

**OPENING OF SECOND PHASE**  
*for*

Tender Notification No.: 24SP333EOI; Dated 27/02/2025

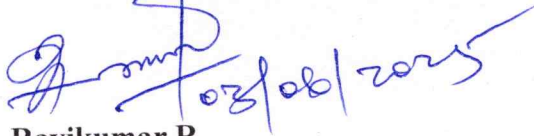
**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR  
EMPANELMENT OF SERVICE PROVIDER TO MARKET THE SHORT  
DURATION PROGRAMMES (SDPs)**

**OPENING OF THE SECOND PHASE OF THE EMPANELMENT WINDOW**

1. Please refer to the above-mentioned tender document for the Expression of Interest (EOI) for the empanelment of the service providers to market the short duration programmes.

*a) The Last date for the Submission of the bids is 05.00pm of June 24, 2025.*

2. The bidders who are already empanelled with the institute in the first phase of empanelment for the subject matter need not apply.



**Ravikumar R**

AO (Stores & Purchase)



# 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 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## **NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR THE EMPANELMENT OF SERVICE PROVIDER TO MARKT THE SHORT DURATION PROGRAMMES (SDPs)**

**EOI No. 24SP333EOI dated 03.06.2025**

Details	Date	Time	Venue
Name of Work/ Service	NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR THE EMPANELMENT OF SERVICE PROVIDER TO MARKET THE SHORT DURATION PROGRAMMES (SDPs).		
Date of issue of EOI Document	03.06.2025	18.00 Hrs. onwards	-
Pre-bid Meeting	13.06.2025	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date of Submission of EOI	24.06.2025	17.00 Hrs.	-
Opening of Technical Bid (Tentative)	25.06.2025	11.00 Hrs.	-
EOI Document	The EOI document can be downloaded from the IIM Tiruchirappalli website: <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a> .		
EMD Amount (Refundable to unsuccessful bidders)	EMD Amount <b>Rs. 5,00,000/-</b> to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. <b>Bank Account Details</b> <b>Name of the Beneficiary:</b> IIM Tiruchirappalli <b>Bank Name:</b> State Bank of India <b>SB A/c. No:</b> 32170808935 <b>IFSC Code:</b> SBIN0071187		
Copies of payment transaction receipts for EMD must be attached to the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach the necessary document proof, which should be attached to the EOI document.			
SD Amount	<b>Rs. 7,50,000/-</b> 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 working days, along with the letter of acceptance from the receipt of the Provisional Work Order, failing which the Provisional Work Order will stand cancelled.		
Address for submission of EOI	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Trichy - 620 024.		
Mode of Submission of EOI	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs.) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 <sup>nd</sup> Floor and obtain acknowledgement).		

**Signature of the Bidder with seal**



# 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 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## Contents

1) Overview .....	3
2) Opening of Empanelment Window .....	3
3) Period of Contract.....	3
4) General Terms & Conditions.....	3
5) Introduction.....	4
Scope of Works and Services .....	5
Eligibility Conditions for Bidders.....	6
Instructions to Bidders .....	6
1. Downloading of EOI Document.....	6
2. Earnest Money Deposit.....	7
Procedure for Submission of Bids .....	7
1. Bid Submission:.....	8
Pre-Bid Meeting .....	9
Opening of Bid .....	9
EOI Evaluation Process.....	9
1. Quality of the Services:.....	10
2. Forfeiture of Earnest Money: .....	10
3. Performance Security Details: .....	10
4. Damages for Loss of Intellectual Property Rights of IIM Tiruchirappalli: .....	11
5. Termination of Contract: .....	11
6. Taxes and Duties:.....	12
ANNEXURE – I: PROFILE OF THE BIDDER.....	15
ANNEXURE – II: SUBMISSION OF EOI DOCUMENT.....	18
ANNEXURE – III: LETTER OF AUTHORISATION.....	20
CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE EOI.....	21

## 1) Overview

1. The Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance and more details are available on our website <http://www.iimtrichy.ac.in>.
2. IIM Tiruchirappalli invites **Expression of Interest (EOI) for the Empanelment of Service Providers to Market the Short Duration Programmes (SDPs)**.

