



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

NOTICE INVITING E-TENDER FOR PROVIDING INFRASTRUCTURE ARRANGEMENT FOR TENTH ANNUAL CONVOCATION AT IIM TIRUCHIRAPPALLI

Tender No. IIMT/2021-22/Convocation/Infra/40 dated: 11.03.2022

(E-Procurement)

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for Providing Infrastructure Arrangement for Tenth Annual Convocation at IIM Tiruchirappalli”</i>		
Date of issue of Tender Document	11.03.2021	18.00 Hrs. onwards	-
Pre-bid Meeting	22.03.2021	16.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli. The Bidders are requested to visit site before coming for the Pre-Bid meeting.
Last date of Submission of Tenders	04.04.2021	15.00 Hrs.	-
Opening of Technical Bid	04.04.2021	15.05 Hrs.	-
Opening of Price Bid	<i>To be informed later</i>		-
Tender Document	The tender document can be downloaded from the IIM TRICHY website https://www.iimtrichy.ac.in/tender-published and Ministry of Education e- Wizard Portal (https://mhrd.euniwizarde.com)		
EMD Amount	EMD Amount Rs. 15,400 /- to be remitted in MHRD’s E-Wizard Portal through online mode.		
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	3% of 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 Trichy within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work Order will stand cancelled.		
Mode of Submission of Tender	In e-Wizard Portal(https://mhrd.euniwizarde.com/)		



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

CONTENTS

Instructions for Online Bid Submission	4
1. Registration Process on Online Portal.....	4
2. Tender Documents Search:	4
3. Amendment of Bid Document	4
4. Assistance to Bidders	5
Over View.....	6
Eligibility Conditions for Bidders	6
Instructions to Bidders.....	7
1. Downloading of Tender Document.....	7
2. Earnest Money Deposit.....	7
3. Relationship Certificate	8
4. Conditional Bids	8
5. Technical Bids Criteria.....	8
6. Price Bid Details.....	9
7. Validity of Bids and Rates	9
Bid Preparation.....	9
Procedure for Submission of Online Bids.....	10
1. Online Bids Submission:.....	11
a. Technical Bid – (Cover 1).....	11
b. Price Bid - (Cover 2).....	11
Pre-Bid Meeting	12
Opening of Technical & Price Bid	12
Issue of Work order and Commencement of Work	12
WEB LINK FOR INDICATIVE PHOTOGRAPHS OF THE REQUIRED ARRANGEMENTS	13
General Terms & Conditions.....	13
1. GST:.....	13
2. Payment Terms	13
4. Subletting of Work:	14
5. Penalty Clause.....	14
6. Warranty of Quality	14
7. Forfeiture of Earnest Money:	14
8. Performance Security Details	15
ANNEXURE – I: (TECHNICAL BID).....	17
ANNEXURE-II: PRICE BID - BOQ.....	20
ANNEXURE – III Technical Specifications & Requirements	21
ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT.....	25



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

ANNEXURE – V: UNDERTAKING CERTIFICATE	26
ANNEXURE – VI: LETTER OF AUTHORISATION.....	27
ANNEXURE-VII: DECLARATION.....	28
ANNEXURE – VIII : NEAR RELATIVE CERTIFICATE	29
ANNEXURE-IX: BANK ACCOUNT DETAILS.....	30
CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER	31

Instructions for Online Bid Submission

The bidders are required to **submit soft copies of their Bid electronically** on the **e-Wizard Portal** using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>)

1. Registration Process on Online Portal

- a. Bidders need to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b. The bidders need to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e- Wizard Portal.
- d. Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token

2. Tender Documents Search:

- a. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online 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 ‘Interested tenders’ folder.
- c. The Bidder should make a note of the unique Tender No assigned to each Tender, in case they want to obtain any clarification/help from the Helpdesk.

3. Amendment of Bid Document

- a. At any time prior to the deadline for submission of proposals, IIM Trichy reserves the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
- b. The Institute may at its own discretion extend the last date for the receipt of bids.
- c. IIM Trichy reserves the right to cancel the Tender without assigning any reason at any stages of evaluation before finalization.



