INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
Pudukottai Main Road, Chinna Suriyur Village, Tiruchirappalli,
Tamil Nadu – 620 024, Phone: 0431 250 5000.

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Tender for Providing Convocation-Eve Dinner with the Infrastructure Requirements For The Convocation-Eve Dinner – Tender No. IIMT/CON- F&B/2019 dated 30/01/2019

Details	Date	Time	Venue
Date of issue of Tender Document	30/01/2019 (Wednesday)	1100 Hrs. onwards	-
Pre-bid Meeting	11/02/2019 (Monday)	16.00 Hrs.	Dean's Office Committee Room IIM Tiruchirappalli
Last date of Submission of Tenders	22/02/2019 (Friday)	up to 17:00 Hrs.	-
Opening of Master Envelope and Technical Bid (Cover 1)	26/02/2019 (Tuesday)	10.00 Hrs.	Dean's Office Committee Room IIM Tiruchirappalli
Presentation by the Eligible Vendors for Technical Evaluation	26/02/2019 (Tuesday)	11.00 Hrs.	Dean's Office Committee Room IIM Tiruchirappalli
Opening of Price Bids (Cover 2)	01/03/2019 (Friday)	10.30 Hrs.	Dean's Office Committee Room IIM Tiruchirappalli
Tender Document	The tender document can be downloaded from the IIMT website **www.iimtrichy.ac.in/tender**		
Cost of Tender Document (Including GST) (Nonrefundable)	**Rs. 1,180/- (**Including 18% GST) in the form of Demand Draft in favour of "Indian Institute of Management Tiruchirappalli" payable at Tiruchirappalli. The DD has to be attached with the application form, without which the bid won't be considered.		
EMD Amount (Refundable to unsuccessful Bidder)	**Rs. 15,000/-** in the form of Demand Draft in favour of "Indian Institute of Management Tiruchirappalli" payable at Tiruchriappalli. The DD has to be attached with the application form, without which the bid won't be considered.		
Security Deposit (Refundable after completion of work)	**5%** of work order value**.** The SD amount, less the EMD amount already paid, has to be paid by the successful bidder through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli". SD has to be paid within 7 days along with the letter of acceptance of the work order, failing which the work order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukottai Main Road, Chinna Suriyur Village, Tiruchirappalli - 620 024**.**		
Mode of Submission of Tender	Speed Post/Registered Post. Hand delivery – during office hours only (Submitted to Dispatch Section of IIMT @ Administrative wing – II Floor).		

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Tender Notice

Indian Institute of Management Tiruchirappalli (IIMT) invites tenders for:

(A) Providing Dinner as part of Institute Convocation-eve function to be conducted for a day tentatively on 29th March 2019. The Dinner will be conducted at a designated area in the Institute premises, from Tiruchirappalli-based vendors.

(B) Infrastructure Arrangements for Convocation Eve Dinner

Terms and Conditions:

1. The bidders should submit an Earnest Money Deposit (EMD) for an amount of Rs. 15,000/- in the form of Demand Draft. Security deposit to be submitted by the bidder as 5% value of work order within 7 days along with the letter of acceptance of the work order. Bidders not submitting EMDs will not be considered for the bidding process.

2. The bidders should submit a Non- Refundable Tender Cost of Rs. 1,180/- (including GST) in the form of Demand Draft.

3. The bidders should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). If not already registered, proof of application for registration of GST must be submitted with the condition that registration certificate will be produced before signing the agreement/ contract. A copy of the GST registration number has to be submitted with the tender document.

4. The bidders should have executed a similar job with a minimum value of Rs. 8 lakhs in the last three years. The bidders should be able to provide supporting evidence such as copy of work order and testimonials/completion certificate from clients.

5. Bidders should regular in filing Income-Tax returns. A copy of Income tax returns for last three consecutive financial years should be submitted.

6. The bidders should not be blacklisted by any department of the Government of India in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect is to submitted with the tender document as an enclosure.

7. The bidder will have to give a written undertaking that he/she accepts all the terms and conditions of this tender. The bidder should also submit the tender document duly signed and stamped in all the pages.

Amendment to bid document

8. At any time prior to the date of submission of bids, IIMT may modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder.
9. Such amendments shall be notified on IIMT's website only and these amendments will be binding on all prospective bidders.

