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 5121//22/53 | E-Mail: purchase@iimtrichy.ac.in

NOTICE INVITING TENDER FOR DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF INVENTORY MANAGEMENT SYSTEM, INCLUDING INTEGRATION WITH THE EXISTING PLATFORM AND WITH A ONE-YEAR AMC FOR IIM TIRUCHIRAPPALLI

निविदा सं.E-Tender No. 25SP254T dated: 10.12.2025

विवरण/Details	दिनांक/Date	समय/Time	Venue
कार्य/सेवा का नाम/Name of Work/ Service	*"Tender for Design, Development, and Implementation of Inventory Management System, including integration with the existing platform and with a one-year AMC for IIM Tiruchirappalli"*		
निविदा कागजात जारी करने की तारीख/Date of issue of Tender Document	10.12.2025	17.00 Hrs. onwards	-
पूर्व-निविदा बैठक/Pre-bid Meeting	19.12.2025	03.30 Hrs.	Deans' Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	31.12.2025	17.00 Hrs.	-
तकनीकी बोली का खुलना /Opening of Technical Bid *(Tentative)*	02.01.2026	11.30 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 10.12.2025 to 31.12.2025 (up to 17:00 Hrs.) on the e-tendering website https://eprocure.gov.in/eprocure/app The tender document can only be obtained after registration of the tenderer on the website https://eprocure.gov.in/eprocure/app.		
EMD Amount	EMD Amount **Rs. 13,800/-** 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 payment transaction receipt for EMD has to 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 to the tender document.			
SD Amount	**5% 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 seven days along with the letter of acceptance from the receipt of the Provisional Work Order, failing which, 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.		

Signature of the Bidder with Seal

Contents

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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

OVERVIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance under the Ministry of Education, Government of India. For more details about IIM Tiruchirappalli, please visit our website at www.iimtrichy.ac.in.

IIM Tiruchirappalli invites e-tenders from the service providers/contractors for the *Supply, Installation, Testing, and Commissioning of the Inventory Management System, including integration with the existing platform, and with a one-year AMC for the Estate Office of IIM Tiruchirappalli.*

Service Description	Estimated Tender Value (Excluding GST)	Interest-free Performance Security Deposit	Work Location
Tender for Design, Development, and Implementation of Inventory Management System, including integration with the existing platform and with a one-year AMC for IIM Tiruchirappalli.	Rs. 3,45,000/-	5% of Work Order Value	IIM Tiruchirappalli Trichy – Pudukkottai Highway Trichy - 620024

Scope of Work

Tender for Design, Development, and Implementation of Inventory Management System, including integration with the existing platform and with a one-year AMC for IIM Tiruchirappalli

Software Requirements Specification (SRS) for the Inventory Management System of IIM Tiruchirappalli

1. Introduction

1.1 Purpose

The purpose of this document is to define the functional and non-functional requirements of the Inventory Management System (IMS) of the Indian Institute of Management, Tiruchirappalli. The IMS is designed to streamline material requisition, receiving, inspection, stock management, issue of materials, monitoring, reporting, and disposal processes. It aims to ensure accuracy, transparency, and efficiency in inventory operations while maintaining audit compliance.

1.2 Scope

The IMS will serve as a centralized platform to manage the complete inventory lifecycle, from material requisition to disposal. It will be used by multiple stakeholders, including department engineers, store in-charge, estate manager, and auditors. The system will ensure role-based access, real-time stock tracking, automated alerts, and comprehensive reporting.

1.3 Definitions, Acronyms, and Abbreviations

- **IMS**: Inventory Management System
- **PO**: Purchase Order
- **GRN**: Goods Receipt Note
- **Requisition**: Request for materials raised by departments
- **Write-off**: Removal of obsolete/unserviceable materials from stock

1.4 References

- Organization's Procurement and Inventory Policy
- Standard Operating Procedures for Stores and Inventory Control

2. Overall Description

2.1 Product Perspective

The IMS is an internal web-based/digital application, integrated with procurement and department-level operations. It will replace manual record-keeping with a centralized, automated, and real-time system for managing inventory activities.