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

d. IIM Trichy also reserves the right to, at any time and in its absolute discretion the following:

- 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 reserves the right to modify/change/delete/add any further terms and conditions prior to opening of the Price Bid.

4. Assistance to Bidders

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tenderor the relevant contact person indicated in the Tender.
- b. Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011- 49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, epochelpdesk.01@gmail.com, epochelpdesk.03@gmail.com, epochelpdesk.06@gmail.com
- c. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the Bid (s).
- d. The Bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com>) only.



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

Notice Inviting Tender

Over View

1. Indian Institute of Management Tiruchirappalli (IIM Trichy), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India, is the Tenth IIM and was instituted on 4th January 2011. More details about IIM TRICHY are available on our website www.iimtrichy.ac.in.
2. IIM TRICHY invites e-Tender for **“Providing Infrastructure Arrangement for Tenth Annual Convocation at IIM Tiruchirappalli”**. (Scheduled on 07th May 2022)

Service Description	Estimated Value of the Tender (excluding GST)	Interest-free Performance Security Deposit
Providing Infrastructure Arrangement for Tenth Annual Convocation at IIM Tiruchirappalli	Rs. 7,70,000/-	3% of the Work Order value

Eligibility Conditions for Bidders

1. The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the Bid.
2. 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.
3. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the **last five years** as on 28th February 2022. **Similar work shall mean:** Providing Infrastructure Arrangement for similar or comparable events of atleast same scale and the details of current works on hand and other contractual commitments shall be provided by the Bidder as on **28th February 2022** as detailed below;

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

OR

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

OR

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

The bidders should be able to provide supporting evidence such as copy of work order and testimonials/completion certificate from past clients. Performance Certificate from past clients of equivalent order sized (issued in the last five years) need to be attached with the Tender document. In this regard, the documents pertaining to best three years out of the last five years will be taken into consideration. The Bidders are requested to attach atleast five photographs of each of the events on which they are getting qualified.

4. Average Annual Turnover of the bidder should be at least 80% of the estimated cost of the tender during the previous five financial years from 2016-17 to 2020-21. Copies of duly audited Balance Sheet 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.
5. 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 (2016-2017 to 2020-2021) should be submitted along with the Technical Bid.
6. 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. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per ***Annexure-V***.
7. The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per ***Annexure-VII***.

Instructions to Bidders

1. Downloading of Tender Document

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

2. Earnest Money Deposit

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 15,400/- (Rupees Fifteen Thousand and Four Hundred only) at MoE's e-Wizard Portal. A copy of the payment transaction receipt has to be attached with the e-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 and the same will be returned after the making of Final payment.
- c. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).

- d. Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect, failing which the bid will not be considered for evaluation.
- 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 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. 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 Trichy will not pay any damage to the Company or firm or the concerned person.
- b) The Company or firm or the person will also be debarred for 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-VIII](#)) needs to be placed in the Technical bid cover.

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. Technical Bids Criteria

- i. The technical Bid shall contain all the relevant information which 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.

- ii. All the information should be organized in logically structured form and uploaded in PDF Format as a technical Bid with an index. Bidders should comply with the scope of work, eligibility criteria and technical requirements. The detailed formats are attached at [Annexure-I](#). The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure-I](#).

6. Price Bid Details

- a. Price Bid i.e. BoQ in MS Excel (.xls) format given in Tender to be uploaded after filling all relevant information. The priced BoQ should be submitted strictly as per the BoQ in MS Excel (.xls) format, failing which the offer will be rejected. (renaming or changing the format of BoQ) will not be acceptable.
- b. Tender must be submitted with the rates for all the item(s) of the services involved, and any incomplete tender will not be considered for evaluation.
- c. The rates quoted by the tenderer should be inclusive of all statutory levies such as Labour, insurance, packing, freight, transportation up to the site including loading, unloading and testing fee, etc. **except GST** and must hold good till the completion of work and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- d. The vendor should quote rates in the Price Bid ([Annexure-II](#)) in MS Excel (.xls) format only; bids indicating rates anywhere else will be rejected.
- e. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.
- f. In case of any additional requirements during the execution of work as per site condition , the bidder should provide the same, on need basis, and the payment will be made as per the mutually agreed rate, considering the prevailing market rate.

