid Meeting

The bidders are encouraged to make the site visit before submitting the tender. To visit the site, the vendor should send a formal e-mail to purchase@iimtrichy.ac.in and mark a copy to estatemanager@iimtrichy.ac.in. After getting confirmation from the Institute, the vendor can visit the site.

A Pre-Bid Meeting with the intending bidders will be conducted in person/virtual mode at IIM Tiruchirappalli, Trichy - 620024 on **11.11.2025 at 15.30 Hrs.** to clarify doubts that shall arise before submitting the bids.

The bidders need to send the scanned copy of the letter of authorisation from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before **11.00 Hrs., on 10.11.2025**, for attending the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#).

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in, prior to the pre-bid meeting, i.e., by **11.00 Hrs., 10.11.2025**, to enable us to clarify the doubts in the pre-bid meeting itself.

Selection Process

The process of selection of the successful bidder would be determined as under:

Stage 1: Document Verification and Technical Evaluation - The committee will assess the firm according to the criteria outlined in the technical bid. Bidders are requested to prepare their own technical proposals. The technical bid shall contain all the relevant information that forms part of the technical bid. The bidder is free to add any information that can help in assessing the technical quality of the proposed solutions and that pertains to the parameters/attributes for technical assessment. The information provided in the technical bid will be used to understand and assess the quality of the solution being proposed by the bidder. The technical evaluation of the bidder will depend on the information provided herein and the presentation made to the committee members. Technical bid score, out of 100 Marks, will be arrived based on the following Parameters:

S. NO	DESCRIPTION	MARKS
1	Previous experience with a performance certificate (proof to be attached)	50
2	Understanding of the Institute's requirement by the bidder (Necessary documents should be attached, such as concept note) for technical evaluation	50
Total Marks		100

The decision taken by the Evaluation Committee on the Technical Evaluation will be final.

At the end of this stage, each firm will have a Technical score (out of 100 Marks) associated with it. Bidders receiving a score of less than 70 in the Technical bid will not be considered for opening the price bid.

General Terms & Conditions

1) Delivery Schedule

- a. The firm should complete the work as per the time schedule fixed by the Institute for each work. In case if the firm fails to complete work within the specified period, the Work Order as a whole shall be terminated, or applicable penalties shall be levied on the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

2) Payment Terms

- a. No advance payment will be made in any case.
- b. On timely submission of drawings, estimate, and BoQ in line with the Institute requirement, 40% payment will be released for each work.
- c. 35% will be paid after the release of the tender and the selection of the contractor is finalised for each work.
- d. 25% will be paid only after the completion and handover of the project for each work.
- e. Payment will be made within 25 days after deducting the penalty amount (if any) on receipt of the bills.
- f. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the vendor's bills.
- g. Escalation / De-Escalation of Rates: Not Applicable. The rate should be firm throughout the contract period.,
- h. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Service Provider's bills.

3) Penalty Clause

Deficiency/delay in work/services will be construed as lapses on the part of the vendor. Such lapses due to the Vendor will be viewed seriously, and penalties will be imposed on the Vendor in case of any delay in completing the required work as covered by this Tender within the stipulated date and timings. The penalty will be 0.5% per day on the Work Order value beyond the agreed date of completion, with a maximum limit of 20%. The decision of the Competent Authority of the Institute shall be final and binding.

4) Warranty of Quality

- a. In case, the firm fails to complete the work within the specified period, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

- b. If it is observed at any stage that the quality of the Work is not satisfactory, the Contract/ Work Order as a whole may be terminated and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

5) Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and the bid is liable to be rejected if a bidder withdraws, amends, impairs, or derogates from the tender in any respect within the period of validity and/or after opening the tender. Such bidders will also be blacklisted.
- ii. When the information/certificate/document furnished is found to be false at any stage.
- iii. When the bid documents have been manipulated or altered after they are downloaded from the website.

6) Performance Security Details

- i. The successful Bidder will be required to remit an ***interest-free Performance Security Deposit of 5% of the Work Order value*** through online transfer to the IIM Tiruchirappalli Bank Account within five working days from receipt of the provisional work order. On receipt of the Performance Security, a confirmatory Work Order will be issued to the successful bidder. The security deposit will be refunded to the vendor after completion of the Defect Liability for a period of 12 months from the date of completion/commissioning of the work.
 - ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the Contract.
 - iii. In case, the Vendor fails to provide the required services as covered by this tender within a specified delivery period, the same services/items will be obtained from the open market, and the difference in cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.
7. Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for Bid shall not be disclosed to bidders or any other persons not officially concerned with such process until the process is finalized.
 8. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.
 9. **Authority of the person signing document:** A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to warrant that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing

had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel Contract and held the signatory liable for all cost and damages.

10. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
11. While making payment to the Service Provider, TDS and other statutory deductions will be deducted by the Institute.
12. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
13. In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider, including the termination of the Contract.
14. The Bidder should have the requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached.)
15. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
16. **Jurisdiction:** All disputes arising out of this contract shall be subject to the Courts at Tiruchirappalli.
17. **Force Majeure:**
 - a. Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party, within 15 days of its occurrence, informs the other party in writing.
 - b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e., beyond the control of either party.

ANNEXURE – I: PROFILE OF THE BIDDER

EMD Transaction/Exemption Eligibility Details		Transaction Ref No: _____ dated: _____ If exempted, provide a Valid Certificate Number: _____	
S. No.	Required information		Description
1	Name of the agency/firm/company		
2	Address of the agency/firm/company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?		