2.2 Product Functions

The IMS should have the following features:

- Material requisition and approval workflow
- Material receiving, inspection, and GRN generation
- Stock entry, categorization, and real-time tracking
- Stock level monitoring with automatic alerts
- Material issuance management
- Periodic audits and stock reconciliation
- Reporting and analytics (consumption trends, slow/fast-moving items, etc.)
- Disposal and write-off management
- Role-based user access and security

2.3 User Classes and Characteristics

- **Department Engineers/Staff (Regular, Contract & Outsourced):** Responsible for raising requisitions and conducting inspections. The system should utilize the existing employee database to fetch their details.
- **Activity Heads (Estate Manager/AO/SA/SAO):** Responsible for approving requisitions. Their details will be fetched from the existing Employee Management System. After reviewing and, if necessary, modifying the requirements, they will submit the Inter Office Memo (IOM) to the AO (Purchase) for further processing.

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- **Purchase Department:** Initiates the procurement process based on the online IOM and Bill of Quantities (BoQ). After procurement, the department will issue the materials to the respective store.
- **Store In-Charge:** Manages stock entries, issues materials, and monitors overall inventory levels. This role will be assigned to personnel already registered in the existing Employee Management System.
- **Users (Faculty/Staff) and Technicians:** Receive materials for operational and functional use.
- **Auditors/Management:** Review system-generated reports and ensure compliance through periodic audits.

Notes:

- Details of regular and contract employees (users) shall be fetched from the existing Employee Management System, while details of outsourced staff shall be added separately by creating new user accounts through the IMS. Appropriate roles and permissions shall be assigned accordingly.
- The requirements outlined in this document are indicative. The successful bidder is required to visit the campus and collaborate with the user department to analyze the detailed requirements. Any necessary modifications to the SRS should be made to ensure accurate process flow and inclusion of all required modules.

2.4 Operating Environment

- Web-based application integrating existing database and should be accessible via desktop and mobile devices.
- Secure login via the organization's authentication system.
- Database server for inventory records and reporting.

2.5 Design and Implementation Constraints

- Must comply with organizational procurement and audit policies.
- System downtime should be minimal (<1% annually).
- Access controlled by role-based authentication.

2.6 Assumptions and Dependencies

- Stable network connectivity for real-time IMS updates.
- Vendor integration available for PO references.
- Users trained in basic digital systems operation.

3. System Features (Work Flow)

3.1 Requisition & Demand Generation

- The concerned supervisors or technicians will raise online material requests. The concerned activity head will set privileges to the technicians and supervisors accordingly.
- Types of requests: Request from individual users/user departments, Request initiated by processing department.
- Requests will go to the department engineers/section supervisor/equivalent staff for review. If material is available, intend will be generated within the available quantity.

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- If the materials are not available in stock, then purchase requisition should be initiated by the Engineers/responsible staff along with quantity, estimated cost of each item and expected date of requirement.
- The same will be verified and approval by the Activity head.
- The issue of available materials will be handled by the store in charge of the respective department.
- Approved requisitions for new procurement will be logged into the IMS for further processing of purchases.

