

**Sub: Notice Inviting Tender for the Supply of Conference Tables at IIM Tiruchirappalli**

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India. More details about IIM TIRUCHIRAPPALLI are available on our website <http://www.iimtrichy.ac.in>.

IIM Tiruchirappalli invites Tender for the Supply of Conference Tables at IIM Tiruchirappalli as per the specifications on the terms and conditions given below:

S. No	Description	Qty	Rate per Unit	Amount (Rs.)
1	<p><b>Supply of Conference Table:</b></p> <p>Size: 2.4m x 1.2m made up with 19mm thick marine plywood which is to be supported on 2 Nos of 24mm thick supports of 12 mm thick marine plywood boxing type on linear direction along with 12mm thick plywood intermediary support inside boxing. All the exposed surface to be finished with 1.00mm thick lamination of approved shade and color and 0.80mm thick balancing lamination on the other side. Table to have grooves, beveling edges, making curved finish at all corners, making necessary cutout for data and power, AV sockets. All the edges to be covered with 2mm thick PVC edge beading of approved shades etc. Complete as per the standard specifications. The two tables (2.4m size) to be fitted as single table (4.8 m size)</p>	02 Nos		
Total Amount inclusive of Supply, Packing, Forwarding, Loading and Unloading, Freight, etc. and <i>excluding GST</i>				

**Terms & Conditions:**

- The above cost should be inclusive of Supply, Packing, Forwarding, Loading and Unloading, Freight, etc. and *excluding GST*.
- Delivery Schedule:** *within 15 days* from the date of receipt of Purchase Order. If the agency/firm fails to supply within the stipulated period, the Purchase order will be cancelled.

3. **Delivery at:**

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

**Contact: Email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) | Phone: 0431 – 2505121/22/57**

4. The Bidder (s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service 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. **EARNEST MONEY DEPOSIT**

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) of **Rs. 2,600/- (Rupees Two thousand and Six Hundred only)** through online mode to **IIM Tiruchirappalli, SB A/c. No. 32170808935, IFSC Code: SBIN0071187 of SBI, IIM Tiruchirappalli**. A copy of the payment transaction receipt has to be attached with the tender, without which the tender won't be considered for the process.
- b. *The EMD of the successful bidder will be retained as an interest-free performance security deposit and it will be returned after making the final payment.*
- c. The EMD of the unsuccessful bidders will be released after the finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. 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 Startups 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.
- e. The bidders who seek exemption from EMD as per the 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 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.

**6. PAYMENT TERMS:**

- a. No advance payment will be made in any case.
- b. Payment will be released within 25 days, after successful completion of Supply of all the materials, Subject to submission of Invoice/Bill with all relevant documents etc.
- c. 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' Supplier/Vendor/Service Provider' s bills.

**7. Warranty & Support:**

- a. **The items supplied should carry a warranty of at least 03 years.** The successful bidder(s) should submit the Warranty Certificate at the time of delivery of the Conference Tables to IIM Tiruchirappalli.
- b. The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, local taxes, if any, and should be borne by the Bidder at his own cost.
- c. The Bidder should arrange for service support during the warranty period within three days from the lodging of the complaint.

**8. PENALTY CLAUSE**

Deficiency/delay in Supply/Quality will be construed as lapses on the part of the vendor. Such lapses due to vendor will be viewed seriously, and penalties will be imposed on the vendor in case of any delay in providing the required materials as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding

In case the Vendor fails to supply any items within a specified delivery period, the same items will be obtained from the open market and the difference in cost, if any, will be recovered from the EMD or from the pending bill(s) of the defaulting firm or the Vendor if the recoverable amount exceeds the EMD and if there are no pending bills due to be paid to the respective Vendor.

9. **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Tender document, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on both parties. The language of the arbitration shall be English. The Place and seat of arbitration shall be in Tiruchirappalli.

10. **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 extra- ordinary 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.
11. Bidder should take into account the corrigendum/Addendum published in IIM Tiruchirappalli website in tender page from time to time before submitting the bids.
12. If you have any technical queries, please e-mail: [estatemanager@iimtrichy.ac.in](mailto:estatemanager@iimtrichy.ac.in) / [estatemaintenance@iimtrichy.ac.in](mailto:estatemaintenance@iimtrichy.ac.in) / Phone: 0431 – 250 5166 / 5048 / 5157/ before **submission of quotation.**
13. The bidder should submit the tender/quotation duly signed and stamped on all the pages.
14. IIMT reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clause or items stated therein any or all provisions of this Tender document. Such revisions / amended/ corrigendum will be made available on the website of IIMT Tender portal.
15. IIMT also reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the quotation/tender.
16. IIMT will not be responsible for any loss in transit or postal delay.
17. Indicative Images for the Conference Tables attached as **Annexure-I.**
18. Tax will be deducted as per the rule in force.
19. Any legal disputes that may arise shall be subject to the Courts at Tiruchirappalli.
20. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO.**

Tenders should be submitted in the sealed cover super scribing ***“Tender for Supply of Conference Tables at IIM Tiruchirappalli”*** addressed to, “The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Sooriyur, Trichy – 620 024 to reach us ***on or before 05.00 PM, 15<sup>th</sup> September 2022.***

**ANNEXURE – I**

**Indicative Images of Conference Tables**

