

**NOTICE INVITING TENDER FOR THE SUPPLY AND FIXING OF LOUVERS FOR
STAFF HOUSING TYPE A & B AT IIM TIRUCHIRAPPALLI**

निविदा सं.E-Tender No. 25SP207T dated: 06.10.2025

विवरण/Details	दिनांक/Date	समय/Time	Venue
कार्य/सेवा का नाम/Name of Work/ Service	<i>“Tender for the Supply and Fixing of Louvers for Staff Housing Type A & B at IIM Tiruchirappalli”</i>		
निविदा कागजात जारी करने की तारीख/Date of issue of Tender Document	06.10.2025	18.30 Hrs. onwards	-
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	25.10.2025	17.00 Hrs.	-
Opening of Technical Bid and Price Bid (<i>Tentative</i>)	27.10.2025	11.30 Hrs.	-
Validity of Tender	90 days from the date of opening of the price bid.		
निविदा कागजात Tender Document	From 06.10.2025 to 25.10.2025 (up to 17:00 Hrs.) on the e-tendering website https://eprocure.gov.in/eprocure/app The tender document can only be obtained after registration of the tenderer on the website https://eprocure.gov.in/eprocure/app .		
Mode of Submission of Tender	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

**विवरण
OVER VIEW**

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।

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 ***Supply and Fixing of Louvers for Staff Housing Type A & B at IIM Tiruchirappalli.***

Service Description	Estimated Tender Value (Excluding GST)
<i>Supply and Fixing of Louvers for Staff Housing Type A & B IIM Tiruchirappalli.</i>	Rs. 2,10,000/-

Scope of Work

Supply and fixing of louvers for the service shafts for the staff quarters type A and B (G+3 floors) in two buildings at different floor levels.

Procedure for Submission of Bids

1. General

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements, and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

2. Registration

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal, which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- Bidder shall then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

3. Searching for Tender Documents

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My

Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case a corrigendum is issued to the tender document.

- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

4. Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should keep the bid documents ready to be uploaded as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 200 dpi with colour/black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificates, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process

5. Submission of Bids

- a. The Bidder should submit the bid online in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be in PDF format and uploaded online in Cover-1. Price Bid in MS Excel ".xls" format only should be uploaded online in Cover-2.
- b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. **Tender Security / Earnest Money Deposit (EMD):** Bidder should submit the EMD/Tender Security as per the instructions specified on page no.1 in the tender document.
- e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without

changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.
- g. All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Sockets Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- k. The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

General Terms & Conditions

1) Delivery Schedule

- a. The total amount should include supply, fixing, labor, freight, loading & unloading charges, etc., and excluding GST
- b. The successful bidder should complete the entire work **within 60 days** from the date of issue of the work order.
- c. In case 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) Work to be done at:

Indian Institute of Management Tiruchirappalli,
Trichy- Pudukkottai High way, Tiruchirappalli – 620 024.

Contact: Email: purchase@iimtrichy.ac.in | Phone: 0431 – 250 5121/22.

- 3) The bidder should take into account the Corrigendum/Addendum published on the IIM Tiruchirappalli website on the tender page from time to time before submitting the bids.

- 4) The Bidder (s) should have been registered with the Goods and Services Tax Council for 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 Bid.*** The names appearing on all these documents and the tender document should be the same or linked.

5) Payment Terms

- No advance payment will be made in any case.
- The payment will be made on the basis of actual measurement.
- The Vendor shall raise a final invoice after completion of the work to the satisfaction of the Institute. Payment will be made within 25 working days on receipt of Original bills along with all the supporting documents like Warranty Certificate, Handing over document, etc.
- 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.

6) 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.

- 7) **Warranty of Quality:** 12 months from the date of completion of the works.

8) Performance Security Details:

- The successful Bidder will be required to remit an interest-free Performance Security Deposit of 10% of the Work Order value through online transfer to the IIM Tiruchirappalli Bank Account, ***within seven 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 the completion of the Warranty period of one year from the date of completion/commissioning of the work.***
- Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
- In case, the Vendor fails to provide the required services as covered by this Tender within a specified delivery period, the same items will be obtained from the open market, and the difference of 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.

9) Place of work and visit to the site:

All intending tenderers are encouraged to visit the Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) to acquaint themselves thoroughly with the local site conditions, nature, and scope of the proposed work, and the existing condition of the premises, fittings, fixtures, and other relevant factors before submitting their bids.

It is the sole responsibility of the tenderer to obtain all necessary information regarding the site, potential challenges during the execution of work, and the availability of on-site facilities. Submission of a tender shall be deemed to imply that the tenderer has made such an inspection and has fully familiarised himself with the site conditions and all factors affecting the execution of the work.

No claims or compensation shall be entertained at a later stage on the grounds of ignorance of site conditions or misjudgement of the nature of work involved.

10) Safety Precautions & Risks:

- i. The work/Service shall be carried out with utmost care to ensure that no damage to existing/ Adjoining work is done, failing which the damage, if any, done shall be rectified by the Contractor to match the existing/ Adjoining work to the entire satisfaction of the Institute under the Contractor's own arrangement and at his own expenses.

