

NOTICE INVITING TENDER FOR PROVIDING SPA & SALOON SERVICES AT IIM TIRUCHIRAPPALLI

Tender No. 23SP003T Dated 11.04.2023

Details	Date	Time	Venue
Name of Work/ Service	<i>Tender for providing Spa & Saloon Services at IIM Tiruchirappalli.</i>		
Date of issue of Tender Document	11.04.2023	18.00 Hrs. onwards	-
Pre-Bid Clarifications	21.04.2023	15.00 Hrs.	If the Bidder has any queries/clarifications, please e-mail to purchase@iimtrichy.ac.in by 03.00 pm, 21.04.2023.
Last date of Submission of Tenders	03.05.2023	17.30 Hrs.	-
Opening of Technical Bid	04.05.2023	11.00 Hrs.	-
Opening of Price Bid	<i>To be informed later</i>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published		
EMD Amount (Refundable to unsuccessful bidders)	EMD Amount Rs. 5,000/- 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		
Copies of payment transaction receipt for EMD has to be attached with 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 necessary document proof should be attached with tender document.			
SD Amount	Rs. 1,00,000/- 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 Work Order, failing which the Work Order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	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 nd Floor and obtain acknowledgement)		

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NOTICE INVITING TENDER

OVER VIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Government of India. More details about IIM Tiruchirappalli are available on our website www.iimtrichy.ac.in.

IIM Tiruchirappalli invites Tender for ***Providing Spa & Saloon Services at IIM Tiruchirappalli.***

Scope of Work

The shop is solely meant for use by the Staffs, Residents, Students, Visitors, and Workers under contractors of the Institute. The estimated number of such persons would be around 1000.

Period of Contract

The selected Service Provider shall provide Spa & Saloon 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 services provided by the Vendor is found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute. The commencement date of the contract will be reflected in the Work Order, which will be issued to the selected Bidder.

The Amount payable to IIM Tiruchirappalli

1. The Vendor shall pay a sum of Rs. 10,000/- plus GST per month towards monthly rent/License fee, Water Charges and AC rental charges for the area of 550 sq.ft.
2. IIMT shall provide electricity. Electricity charge will be levied as per the prevalent tariff policy of TNEB Ltd, applicable to IIMT as per actual consumption. A separate meter will be installed.

Eligibility Conditions for Bidders

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

1. 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.
2. The bidder should have a minimum of 3 years' experience in the respective trade.
3. The applicant must have at least two similar outlet which validates their ability. Those who are running only Gents Salon or Ladies beauty parlour are deemed ineligible.
4. Those who are running Unisex Salon on a Franchise name are also eligible provided that the registration documents are on the individual/company's name.
5. The tender should have an average annual turnover of Rs. 10,00,000/- (Rupees Ten Lakhs Only) in any three years of preceding five financial years.

OR

If the tenderer is from franchise, the average annual turnover of the principle owner should be more than 20,00,000/- (Rupees Twenty Lakhs Only) in any three years of preceding five financial years.

6. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last five years as above as per [Annexure-I \(Technical Bid\)](#). The year in which no turnover is shown would also be considered for working out the average.
7. Bidders should be regular in filing Income-Tax returns. A copy of the Income-tax returns filed and audited accounts statement for the last five financial years (2017-18 to 2021-22) should be submitted along with the Technical Bid.
8. The bidders should not be 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 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](#).

Instructions to Bidders

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

1. A. Earnest Money Deposit

- a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 5,000/- (Rupees Five Thousand Only)** at the bank account mentioned in Page 1. A copy of the payment transaction receipt has to be attached with 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. Receipt of Security Deposit from an individual account will not be accepted. The Security Deposit must be paid from the company's bank account only.
- e. The vendors who have MSME/NSIC/DIPP certificates 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.
- f. 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.

B. Forfeiture of Earnest Money Deposit

The earnest money will be forfeited in the following cases:

- a. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder(s) withdraws or amends impairs or derogates from the tender in any respect within the period

of validity and/or after opening the tender.

- 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.
- d. When the successful tenderer does not deposit the interest free security deposit money after the work order is given.
- e. If the successful bidder(s) fails to commence the work within the prescribed time after the confirmed orders.

