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 5022/5121/22 | E-Mail: purchase@iimtrichy.ac.in

NOTICE INVITING TENDER FOR PROVIDING INFRASTRUCTURE ARRANGEMENTS FOR THE FOURTEENTH ANNUAL CONVOCATION AT IIM TIRUCHIRAPPALLI
निविदा सं.E-Tender No. 25SP348(8)T dated: 26.02.2026

विवरण/Details	*दिनांक*/Date	*समय*/Time	Venue
कार्य/सेवा का नाम/Name of Work	***"Tender for Providing Infrastructure Arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli"***		
निविदा कागजात जारी करने की तारीख/Date of issue of Tender Document	26.02.2026	18.55 Hrs. Onwards	-
पूर्व-निविदा बैठक/Pre-bid Meeting	04.03.2026	15.30 Hrs.	Deans' Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	12.03.2026	14.00 Hrs.	-
तकनीकी बोली का खुलना /Opening of Technical Bid ***(Tentative)***	13.03.2026	15.30 Hrs.	
मूल्य की बोली को खोलना/Opening of Price Bid	***To be informed later***		
Validity of Tender	**90 days** from the date of opening of the price bid.		
निविदा कागजात/Tender Document	From 26.02.2026 to 12.03.2026 (up to 14:00 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.		
EMD Amount	EMD Amount **Rs. 82,500/-** 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 EMD payment receipt must be attached to the application form; without it, the bid won't be considered. The EMD payment is exempted for MSME Bidders. Bidders claiming exemption should attach the necessary documents with the tender document.			
SD Amount	**10% 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*** of receipt of the Provisional Work Order, along with the letter of acceptance. Failing this, the Work Order will stand cancelled.		
Mode of Submission of Tender	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

Contents

OVER VIEW 3
Scope of Work 3
Eligibility Conditions for Bidders 4
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
Site Visit & Pre-Bid Meeting 7
Procedure for Submission of Bids 8
General Terms & Conditions 10
2. Payment Terms 10
4. Subletting of Work: 10
5. Penalty Clause 11
6. Warranty of Quality 11
7. Forfeiture of Earnest Money: 11
8. Performance Security Details 11
ANNEXURE – I: PROFILE OF THE BIDDER 14
ANNEXURE-II: (PRICE BID - BOQ) 16
ANNEXURE – III DELIVERY SCHEDULE 25
ANNEXURE- IV: SUBMISSION OF TENDER DOCUMENT 26
ANNEXURE – V: LETTER OF AUTHORISATION 28
ANNEXURE – VI: LIST OF PRESENT AND PAST CLIENTS DETAILS 29
ANNEXURE – VII: CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER 30

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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

OVER VIEW

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 ***"Tender for Providing Infrastructure Arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli".***

Work Description	Estimated Tender Value (excluding GST)	Interest-free Performance Security Deposit	Work Location
Providing Infrastructure Arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli	Rs. 16,50,000/-	10% of Work Order Value	IIM Tiruchirappalli Trichy – Pudukkottai Highway Trichy - 620024

WEB LINK FOR INDICATIVE PHOTOGRAPHS OF THE REQUIRED ARRANGEMENTS

Indicative photographs pertaining to previous convocation infrastructure arrangements particularly related to Photo Gallery and Stage arrangements are available in the following Google link:
https://drive.google.com/drive/folders/16QKKZ81xWqhG0P4gJYLxGJgnEG6MRimk

Click here for more photos pertaining to the Convocation 2025 for reference:
https://drive.google.com/drive/folders/1nxaF3-ijXQgANfoVbEwhpIcZeaOUYtXm

Scope of Work

The work includes, Labour, insurance, packing, freight, forwarding, transportation up to the site including loading, unloading and testing fee, etc., excludes GST.

