

**NOTICE INVITING TENDER FOR EMPANELMENT FOR SUPPLY OF BAGS WITH  
EMBROIDERY OF IIMT LOGO**

**Tender No. IIMT/2022-23/EEC/EP/Bags/56 dated: 11.11.2022**

**(E-Procurement Mode)**

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for Empanelment for Supply of Bags with Embroidery of IIMT Logo”</i>		
Date of issue of Tender Document	11.11.2022	18.00 Hrs. onwards	-
Pre-bid Meeting	17.11.2022	10.30 Hrs.	If the Bidder has any query/clarifications, please e-mail to <a href="mailto:purchase@iimtrichy.ac.in">purchase@iimtrichy.ac.in</a> till 05.00 pm, 16.11.2022.
Last date for Submission of Tenders	25.11.2022	15.00 Hrs.	-
Opening of Technical Bid	25.11.2022	15.15 Hrs.	
Opening of Price Bid	<i>To be informed later the e-Wizard Portal</i>		
EMD	EMD Amount Rs. 18,000/- to be remitted in MHRD’s E-Wizard Portal through online mode.		
Copies of payment transaction receipt for <b>EMD</b> has to be attached with the application form, without which the bid won’t be considered. The payment of EMD is exempted for <b>MSME Bidders</b> . Bidders claiming exemption should attach necessary document proof should be attached with tender document.			
Tender Document	The tender document can be downloaded from the IIM TRICHY website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a> and MHRD e-Wizard Portal ( <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> )		
Mode of Submission of Tender	In MHRD e-Wizard Portal( <a href="https://mhrd.euniwizarde.com/">https://mhrd.euniwizarde.com/</a> )		

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### **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 to enroll on the e-Procurement module of the Portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b. The bidders 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 Tiruchirappalli (IIM Trichy) reserve 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.
- 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 evaluation.
  - To suspend, discontinue, modify and/or terminate the Tendering process at any time.

#### **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 tender or 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, eprochelpdesk.01@gmail.com, eprochelpdesk.03@gmail.com, eprochelpdesk.06@gmail.com

5. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

**6. The bid should be submitted through e-Wizard Portal (<https://mhrd.euniwizarde.com>) only.**

## NOTICE INVITING TENDER

### OVER VIEW

Indian Institute of Management Tiruchirappalli (IIM Trichy) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Government of India, is the eleventh IIM and was instituted on 4<sup>th</sup> January 2011. More details about IIM TRICHY are available in our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).

IIM TRICHY invites e-Tender for *Empanelment for Supply of Bags with Embroidery of IIMT Logo*.

Service Description	Approximate Quantity	Estimated Tender Value	Interest free Performance Security Deposit
<i>Tender for Empanelment for Supply of Bags With Embroidery of IIMT Logo</i>	1500 Nos*	Rs.6,00,000/-	3% of Work order Value to be remitted by the Each empaneled vendor to IIM Tiruchirappalli as SD

\* The quantity mentioned is approximate and the same can vary depending upon the requirement.

### SUBMISSION OF SAMPLE BAG

The participating Bidders should submit a Sample Bag to the below mentioned address in a sealed envelope superscribing “*Tender for Empanelment for Supply of Bags with Embroidery of IIMT Logo*” by **24<sup>th</sup> November 2022** i.e. before the last date of Submission of Bids in the e-Wizard Portal.

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

**The Sample Should be submitted as per the Specifications, and Indicative Images are given in Annexure –III; else, the bid will not be considered for the evaluation. It is once again reiterated that the bids without the sample bag will not be considered for evaluation.**

### PERIOD OF CONTRACT

The empanelment period is initially for a period of 1 (One) Year. However, the contract shall be extended for a further period of up to 3 (three) more years on a yearly basis if the services provided by the Agency is found to be satisfactory, on the same rate, terms and conditions and at the sole discretion of the Institute.

## Selection of Vendors

- a. One or more agencies will be empaneled for Supply of Bags. Those agencies who accept the offer will be empaneled for supply of Bags from time to time to IIM Trichy.
- b. IIM Trichy reserves the right to engage one or more agencies at a time and to cancel the Contract at any time without assigning any reason.
- c. The process for empanelment of bag suppliers will be done in two stages.
  - i. **Stage-1:** Those who are fulfilling all the technical qualifying criteria will be considered for opening of the price bids.
  - ii. **Stage-2:** The price bids of only those bidders who are technically qualified will be opened. The bidder who quotes the lowest rate shall be declared as the successful bidder (L1). Accordingly, the successful bidders will be empaneled for supply of bags. If more than one bidders quote the same rates, the order shall be split and purchase order will be awarded amongst the respective L1 vendors, based on the requirements of the Institute. The rate shall remain constant and valid during the entire period of empanelment.
  - iii. The Institute reserves the right to negotiate with L2 vendor for matching the rate offered by the L1 vendor for enlisting them under empaneled vendors.
  - iv. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and the performance of the vendor

## Eligibility Conditions for Bidders

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

- a. 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 GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.
- b. The Bidder (s) should be registered with the appropriate registration authority and should be in existence for not less than three years as on. Copy of Certificate of Incorporation or relevant registration certificate should be attached.
- c. Bidder(s) should have at least three years' experience in similar work as on 31<sup>st</sup> October 2022. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with technical bid). Similar work shall mean: **Supply of Bags**.
- d. The average Annual Turnover of the Bidder should be at least **80% of the estimated cost** of the Tender during the previous three financial years from 2019- 20 to 2021-22. 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. In case the income tax return is yet to be filled for the financial year 2021-22, the copy of the audited or unaudited financial statement authenticated by the CEO or CFO shall be submitted.