Requirements for Serving Convocation-Eve Dinner

1. The Convocation-eve dinner will be conducted for a day tentatively on 29th March 2019 from 7:00 PM to 10:30 PM at IIM Tiruchirappalli campus, Pudukkottai Main Road, Chinna Suriyur Village, Tiruchirappalli – 620024. The exact date of the dinner will be communicated in due course.
2. The convocation-eve dinner should be served for approximately 900 members.
3. The menu for the dinner is provided in Annexure III. The bidders are required to provide the itemized prices and the total price for serving the menu to 900 members.
4. The prices quoted by the bidders will be deemed inclusive of transportation charges, GST and any other levies.
5. The bidders should have the capability to prepare certain food items in the venue and serve it hot/fresh to the members. Such items have been marked with a '*' in Annexure III.
6. In the serving area, a minimum of four counters for starter items, four counters for items in the main course, four live counters and four desert counters are to be set up.
7. The food serving stalls have to be arranged by the bidders as per the instructions provided by IIMT. The serving stalls should be equipped to serve food hot. The containers used for serving should have continuous heating facility.
8. The cutlery necessary for serving and eating have to be provided by the bidders in sufficient quantities. The cutlery should be of good quality. A sample of cutlery to be provided during the convocation eve dinner should be provided for the inspection of the tender evaluation committee during technical evaluation. These items will be returned after Technical evaluation / completing the event in case of selected vendor. The serving cutlery not as per the sample shown by the vendor, penalty to be levied.
9. All utensils, fuel, and any other items required for cooking should be brought by the vendor. IIM Trichy will only provide with the necessary space for cooking.
10. If the bidders require any specific arrangements to be made in the cooking area, the specifications of such arrangements can be attached along with the duly-filled tender document.
11. The servers involved in serving the dinner should be well-groomed. Good quality photographs/videos from previous events organized by vendor, showing properly-dressed servers have to be produced during technical evaluation.
12. The bidders have to provision for display boards for the food items served during the dinner. In the display boards, vegetarian and non-vegetarian items should be clearly marked with green and brown-coloured circles as per prevailing norms.
13. The bidders are responsible for the disposal of waste materials at a safe site outside IIM Tiruchirappalli campus.
14. Any shortfall in the quantity of food served, any lacuna in the service provided, serving food of an unacceptable quality or non–compliance of any terms of this tender document will unarguably invite a penalty of 20% the value of the contract. The maximum value of the penalty will be decided by IIM Trichy.
15. A pre-bid meeting will be held in the Institute premises on 11 February, 2019 at 16.00 hrs. at the Dean's Office Committee Room in the Administrative Block of IIM Tiruchirapalli campus, Pudukottai Main Road, Chinna Suriyur Village, Tiruchirappalli 620024. Prospective bidders are invited to attend the meeting to clarify any doubts they have on the tender in addition to inspecting the preconvocation dining area.

Procedure for Submission of Tender

1. The tender document should be downloaded from the IIMT website **www.iimtrichy.ac.in/tender**
2. The bidders shall not make any changes in the Applications of Technical (Annexure I) and Price Bid (Annexure II).
3. All correspondence and documents relating to the tender shall be written in English.
4. No paper/page shall be detached from the tender document. No addition or alteration should be made in the tender document.
5. The tender document should be filled in legible handwriting/printing/typing without any ambiguity. If any correction is necessary, the same should be made after scoring out the old entry. All the corrections should be attested with full signature of the bidder.
6. The tender shall be submitted as per the procedures and requirements stipulated herein. This tender is based on two bid system. Hence two separate envelopes as explained below need to be prepared:
   a. **Envelope A – Technical Bid**: Demand Draft towards Tender Fees and EMD amount & filled Application form (Annexure - I) & Technical Bid Cover with the required enclosures in sealed condition. This envelope should be superscribed with the following text: **"Technical Bid for providing Dinner as part of Institute Convocation-eve function & Infrastructural arrangements for Convocation-eve Dinner"**
   b. **Envelope B:** Duly filled **Price Bid** of itemized list, as in Annexure-II titled "Itemized Schedule of Requirements" should be put in a separate cover and the cover should be in sealed condition. As part of the Price Bid the bidders have to fill the rates for each item in column number 4 of Annexure-II (attached herewith). These rates will be valid for a period of 90 days from the date of tender. As part of the Price Bid, the bidders have to enter the total amount in column number 5 of Annexure-II, which will be treated as a tentative value. This envelope should be superscribed with the following text: **"Price Bid for providing Dinner as part of Institute Convocation-eve dinner & Infrastructure arrangements for Convocation-eve Dinner"**
7. Both these envelopes should carry the name and address of the bidder and be placed/kept within a LARGER Size Master Envelope with the following text superscribed on the master envelope:
   a. "**Tender for Providing Convocation-Eve Dinner with the Infrastructure Requirements For The Convocation-Eve Dinner – Tender No. IIMT/CON- F&B/2019 dated 30/01/2019**". This master envelope containing the two envelopes should reach "**The Chief Administrative Officer i/c, Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Suriyur Village, Tiruchirappalli – 620024 on or before 22/02/2019 by 1700 hours**.
   b. If the two inner envelopes and the one outer envelope (i.e., larger envelope) are not sealed and marked as instructed, IIMT will assume no responsibility for the misplacement or premature opening of any of the envelopes. The bid whose envelope is opened prematurely before the scheduled date will be rejected from contention.
8. 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.