Service Description	Interest-free Performance Security Deposit
<b>Empanelment of Service Provider to Market the Short Duration Programmes (SDPs)</b>	Rs. 7,50,000/- upon empanelment

## 2) Opening of Empanelment Window

The contract period is one year. The Empanelment window will be open every three months. New vendors will be inducted into the empanelment process as per the terms and conditions of the tender. The bids received in the first month of each quarter (by 15<sup>th</sup> of each quarter – July 2025, October 2025 and January 2026) shall be considered for evaluation for the empanelment for the balance period.

The vendor who fulfills the eligibility conditions of the Tender document will be empaneled. The institute reserves the right to empanel any number of Vendors.

## 3) Period of Contract

The selected Service Provider shall provide services for a period of **one year**. However, the contract shall be extended for a further period of up to **Three more years** on a yearly basis if the service provided by the company/Agency is found to be satisfactory, on the same rates, terms and conditions, and at the sole discretion of the Institute.

## 4) General Terms & Conditions

- I. Revenue for a program would be calculated separately for each program as: Revenue for Program = (Number of Participants) x (Tuition Fee excluding GST)
- II. The Programme Fee for each program would be decided depending on the market situation in consultation with IIM Tiruchirappalli. It would include application fees, the programme fees (viz., tuition fees), course pack/course material fees, campus visit fees, etc.
- III. Share of revenue to IIMT is for the program design, faculty fees, management of the programme, evaluation, other academic support, etc.

- IV. The share of revenue to the vendor is 45% on the application fees and Tuition fees only, and the rest of the fees collected are non-sharable.
- V. The successful Partner should remit the fees to the institute after deducting his share. IIM Tiruchirappalli will raise an invoice for its share of revenue plus the applicable GST, which should be settled by the Partner within 15 days of such invoice.
- VI. It is to be noted that IIM Tiruchirappalli is exempted from Income Tax u/s 12A(1)(ac)(i) of the Income Tax Act, 1961.
- VII. All fees, including application fees, tuition fees, course pack/course material fees, Campus visit fees, etc., shall be collected by the Partner.
- VIII. The Vendor shall submit the Invoice in the form of a Tax Invoice containing the details of the GST Registration number of the Vendor and IIM Tiruchirappalli (33AAAAI5004R1ZO) along with the HSN/SAC code.
- IX. 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 vendor's bills.

## 5) Introduction

IIM Tiruchirappalli intends to offer short duration programmes through online/hybrid mode. The programmes would typically be as per the below-given table:

S. No.	Indicative Duration		Type of Programme
	(in weeks)	(in contact hours)	
1	Upto 36 weeks	Upto 115 hours	Short duration/certificate programme

- Delivery mode would be **synchronous** (studio to the device). The likely audience would be diverse, large and geographically dispersed. So, these programmes are aimed at developing the managerial abilities of executives in the early stages of their careers, to enable them to identify managerial problems, and make informed decisions. Certification on successful completion would be an outcome of this programme.
- Learning Management system to maintain the database of the participants and conducting online examination (with proctoring) for the course assessment would be the responsibility of the vendor.

## 1. Definitions

- a) **Empaneled Service Provider (ESP):** The bidder whose proposal is accepted by IIM Tiruchirappalli after evaluation.
- b) **Partner:** The ESP who is awarded the contract to run a specific programme during the contract period.
- c) **Programme Description Sheet (PDS):** It is a document that provides a summary of the programme to be offered by IIM Tiruchirappalli using the services of the ESP. It contains all the relevant details required to make a business case for the intended programme. . Once the PDS is finalized between IIM Tiruchirappalli and the ESP, the signed PDS will become an addendum to the Master Contract.
- d) **Master Contract:** It is a manifested agreement between IIM Tiruchirappalli and the ESP, containing all the terms and conditions under which the relationship between the parties is bound and would broadly be on the lines of the commercial terms and conditions provided in this EOI. This would be prepared through mutual negotiations between IIM Tiruchirappalli and ESP and would be executed on a stamp paper purchased by the ESP for this purpose.