Eligibility Conditions for Bidders

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

a. 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. Bidder(s) should have at least three years' experience ***in infrastructure arrangement*** as of January 31, 2026. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with the technical bid. Copy(ies) of work order(s) showing that the firm has executed similar work(s) in the last three years as of January 31, 2025, as detailed below:

At least one similar work of 80% of the estimated cost [Order copy to be enclosed]

OR

At least two similar works of 60% of the estimated cost each [Order copy to be enclosed]

OR

At least three similar works of 40% of the estimated cost each. [Order copy to be enclosed]

The Bidders are requested to attach at least 5 photographs for each event for which they are being qualified. The bidder may be asked to provide more photographs or details of the work, if required.

d. ***Average Annual Turnover*** of the bidder should be at least 100% of the estimated cost of the tender during the ***previous three financial years from 2022-23, 2023-24, and 2024-25***. Copies of duly audited Balance Sheets with Profit & Loss accounts are to be submitted as per ***Annexure-I*** (Technical Bid). The year with no turnover would also be considered when working out the average.

e. Bidders should be regular in filing Income-Tax returns. ***A copy of the Income tax returns filed and audited accounts statement for the last three financial years (2022-23, 2023-24, and 2024-25)*** should be submitted with the Technical Bid.

f. ***The bidders or OEM should not be blacklisted or terminated for poor performance by any department of the Government of India or any State Government, or a Private organisation in the past***. There should be no criminal case registered against the bidding firm or its owners/partners anywhere in India, and the Bidder should provide a self-declaration certificate confirming 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-IV***.

Instructions to Bidders

1. Downloading of Tender Document

Tender Documents can be taken from the CPP Portal https://eprocure.gov.in/eprocure/app. No Tender fee is payable.

2. Earnest Money Deposit

a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of ***Rs. 82,500/- (Rupees Eighty-Two Thousand Five Hundred 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.

b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.

c. 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).

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 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.

e. 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

a. The bidder should give a certificate that none of his/her near relatives is working in the units as defined below, where they are going to apply for the Tender. In the case of a proprietorship firm, the certificate will be issued by the proprietor. For a partnership firm, the certificate will be issued by all the partners; for a limited company, by all the Directors. In the event of 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 when it is noticed, and IIM Tiruchirappalli will not pay any damages to the company or firm or the concerned person.

b. The company or firm, or person, will also be debarred from further participation in the concerned unit.

c. 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 of 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).

d. The Relationship Certificate (***Annexure-IV***) needs to be placed in the Technical bid cover.

4. Amendment to Bid Document

a. At any time before 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 CPP Portal and IIM Tiruchirappalli website only, and these amendments will be binding on all prospective bidders.
c. The Institute may, at its 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 before 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 that forms part of the technical bid. The information provided in the technical bid will be used to understand and assess the quality of the solution 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 with the lowest quoted rate (**Total E, i.e., overall L1**) in the BoQ will be declared as the successful bidder.
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 statutory levies such as Labour, insurance, packing, freight, transportation up to the site, including loading, unloading and testing fees, etc., except GST*** and must hold good till the completion of work and should not be subjected to any escalation. ***The Institute will not pay any extra amount other than the quoted price.*** No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.

f. The bidders can send an email to ***estatemanager@iimtrichy.ac.in*** (Telephone No 0431-250 5166) and mark a copy to: ***purchase@iimtrichy.ac.in (Telephone No 0431-2505022/5121/5122/5153)*** to seek clarification on the specifications/work covered by this Tender, if required.

8. **Validity of Bids and Rates**

i. All the quoted rates would be valid until the completion of the contract. No price escalation whatsoever would be allowed during the contract, including during any 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.

Site Visit & Pre-Bid Meeting

The bidders are encouraged to make a site visit before attending the pre-bid meeting and submitting the tender. To visit the site, the vendor should send a formal e-mail to purchase@iimtrichy.ac.in, with 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 ***04.03.2026 at 15.30 Hrs***. to clarify doubts that shall arise before submitting the bids.

The bidders need to send a scanned copy of the letter of authorisation from their firm (or the firms they are representing) to purchase@iimtrichy.ac.in before 11.00 Hrs., on 03.03.2026, to attend the Pre-bid meeting as per the format enclosed vide ***Annexure-V*****.**

The Bidders are requested to mail their doubts/queries to ***estatemanager@iimtrichy.ac.in*** (Telephone No 0431-250 5166) and mark a copy to: ***purchase@iimtrichy.ac.in***, prior to the pre-bid meeting i.e. by ***11.00 Hrs., 03.03.2026*** to enable us to clarify the doubts in the pre-bid meeting itself.

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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 below are intended to assist bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements, and submitting them online.

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

2. Registration

a) 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.
b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
c) 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.
d) 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.
e) 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.
f) 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

a) 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.
b) 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 inform 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 documents 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 the 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 the "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 the bid submission process.

5. Submission of Bids

a. The Bidder should submit the bid online in two parts, viz. Technical Bid and Price Bid. The Technical Bid, along with the required documents, should be in PDF format and uploaded online. Price Bid in MS Excel ".xls" format only should be uploaded online.