9. The tender should be submitted either through Registered Post/Speed Post or delivered to IIMT in hand**.** IIMT will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

Relationship Certificate

10. The bidder should attach a certificate (See Annexure V) with the application form certifying that none of his/her near relative (as defined below) is employed with IIMT.

11. In case the bidder is a proprietorship firm, the relationship certificate is to be given by the proprietor. For a partnership firm involved in the bidding process, the certificate has to be given by all the partners. In case of limited company, the certificate has to be issued by all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. If a breach in these conditions is noticed at any stage of the tendering process, the tender will automatically be cancelled and the bidder will forfeit his/her security deposit. IIMT is not liable to pay any damage to the bidder in such a case. The bidder will also be debarred from further participation in any tendering activity at IIMT.

12. The near relatives for this purpose are defined as follows: -
    a. Members of a Hindu undivided family,
    b. Spouse,
    c. 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).
13. The Relationship Certificate (Annexure-V) can be placed in the larger outer envelope.

Pre-Bid Meeting

The Pre-bid meeting will be conducted on 11/02/2019 in the Dean's Office Committee Room, Indian Institute of Management Tiruchirappalli, Pudukottai Main Road, Chinna Suriyur Village, Tiruchirappalli 620024 at **16.00 Hrs**. to clarify doubts that may arise before submission of the bids. Bidders/Representatives are invited to participate in this pre-bid meeting. Such attendees have to produce a letter of authorization from their firm (or firms they are representing) for attending the Pre-bid meeting as per format enclosed vide Annexure III. Bidders are requested to mail(cao@iimtrichy.ac.in) the doubts prior to the pre bid meeting if possible, to enable us to clarify the doubts in the pre-bid meeting itself. The bidders are advised to inspect the convocation venue before the pre-bid meeting. The bidders can also visit and inspect the Convocation venue by fixing prior appointments with the Chief Administrative Office (i/c), IIM Tiruchirappalli.

Opening of Technical Bids

The technical bid (cover 1) will be opened by the Tender Committee on 26/02/2019 at 10.00 Hrs. in the presence of the bidders or their authorized representatives. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening.

Technical Bid Evaluation:

Based on the information supplied by the vendor, marks will be provided for the technical capabilities of each bidder as per the weightages given below.