8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the name of the Contract and reasons for not completing the Contract.	
9	Brief details of litigations, if any, connected with related Work, current or during the last three years, the opposite party, and the disputed amount.	
10	Give details of the Termination of the previous Contract, if any	
11	Details of bank mandate	
	Name of the Beneficiary	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account IFSC	
	IFSC Code No.	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on a contract basis during the last 3 years (from 2021-22 to 2023-24). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2021 – 22	2022-23	2023-24
Details of Gross Annual Turnover - (Rs. in Lakhs)			
Average Turnover in last three years	INR_____ in Lakhs		

ANNEXURE-II: (PRICE BID - BOQ)

(This BOQ template must not be modified/replaced by the bidder, and the same should be submit after filling the relevant columns, else the bidder is liable to be rejected for this tender.)

Sl. No	DESCRIPTION	Fees in %
1	Architectural Planning and designing of the works, including interior and exterior, for the creation of additional minor infrastructure, which includes the following: 1. Site inspection and feasibility study 2. Preparation of Layout planning and conceptual drawings, and to submit for the competent authority's approval 3. Preparation and submission of Architectural Design and Drawings (including necessary revisions) & details for Civil, Electrical, Mechanical, HVAC, AV & IT, and Interior and Furniture: 4. Detailed Specification with make & models (CPWD approved), Bill of quantity, and Estimation for the whole scope of the project. 5. As-built drawing after the completion of the project. 6. Site Visits During Execution (as and when required) 7. Any other requirements, if any, for the completion of the works, as requested by the Institute. Note: - The fees will be calculated based on the final certified bill amount of each project.	

ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT

Application Form for Submission of Tender Document

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Trichy-Pudukkottai Main Road,
Tiruchirappalli 620024.

Subject: Tender for Hiring of an Architectural Consultant for the Creation of Additional Minor Infrastructure at IIM Tiruchirappalli.

Reference: Tender Notice published in the CPP Portal and the IIM Tiruchirappalli website. - ***Tender No: 25SP107T dated: 03.11.2025***

Dear Sir,

With reference to the tender notice published on the above-mentioned website, I/We hereby submit my/ our Tender in the required format. I / We have carefully gone through the terms and conditions and prescribed given, and I / We accept the same without any alterations/modifications.

It is certified that I, _____ (name of the person)
S/o Shri _____
r/o _____.

a) am authorized to sign this document on behalf of M/s. _____

_____ (the name of the firm/company which is bidding in this tender) and that our firm/company has never been blacklisted or terminated due to poor performance by any of the Government Organizations/Agencies in the past and there is no criminal case registered against our firm/company or its owner/partners anywhere in India.

b) hereby certify that none of my relative (s) as defined in the tender document is/are employed in IIM Tiruchirappalli as per details given in the tender document. In case at any stage, it is found that the information given by me is false/incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

c) further declare that:

i. All the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.

ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.

iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.

I understand that IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-250 5121/22/53 | E-Mail: purchase@iimtrichy.ac.in

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company

ANNEXURE – IV: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING SITE VISIT / PRE-BID/TECHNICAL BID/PRICE BID MEETING

To

The CAO (i/c)
IIM Tiruchirappalli
Pudukkottai Main Road
Tiruchirappalli - 620 024.

Subject: Authorization for attending **SITE VISIT / PRE-BID / TECHNICAL BID / PRICE BID MEETING** on.....(date) in the ***Tender for Hiring of an Architectural Consultant for the Creation of Additional Minor Infrastructure at IIM Tiruchirappalli.***

The following persons are hereby authorized to attend the Pre-Bid for the Tender mentioned above on behalf of.(Bidder) In order of preference, given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of

Bidder or

The officer authorized to sign the
Bid documents on behalf of the
Bidder.

Notes:

1. A maximum of two representatives will be permitted to attend the Pre-Bid Meeting/bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representatives will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

ANNEXURE – V: LIST OF PRESENT AND PAST CLIENTS DETAILS

List of present and past clients in the following format. The information provided will facilitate evaluation of the Technical Bid **(Please use a separate sheet if required, without changing the format)**. Please attach the client certificate and work orders, etc., clearly giving the period of contact.

Sr. No.	Name of the organisation with Complete postal address	Nature or type of work undertaken	Period for which the contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					

ANNEXURE – VI: CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (✓)
1	(Cover 1)	All the documents and Annexures, except the Price Bid document.		Yes/No
2	(Cover 2)	Only Price Bid documents as per the BoQ MS Excel format(.xls)		Yes/No
3		Whether the GST Registration Certificate is enclosed.		Yes/No
4		Whether PAN is enclosed.		Yes/No
5		Whether the cancelled cheque leaf is enclosed.		Yes/No
6		Whether duly filled-in Technical Bid documents (i.e., Annexure-I to the tender document), along with all the related enclosures, have been enclosed with the Tender: i. Registration/ Incorporation details of the bidding firm/Agency/ Company. ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of a partnership firm or a Private Limited Company. iii. Authorization / Power of attorney for signing the tender document. iv. Audited Annual Accounts, Income Tax Returns, and assessment orders for the last three consecutive financial years, i.e., 2021-22 to 2023-24. v. Details of completed contracts in the prescribed format during the last three years, along with proof of verifiable contact details. vi. Details of ongoing contracts in the prescribed format, along with proof of verifiable contact details. vii. All other information/ details/ supporting documents/proof are desired in the Tender document.		Yes/No
7		Whether the Technical Bid documents as per Annexure-I of the tender document are submitted.		Yes/No
8		Whether Undertaking, Near Relative and Declaration Certificate as per Annexure-III to the effect that the bidder had never been blacklisted by any of the Government Organisations/Agencies is submitted.		Yes/No
9		Whether the Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical bid have been duly signed and endorsed with a seal?		Yes/No
10		Whether an Index or Table of Contents of all enclosures to the Technical bid has been prepared and attached to the Technical bid, to facilitate quick reference?		Yes/No
11		Whether the Tender documents have been signed with a seal on all pages by the bidder.		Yes/No