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. The 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. 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 filled out 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 them and submit them online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

e. 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.

f. 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 Socket 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.

g. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
h. 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.
i. 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.

The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

General Terms & Conditions

1. The total amount should be inclusive of all statutory levies such as Labour, insurance, packing, freight, transportation up to the site, including loading, unloading and testing fees, etc., except GST.
2. The quantity of the items and scope of the work shall be decreased or increased as per the Site requirements at the time of execution.
3. **Payment Terms**
   a. **No advance payment will be made in any case.**
   b. The payment will be made for the actual work/quantity executed/supplied. If the quantity exceeds the actual requirement specified in the price bid, payment will be made on a pro rata basis.
   c. The payment will be released after successful completion of work.
   d. Payment will be made within 25 days after deducting the penalty amount (if any) on receipt of bills.
   e. 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.
   f. **Escalation / De-Escalation of Rates**: Not Applicable. The rate should be firm throughout the contract period.
4. The work covered by this Tender is a whole and complete job and will not be split for the award of work.
5. **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, without the prior consent of the Institute in writing. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

6. **Penalty Clause**
   a. Deficiency/delay in supply/work will be construed as lapses on the part of the service provider. Such lapses by the service provider will be viewed seriously, and penalties will be imposed on the service provider in the event of any delay in providing the required services 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. The decision of the competent authority at IIM Tiruchirappalli shall be final and binding.
   b. In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

7. **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 in 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 on all monies payable to the Service Provider on such termination, and the balance, if any, would be paid. The decision of the competent authority on penalties would be final and binding.

8. **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, 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.
   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.

9. **Performance Security Details**
   a. 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 five 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 upon payment of the final bill.
   b. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the Contract.
   c. 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 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.

10. IIM Tiruchirappalli shall have the right to inspect and/or to test the goods used to complete the work to confirm their conformity to the Tender's Specifications at no extra cost to the Purchaser.

11. **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.

12. **Safety of Men:** The contractor/vendor is to ensure adequate safeguards for personnel when employed on work where human risk of health/injury is involved.

13. **The persons to be deputed by the service provider,** being their own employees or otherwise, shall be their sole employees, and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability. No right whatsoever, much less a legal right, shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute, nor shall the Service Provider's employee have any right whatsoever to claim the benefits and emoluments that may be permissible or paid to the employees of the Institute. The employee of the Service Provider will remain the employee of the Service Provider, and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them to work at the Institute.

14. 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.
15. 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 of or on behalf of the tenderer will also make his Tender liable to rejection.

16. **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 warranty 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.

17. 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.

18. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.

19. 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.

20. 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 IIM Tiruchirappalli's right to initiate penal measures against the Service Provider, including termination of the Contract.

21. 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).

20. **Additional Quantity Class:**
IIM Tiruchirappalli shall have the option to procure an additional quantity of the items, in addition to the quantity initially mentioned in the tender, at the same rate, terms & conditions as mentioned in the tender. It will be entirely at the Buyer's (IIMT) discretion to exercise this option.

21. **Repeat Order Clause:**
IIM Tiruchirappalli shall place a repeat order for the same quantity of the items, or less, at 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 buyer's (IIMT) discretion to place the repeat order.

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

23. **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.

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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 of business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and Establishments 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 the 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:	

Turnover in the relevant field on a contract basis during the last 3 years (**from 2022-23 to 2024-25**). Please submit documentary evidence, i.e., extract of the Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2022 – 23	2023-24	2024-25
Details of Gross Annual Turnover - (Rs. in Lakhs)			
Average Turnover in the last three years	INR_____ in Lakhs		

ANNEXURE-II: (PRICE BID - BOQ)