S. No.	Parameters	Marks
1	**Outdoor Catering Experience** (The total minimum order capacity is 900) a) Single work means the order value not less than 8 lakhs and above (10 marks) b) Two works means each order value not less than 6 lakhs to 8 lakhs (8 marks) c) Three works means each order value not less than 4 lakhs to 6 lakhs (6 marks) d) Three works means each order value not less than 2 lakhs to 4 lakhs (4 marks) e) Work order less than 2 Lakhs (0 marks)	10 Marks
2	**Financial Soundness/Turn over** *(Average turnover in the last three years, as reported in the audited financial statements will be considered. less than Rs. 1.99 lakh = 0 marks; Rs.2 to 5 lakh = 4 marks: Rs.5.01 to 10 lakh = 6 marks; Rs.10.01 to 15 lakh = 8 marks; Rs.15.01 to 25 lakh = 9 marks; above Rs.25.01 lakh=10 marks.)*	10 Marks
3	**Sample Cutlery** (A sample of cutlery that will be used during the convocation eve dinner should be provided for the inspection of the tender evaluation committee during technical evaluation. These items will be returned after the technical evaluation/ after completion of the event in case of selected vendor.	10 Marks
4	**Quality of testimonials provided by previous clients** (copy of testimonials should be enclosed) (Testimonials should be in a letter head with verifiable contact details: Govt organizations – 4 marks each; Private organizations – 2 marks each; Any testimonial without contact details and not in letter head would not be considered)	10 Marks
5	**Evaluation of the presentation** (The presentation will be evaluated by IIM Trichy panel members. The presentation will be evaluated based on the following parameters: (i) Bidder's understanding of the convocation ceremony and its requirements; (ii) Technical capabilities of the bidder to execute the contract; (iii) Photos of arrangements made by the vendor for previous clients	10 Marks
	Total Marks	50 Marks

Selection process:

1. A minimum of 25 marks out of 50 marks is required to be eligible for the selection process. The price bids of all bidders who have scored 25 or more marks in the Technical Bid Evaluation will be opened on 01.03.2019 at 10.30 hrs, in the presence of eligible bidders or their authorized representatives.

2. Bids will then be ranked on a two-bid basis, weightage will be given in the ratio of 50:50 to the technical bid and financial bid respectively. Firstly, marks would be awarded (out of a maximum of fifty) for the technical bid based on an evaluation in the previous round (see Technical Bid Evaluation). In case of financial bid, the following procedure will be followed. The lowest bidder (i.e., the lowest Total including GST in Price Bid – Annexure – II (A+B), where C is sum of (A) (**Cost of Convocation Eve Dinner**) and (B) (**Infrastructure arrangements for Convocation Eve Dinner**), will be given 100 marks and the marks for the other bidders will be awarded proportionately. These marks will then be multiplied by a factor of 0.5. The final score will be obtained by adding the scores obtained from technical and financial evaluation. This score (out of 100) will be used to determine the final ranking of the bidders. The successful bidder will be the one with the highest total score.

3. Selection would be based on rates provided for 900 guests. However, the count may vary from 800 to 1000 guests. The final payment would be calculated on pro-rata basis. The same would be confirmed nearer to the event day.

Earnest Money:

The earnest money of all the unsuccessful bidders will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order to the successful bidder. The unsuccessful bidders are required to give their bank details for refund of the earnest money. No interest will be payable by IIMT on the Earnest Money Deposit.

1. Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:
   a) Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or 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.
   b) When information/certificate/document furnished is found to be false at any stage.
   c) When the bid documents have been manipulated or altered after they are downloaded from the website.

2. The bidder will have to give a written undertaking that he/she accepts all the terms and conditions of this tender. The bidder should also submit the tender document duly signed and stamped in all the pages.

3. The bidder shall not engage any person below 18 years of age for carrying out the proposed work.

4. IIMT reserves the right to cancel the submitted bids without assigning any reason thereof.

5. The bid shall remain valid for **90 days** after the date of opening of bids.

Terms of Payment

Payment will be made to the vendor on successful completion of the work assigned, within 15 days from submission of the bill.

Termination of Contract

1. IIMT may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts if the bidder fails to perform any of the obligation(s) under the contract.
2. In case the Contract has to be terminated, a 15-day notice in writing shall be given by the Institute.

Submission of Documents

The following documents are required to be submitted with the tender application for establishing Bidder Eligibility and Qualification:

1. Registration certificate for Goods and Service Tax. If not available, a copy of the application submitted to Goods and Service Tax Council for registration.
2. Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Private Limited Company respectively.
3. Experience certificate from appropriate authority.
4. Proof of Annual Turnover.
5. Photo copy of PAN Card (self-attested)

Amendment to bid document

1. At any time prior to the date of submission of bids, IIMT may modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder.
2. Such amendments shall be notified on IIMT's website only and these amendments will be binding on all prospective bidders.

Jurisdiction

Disputes arising out of this contract shall be subject to the jurisdiction of Tiruchirappalli Court / Madurai Bench of Madras High Court.