- 11) The Contractor shall take all Precautions, Safety Measures, etc., to avoid Damage, Mishap, Accident, etc., to the Workmen engaged by him to carry out the work.

- 12) **Works Site Cleanliness:** During the work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of work, he shall remove all debris, additional materials, and leave the premises clean to the full satisfaction of the Institute.

- 13) The Successful bidder should comply with all the Statutory provisions as amended from time to time by the respective Government.

- 14) The contractor shall take, at his own cost, the necessary license from statutory authorities in respect of this work. The expenses in completing the formalities in executing the agreement, including expenses towards stamp paper, Registration charges, etc., if any, shall be borne by the contractor. The Contractor should undertake to produce the license/permission, etc., so obtained to the Institute or furnish copies thereof as and when required by the Institute. The contractor also undertakes to keep and renew such licenses or permissions, etc., from time to time. The contractor shall be responsible for any contravention of the local, municipal, state, central, or any other laws, rules, and regulations.

- 15) *Charges need to be paid by the vendor at the rate of 0.5% of the bill value towards Water and Electricity consumption.*

- 16) Since the responsibility for the quality, workmanship, and accuracy of any work being carried out under this contract lies with the contractor, the contractor should ensure that no work is done without the presence of the contractor's representative at the work spot, whose strength depends on the value of the contract awarded. The contract should arrange for surveying the site at his own cost.
- 17) The contractor should undertake to bear all taxes, rates, charges, levies, or claims whatsoever as may be imposed by the state / central government or any local body or authority. The contractor also agrees to furnish such proof of payments of compliance with the obligation, including registration of certificates, receipts, licenses, clearance certificates, etc., as may be required by the Institute from time to time.
- 18) The work will be carried out as per instructions of the Estate Office at the site, and nothing extra will be paid on this account.
- 19) The contractor shall bear all incidental charges for cartage, storage, and safe custody of the materials.
- 20) Whenever any reference to any Indian Standard specification occurs in the documents relating to this contract, the same shall be inclusive of all amendments issued thereto or revisions thereof, if any, up to the date of receipt of tenders.
- 21) The Department shall not provide any store accommodation for the stores brought by the contractor or issued by the Institute.
- 22) Damage to the building during the execution of work shall be made good by the contractor, matching the surrounding surface; otherwise, the same shall be done at the cost of the working contractor.
- 23) Any damage to the existing fittings shall be replaced by the contractor at his own cost and risk to the entire satisfaction of the Institute.
- 24) ***The CPWD-approved makes/brands/companies/ items are only to be used. However, the final sample (colour, sections, brand/make) approval should be obtained from the Institute.***
- 25) Since the works need to be executed in the open balconies in G+3 floor buildings, the successful tenderer/Contractor shall observe all safety regulations of the men and materials and take necessary safety precautions.
- 26) Any defective material/equipment shall be replaced/repared at the discretion of the Institute.

- 27) 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.
- 28) 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.
- 29) While making payment to the Service Provider, TDS and other statutory deductions will be deducted by the Institute.
- 30) The Income Tax (TDS) shall be deducted at the prevailing rate from the bills, as amended from time to time in accordance with the provisions of the Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the agency.
- 31) In case, the vendor 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.
- 32) **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.
- 33) 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.)
- 34) **Additional Quantity Class:**
- IIM Tiruchirappalli shall exercise an option to procure an additional quantity of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.
- 35) **Repeat Order Clause:**
- IIM Tiruchirappalli shall place the repeat order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/successful commissioning/installation of the work with the same terms & conditions of the

tender. In extraordinary circumstances, a repeat order shall be placed within 01 (one) year. It would be entirely at the discretion of the buyer (IIMT) to place the repeat order or not.

36) **Jurisdiction:** All disputes arising out of this contract shall be subject to the Courts at Tiruchirappalli.

37) **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 in a written form to other party.
- 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.

TECHNICAL SPECIFICATION

The details of the technical specifications are updated in the table below:

Sl. No	Description of items	Unit	Quantity
1	Supply and fixing of <i>Louvers</i> made in powder-coated aluminium frame of 3"x1" size and 4mm thick ACP sheet (exterior purpose) etc., complete. (9' x 2'3" x 44 nos. = 792 sq. ft) - Color scheme will be provided by the Institute.	Sq. ft	800

ANNEXURE – I: PROFILE OF THE BIDDER

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, or 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 of business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per the Shops and Establishment Act.)	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Has your firm/company ever changed its name at any time? If yes, provide the previous name and the reasons therefor?		
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 the 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:	

ANNEXURE-II: (PRICE BID - BOQ)

Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of bid.

ANNEXURE – III: MAKE AND MODEL OF THE ITEMS

Please provide the make and model of the Items the bidders are intended to supply

(Please specify the make and model of all the items listed in the specification document/BoQ. Accordingly, the number of rows to be inserted. The products without a make and model will not be considered for evaluation.)

Sl. No as per BoQ/Spec	Item Name as per BoQ/Spec	Make	Model	Compliance (Yes/No)

Note:

End-of-sale models and models not permitted in India will be rejected after confirmation with the OEM. The bidder will not be allowed to change the make and model after submission of the tender.