S. No	Description	Qty.	Remarks
	PART-A		
1	**German shed: -** Supply and fixing of German Shed of size 200'x100' with a height of 21 ft. at the centre and 15 ft. at the sides, without any intermediate support with necessary frames and, supporting structure including full covering at the back side of the stage, covering the front triangular portion at the top in the front stage and covering the side up to 6' height from the top, etc., complete as per the standard specifications. **Obtaining the safety certificate from the state PWD is within the vendor's scope of work.** (Kindly refer to the previous convocation photos.)	20000 Sft	The bidder should quote the rate only in the BoQ1 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be considered for evaluation
2	**Stage arrangements** a) Providing a stage (for convocation) of size 50'x40'x4'height using MS angle frames with plywood panels of minimum 3/4" thickness on MS pipe /angle support with cross bracings on both directions and top covered with good quality new red colour carpet. The sides (three sides) should also be covered with new plain white satin cloth up to the ground/flooring. b) Ramp to be provided on both sides of the stage made in MS angle framed plywood panels of minimum 3/4" thickness on MS pipe/ angle support with cross bracing, continuous handrail (including painting with approved colour by the Institute) with red-carpet covering c) Printing and fixing of stage backdrop (50'x 15') in steel frame, including necessary pipe support, and the entire back side should be covered with new black colour cloth up to ground level. d) Tables of a total of 30' in length and at least 2' in width with a new, clear, white table cover on all sides (to be set on the stage). e) Premium quality VIP Class Cushion Chairs (65 Nos) (to be set on the stage). (Refer to previous convocation photos)	1 Single Job	

	f) Professional, good quality Flower Arrangements/decorations on the front side of the stage. (Refer to previous convocation photos) g) Signage (2'x 1') on a board with a 3' height stand for marking Faculty, Chief Guest, VIP area, Guest area, Parents area, Staff area, Students area, Rest Rooms, etc. (approx. 30 Nos). h) Cushioned VIP Chairs – 5 Nos i) Providing a safety handrail on two sides of the stage for a height of 3ft. j) Providing steps on either side of the stage. k) Provide a ceiling above the stage with new white frilled cloth with provision for light fittings and connections, etc., as approved by the Institute. l) Obtaining the safety certificate from the state PWD is within the scope of the vendor. (Kindly refer to the previous convocation photos) **Note**: The text/content for the backdrop will be provided by IIMT. All the above requirements should meet the safety norms.		
3	**Barricades:-** Supply and fixing of barricades of 3' height made in white-painted MS pipe/angles fixed in position along the pathways, behind the stage, etc., complete as per the standard specifications and as directed by the Institute.	600 Rft	The bidder should quote the rate only in the BoQ1 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be considered for evaluation.
4	**Chair: -** Providing good quality plastic ivory-coloured armless chairs with neat and stainless white satin cloth cover for audience and students seating etc., complete. Provision to be made for supplying additional chairs with white satin cloth covers for up to 500. Any additional requirements would be communicated five days in advance, and the payment will be made on a pro-rata basis.	2000 Nos.	
5	**Platform:-** Providing an elevated platform in front of the stage (size 8'x8' x 1.5'ht) for photo and video coverage; the top floor covered with red carpet, and all four sides to be covered with black cloth.	2 Nos.	
6	**Carpet:-** Providing a red carpet for the procession inside the convocation shed, including fixing it in position with a sticking tape, etc.	4000 sft	
7	**Tent: -** Providing an Arabian Tent of 20'x 20' size with necessary support, etc. The colour shall match the German shed.	9 Nos.	

8	**Podium:-** Providing standard-sized podiums neatly finished (model to be approved by the Institute).	2 Nos.	The bidder should quote the rate only in the BoQ1 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be considered for evaluation.
	Photo Gallery		
9	**German Shed: -** Providing a German Shed of size 120'x60' with a height of 21 ft. at the centre and 15 ft. at the sides, without any intermediate support with necessary frames, supporting structure, including covering the front triangular portion, etc., complete as per the standard specifications. Obtaining the safety certificate from the state PWD is within the scope of the vendor.	1 Whole Job	
10	**Gallery :-(100' length) Arrangements** a) With 7 steps of 2 feet width and 1.5 feet height of each step stage for 410 persons (around 80 persons on the ground level) with steel frames, steel pipe supports with cross bracing on both directions, steel framed plywood of minimum 3/4" inch thickness platforms. The agency should ensure the gallery's safety in all respects. b) There should be a staircase of 6" risers (with side handles covered with red colour cloth) on both sides for the students to get in and out of the photo gallery. c) Red-colour Carpet for the gallery stage and steps. d) To print and fix a flex banner (size 60'x 5') as a backdrop with necessary support. (Text for the flex banner will be provided by IIM Tiruchirappalli.). e) 80 Nos. of armless ivory-coloured Plastic Chairs fully covered with red satin cloth are to be provided for the photo gallery. It should match the colour of the red carpet. f) Floor Red Carpet in front of gallery (120'x20'). g) The supports are to be fixed /tied by steel ropes with the nearby concrete pillars, and the gallery stage should be ensured for proper anchoring without any movement/jerk. h) Obtaining the safety certificate from the state PWD is within the scope of the vendor Note: The text/content for the backdrop will be provided by IIMT. All the above requirements should meet the safety norms.	1 Whole Job	