2. Relationship Certificate

- a. The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company.
- b. The near relatives for this purpose are defined as 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).
- c. Due to any breach of these conditions by the company or firm or any other person the Tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

3. Amendment to Bid Document

IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion - Accept or reject all bids/To obtain further clarification or supporting documents during the technical bid evaluation/To suspend, discontinue, modify and/or terminate the Tendering process at any time/To reject any unreasonable bid/To modify/change/delete/add any further terms and conditions/To extend the last date or cancel the tender without assigning any reason. Such amendments shall be notified on IIM Tiruchirappalli website only and these amendments will be binding on all prospective bidders.

4. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

5. Validity of Bids and Rates

The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid. Please note that all rates quoted by the bidder shall remain fixed and valid until the completion of the contract and no escalation/price increase, whatsoever shall be considered during this period. Accordingly, contractor has to take due care on this account while quoting the rates. No escalation of Material or labour component will be

allowed during the contract period, including extended period if any.

6. Procedure for Submission of Bids

- a. All correspondence and documents relating to the Tender shall be written in English. The Bidder needs to fill, sign and seal the required bid documents as indicated in the tender document. The tender document should be filled in legible handwriting/printing/typing without ambiguity. All pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- b. The Bidder(s) shall not make any changes, additions or amendments in the tender document as published in the IIM Tiruchirappalli website. 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 date.
- c. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- d. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.

7. Bid Submission

The Bidder should submit the Bid in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be attached in Cover-1. Price Bid as per Annexure-II only should be submitted in Cover- 2.

Since this tender is based on two bid system, the bids (complete in all respect) must be submitted in *Three Separate Sealed Envelopes* as explained below:

a. EMD payment receipt/MSME Registration Certificate (Envelope A):

The EMD payment receipt or MSME Registration Certificate, as applicable, should be put in a separate envelope marked as *“EMD payment receipt/MSME Registration Certificate”*, without which the tender will not be considered for evaluation process.

b. Technical Bid – (Envelope B)

The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the Bidder. All the information should be organized in logically structured form and attached as a technical bid with an index. Bidders should comply with eligibility criteria and technical requirements.

The following documents are to be attached by the Bidder (s) along with Technical Bid as per the tender document:

- i. Duly filled Annexure – I.
- ii. Application form, Undertaking, Near Relative Certificate as per [Annexure - III](#).
- iii. Copy of PAN and GST Registration.
- iv. Copy of constitution or legal status of the service provider /Sole proprietorship/firm Agency etc., like an Attested copy of the deed of partnership, if the firm is a

- partnership concern. Certificate of Incorporation duly certified in case of Company.
- v. EMD Payment Receipt / MSME Certificate for Exemption of EMD.
 - vi. Copy of work orders, testimonials / completion / performance certificate from the present and past clients of equivalent order sized (received in the last five years) with verifiable contacts need to be attached with the Tender document.
 - vii. A copy of Income tax returns filed and audited accounts statement for the last five financial years (2017-20 to 2021-2022).
 - viii. Signed Tender document and all annexures and Corrigendum/Addendum if any.
 - ix. All other documents mentioned in the tender document, except the Price Bid document.

The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: “**Technical Bid for Providing Spa & Saloon Services at IIM Tiruchirappalli**”.

c. Price Bid - (Envelop C)

Price must be quoted as per the format specified for all the items, failing which tender shall be rejected. Duly filled Price Bid as per [Annexure-II](#) alone should be put in a separate cover and the cover should be in sealed condition. This envelope should be SUPERSCRIBED with the following text: “**Price Bid for Providing Spa & Saloon Services at IIM Tiruchirappalli**”.

Points to note:

- i. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute. The list of items mentioned in Annexure-II is not exhaustive but the minimum requirement.
- ii. Bids must be submitted with the rates for all the item(s) of the work involved and any incomplete bid will not be considered.
- iii. The Rates quoted by the tenderer should be inclusive of all charges, except GST, and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.
- iv. If the three inner envelopes A, B & C and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any unsealed bid will be rejected.

8. Pre-Bid Clarifications

If the Bidder has any queries/clarifications, please e-mail to purchase@iimtrichy.ac.in by 03.00 pm, 21.04.2023. The answers/clarifications to the bidders will be communicated after the pre-bid clarification deadline (i.e 3.00 pm, 21.04.2023).

9. Opening of Technical Bid

The Technical bid will be opened by the Tender Opening Committee on **04.05.2023 at 11.00 Hrs.** 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 letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide **Annexure -IV**.

10. Opening of Price Bid

The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives through Physical/video conferencing mode. The date and time for opening of the Price Bid will be informed later. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide Annexure-IV.