3.2 Purchase of Materials

- Based on the approved requisition, the system will automatically generate an estimate (concerned Engineer/section staff). The system should allow editing of quantity and estimated value entered by the concerned during the estimate generation process.
- The user department will then obtain approval from the Director through an offline process.
- Once approved, the concerned Engineer/section staff will upload the signed approval note (scanned copy) to the IMS portal.
- The uploaded approval note will be forwarded by the Activity head to the Purchase Department through the IMS application, along with an online Inter Office Memo (IOM) as per the existing format of IIMT along with specification. In certain cases, make and models also to be included. Email alert also should be triggered to the purchase department.
- The Purchase Department will carry out the procurement process and subsequently they will enter the procured material details on the IMS platform. These details will be shared with the concerned user department who originally submitted the IOM (for reference and verification).
- Subsequently the purchase department will upload the MoM.
- The Purchase Department will generate the Purchase order or Work Order (WO) after entering the material details including the, make, model, PO number and date, supplier name, address, contact number, quantity, unit, rate, amount, delivery date, mode of procurement, and platform used. The fields like quantity etc should be fetched from the initial data/IOM received from the user department.
- After the delivery of the materials, the purchase department will forward it to the user department for verification.
- The entire activities including the current status & history pertaining to each requisition & procurement process should be shown in the dashboard of the user department.

3.3 Material Receiving & Inspection

- The materials should be classified into two categories (Fixed assets and consumables).
- The user department will cross-verify the received materials against the details entered in the application.
- If the materials are verified and found acceptable, the user department will generate the Goods Receipt Note (GRN) in the IMS.
- If any discrepancies or damages are found, the materials will be marked as rejected and returned to the Purchase Department with appropriate remarks along with option for uploading image/video.
- The Purchase Department will coordinate with the supplier to replace the rejected items and report the status to the user department.
- Upon receipt of the replaced items, the user department will re-verify the materials and take further action accordingly (accept or return).

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- If the vendor is not ready to replace the faulty materials, then retender will be initiated and their work order will be cancelled (either the respective item or complete retender). Certain cases, partial receipt of materials will also be accepted.

3.4 Stock Updates

- The concerned department should enter the existing list of materials (available balance) into the master table based on the available stock.
- The system should also support a bulk upload feature as an alternate option, allowing the existing product list to be imported in CSV format.
- Subsequently, the IMS should automatically update stock levels in real time, based on the processes described in the previous sections.
- The system should include customizable reports to generate stock details as required by the Central Stores Department and the respective user departments.

3.5 Stock Maintenance

- Define minimum, maximum stock levels, and Reorder level
- Automatic notifications when stock falls below Reorder level to initiate reorder process. The Reorder level will be entered at the backend and the notification should be triggered when the available quantity is less that this min requirement.

3.6 Issue of Materials

- The Store Department will issue items as per the approved requirements, specifying the location, user, department, and any relevant remarks through the online platform.
- Upon issuance, the IMS should automatically update the stock records, including details such as available quantity, issued quantity, recipient name, date of issue, and balance quantity.
- Users receiving the materials should be able to view a complete list of all items issued to them, along with relevant details such as quantity, issue date, and cost.
- When the institute disposes the materials as scrap or buy-back, the quantity should be deducted from the issued items (from the user's account).
- The common materials will be added under the employee (permanent/institute contract)/officer who is in charge (directly involved in the administration of material stock) of that activity/materials.
- The overall monitoring and supervision will be done by the Activity head who should have visibility of the stock details.

3.7 Bill processing

- The purchase department will upload the invoice and the same will pass through the approval process (AO-Purchase, CAO and Director).
- Thereafter, the invoice would be certified by the user department. The purchase department will forward the invoice along with the certification details to the Finance department.
- The finance department should have the privilege to enter the rate of depreciation of each material after the receipt of invoice before releasing the payment.
- After releasing the payment manually, the Sr. Accountant will enter the payment details in the platform towards each procurement. An email intimation will be triggered to the purchase department, user department and the vendor along with the payment details.

3.8 Stock Monitoring & Audit

- Monthly/quarterly/annual stock verification by the user department.
- Reconciliation of physical stock with IMS records.
- Missing materials should be recorded and damaged items will be separated
- Report and adjust discrepancies with approvals.
- Annual stock verification will be done by the committees formed by the institute.
- The current value of the materials after depreciation should be available from the backend.