11	**Flag posts** (50 mm dia. MS/GI Pipe post, 20' ht.) with new satin flags of different colours, and to be fixed in various locations as directed by the Institute.	100 Nos.	The bidder should quote the rate only in the BoQ1 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be considered for evaluation
12	**Printed Flex Banners** fixed in a steel frame in different sizes according to the specified requirements for Collages with necessary supports, Name Boards, Welcome Boards, etc., to be fixed around the venue and the main gate. Note: Matter/Text for the flex banner will be provided by IIM Tiruchirappalli.	5000 sq. ft.	
13	**Dressing mirror** :- Providing a dressing mirror with a stand of size 6'x1.5'for the robing area	7 Nos.	
Total Amount for Part A, including all charges (Excluding GST)			

S. No	Description	Qty.	Remarks
Part – A: Civil (1)			
1	**Covering** all around the convocation venue with white kada cloth up to 10' height with a necessary support system etc., complete	9000 sft	The bidder should quote the rate only in the BoQ2 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be considered for evaluation
2	**Restroom:** - Provision of a restroom (bio toilet) near the stage of size mini. 8'x4' size, including covering the area with an opaque cloth cover (double layer) with steel frame support and floor carpet, etc., complete	1 Whole Job	
3	**Frisking rooms**:-Providing movable frisking rooms of 6' x 6' size with opaque cloth cover and steel frame support etc., complete	4 Nos.	
4	**Tent:**- Fixing of the Arabian tent of 20'x20' size with proper support in front of Guest House no 408 to conduct the guard of honor for the Hon'ble Chief Guest etc., complete	4 Nos.	
5	**Carpet :-** Fixing of the red carpet in front of Guest House 408 and in the Admin block for the guard of honor to the Hon'ble Chief Guest	1000 sft	
6	**Barrier:-** Provision of a barrier of 3' height with SS handrails with a chain in front of the stage	100 rft	
Total Amount for Part A (i) including all Charges (excluding GST)			

S. No	Description	Qty.	Remarks
Part-B: Electrical			
1	Providing a focus light arrangement comprising 4 Nos. of 200 W LED lights mounted on a heavy-duty adjustable stand (height adjustable from 8 ft to 12 ft) on both sides of the stage, including necessary cabling, plugs, and accessories for complete operation.	2 Nos.	The bidder should quote the rate only in the BoQ1 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be evaluated.
2	Supply and fixing of ceiling fans in the German Shed. The work includes proper alignment, dynamic balancing, firm mounting to avoid wobbling, a separate Distribution Box including RCCB & MCB protection of suitable rating, proper earthing, provision of suitable clamps, fan hook boxes, rigid supports, down rods, fasteners, 3-core copper wire of suitable size, accessories, operation during the event, and dismantling after completion. Ensuring safe, stable, and noise-free operation.	96 Nos.	
3	Supply and fixing of 200 W LED flood light with 20' height poles (2-8 lights in a pole based on the requirement at the site) using MS/GI pipe. Scope includes temporary poles, LED fittings, cables, providing feeder pillar boxes and separate Distribution Boards with RCCB & MCB protection of suitable rating, Proper earthing for each pole and distribution system, painting of poles, and operation during the event. All lights shall be 100% LED and weatherproof.	320 Nos.	
4	Providing on basis LED reading lamp / flexible gooseneck lamp for podium use during the event period, comprising 5W–10W LED lamp with minimum 300 mm flexible metal gooseneck arm, suitable for 230V AC operation, neutral white light for comfortable reading, individual ON/OFF switch, necessary power cord with plug top, complete installation at podium, operation support during the event.	1 Nos.	
5	Provision of LED Serial Lights in the following locations: i. Warm white colour serial lights should be provided in the entire convocation and pathway leading to the first gate. ii. Blue colour serial lights should be provided outside the main entrance gate.	6000 Set	