7. 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.

Bid Preparation

- 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.
- c. Please note the number of covers in which the bid documents have to be submitted, the number

of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the Bid.

d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

Procedure for Submission of Online Bids

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The tender document should be downloaded from the IIM Trichy website <https://www.iimtrichy.ac.in/tender-published> and <https://mhrd.euniwizarde.com/>. The Tender needs to be submitted online through MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>).
- c) The Bidder needs to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d) 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.
- e) All the pages of the tender document being submitted must be digitally signed as per the procedures and requirements stipulated herein.
- f) The Bidder (s) shall not make any changes or amendments in the tender document as published in the IIM Trichy website and Ministry of Education e-Wizard Portal.
- g) All correspondence and documents relating to the Tender shall be written in English.
- h) No addition or alteration should be made in the tender document.
- i) The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- j) 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.
- k) It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in [Annexure-VII](#) to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- l) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- m) 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.
- n) Bidders should note that they should submit their price bids in the prescribed format given by IIM Trichy, and no other format is acceptable.

- o) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- p) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- q) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- r) Upon the successful and timely submission of bids, 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.
- s) The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

1. Online Bids Submission:

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

a. Technical Bid – (Cover 1)

- i. The following documents are to be furnished as a single PDF file by the Bidder (s) along with Technical Bid ([Annexure-I](#)), as per the tender document;
- ii. Application form as per [Annexure - IV](#).
- 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. 5 Photographs of each previous events done by the bidder.
- viii. A copy of Income tax returns filed and audited accounts statement for the last five financial years (2016-17 to 2020-2021).
- ix. Duly (Digitally) Signed Tender document and its all annexures.
- x. All other documents mentioned in the tender document, except the Price Bid document.

b. Price Bid - (Cover 2)

Price bid (As per [Annexure-II](#) duly filled and signed) **must be quoted and uploaded online as per the format specified** (MS Excel “.xls” format), failing which Tender shall be rejected.

Pre-Bid Meeting

A Pre-bid meeting will be conducted in person on **22.03.2022 at 16.00 Hrs.** in the Dean's Office Meeting Room, Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur Village, Tiruchirappalli-620 024 to clarify doubts that may arise before submission of the bids. The bidders are advised to inspect the convocation venue by fixing prior appointments with Chief Administrative Office (i/c), IIM Tiruchirappalli before the pre-bid meeting.

The Bidders need to visit the site of work, at their own cost, and examine it and its surroundings by themselves, collect all information that they consider necessary for proper assessment of the prospective assignment before coming for the Pre-bid meeting.

Bidders/Representatives are invited to participate in this pre-bid meeting. Such attendees 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 10.00 Hrs., on **22.03.2022** for attending the Pre-bid meeting as per format enclosed vide [Annexure-VI](#).

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in, prior to the pre-bid meeting i.e. **by 02.00 pm on 22nd March 2022** to enable us to clarify the doubts in the pre-bid meeting

Opening of Technical & Price Bid

The technical Bid will be opened by the Tender Opening Committee on 04.04.2022 at 15.05 Hrs. through e-wizard online portal.

The price bids of all the technically eligible bidders will be opened. The date and time for the opening of the Price Bid will be informed later through e-wizard online portal. 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.

Issue of Work order and Commencement of Work

Work order would be awarded to the selected(L1) vendor as per the process mentioned above within 10 days of opening of the price bid.

IIMT will hand over the site for execution of work.