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Annexure - 1

Technical Bid (Envelope I)

1. Experience in Lunch / Dinner ODC (900 Pax. minimum) for at least three years. **Attach appropriate documentary proof. Attach copies of work orders**

2. Financial Documents:
   a) **Copies of IT Returns** in 2015 – 16, 2016 – 17, and 2017 – 18.
   b) Copies of Financial Statements including audited profit and loss account and balance sheet for 2015-16, 2016-17 and 2017-18

3. **Performance Certificate** from past clients of equivalent order size (Issued in last three years)

4. An **Earnest Money deposit of Rs. 15,000/-**to be remitted through **DD**. Documents proving the payment, containing the UTR No. should be enclosed. EMD Amount will be refunded to the unsuccessful bidders, after issuing the work order to the successful bidder. The EMD remitted by the successful bidder will be returned along with bill payment.

5. All necessary cutleries for serving and eating to be provided. The cutlery should be of good quality. **Sample / photographs of cutlery (spoon, fork, service containers, plates etc.,) should be provided for inspection for technical evaluation**. A sample of cutlery that will be used during the convocation eve dinner should be provided for the inspection of the tender evaluation committee during technical evaluation. These items will be returned after the technical evaluation/ after completion of the event in case of selected vendor.

6. Servers should be well groomed**. Good quality photographs of servers fully dressed should** be provided **for technical evaluation**.

7. Covers of the Price Bid of the vendor, who obtained 50% and above marks in the Technical Bid evaluation will only be opened and processed further.

S. No.	Parameters	Marks
1	Outdoor Catering Experience	10 Marks
2	Financial Soundness / Turnover	10 Marks
3	Sample Cutlery	10 Marks
4	Quality of testimonials	10 Marks
5	Evaluation of the presentation	10 Marks

8. Details for DD Payment:
   a. Name: Indian Institute of Management Tiruchirappalli
   b. Payable at.: Tiruchirappalli

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Annexure - 2

Financial Bid (Envelope II)

1. Provide financial quote for 900 guests
2. The price shall be *'all inclusive'* of Delivery / Service Charges and Transport charges. dish wise, labour – cooking/serving, transport charges, service charges, taxes etc.
3. Format for quoting the Financial / Price Bid.

S. No.	Description	Amount in Rs. for 900 guests		
	A) Cost of Convocation Eve Dinner			
1	i) Total Price for Serving Dinner			
	ii) GST			
	Sub Total (A) =			
	B) Infrastructure arrangements for Convocation Eve Dinner			
		Qty. **3**	**Rate** **4**	**Total Amount**
		Amount in Rs. (all)		
2	Covering the sides of the pandhal with white cloth (10' height.)	10,000 sft		
3	Good quality red-carpet for the floor including minor leveling and cleaning the surface.	30,000 sft.		
4	Steel base with wooden / steel mounted top round table with cloth cover for dining till floor with seating capacity of 4/6 or a combination	To seat 600 guests		
5	Buffet stall with necessary arrangements like lightning, top cover, three side cloth covering etc to serve the food. • Four counters for starter items, • Four counters for main course, • Four live counters and • Four desert counters	To serve approximately 900 guests		
6	Mobile wash basins with water facilities (Inlet & outlet each containing 5 taps) including necessary hose pipe.	8 nos		
7	Chairs with white cloth cover	600 nos		
8	Outdoor flood lights with 400 W halogen light fitting in MS/GI pipe post with necessary wires etc.	50 nos.		

9	Dust Bins (200 lit. capacity) including removal of garbage to outside the campus. Vendor to provide minimum 2 counters for leaving the used plates.	5 nos		
10	Branded Electronic Fly Catcher	10 nos		
	i) Total price for the above (B) 2 to 10			
	ii) GST for the above (B) 2 to 10			
	Sub Total (B)			
Total C (A+B) =				

(This total (C) will be considered to decide the lowest price bid).