11. Selection of Vendor

The work order will be awarded to the overall lowest quoted Bidder (L1) in the Price Bid. The Institute reserves the right to accept or reject all the offers, including the lowest, without assigning any reason.

12. General Term & Conditions

- 1. Payment of Rent/License Fee:** The successful bidder shall pay the Rent/licence fee every month in advance on or before 15th of every month after allotment. The subsequent instalments of licence fee is also to be deposited in advance, as per the schedule to be mentioned vide separate letter issued by the Institute. If the licensee fails to deposit the rent/licence fee in advance, the penalty clause is as under:

Duration	Penalty
Within 1st Fifteen days from due date	5% of License Fee
16 Days to 30 Days from the due Date	10% of License Fee
31 Days to 60 Days from the due Date	20% of License Fee
Above 60 Days from the due Date	Contract will be terminated

- The licensee shall not utilize any additional common space other than the allotted area of shop. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and the decision of the competent authority at IIM Tiruchirappalli, shall be final and binding.
- The list of items mentioned in Annexure-II is not exhaustive but the minimum requirement.
- The successful bidder must get list of items sold and services provided along with the prices approved by the institute before starting the business.
- Successful Tenderer shall complete all formalities within 15 days' time including remittance of security deposit and execution of License Deed prescribed by Institute and shall start his business within 15 days from the date of allotment of Shop. On failure to commence business within the said 15 days, the Tender shall stand cancelled and the loss suffered by Institute in this regard shall be appropriated from the Earnest money/Security deposit deposited by the Tenderer.

6. The shop premises allotted shall be utilized for running the specified business/trade only and shall not be used for any other purpose/business without the written consent of Institute. The License granted shall not be Sub-licensed either fully or in part to any third parties.
7. Shops shall run effectively and shall not be closed without intimating the Institute. During summer vacation, shops may be closed with prior permission from Institute. Shops shall not be kept open beyond the specified timings.
8. If the shop remains closed for more than 7 days without prior permission from the Institute, it will be presumed to have been closed down and shall be considered as violation of agreement. In such cases, notice period of one month shall not be applicable and as such the fresh proposals will be invited for the shop and the loss will be recovered from the first Licensee until taken over by the succeeding Licensee.
9. The Price of goods proposed to be sold or the fee for the services to be rendered shall be fixed at nominal rate and final rate will be fixed based on mutual concern between Institute and the successful bidder. The price list should be displayed (size 5 ft x 3ft) in front of the Shop Premises. The service provider shall not charge excess of the rates approved by the Institute. The rates once decided should be strictly adhered to and cannot be changed under any circumstances without prior approval of the Institute and approval should be displayed.
10. During the contract period, the license fee will be increased annually by 5% from the renewal of contract. Institute may at its discretion consider renewal after 1 year, subject to the Licensee agreeing to Institute terms and conditions and revised license fee. However, failure or delay exceeding one month on the part of the Tenderer to pay the license fees shall confer a right on Institute to terminate the License without further notice to the Tenderer.
11. Compliance with the various statutory requirements, norms and rules and regulations prescribed will be the responsibility of the licensees including the financial implications thereof. The successful Tenderer, before the commencement of business, shall timely obtain all licenses such as Trade License/appropriate License and all ancillary licenses/permissions/ clearances that may be required to be obtained by the Licensee from any authority/authorities at their own cost for the operation of the outlet. The successful tenderer shall solely be responsible to ensure and keep such Licenses valid throughout the license period.
12. The successful tenderer or his employees shall maintain harmony in the Institute and shall not indulge in any illegal activities in the Institute premises. In case of any such event /activities detrimental to Institute 's interest/decency/morality etc., the Institute shall have the right to terminate the agreement immediately.
13. All taxes and Government levies as applicable from time to time like expenditure tax, entertainment tax, sales tax etc. if any will be payable over and above the amount of license fee.
14. The successful tenderer shall take comprehensive insurance to cover all type of damages to the property and casual / walk-in guests, his staff, stocks, stores, spares, equipment, etc.