The date of convocation is 07.05.2022. The ceremony would be between 6.00 pm. and 9.00 pm. There will be an inspection at 10 a.m. on the previous day of the convocation (06.05.2022) and a rehearsal at 4 p.m.(tentatively) on the same day (06.05.2022). The following schedule should be strictly adhered to in delivery of the site with all work completed:

Schedule of Work	Reference to <u>Annexure III</u> : Technical Specifications/ Requirements	Delivery Date & Time
Photo gallery with all work to be completed including backdrop and carpeting	Item 4	06.05.2022 (Day before the event), 10.00 A.M.
Stage fully erected with side ramps, backdrop and carpeting (Flower work can be done later on the day of the convocation) with head table, chairs and microphone arrangements.	Item 1 except flowers, Item 4 of Part B	
All lighting including focus lights and serial lights	Items 6,7	
Convocation arena to be completed with at least 300 chairs out of the required 750 chairs	Items 2 & 3	
Elevated platform for photo and videographer	Item 8	
Printed flex banners	Item 9	
Air conditioners in working condition	Item 10	
All other items except flower work		07.05.2022 (Day of event) 12 NOON. Flower decoration should be ready by 4 p.m.
Flower decoration on stage and balance 450 Chairs	Item No 1 of Part A	

WEB LINK FOR INDICATIVE PHOTOGRAPHS OF THE REQUIRED ARRANGEMENTS

Indicative photographs pertaining to previous convocation infrastructure arrangements are available in the below mentioned google link;

https://drive.google.com/drive/folders/1VwgIfb3HSQHixjuI_wKJ3aTJUFyXyvma?usp=sharing

General Terms & Conditions

1. GST:

Providing Infrastructure arrangements for Institute's 10th Annual Convocation - 12%.

2. Payment Terms

- No advance payment will be made in any case.**
- The payment will be made for the actual work/quantity executed/supplied. If quantity exceeds the actual requirement given in the price bid, the payment will be made on pro-rata basis.
- The payment will be released after successful completion of Work.
- Payment will be made within 25 days after deducting the penalty amount (if any) on receipt of bills.
- TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from vendor's bills.

- f) **Escalation / De-Escalation of Rates:** Not Applicable. The rate should be firm throughout the contract period.
3. The work covered by this Tender is a whole and complete job and will not be split for award of work.
- 4. Subletting of Work:**
The firm/agency should not assign or sublet the work/job or any part of it to any other person or party, without the prior consent of the Institute in writing. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
- 5. Penalty Clause**
- a) Deficiency/delay in supply/work, will be construed as lapses on the part of the service provider. Such lapses due to the service provider will be viewed seriously and penalties will be imposed on the service provider in case of any delay in providing the required services as covered by this Tender within the stipulated date and timings. IIM Trichy reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the competent authority at IIM Trichy, shall be final and binding
- b) In case of failure to carry out the services to the satisfaction of IIM Trichy as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.
- 6. Warranty of Quality**
- a) In case, the firm fails to complete the work within the specified period, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- b) If it is observed at any stage that the quality of the Work is not satisfactory, the contract/ Work Order as a whole may be terminated and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.
- 7. Forfeiture of Earnest Money:**
The earnest money will be forfeited in the following cases:
- a) Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender. Such bidders will also be blacklisted.
- b) When information/certificate/document furnished is found to be false at any stage.
- c) When the bid documents have been manipulated or altered after they are downloaded from the website.