## Scope of Works and Services

- a) To provide an end-to-end go-to-market strategy for acquiring an assured number of participants for IIM Tiruchirappalli' and also to provide up-to-date market research and feedback to IIM Tiruchirappalli to design appropriate Short Duration Programmes (SDP).
- b) To undertake all necessary marketing activities to acquire a minimum of guaranteed participants for each programme.
- c) Minimum guarantee – 50 participants per programme OR the actual number of participants enrolled whichever is higher.
- d) The Partner is bound to provide a minimum number of finally selected students for various programmes when such programme is launched by IIM Tiruchirappalli on the agreed commercial terms as per the Programme Description Sheet (PDS). If the partner fails to enroll the minimum guaranteed number of candidates for a course, the bidder is bound to pay 100% of the difference in the revenue share due to IIMT on account of the shortfall in enrollments and no relaxation under any circumstances.
- e) All qualified interested cases and closures will be reported on a real-time basis to designated contacts in IIM Tiruchirappalli.
- f) The bidder should be a data-driven direct marketing service company/edutech company/entity.
- g) Learning Management system to maintain the database of the participants and conduct online examination (with proctoring) for the course assessment would be the responsibility of the vendor.
- h) The vendor has to provide a programme coordinator to be based at the institute premises to manage the programmes.

### **Eligibility Conditions for Bidders**

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

1. The Bidders should have a minimum of 02 (two) years of experience in designing and marketing Short Duration Programmes, Open Executive Education Programmes, Long Duration Programmes and similar programmes as of January 31, 2025. Relevant documentary proof like a work order / Letter of Intent / Agreement must be submitted with the tender.
2. The Bidder should have done similar work to at least two higher educational institutes, in the past 2 years. The details of current similar works on hand and other contractual commitments/ Service Level Agreements (SLAs) should be attached along with the tender.
3. 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 Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
4. The bidder(s) should be registered as a Company under the Indian Companies Act 1956/2013 / any Legal Entity which is regulated by the Law of the Land and should be in existence for not less than two years as of January 31, 2025. A copy of the Certificate of Incorporation / appropriate certificate should be attached.
5. The bidder should be registered with the appropriate registration authority, and the Agency should have operational experience in similar service for a period of at least two years as of January 31, 2025. A certificate of Incorporation should be attached along with the Technical Bid.
6. 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, 2021-22 to 2023-24 (i.e. AY 2021-22 to 2023-24), should be submitted along with the Technical Bid.

The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India, and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of EOI documents. An undertaking to this effect in the Company letterhead duly signed by

### **Instructions to Bidders**

#### **1. Downloading of EOI Document**

EOI Documents are to be downloaded from the Institute's website

<https://www.iimtrichy.ac.in/tender-published>. No fee is payable.

## 2. Earnest Money Deposit

- a. The Bidder(s) should remit an Earnest Money Deposit (EMD) of **Rs. 5,00,000/- (Rupees Five Lakhs Only)** to the institute bank account. A copy of the payment transaction receipt has to be attached to the EOI application form, without which the EOI will not be considered for the bidding process.
- b. Receipt of EMD from an individual account will not be accepted. The EMD must be paid from the company's bank account only.
- c. The EMD of the successful Bidder will be adjusted against the Interest-Free Security Deposit.
- d. The EMD of the unsuccessful bidders will be released after the finalization of the EOI. No interest is payable on the Earnest Money Deposit (EMD).
- e. Any request for a refund of EMD to an individual account will not be entertained.
- f. 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 the Department of Industrial Policy and 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 EOI to this effect, failing which the EOI will not be considered for evaluation.
- g. The bidders who seek 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.

### Procedure for Submission of Bids

- a) The EOI document should be downloaded from the IIM Tiruchirappalli website: <https://www.iimtrichy.ac.in/tender-published>.
- b) The Bidder needs to fill, sign, and seal the required bid documents as indicated in the EOI document.
- c) The Bidder should submit the Sealed Bid which is inclusive of all the required technical documents along with its' Annexure.
- d) All the pages of the EOI document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- e) The Bidder(s) shall not make any changes or amendments to the EOI document published in the IIM Tiruchirappalli website.
- f) All correspondence and documents relating to the EOI shall be written in English.
- g) No addition or alteration should be made to the EOI document.