15. No additions/alterations are to be carried out in the licensed premises without the prior permission of Institute. Additions/alterations, if done, are to be of temporary nature and should be removed at the time the license period expiry.
16. Model license Deed will be provided by INSTITUTE for execution to the successful tenderer on allotment. License Deed to be furnished in Non-Judicial Stamp Paper of Rs.100 by the licensee at his own cost, within 15 days from the issue of allotment letter along with other documents/payments, failing which penalty as mentioned will be imposed
17. The licensee shall not employ any child labour(s) in Contravention of the Labour Employment Act, 1970. The licensee will be fully responsible for implementation of laws relating to Labour, Shops & Establishment, Minimum Wages, ESI, P.F. & Workmen Compensation etc. The licensee shall be responsible for the payment of wages and allowances to his staff as per Minimum Wages Act of Labour Law, in force and all statutory dues to the persons employed by him (If applicable).
18. The Public Premises (Eviction of unauthorized occupants) Act, 1971 will be applicable to all allotments of shops.
19. Safety standards should be maintained. Fire extinguishers (2 Kg & 4.5 Kg dry type), sand buckets, should be installed in accessible places and should be in working conditions. List of emergency number should be displayed in a prominent place. First aid measures should also be available for emergencies.
20. As per the directions of the Government of India, the Licensee shall facilitate with a swipe payment machine and shall also provide the UPI based payment system. The Licensee shall further display its VPA (virtual payment address) or QR-Code on the display board to enable the consumers make the payments via UPI App (BHIM or equivalent) apart from cash payment. If a common digital payment system is adopted in the Institute, such payment system has to be accepted.
21. Any tenders /documents received after the said time is liable to be summarily rejected.
22. All the workers of the Shop shall invariably carry their ID cards & overcoat (provided by their employer), shall be produced to the security personnel and other Institute authorities, whenever asked for.
23. The Shop allotted will be on Non-Exclusive basis and more than one shop of the same kind can be leased by Competent Authority in the same premises or in other premises of the Institute initially or subsequently.
24. The licensee shall not be entitled to raise any objection or claim for any deduction in license period, license fee and security deposit in case another of the same kind leased in the Institute campus or in case there comes in existence any authorized shop.
25. The Licensee shall equip the shop for running the business to the satisfaction of the Institute authority. Complaint/Suggestion Register have to be kept and should be available to all customers.
26. If any complaint is received on substandard quality, Institute may seize the whole stock or part thereof and order the disposed there of Complaint/Suggestion Register have to be kept and should be available to all customers.

27. The shop employees should not use the premises as residence. Use of space beyond official timings approved should be only for special purposes like receiving of goods, disinfestations, inventory, etc.
28. Proper receipt/bill of each transaction should be provided to the concerned user. Whenever the institute authority demands for the monthly sales details, the licensee should produce the detail.
29. The waste generated from shop must be disposed properly by the licensee before closing of each business day and cleared at sufficient intervals during the day. The licensee shall not dump any empty packing, baskets or any material and in specific plastic articles on the roof or in the open space outside the premises not allotted to him/her and shall be responsible to maintain all reasonable standard of cleanliness and hygiene in the shop & the surrounding areas and disposal of garbage, in default a fine up to Rs.5,000/- can be imposed on the licensee by Institute.
30. All necessary furniture and other infrastructure should be arranged by the Successful Bidder.
31. Civil/Structural modifications of the allotted space are not permitted. Interior Design is permitted subject to the approval of appropriate authorities. Entire expenses for Interior Design should be borne by successful bidder.
32. The licensee shall be responsible for the repair of shop if required, during the License period with prior permission from Institute.
33. Use of plastic bags inside the IIMT campus is banned. Woven Cloth carry bags can be provided as an alternative.
34. Notwithstanding anything contained in the conditions above, the licensor shall be at liberty to terminate this license by giving 30 days clear notice without assigning any reason whatsoever. However, the licensee may terminate this license by giving 60 days clear notice. In this case the firm will be debarred for participating in the tender process of all the commercial shops subsequent to their vacation notice for 2 years in addition 50% of the one-month license fee will also be charged/deducted from the licensee and the same will be deducted from his security deposit.
35. The Institute reserves the right to allot the license to the 2nd or 3rd highest bidder, in case the initial licensee opts to terminate the license at any time during the period of initial allotment of the license.
36. The licensor/Institute will be at liberty to terminate the license of the allotted premises and also forfeit security amount and license fee paid in advance by giving 10 days' notice to the tenderer/ allottee for any breach of the Terms & Conditions of the Tender Document/Agreement, besides also on the following grounds:
 - a. Sale or storage of banned substances/alcoholic material/items, narcotics and psychotropic substances within IIMT Campus.
 - b. Sale of substandard goods/overcharging of price more than MRP or rates approved by the Institute.
 - c. Indulgence in any illegal activity/occupation/illegal groupism or gathering/allowing anti-social elements to use the allotted premises for any other purpose, other than the purpose for which premises have been allotted.