8. Performance Security Details

- a) The successful Bidder will be required to remit an interest free Performance Security Deposit of 3% of the Work/Purchase Order value through online transfer to IIM Trichy Bank Account, within five working days from receipt of the work order. The security deposit will be refunded to the vendor after 15 days from payment of the final bill.
 - b) Performance Security will be forfeited if the Service Provide fails to perform/abide by any of the terms or conditions of the Contract.
 - c) In case, the Service Provider fails to provide the required services within the specified delivery period, the same services will be obtained fthe from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
9. IIM Trichy shall have the right to inspect and/or to test the goods used to complete the work to confirm their conformity to the Tender's Specifications at no extra cost to the Purchaser.
- 10. Works Site Cleanliness:** During the work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of work, he shall remove all debris, additional materials and leave the premises clean to the full satisfaction of the Institute.
- 11. The persons to be deputed by the service provider,** being their own employees or otherwise, shall be their sole employees and IIM Trichy shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability. No right whatsoever, much less a legal right shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of Service Provider will remain the employee of the Service Provider and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them on work at the Institute.
- 12.** Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for Bid shall not be disclosed to bidders or any other persons not officially concerned with such process until the process is finalized.
- 13.** 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 Trichy 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.
- 14. Authority of the person signing document:** A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Trichy may without prejudice to other Civil and criminal

remedies cancel Contract and held the signatory liable for all cost and damages.

15. In respect of services rendered to IIM Trichy, 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.
16. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
17. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Trichy to the Agency.
18. In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Trichy is put to any loss / obligation, monetary or otherwise, IIM Trichy 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 Trichy to initiate penal measures against the Service Provider including the termination of the Contract.
19. 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).
20. **Arbitration:** In case of any unreconciled disputes between the parties IIM Trichy 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 Trichy jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
21. **Jurisdiction:** All disputes arising out of this Contract shall be subjected to the jurisdiction of Madurai Bench of Madras High Court.
22. **Force Majeure:**
 - a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment 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 restriction, strikes, and lockouts i.e. beyond the control of either party.

ANNEXURE – I: (TECHNICAL BID)

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. (as per Shops and establishment act.).	
		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 two 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 2016 to 2021). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2016-17	2017-18	2018-2019	2019-2020	2020 – 2021
Details of Gross Annual Turnover - (Rs. in Lac)					
Average Turnover of the best three years in the last five years					



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

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

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					



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

ANNEXURE-II: PRICE BID - BOQ

Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of Bid

ANNEXURE – III Technical Specifications & Requirements

Itemized Schedule of Requirements

S. No	Description	Qty.
PART - A		
	Stage arrangements	
1	<p>a) Providing stage of size 50'x40'x4'height using with MS angle framed with plywood panels of minimum 1" thickness on MS pipe /angle support with cross bracing and top covered with good quality red color carpet and bottom (three sides) also should be covered with neat plain satin cloth with matching color.</p> <p>b) Ramp to be provided on both side of the stage made in MS angle framed plywood panels of minimum 1" thickness on MS pipe/ angle support with cross bracing, painted hand rail and carpet covering.</p> <p>c) Printing and fixing of Backdrop (50'x 16') in steel frame including necessary pipe support and entire back side should be covered with neat cloth up to ground level.</p> <p>d) Tables of total 30' length and at least 2.5' width with new clear white color table cover on all the sides (to be set on the stage).</p> <p>e) Premium quality VIP class Chairs (45 Nos) (to be set on the stage). (Refer previous convocation photos)</p> <p>f) Flower decoration on the front side of the stage.</p> <p>g) Signage (2'x 1') on a board with 3' height stand for marking Faculty, Chief Guest, VIP area, Guest area, Parents area, Staff area, Students area, Rest Rooms etc. (approx. 25 Nos).</p> <p>h) Provision of focus lights with stand (3 Nos of 400 W in each) for stage both(two) sides.</p> <p>i) Provision of table/reading lamp for podium</p> <p>j) Provision of safety rail on two side of stage and 2 side of ramp for 3' height</p> <p>Note: Text/content to be printed for backdrop will be provided by IIMT.</p>	1 single job
2	Providing Good quality plastic armless chairs with white satin cloth cover for audience and students seating etc. complete. Provision to be made for supplying additional chairs with white satin cloth covers for upto 300. This additional requirements would be communicated five days in advance and the payment will be made on pro-rata basis.	750 Nos
3	Providing good quality floor red colour carpet over pathway/ grass for procession.	3000 sq. ft.