- h) The EOI document should be filled in legible handwriting/printing/typing without ambiguity.
- i) If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with the date.
- j) It is construed that the Bidder has read all the terms and conditions before submitting the offer. An undertaking as given in [Annexure-II](#) to the effect of stating that all the terms and conditions of the EOI have been read and abided by the bidder shall be furnished.
- k) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- l) The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts, and any alteration of the prescribed EOI format will entail outright rejection of the bid application.

**1. Bid Submission:**

The bids (complete in all respects) must be submitted in ***Sealed Envelopes*** as explained below:

- 1) The following documents are to be furnished by the Bidders along with the Technical Bid ([Annexure-I](#)), as per the EOI document;
  - i. Application form, Near Relative, and Declaration format as per [Annexure-II](#).
  - ii. Copy of PAN and GST Registration.
  - iii. Dully filled all the Annexures.
  - iv. EMD Payment Receipt/MSME Certificate for EMD Exemption.
  - v. Copy of the constitution or legal status of the service provider. Certificate of Incorporation duly certified in case of Company.
  - vi. Copy of work orders, and performance certificates from the present and past clients (*received in the last two years as of January 31, 2025*) with verifiable contacts need to be attached to the EOI document.
  - vii. A copy of Income tax returns filed and audited accounts statement for the last two financial years (2022-23 and 2023-24).
  - viii. Signed EOI document and all annexures of the same.
  - ix. All other documents mentioned in the EOI document.
- 2) The Bid Cover with the aforementioned required enclosures should be in sealed condition and superscribed with the following text:

***“Expression of Interest (EOI) for the Empanelment of Service Provider  
to Market the Short Duration Programmes (SDPs).”***

The Bid Document should be delivered at the below-mentioned address on or before the deadline:

**The Chief Administrative Officer i/c  
Indian Institute of Management Tiruchirappalli  
Trichy – Pudukkottai Main Road  
Tiruchirappalli– 620 024.**

- i. The EOI should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in the submission of the EOI.

### **Pre-Bid Meeting**

A Pre-Bid Meeting with the intending bidders will be conducted in person/Online in the Deans' Office Meeting Room, Administrative Block, IIM Tiruchirappalli on **13.06.2025 at 11.00 Hrs.** (tentative) to clarify doubts that shall arise before submitting the bids.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 11.00 Hrs., on **12.06.2025** for attending the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#).

The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before the pre-bid meeting i.e. by **11.00 Hrs. of 12.06.2025**, to enable us to clarify the doubts in the pre-bid meeting itself.

### **Opening of Bid**

The Technical bid will be opened by the EOI Opening Committee on **25.06.2025 at 11.00 Hrs. (tentatively)** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the Opening of the Master envelope & Technical bid meeting as per the format enclosed vide [Annexure -III](#).

### **EOI Evaluation Process**

**The process of selection of the successful bidder is given below:**

**Stage 1: Document Verification** –The Committee shall verify the document submitted by the bidder, and the bidder(s) who meets all the basic eligibility conditions mentioned in the EOI document will only be considered for the next stage.

**Stage 2: Technical Evaluation** – Those qualified in Stage 1 shall be evaluated by the Evaluation

Committee. The committee will assess the firm as per the criteria mentioned in the technical bid. The bidders are requested to prepare their own technical proposal based on the scope of the work. The technical bid shall contain all the relevant information which forms part of the technical bid. Bidder is free to add any information that can help in assessing the technical quality of the solutions proposed and which touches upon the parameters/attributes for technical assessment.

### 1. Quality of the Services:

- a) In case, the firm fails to do the services satisfactorily, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or 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 Institute reserves the right to cancel the contract/ Work Order as a whole may be terminated and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties would be final and binding.

### 2. 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 EOI in any respect within the period of validity and/or after opening the EOI. 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.