3.9 Reporting, filtering and Export options along with Customised reports

- Daily/monthly stock statements.
- Reports on slow-moving/fast-moving items.
- Consumption analysis and trends.
- Pending requisitions and PO reports.
- Categorising report based on damaged, beyond repair, obsolete and EOS products.
- All the required data table should contain export option in excel, pdf and CSV.
- The customized filtering option to be provided wherever needed.

3.10 Disposal & Write-off

- Identify unserviceable/obsolete items.
- Record write-off details in IMS for compliance.
- In some cases the unserviceable/obsolete items will be sold through buyback during the procurement of the new replacement item.
- The balance stock should be updated by the IMS during write off and buyback.

3.11 Implementation, Controls & Security

- The application will be first implemented in the Estate management wing (Civil, Electrical, Plumping, RO&AC, etc.) in a phased manner and subsequently in the other departments such as Furniture, IT, AV etc.
- Role-based user authentication with required user privileges.
- Secure login credentials. Google SSO login also to be integrated.

4. Non-Functional Requirements

4.1 Performance Requirements

- Real-time stock update within 2 seconds of transaction.
- Support up to 500 concurrent users.

4.2 Security Requirements

- Data encryption for sensitive information.
- Role-based access control.
- Regular backups and recovery plan.

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4.3 Reliability & Availability

- System availability: 99% uptime.
- Scheduled maintenance windows.

4.4 Usability Requirements

- Intuitive user interface with simple navigation.
- Mobile-responsive design.

4.5 Audit & Compliance

- Maintain complete transaction logs.
- Reports exportable in PDF/Excel for audits.

4.6 Integration with existing platform

- The application shall be developed using PHP 8.3.23 or higher and Latest MySQL 12.0.
- It must be seamlessly integrated with the existing in-house ERP system, which is also built on PHP and MySQL.
- The selected vendor is required to visit the campus in person for the integration process, and the data migration shall be carried out in the presence of IIM Tiruchirappalli officials.

5. Other Requirements

- Integration with the procurement system for automatic PO import.
- Support for barcode/RFID scanning (future scope).

Note: The SRS document given above is indicative. The successful bidder should visit the site and sit with the user departments to prepare the final SRS document incorporating all the requirements of the institute.

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. The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than three years as of November 30, 2025. *A copy of the Certificate of Incorporation or relevant registration certificate should be attached.*

c. Bidder(s) should have at least **three years**' experience *in the Design, Development, and Implementation of the Inventory Management System and Integration of the same with the existing platform* as of November 30, 2025. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with the technical bid.

d. Copy(ies) of work order(s) showing that the firm has executed similar work(s) in the last three years as of November 30, 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]

e. *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 to 2024-25*. Copies of duly audited Balance Sheets with Profit & Loss accounts are to be submitted as per **Annexure-I** (Technical Bid). The year in which no turnover is shown would also be considered for working out the average. *Turnover certificates* for the financial years 2022-23, 2023-24, and 2024-25 must be obtained from a Chartered Accountant and attached to the tender document.

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

g. *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 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 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-III*.

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

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

2. **Registration**

   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 in searching 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 some 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 notify 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

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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 a 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. Technical Bid, along with required documents, should be in PDF format and uploaded online in Cover-1. Price Bid in MS Excel ".xls" format only should be uploaded online in Cover- 2.

b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. 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. **Tender Security / Earnest Money Deposit (EMD):** Bidder should submit the EMD/Tender Security as per the instructions specified on page no.1 in the tender document.

e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and 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 it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.

g. All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Sockets Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is

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subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using the buyers'/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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

i. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

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

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. 13,800/- (Rupees Thirteen Thousand Eight Hundred only)*** at the bank account mentioned on ***Page 1***. A copy of the payment transaction receipt has to be attached to the Tender application form, without which 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 finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).

d. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or 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 he is going to apply for the Tender. In case of a proprietorship firm certificate will be given by the proprietor. For a partnership firm, the certificate will be given by all the partners, and in the case of a limited company, by all the Directors of the company. Due to any breach of these conditions by the company or firm, or any other person, the tender