- d. To indulge in blocking of any Institute building/properties or officer/official and demonstration or taking out procession within the Institute premises.
37. The licensee shall strictly observe and follow all the orders and instructions issued by the Institute from time to time. In case of non-compliance of orders and breach of any of the terms and conditions of License Agreement, the License/allotment can be cancelled by the Institute without assigning any reason and security deposit amount will stand forfeited.
38. The timings of the said premises for providing services shall be during 07.00 am to 10.00 pm for Unisex Beauty Parlour-Saloon. The saloon shall work during 6 days of the week. However, non-working days may be as per the notifications of the Labour Dept. of the Govt. of Tamil Nadu. The presence of licensee or his persons shall be ensured during the said working hours; otherwise it would be a violation of the terms and conditions calling for termination of license followed by eviction. Shop may be closed / timings may be changed with prior permission from Institute.
39. **Vacation Of The Premises After Expiry/ Revocation Of License:**
- a. The licensee shall deliver the key of vacant shop of the premises to the Institute after the expiry or revocation of the license. In case, the licensee fails to hand over the key of vacant shop after expiry of license period, he will be liable to pay 5 times of monthly license fee after the license period has expired unless it is extended by the Institute, in case of non-deposit of the fine as above, the same is liable to be deducted from the security deposit. In such case licensee shall be governed by the P.P. Act, 1971.
- b. The Institute reserves the right to modify, impose or relax any clause in the terms and conditions.
40. 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 or on behalf of the tenderer will also make his Tender liable to rejection.
41. 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.
42. **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.
43. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).
44. **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually

agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.

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

ANNEXURE – I: PROFILE OF THE BIDDER

Sr. No.	Required information	Description
1	Name of the agency / firm /company	
2	Address of the agency / firm /company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Authorized Signatory Details	Name
		Designation
		Email
		Phone
	Details of Contact other than Authorized Signatory	Name
		Designation
		Email
		Phone
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached):	Registration number of the firm.
		PAN No. of the Agency
		GST No. of the Agency
7	Has your firm/company ever changed its name 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 name of the contract and reasons for not completing the contract.	

9	Brief details of Litigations, if any, connected with related work, current or during the last five years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	Details of bank mandate;	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account	
	IFSC Code No.	
	(copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on Contract basis during the last five years (from 2017-18 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2017-2018	2018-2019	2019-2020	2020-2021	2021 – 2022
Details of Gross Annual Turnover - (Rs. in Lac)					
Average Turnover of the last five years	Rs. _____ in Lakhs				

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

Sr. 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					

ANNEXURE-II: PRICE BID – BOQ

S. NO	TYPE OF SERVICE	VARIETY	RATE
1	HAIR CUTS/DRESSING (WOMEN)	LADIES HAIRCUT – BASIC	
2		LADIES HAIRCUT – STYLISH	
3		BLOWDRY	
4		CURLS BLOW DRY	
5		SHAMPOO & CONDITIONER BASIC (S)	
6		SHAMPOO & CONDITIONER BASIC (M)	
7		SHAMPOO & CONDITIONER BASIC (L)	
8		SHAMPOO & CONDITIONER PREMIUM (S)	
9		SHAMPOO & CONDITIONER PREMIUM (M)	
10		SHAMPOO & CONDITIONER PREMIUM (L)	
11		HAIR IRONING (S)	
12		HAIR IRONING (M)	
13		HAIR IRONING (L)	
14		IRON CURLS (S)	
15		IRON CURLS (M)	
16		IRON CURLS (L)	
17		COLOUR SET (S)	
18		COLOUR SET (M)	
19		COLOUR SET (L)	
20		HENNA	
21		HAIR SPA (WOMEN)	CLASSIC HAIR SPA