### 3. Performance Security Details:

- a) The Empanelled Service Provider will be required to remit an interest-free Performance Security Deposit of **Rs. 7,50,000/-** through online transfer to IIM Tiruchirappalli Bank Account, within five working days from receipt of the Provisional Work Order. On receipt of the Performance Security, a confirmatory Work Order will be issued to the successful bidder. The security deposit will be refunded to the vendor after completion of the contract along with payment of the final bill.
- b) In addition to the above, the ESP/Partner is required to remit **5% of the program cost awarded** for each program to the institute within 15 days from the receipt of the order and the same will be refunded after deducting any penalty or liabilities after completion of the valedictory event.
- c) If the vendor fails to remit the security deposit as mentioned in clause (b) of the above para would be considered as an intention to breach the contract and appropriate actions would be initiated by IIM Tiruchirappalli including, but not limited to forfeiting the balance amount in

the security deposit, seizure of the facilities set-up by the ESP, termination of the contract, blacklisting of the ESP for a period of two years and initiating litigation in the court of law for breach of contract.

#### **4. Damages for Loss of Intellectual Property Rights of IIM Tiruchirappalli:**

If the intellectual property rights belonging to IIM Tiruchirappalli are compromised, including if they are lost, stolen, misused, misappropriated, copied, distributed, posted, shared, and circulated due to the responsibility of the partner or ESP, then the partner agrees to compensate IIM Tiruchirappalli to the extent of INR 5,000/- per slide of presentation content that is so compromised, INR 10,000/- per page of document that is so compromised and INR 5,000/- per minute of audio and/or video content that is so compromised. In addition, the partner and the ESP also agree to pay a fixed sum of damages to the extent of INR 1,00,000/- per instance of such compromise. In addition, IIM Tiruchirappalli also reserves the right to initiate a criminal suit for breach of confidence and misappropriation of confidential information/data. This clause would survive for a period of three years after the termination of this contract. This amount would be adjusted from the security deposit maintained by the ESP/Partner with IIM Tiruchirappalli after providing due notice in this regard.

#### **5. Termination of Contract:**

- a. The agreement will be entered with selected ESP/Partners and will be valid for one year, depending upon the evaluation of the bid.
- b. **Termination for Convenience:** Either party may terminate the contract for convenience at any time during its valid term by issuing a notice for the termination of the contract. However, this option cannot be exercised while a programme is in process.
- c. If the contract is terminated for reason of the convenience of the ESP / the Partner, then in such event as promptly as practicable, but not more than 30 days, the ESP / Partner shall
  - i. pay all sums due to IIM Tiruchirappalli.
  - ii. cease using Programmes including, but not limited to, the title of the programme, the reading materials provided as part of the programme, the presentation material provided as part of the programme, the video and other supplementary material required for the programme which was provided by IIM Tiruchirappalli, as well as any marketing literature created for the programme.
  - iii. return all copies of Programmes and all written materials and all physical embodiments of Programmes or any portion thereof to IIM Tiruchirappalli. Moreover, the studios and other facilities provided by the ESP / Partner within the geographic premises of IIM Tiruchirappalli will be removed by Bidder at its own cost, only after a mutually agreed time of within six months or end of the current academic year, whichever is earlier.

- d. IIM Tiruchirappalli shall, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
- If the Service Provider fails to provide the services within the period (s) specified in the contract or any extension thereof granted by the Institute.
  - Notwithstanding anything contained herein, the contract can be terminated by either party by giving an advance notice of three months.
  - Termination shall not affect the ongoing programs (i.e., programs in progress), and they shall progress and conclude as per the terms agreed upon by the parties under the Contract.
  - If the Service Provider fails to perform any other obligation(s) under the contract.
  - If the Service Provider is declared insolvent by the competent Court of Law without any notice.
- vi. If the contract is terminated for reason of IIM Tiruchirappalli's convenience, then in such event as promptly as practicable, IIM Tiruchirappalli shall deliver all the ordered and accepted Programmes and such termination shall be effective only upon successful completion of all the Programmes being conducted hereunder.
- e. If the successful Bidder fails to fulfill his obligations under the Contract i.e., non-adherence to terms and conditions in full or in part, IIMT may terminate the Contract forthwith, without incurring any liability whatsoever.