S. No	Description	Qty.
4	<p>Photo Gallery (70' width) Arrangements</p> <p>a. With stepped (7steps or higher) stage for 250 persons with steel frames with steel pipe supports with cross bracing, steel framed plywood of minimum 1" inch thickness platforms.</p> <p>b. Velvet mat finishing red color carpet for steps.</p> <p>c. with a flex banner of (size 60'x 5') as backdrop to be affixed.</p> <p>d. 45 Plastic Chairs with red satin cloth cover fully covering the chairs are to be provided for the photo gallery. It should match the colour of the carpet i.e red.</p> <p>e. Provision of focus lights with stand (3 Nos of 400 W in each) on both sides</p> <p>f. Floor red carpet in front of gallery (70'x20')</p> <p>Note: Matter/text for flex banner will be provided by IIMT</p>	1 Whole Job
5	Flag posts (50 mm dia. MS/GI Pipe post, 20' ht.) with new satin flags of different colors.	30 Nos
6	Outdoor floodlights for venue and procession pathway with 400W fittings with 20' height poles (2-6 lights in a pole based on the requirement at the site) using MS/GI pipe including necessary wires, feeder pillar box and DB boxes with necessary earthing. The post should be painted and erected properly.	120 Nos.
7	Providing serial lights of different colors for Admin block and Main Gate	2000 Nos.
8	Provision of elevated platform (size 8' x 8' x 1.5'ht) top covered with carpet floor for photo & videographers in front of stage	2 Nos.
9	Printed flex banners fixed in a steel frame in different size according to the specified requirements for Collages, Name boards and Welcome boards etc. to be fixed around the venue and the main gate. Note: Matter/text for flex banner will be provided by IIMT	4000 sq. ft.
10	Providing Tower Air conditioners of each 4.00TR on stage including necessary copper pipes, wires etc. The out-door unit should be placed in the ground in side of the stage	6 Nos.
11	Providing Dressing mirror of size 6'x1.5'for robing area	7 Nos

S. No	Description	Qty.
PART – B : AV Arrangements		
1	Professional full HD Camera along with Videographer for one day. Sufficient cables should be arranged by the vendor for capturing the entire audience and procession. The vendor should visit the site at least one week before the event to study the arrangements and procedure in consultation with the ICT department of IIM Tiruchirappalli.	2 Nos.
2	<ul style="list-style-type: none"> • Full HD Video Mixer with required inputs and outputs – 1 No. • Professional mixer operator (Manpower)- 1 No. • Output of the mixer (2 Nos) should be provided for live streaming. Necessary cables to be provided for the same. • Video Editing and Recording of the event (edited video has to be submitted to IIM Trichy in pendrive/DVD) -1 No. • The camera man should carry extra cable which should be sufficient to capture the procession which would start from the academic block (about 300 meters away from the location of mixer). 	Whole job
3	LED video wall of size 12’x 10’(Minimum) along with Floor Stand, necessary Cables and connectors should be installed for the audience. The full HD video output of the mixer should be connected with these LED video walls. Display brightness (Lumens) should be suitable for outdoor installation. The name of the speakers should be displayed on the monitors through the mixer during the event. All these equipment should be delivered and tested on the previous day during rehearsal.	2 Nos.

4	<p>Audio system requirement: -</p> <ol style="list-style-type: none"> Two channel Amplifier 1500 Watts or above- 9 Nos. 18 Channel or 22 channel Audio mixer (Stereo)with required inputs -1 No. Stage monitor speakers-2 Nos. Goose neck microphone for podium-2 Nos. Wireless handheld mic along with required batteries-2 Nos. Speakers – 800 W (Min.)- 16 Nos, which should be compatible with the amplifiers mentioned above (item #a). Accessories and Cables for interconnecting all the Audio and Video components including labor charges. Video Mixer output along with synchronized audio should be provided for live streaming according to the requirement of the vendor who performs the live webcast of the event. All the Audio Visual equipment's should be delivered and tested on the previous day of the event (during rehearsal). Power extension cables and necessary electrical connectors should be arranged by the vendor according to the site condition. Audio files will be provided in pen drive and the same should be played during the event. 	Whole job
5	<p>Drone Camera recording:</p> <p>The vendor should provide a drone camera along with a licensed pilot for the recording of the event as per the below specification and requirement:</p> <p>Resolution : 5 K Battery backup : Minimum 30 Minutes Height : Upto 50 Meters or better License of Pilot : IID or equivalent Usable video duration: Min. 15 Minutes.</p>	Whole Job