	Each set should consist of 50 LED bulbs, installed as per the Engineer-in-Charge's instructions and approved sample design photos.		
6	Providing Tower Air conditioners of each 4.5TR on stage, including necessary copper pipes, drain, wires of suitable rating etc. Includes indoor & outdoor units, copper piping with insulation, power/control wiring, feeder pillar box, separate AC DB with MCB & RCCB of suitable rating, proper earthing, operation during the event, and dismantling after completion.	8 Nos.	
7	Parcon light with various colours (as desired by the institute) with 100 to 200 watts capacity, including mounting, wiring, connectors, etc.	60 Nos.	
Electrical Safety Certificate: All statutory approvals, including Electrical safety certification from the Electrical Inspector, Government of Tamil Nadu will be in the scope of Vendor.			
Total Amount for Part B, including all Charges (excluding GST)			

S. No	Description	Qty.	Remarks
Part – B: Electrical (1)			
1	Providing installation, operation, and dismantling of a 125 KVA Diesel Generator (DG) set, Brand: Powerica, complete with necessary temporary wiring, proper earthing, protective relays with CT, changeover switch (manual/automatic), feeder cables, and required protective devices (MCB, MCCB, ELCB) of suitable rating. The scope includes deployment of trained operator(s) for continuous operation during the event, and interconnecting power cables to be provided by the vendor, fuel monitoring (fuel to be supplied by the agency), Raw power supply shall be provided by the Institute, safe operation, and removal after completion of the function. Complete in all respects as directed by the Engineer-in-Charge.	2 Nos.	The bidder should quote the rate only in the BoQ2 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be considered for evaluation
2	Providing 5 KVA UPS with a battery capable of providing a minimum of 30 minutes backup, including wiring, DB with MCB & RCCB of suitable rating, earthing, etc.	1 Job	
Electrical Safety Certificate: All statutory approvals, including Electrical safety certification from the Electrical Inspector, Government of Tamil Nadu, will be in the scope of the Vendor.			
Total Amount for Part B (i) including all Charges (excluding GST)			

S. No	Description	Qty.	Remarks
PART – C: AV Arrangements			
1	Two Professional 4K video Cameras, along with a Videographer, on the day of convocation. Sufficient cables should be provided by the vendor to capture the entire audience and procession. The vendor should visit the site at least one week before the event to study the arrangements and procedure in consultation with the ICT department of IIM Tiruchirappalli.	2 videographers	The bidder should quote the rate only in the BoQ1 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be considered for evaluation
2	A third professional videographer, equipped with a candid video camera and all necessary professional lenses, will be provided to ensure more effective and high-quality video coverage on the convocation day. This additional support will help capture natural moments, enhance the overall video output, and enable the creation of engaging and memorable content for the event.	1 candid videographers	
3	a) Suitable Full HD Digital Video Mixer with recorder and required inputs and outputs – 1 No. b) Professional mixer operator (Manpower)- 1 No. c) Output of the mixer (2 Nos) should be provided for live streaming. Necessary cables to be provided for the same. d) Video Editing and Recording of the event (edited video has to be submitted to IIM Trichy in a pendrive/DVD) -1 No. e) The videographers should carry extra cables and connectors, which should be sufficient to capture the procession, which would start from the academic block (about 300 meters away from the location of the mixer).	1 Whole job	
4	A professionally edited glimpse video (2 Minutes duration) showcasing the key events and major highlights of the program must be delivered within 12 hours of the event's completion. Any delay in submission beyond the stipulated timeline will incur a penalty in accordance with the agreed terms. The editing work shall be carried out only by a certified professional video editor, using licensed and industry-standard professional editing software, to ensure high-quality output and timely delivery.	1 No.	

5	LED video wall of size 10' (height) X 16'(width) or bigger, along with Floor Stand, necessary Cables and connectors should be installed for the audience. The full HD video output of the mixer should be connected to these LED video walls. Display brightness (Lumens) should be suitable for outdoor installation. The names of the speakers should be displayed on the monitors through the mixer during the event. All this equipment (except Candid Camera) should be delivered and tested on the previous day during rehearsal.	2 Nos.	The bidder should quote the rate only in the BoQ1 on the CPP Portal and not on this page. The provided details are for the bidder's understanding only. Otherwise, the bid will not be considered for evaluation
6	**Audio system requirement for convocation: -** a) Two-channel Amplifier 1500 Watts or above- 10 Nos. b) 18 Channel or 22-channel digital Audio mixer (Stereo)with required inputs -1 No. c) Stage monitor speakers-2 Nos. d) Goose neck microphone for podium-2 Nos. e) Wireless handheld mic along with required batteries-2 Nos. f) Speakers – 800 W (Min.)- 16 Nos, which should be compatible with the amplifiers mentioned above (item #a). In addition, two speakers to be installed in front of the Library and two at the location where procession starts. g) Two handheld mics along with two speakers to be provided separately for the PA System at the procession origin point. h) Accessories and Cables for interconnecting all the Audio and Video components including labour charges. Video Mixer output along with synchronized audio should be provided for live streaming according to the requirement of the vendor who performs the live webcast of the event. i) All the Audio Visual equipment should be delivered and tested on the previous day of the event (before rehearsal). j) Power extension cables and necessary electrical connectors should be arranged by the vendor according to the site condition. k) Audio files will be provided in pen drive and the same should be played during the event.	1 Whole job	