22		MOISTURISING/COLOUR SAVE/ CURLY AND FIZZY HAIR SPA	
23		DANDRUFF/ HAIRFALL/DEEP CONDITIONING	
24	DE-TAN (WOMEN)	UPPER LIP	
25		UNDER ARM	
26		FEET	
27		FACE & NECK	
28		HALF ARMS	
29		FULL ARMS	
30		HALF LEGS	
31		FULL LEGS	
32		FULL FRONT	
33		FULL BACK	
34		FULL BODY	
35		CLASSIC WAXING (WOMEN)	FULL ARMS
36	HALF ARMS		
37	FULL LEGS		
38	HALF LEGS		
39	UNDER ARMS		
40	FULL FRONT		
41	WAXING FULL		
42	BACK WAXING		
43	CHIN		
44		UPPER LIP	

45		FACE	
46		FULL BODY BIKNI LINING	
47		FULL BIKNI LINING	
48	THREADING (WOMEN)	EYEBROWS	
49		UPPER LIP	
50		LOWER LIP	
51		FOREHEAD	
52		CHIN & NECK	
53		FULL FACE	
54		MANICURE (MEN& WOMEN)	CLASSIC
55	COCOA BUTTER		
56	DEAD SEA		
57	CITRUS SPA		
58	ICE-CREAM		
59	PEDICURE (MEN& WOMEN)	CLASSIC	
60		COCOA BUTTER	
61		DEAD SEA	
62		CITRUS SPA	
63		ICE-CREAM	
64		HEEL PEEL TREATMENT	
65		NAIL POLISH	
66	FACIAL(MEN& WOMEN)	MOIST FACIAL	
67		FRUIT FACIAL	

68		HYDRA MOIST FACIAL	
69		GOLD FACIAL	
70		CLASSIC CLEANUP	
71	MAKE-UP(INCL. EYEBROWS, FULL FACE & NECK DETAN& BASIC MAKE UP) (WOMEN)	CLASSIC MAKE-UP	
72		BRIDAL MAKEUP	
73		SAREE DRAPING	
74	MEHENDI (WOMEN)	HALF ARMS	
75		FULL ARMS	
76		HALF FEET	
77	HAIR CUT (MEN)	BASIC HAIRCUT/TRIMMING	
78		FANCY HAIR CUT	
79		HEAD SHAVING/TONSURE	
80		KIDS HAIR CUT	
81		SHAVING	
82		BEARD TRIMMING	
83		UNDER ARM TRIMMING	
84	HAIR DYE (MEN)	BASIC HAIR DYE	
85		BRANDED HAIRDYE	
86		ADVANCE HAIR COLOR	
87		DANDRUFF SPA	
88		HAIR SMOOTHING	
89		HAIR FALL SPA	
90		DEEP CONDITIONING	

91	BLEACHES (MEN)	FACE BLEACH	
92		NECK BLEACH	

NOTE:

ANY ADDITIONAL ITEMS CAN BE ADDED TO THE MENU LIST IN SEPARATE SHEET.

ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT

Application Form for submission of Tender Document

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

Subject: “Tender for providing Spa & Saloon Services at IIM Tiruchirappalli.

Reference: Tender Notice published in IIM Tiruchirappalli website. - Tender No: 23SP003T
Dated 11.04.2023

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender 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 tender) 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 tender document is / are employed in IIM Tiruchirappalli as per details given in 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.



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: 0431-2505121/5122 | E-Mail: purchase@iimtrichy.ac.in

- 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 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

ANNEXURE – IV: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Technical/Price Bid Opening on.....(date)
in the *Tender for providing Spa & Saloon Services at IIM Tiruchirappalli.*

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

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

Notes:

1. 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.
2. 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 TENDER

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	(Cover 2)	Only Price Bid document as per the BoQ.		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions stipulated in the Tender document (i.e., proof for experience in similar nature of work, annual turnover, performance certification with verifiable contacts and financial solvency have been enclosed with Technical Bid).		
6		Whether duly filled in Technical Bid documents (i.e., <u>Annexure-I</u> to the tender document) along with all the related enclosures have been enclosed with the Tender:		
		i. Registration/ Incorporation/Franchise 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.		
		iii. Authorization / Power of attorney for signing the tender document		
		iv. Audited Annual Accounts, Income Tax Return and assessment orders for the last five consecutive financial years i.e., from 2017-18 to 2021-22.		
		v. Details of completed contracts in the prescribed format during the last five 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 Tender document			
7		Whether Technical Bid documents as per <u>Annexure-I</u> of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per <u>Annexure-III</u> .		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per <u>Annexure-IV</u> is submitted.		
10		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?		
11		Whether an Index or Table of Content of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference?		
12		Whether Tender documents and its Corrigendum have been signed with seal in all the pages by the Bidder.		