#### **6. Taxes and Duties:**

- IIM Tiruchirappalli is fully exempt from income tax. All taxes and duties, as applicable, shall be borne by the partner. The partner shall be solely responsible for arranging the foreign exchange release and import license for any materials, components, or bought-out items that may be required to be imported for the purpose of performing the work under this proposal.
- The Bidder shall certify that a change in ownership is not anticipated in the proposed period of the contract. If such a change is anticipated, the scope and effect thereof shall be defined. the event of such a change and if the future owner/assignee unilaterally repudiates the contract, the facilities provided by the Bidder will become the exclusive property of IIM Tiruchirappalli, and no rights, whatsoever, will accrue to such assignee of the Bidder. In addition, IIM Tiruchirappalli might also file a suit against the bidder for breach of this clause requesting damages and/or specific performance remedies therefrom.
  - technology should be provided in a separate document.
  - The Bidder should give an explicit undertaking that the name of IIM Tiruchirappalli will not be used by any other, or by the Bidder, in any of the promotional material, nor display IIM Tiruchirappalli name in its premises, in ways detrimental to the brand image of IIM Tiruchirappalli. Any promotional material/displays in connection with this contract must be explicitly approved by IIM Tiruchirappalli in writing before use.

10. IIM Tiruchirappalli reserves the right to appoint any consultant or consultants for evaluation of the bid document.
11. The Bidder shall carefully examine and understand the specifications/conditions in this document and seek clarifications, if required, to ensure that they have understood all specifications/conditions of the bid document. Such clarifications should be sought before submission of bids.
12. In case the bidder makes a misstatement or misrepresentation of fact for any item under this bid document, then IIM Tiruchirappalli would reject the application of such bidder. In such a case, IIM Tiruchirappalli also reserves the right to blacklist the bidder for a period of two years from the date of closure of this EOI, and would not allow the bidder to participate in any other bid, either related or unrelated to this bid document, during such period, conducted by IIM Tiruchirappalli. If IIM Tiruchirappalli comes to know about such misstatement or misrepresentation after the contract has been signed, then it reserves the right to cancel the contract and sue the bidder for damages in addition to blacklisting the bidder for a period of ten years as specified above.
13. IIM Tiruchirappalli reserves the right to reject any or all bid documents and/or cancel the tender / EOI without assigning any reason therefore before its finalization, and the bidders do not get any claim against IIM Tiruchirappalli in such circumstances.
14. The Successful Bidder shall at all times use duly licensed software, tools, etc., for the execution of the indicative Scope of work as mentioned above. The Successful Bidder shall duly acknowledge and comply with the provisions of law relating to intellectual property rights. The Successful Bidder shall indemnify and hold the Institute harmless at all times, for any lapses in this regard on its part, for any reason whatsoever.
15. The Successful Bidder shall apprise and seek the inputs of the Institute in the activities planned to complete the Scope of Work.
16. The Successful Bidder shall share the information with the Institute, from time to time, concerning the latest activities in support of the Scope of Work.
17. Grievances, complaints, and suggestions of students or the Institute shall be promptly attended to, remediated, or resolved by the Successful Bidder. Where challenges exist, the same shall be promptly brought to the notice of the Institute.
18. The Successful Bidders shall not outsource and/or subcontract any part of its responsibilities, in full or in part, to any third party, without the prior written approval of the Institute. Even in such cases, such third parties shall also be duty-bound to comply, without demur, with all the terms and conditions of the EOI, as devolving on the Successful Bidder.
19. The Successful Bidder shall be solely responsible for ensuring compliance with all applicable laws of the land in the performance of services.
20. The Successful Bidder shall always work in the best interests of the Institute and shall not (cause to) do any act advertently or inadvertently that is prejudicial to the good functioning, smooth/streamlined working; causing (or having the potential to cause) risk, damage loss of any

kind to the (interests of the) Institute. Any breach shall attract penal action, including but not limited to forfeiture of security deposit and termination of Contract.