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will be cancelled and Bid Security will be forfeited at any stage whenever 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 as father, mother, son(s) & Son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

d. The Relationship Certificate (**Annexure-III**) 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 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 for understanding and assessing/evaluating the quality of the solution being 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 who quotes the *overall lowest rate for Part A items* shall be declared as the successful Bidder (L1).

c. The Bidder should quote the rate for **Part B** of the Price Bid as well; otherwise, the bid will not be considered for evaluation.

d. The quantities mentioned in the Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.

e. Bids must be submitted with the rates for all the items of the work involved, and any incomplete bid will not be considered.

f. The Rates quoted by the Bidder should be *inclusive of all charges except GST for the Design, Development, and Implementation of the Inventory Management System, including integration with the existing platform and with a one-year AMC for IIM Tiruchirappalli,* and must hold good till the completion of work and should not be subjected to any escalation. *The Institute will not pay any additional amount beyond the quoted price.* No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.

g. The bidders can send an email to *saict@iimtrichy.ac.in* (Telephone No 0431-250 5047/5073) and mark a copy to: *purchase@iimtrichy.ac.in* 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 escalation of price whatsoever would be allowed during the currency of the contract, including an 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 the pre-bid meeting and submit the tender to understand the requirements of the Institute. To visit the site, the vendor should send a formal e-mail to purchase@iimtrichy.ac.in and mark a copy to saict@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 *19.12.2025 at 03.30 Hrs*. 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 before *11.00 Hrs., on 18.12.2025,* 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, prior to the pre-bid meeting, i.e., by 11.00 Hrs., 18.12.2025, to enable us to clarify the doubts in the pre-bid meeting itself.

General Terms & Conditions

1) **Delivery Schedule**
   a. The total amount should include supply, installation, testing, commissioning, lifting, laying, fixing, labour, packing, loading, unloading, transportation, and freight, etc., except GST
   b. The successful bidder should complete the entire work *within 45 days* from the date of issue of the work order.
   c. The Successful bidder should adhere to the commitment given in the technical evaluation criteria for delivery, installation, and completion of the work. Non-availability of the products with OEM is not acceptable and will attract a penalty clause if the vendor is unable to obtain an alternate equivalent product from any of the approved OEMs, subject to the approval of the Institute.

   d. In case the firm fails to complete work within the specified period, the Work Order as a whole shall be terminated. Applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

2) **Payment Terms**
   a. No advance payment will be made in any case.
   b. The payment will be released within 25 working days on completion of the entire work and submission of bills with all the necessary documents like Warranty Certificate from OEM with attestation, Handing over document.
   c. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Service Provider's bills.

3) **Penalty Clause**
   Deficiency/delay in work/services will be construed as lapses on the part of the vendor. Such lapses due to the vendor will be viewed seriously, and penalties will be imposed on the vendor in case of any delay in completing the required work as covered by this tender within the stipulated date and timings. The penalty will be 0.5% per day on the Work Order value beyond the agreed date of completion, with a maximum limit of 20%. The decision of the Competent Authority of the Institute shall be final and binding.

4) **Warranty of Quality**
   a. The warranty shall be for *36 months (Three years)* from the date of completion/commissioning of the work as mentioned in the tender.
   b. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole shall be terminated. Applicable penalties would be levied. The decision of the competent authority of IIM Tiruchirappalli in the matter of penalties would be final and binding.

   c. In addition to the OEM's support and warranty, the vendor should also provide TAC (Technical Assistance Centre) support, as and when required, to address any complex issues that may arise during the warranty and support period.

5) **Forfeiture of Earnest Money:**

The earnest money will be forfeited in the following cases:

   i. 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.
   ii. When the information/certificate/document furnished is found to be false at any stage.
   iii. When the bid documents have been manipulated or altered after they are downloaded from the website.