7	**Drone Camera recording:** The vendor should provide a 4K drone camera along with a pilot for the recording of the event (Two days). Minimum 30 Minutes battery backup. Additional standby batteries should be available as needed. 4K recorded video and Live HD output to be provided to the mixer from the drone during the event. In addition, the drone operator should record all the building videos and drone photos during free time. Should capture natural moments, enhance the overall video output, and enable the creation of engaging content.	1 Whole Job	The bidder should quote the rate only in the BoQ1 on the CPP Portal and not on this page. The given details are only for the bidder's understanding. otherwise, the bid will not be considered for evaluation
8	The vendor shall provide dedicated professional photographers for the Convocation Day, Rehearsal Day, and the Convocation Dinner. The mirror-less cameras with suitable lens must be capable of delivering a minimum image resolution of 30 megapixels, ensuring high-quality photographs suitable for official documentation and publication. All essential photographs of the event, including key ceremonies, campus buildings, dignitaries, and student activities, must be captured in an aesthetically appealing, professional manner for use on the Institute website and for future promotional and archival purposes. Flashlights should be available to the photographers. The photographers are also expected to capture natural, candid moments, creating engaging visual content with special lenses, creative effects, and professional techniques. Additionally, student group photographs in natural settings should be taken on both Pre-Convocation Day and Convocation Day, ensuring comprehensive coverage of student participation and celebrations.	2 photographers	
Total Amount for Part C, including all Charges (excluding GST)			

*** Please Note:**

The quantities and scope of the above-mentioned items/works may be decreased or increased as per the Site requirements at the time of execution.

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ANNEXURE – III DELIVERY SCHEDULE

Schedule of Work	**Reference to Annexure II: Price Bid** (please mention relevant Serial No)	**Delivery Date & Time (to be filled by the vendor)**
Creation of German shed for convocation		
Stage fully erected with side ramps, backdrop and carpeting. Flower work can be done later on the day of the convocation. with head table, chairs and microphone arrangements.		
Supply of chairs with a cloth cover		
Creation of German shed for photo gallery		
Photo gallery with all work to be completed, including backdrop and carpeting		
Printed flex banners		
Elevated platform for the photo and videographer		
Flex banners		
All lighting, including focus lights and serial lights		
Air conditioners in working condition		
AV and IT works		
All other items except flower work		
Flower decoration on the stage		

Signature of the Bidder with Seal

ANNEXURE- IV: 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 620 024.

Subject: Tender for Providing Infrastructure Arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli.

Reference: Tender Notice published in the CPP Portal and the IIM Tiruchirappalli website. - ***Tender No:*** **25SP348(8)T dated: 26.02.2026**

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/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.

Signature of the Bidder with Seal

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

Place: _____ Signature_____

Name _____

Date: _____ Designation: _____

Seal of agency / Firm / Company

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ANNEXURE – V: LETTER OF AUTHORISATION

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

To

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

Subject: Authorization for attending **SITE VISIT / PRE-BID MEETING** on……(date) in the ***Tender for Providing Infrastructure Arrangements for the Fourteenth Annual Convocation 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.

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ANNEXURE – VI: LIST OF PRESENT AND PAST CLIENTS DETAILS

A 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 a period of contact.

Sr. No.	Name of the organization with Complete postal address	Nature or type of work undertaken	Period for which the 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					

Signature of the Bidder with Seal

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ANNEXURE – VII: 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 BoQ1 in 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. Authorisation / 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., 2022-23 to 2024-25. 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-IV*** to the effect that the bidder had never been blacklisted by any of the Government Organizations/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 the 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 the pages by the bidder.			Yes / No

Signature of the Bidder with Seal