21. ***The signing of Contract:*** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 300/- (Rupees Three Hundred only) within ten working days from the issue of the Work Order along with interest-free performance security deposit. In the event of failure on the part of the successful bidder to sign the contract within the period stipulated above, the EMD shall be forfeited, and the acceptance of BID shall be considered as cancelled.
22. Canvassing in connection with the EOIs is strictly prohibited and EOIs submitted by the bidder who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the bidder to any officer or staff of IIM Tiruchirappalli shall block his/ her EOI from being considered. Canvassing on the part or on behalf of the bidder will also make his EOI liable to rejection.
23. ***Authority of the person signing the document:*** The person signing the EOI 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/agency liable for all cost and damages.
24. 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.
25. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
26. The Income Tax (TDS) shall be deducted at the prevailing rate from the bills, as amended from time to time under the provisions of the Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
27. The Work covered by this EOI is a whole and complete job and will not be split for award of Work.
28. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The EOI is not transferable. Only one EOI shall be submitted by the bidder.
29. ***Jurisdiction:*** Any dispute arising, if any, under the Contract shall be subject to the Courts at Tiruchirappalli.

## ANNEXURE – I: PROFILE OF THE BIDDER

S. No.	Required information		Description
1	Name of the firm/company		
2	Address of the agency/firm/company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment.).	
		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 there for?	
8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the name of the Contract and reasons for not completing the Contract.	
9	Brief details of litigation, 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	<b>Details of bank mandate</b>	
	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 three years (from 2020-21 to 2022-23). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

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



# 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 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

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

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



# 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 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE – II: SUBMISSION OF EOI DOCUMENT

Date:

The Chief Administrative Officer (i/c)  
Indian Institute of Management Tiruchirappalli  
Trichy-Pudukkottai Main Road  
Tiruchirappalli 620 024.

**Subject: NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR  
EMPANELMENT OF SERVICE PROVIDER TO MARKET THE SHORT DURATION  
PROGRAMMES (SDPs)**

**Reference:** EOI Notice published in IIM Tiruchirappalli website. - **EOI No: 24SP333EOI dated: 27.02.2025.**

Dear Sir,

With reference to the EOI notice published in above mentioned website, I / We hereby submit my/ our EOI in a 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 EOI) and that our firm / company have never been blacklisted by any of the Government Organization / 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 EOI document is / are employed in IIM Tiruchirappalli as per details given in EOI 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:
- 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



# 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 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.

- ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- iv. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the EOI 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**

### ANNEXURE – III: LETTER OF AUTHORISATION

#### LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

**To**

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

**Subject:** Authorization for attending Pre Bid Meeting/ Technical Bid/Evaluation/ Price Bid opening on \_\_\_\_\_ in the *Expression of Interest (EOI) for the Empanelment of Service Provider to Market the Short Duration Programmes (SDPs)*.

Following persons are hereby authorized to attend the Site Visit/ Pre Bid / Technical Bid / Price Bid meeting for the EOI 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

Officer authorized to sign the bid Documents on behalf of the Bidder.

**Note:**

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

**CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE EOI**

Sl. No	Covers	Details	Remarks	Tick (✓)
1	(Cover I)	All the documents and Annexures		
2		Whether GST Registration Certificate is enclosed.		
3		Whether PAN is enclosed.		
4		Whether documents in support of meeting the basic eligibility conditions stipulated in the EOI document (i.e., proof for experience in a similar nature of work, annual turnover, performance certification with verifiable contacts, etc., have been enclosed with Technical Bid).		
		Whether duly filled in Technical Bid documents (i.e., <a href="#">Annexure-I</a> to the EOI document) along with all the related enclosures have been enclosed with the EOI:		
		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 partnership firm or Private Limited Company.		
5		iii. Authorization / Power of attorney for signing the EOI document		
6		iv. Audited Annual Accounts, Income Tax Return and Assessment Orders for the last three consecutive financial years i.e., from 2020-21 to 2022-23.		
		v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts.		
		vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.		
		vii. All other information/ details/ supporting documents/proof desired in the EOI document		
		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the EOI document is submitted.		
7		Whether Undertaking, Declaration and Near Relative Certificate are attached as per <a href="#">Annexure-II</a> .		
8		Whether Letter of Authorization to attend pre-bid and EOI opening meetings as per <a href="#">Annexure-III</a> is submitted.		
9		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal?		
10		Whether an <b>Index or Table of Contents</b> of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference?		
11		Whether EOI documents and its Corrigendum have been signed with the seal on all the pages by the Bidder.		