6) **Performance Security Details**

   i. The successful Bidder will be required to remit an interest-free Performance Security Deposit of *5% of the Work Order value* through online transfer to the IIM Tiruchirappalli Bank Account within three working days from receipt of the Provisional Work Order. On receipt of the Performance Security, a confirmatory Work Order will be issued to the successful bidder. The security deposit will be refunded to the vendor after the completion of the Defect Liability for a period of *36 months (three years)* from the date of completion/commissioning of the work.
   ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the Contract.
   iii. 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.

7. 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.

8. **Authority of 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.

9. 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.

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

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11. The Income Tax (TDS) shall be deducted at a prevailing rate from the bills, as amended from time to time in accordance with the provisions of the Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the agency.

12. In case, the vendor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss/obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider, including the termination of the contract.

13. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

14. 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).

15. The vendor should fill in all the fields given in the mandatory and optional items sections of the price bid. However, the price quoted for the Optional items will not be considered for evaluating L1. If needed, IIM Trichy may procure the optional items after the processing of the tender.

16. **Additional Quantity Class:**
    IIM Tiruchirappalli shall exercise an option to procure an additional quantity of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.

17. **Repeat Order Clause:**
    IIM Tiruchirappalli shall place the repeat order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/ successful commissioning/installation of the work with the same terms & conditions of the tender. In extraordinary circumstances, a repeat order shall be placed within 01 (one) year. It would be entirely at the discretion of the buyer (IIMT) to place the repeat order or not.

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

19. **Force Majeure:**

    a. Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party, within 15 days of its occurrence, informs in a written form the other party.

    b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e., beyond the control of either party.

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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/company		
2	Address of the agency/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?		

Signature of the Bidder with Seal

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., an *extract of 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		

Signature of the Bidder with Seal

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ANNEXURE-II: (PRICE BID - BOQ)

PART A
(The estimated Tender value is applicable for Part A only)

Sl. No	Description	Qty	Remarks
1	Requirement analysis(on-site), Design, Development, Customisation, and Implementation of a Comprehensive Inventory Management System, including integration with the existing platform of IIM Tiruchirappalli	1 Job	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation
2	One-year AMC charge for the first year from the date of hosting of the application.	1 Job	

PART B
(It is mandatory that the bidder quote the rate for Part B as well, failing which the bid will not be considered for evaluation)

Sl. No	Description	Unit	Quantity	Man-hour cost per hour	Remarks
1	Cost for additional work during the AMC period. (Maximum permissible limit: 200 Hours)	Hours	200		The bidder should quote the rate only in the BoQ 2 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation

Note:
1. The above costs are exclusive of GST
2. The institute may award a separate work order for the additional work if the requirement arises during the AMC period.
3. The L1 bidder will be selected based on the overall lowest rate quoted for *Part A* alone.

Signature of the Bidder with Seal   Page **22** of **27**

ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT

To   Date:

The Chief Administrative Officer (i/c),

Indian Institute of Management Tiruchirappalli,

Trichy-Pudukkottai Main Road,

Tiruchirappalli 6200 24.

*Subject: **Tender for the Supply, Installation, Testing, and Commissioning of Inventory Management System, including integration with the existing platform and with a one-year AMC for the Estate Office of IIM Tiruchirappalli.***

Reference: Tender Notice published in the CPP Portal and the IIM Tiruchirappalli website. - *Tender No:* **25SP254T dated: 10.12.2025**

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 the 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.

   iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.

Signature of the Bidder with Seal

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 – IV: 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 Design, Development, and Implementation of Inventory Management System, including integration with the existing platform and with a one-year AMC for 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.

Signature of the Bidder with Seal   Page **25** of **27**

ANNEXURE – V: 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

ANNEXURE – VI: 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 BoQ 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. Authorization / 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., 2021-22 to 2023-24. 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-III* to the effect that the bidder had never been blacklisted/ terminated due to poor performance 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