Total (C) in words (in Rupees):

_____

_____

Date: **Signature of the Bidder with Seal**

Annexure - 3

Menu

Note: All items marked with a '*' have to be prepared in the kitchen/venue and served

S. No.	Food Items	Itemized Price (per plate/serving) – Including GST (If the order is 900 guests)
I	**Starters :**	
	Masala Dosa* (with sambar and chutney)	
	Vegetable Salad (to contain tomatoes, cucumbers, carrots etc.) Sprouts Salad and White sauce pasta	
	Orange Juice	
	Pani Puri*	
	Crispy Veg	
	Aloo Tikki* (with Channa masala and chutney)	
II	**Main Course :**	
	Soup 1: Tomato Shorba	
	Soup 2: Chicken Clear Soup	
	Non-Veg 1: Mutton Masala	
	Non-Veg 2: Chicken Mughalai	
	Dal: Dal Makhani	
	Sabji 1: Vegetable Manchurian	
	Sabji 2: Paneer Butter Masala	
	Bread 1: Tandori Roti*	
	Bread 2: Butter Naan*	
	Steamed Rice	
	Pineapple Rasam	
	Veg Biriyani	
	Onion Raitha	

	Curd	
	Papad (Normal, not Masala) *	
	Mixed Veg Pickle	
III	**Dessert:**	
	Hot Gulab Jamun	
	Vanilla Ice Cream	
	Shahi Tukra with Rabdi	
IV	**Others**	
	Packaged Drinking Water (250/300 ml), FSSAI Certified	
	Paan and Saunf	
	Itemized Total (Per Plate/Serving)	

- All items marked with * are to be prepared at live counters
- Veg. & Non-Veg. counters separate.
- All counters to be adequately staffed.

Annexure - IV
LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING / BID OPENING

To
The Chief Administrative Officer (i/c)
Indian Institute of Management Tiruchirappalli
Pudukottai Main Road, Chinna Suriyur Village,
Tiruchirappalli 620024.

Subject: Authorization for attending Pre Bid Meeting / Bid Opening on ……(date) in the tender of …….

Following persons are hereby authorized to attend the Pre Bid Meeting / Bid Opening for the tender mentioned above on behalf of. ……(Bidder) in order of preference given below.

Order of preference	Name	Specimen Signatures

Signatures of
bidder or
Officer authorized to sign the bid
Documents on behalf of the bidder.

Note:

1. Maximum of two representatives per bidder will be permitted to attend Pre Bid Meeting / bid opening. In cases where the number of representatives is restricted to one, the first person from the company 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 received from the bidders/representatives.

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ANNEXURE V

NEAR RELATIVE CERTIFICATE
(To be given by all Directors)

I S/o Shri r/o

_____

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

Dated:

Signature ……

Name in block letters of the signatory ……..…….. In capacity of

_____

NOTE:

In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.

In case of Company / Institution/ Body corporate, "Near Relative Certificate" are required by all the Directors of Company / Institution/ Body corporate excluding Government of India

Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.

In case of Proprietorship firm, certificate will be given by the proprietor.

For Partnership firm, certificate will be given by all the partners.

ANNEXURE VI

DECLARATION

I, (name of the person)

hereby declare that I am authorized to sign this document and that:

1. 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.

2. I understand that the decisions taken by the Indian Institute of Management Tiruchirappalli are final and binding in all matters.

3. I hereby agree to work as per the terms and conditions stipulated by Indian Institute of Management Tiruchirappalli

4. I understand that the Indian Institute of Management Tiruchirappalli reserves the right to accept or reject and to cancel the candidature and rejects all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Name: Place:

Designation:

Date:

Signature:

CHECK LIST

1. All pages of this tender document – including Terms and Conditions and all Annexures – duly signed with seal.

2. Application Form (Price Bid) as per Annexure II.

3. Letter of Authorization as per Annexure IV.

4. Near Relative Certificate as per Annexure V.

5. DD for Rs. 15,000/- towards Earnest Money Deposit.

7. DD for Rs. 1180/- towards Tender Application Fee.

8. GST number and copy of GST certificate.

9. Written undertaking regarding accepting all the terms and conditions of the tender document. Tender document signed in all the pages with seal of the bidder.

10. PAN (Enclose copy of the Certificate).

11. Annual Turnover for the last three consecutive financial years. Audited financial statements or financial statement showing turnover, P&L A/c and Balance Sheet duly certified by a Chartered Accountant to be enclosed.

12. Income-Tax returns for last three consecutive financial years.

13. Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies.

14. Copy of work orders for completed works.

15. Copy of testimonials on letterhead with verifiable contact details.

Indicative Photographs of the required arrangements