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT

Application Form for submission of Tender Document

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

Subject: Tender for Providing Infrastructure Arrangement for Tenth Annual Convocation at IIM Tiruchirappalli.

Reference: Tender Notice published in IIM Trichy website. - ***Tender No IIMT/2021-22/Convocation/Infra/40 dated: 11.03.2022***

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.

Yours faithfully,

Signature _____

Name _____

Seal of agency / Firm / Company



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

ANNEXURE – V: UNDERTAKING CERTIFICATE

It is certified that I, _____ (name of the person)S/o

Shri _____r/o _____

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.

Name:

Place:

Designation:

Date:

Signature:



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

ANNEXURE – VI: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid Meeting on 22.03.2022 (Tuesday) in the *Tender for Providing Infrastructure Arrangement for Tenth Annual Convocation at IIM Tiruchirappalli.*

Following persons are hereby authorized to attend the Pre Bid / Technical Bid / Price Bid meeting 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.

ANNEXURE-VII: DECLARATION

I, _____(name of the person) hereby declare that I am
authorized to sign this document and that:

- 1)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.
- 2)I understand that the decision taken by the IIM Trichy is final and binding in all matters.
- 3)I hereby agree to work as per the terms and conditions stipulated by IIM Trichy.
- 4)I understand that the IIM Trichy 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: _____

Date : _____

Name: _____

Designation: _____

ANNEXURE – VIII : NEAR RELATIVE CERTIFICATE

(To be given by ALL Directors)

I _____ S/o. Shri _____

R/o _____

hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIMT as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIMT shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature

Name in block letters of the signatory

In capacity of

NOTE:

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the Bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The ‘Near Relative Certificate’ should be submitted as per Tender

ANNEXURE-IX: BANK ACCOUNT DETAILS

Sl. No.	Particulars	Details
1	Name of the Beneficiary	
2	Beneficiary's Bank Account No.	
3	Beneficiary's nature of Bank account	
4	Beneficiary's Bank name	
5	Beneficiary's Bank branch address	
6	Beneficiary's Bank branch code	
7	Beneficiary's Bank branch IFSC Code	
8	Beneficiary's Bank Branch, MICR Code	
9	GST No.	
10	PAN No.	
11	Beneficiary's Address	
12	Beneficiary's Contact No.	

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 documents as per the BoQ MS excel format(.xls)		
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 page no 6 and 7 of 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., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender: <ul style="list-style-type: none"> i. Registration/ Incorporation details of the bidding firm/Agency/ Company ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company. iii. Authorization / Power of attorney for signing the tender document iv. 5 Photographs of each events done by the bidder. v. Audited Annual Accounts, Income Tax Return and assessment orders for the last five consecutive financial years i.e., from 2016-17 to 2020-21. If IT Return is not filled for 2020-21, Audited /unaudited financial statement should be attached. vi. Details of completed contracts in the prescribed format during the last five years along with proof with verifiable contacts. vii. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. viii. All other information/ details/ supporting documents/proof desired in the Tender document. 		
7		Whether Technical Bid documents as per Annexure-I of the tender document is submitted.		
8		Whether Undertaking Certificate as per Annexure-V to the effect that the Bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per Annexure-VI is submitted.		
10		Whether declaration as per Annexure-VII regarding accepting all the terms and conditions of the tender document is submitted.		
11		Near Relative Certificate as per Annexure -VIII is submitted.		
13		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?		
14		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?		
15		Whether Tender documents have been signed with seal in all the pages by the Bidder.		