- e. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2019-20 to 2021-22) should be submitted with the Technical Bid.
- f. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per [Annexure-V](#).
- g. The Bidder should give 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 the [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. 18,000/- (Rupees Eighteen Thousand Only) in the e-Wizard Portal itself. A copy of the payment transaction receipt has to be attached with the e-Tender application form, without which the Tender won't be considered for the bidding process.
- b. The EMD of the successful Bidder will be adjusted against the Interest Free Security Deposits.
- 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 Tender will not be



considered for evaluation.

- e. The bidders who seek exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract, and they fail to sign the contract or to submit performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

### 3. Relationship Certificate

- a. The Bidder should give a certificate that none of his/her near relatives is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship, the firm certificate will be given by the proprietor. For partnership firm certificate will be provided 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-VI](#)) 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 solution being proposed by the Bidder.
- ii. All the information should be organized in logically structured form and uploaded in PDF Format as technical bid with an index. Bidders should comply with 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

- i. Price Bid i.e. BoQ given with the Tender to be uploaded after filling all relevant information and it should be uploaded in MS Excel (.xls) format as per the format available with the tender failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable.
- ii. 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.
- iii. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- iv. Tender must be submitted with the rates for all the item(s) involved and any incomplete tender will not be considered.
- v. The Rates quoted by the tenderer should be inclusive of all (delivery at IIM Trichy Campus, Packing, Loading and unloading) except GST and must hold good till the completion of the supply and shall not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage, including the extended period, if any.
- vi. Vendor should quote rates in the Price Bid ([Annexure-II](#)) in MS Excel (.xls) format only, bids indicating rates anywhere else will be rejected.

## 7. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the Empanelment. No escalation of price whatsoever would be allowed during the currency of the Empanelment, 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 price bid.

## Bid Preparation

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- iii. 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 document that needs to be submitted. Any deviations from these may lead to rejection of the bid.

- iv. 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**

- i. 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.
- ii. 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/>).
- iii. The Bidder needs to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iv. 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.
- v. All the pages of the tender document being submitted must be digitally signed as per the procedures and requirements stipulated herein.
- vi. The Bidder (s) shall not make any changes or amendment in the tender document as published in the IIM Trichy website and Ministry of Education e-Wizard Portal.
- vii. All correspondence and documents relating to the Tender shall be written in English.
- viii. No addition or alteration should be made in the tender document.
- ix. The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- x. 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 over writing. All the corrections should be attested with full signature of the Bidder with date.
- xi. It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the [Annexure-VII](#) to the effect of stating that the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- xii. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- xiii. 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.
- xiv. Bidders to note that they should necessarily submit their price bids in the prescribed format given by IIM Trichy and no other format is acceptable.

- xv. 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.
- xvi. 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.
- xvii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- xviii. 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.
- xix. 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 bidder service provider /Sole proprietorship/ firm agency etc. like Attested copy of deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- v. At least three years' experience in similar work as on 31<sup>st</sup> October 2022. (Relevant documentary proof like work order / Letter of Intent / Agreement)
- vi. A copy of Income tax returns filed and audited accounts statement for last three financial years (2019-20 to 2021-22).
- vii. The Relationship Certificate ([Annexure-VI](#)) needs to be placed in the Technical bid cover.
- viii. Duly (Digitally) Signed Tender document and it's all annexures.
- ix. All other document mentioned in tender document, except Price Bid document.

**b. Price Bid - (Cover 2)**

Price bid (As per [Annexure-II](#) duly filled and signed) Price 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 with the intending bidders will be conducted in person at the Dean's Office Meeting Room, Administrative Block, IIM Tiruchirappalli on 17.11.2022 at 10.30 Hrs. to clarify doubts that shall arise before submitting the bids. If the bidders, who are unable to visit IIM Tiruchirappalli in person to attend the pre-bid meeting, can join the meeting through virtual mode.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 15.00 Hrs., on 16.11.2022 to attend the Pre-bid meeting as per the format enclosed vide [Annexure-IX](#). The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before the pre-bid meeting, i.e. before 15.00 Hrs., on 16.11.2022, to enable us to clarify the doubts in the pre-bid meeting itself.

## Opening of Technical Bid

The technical bid will be opened by the Tender Opening Committee on 25.11.2022 at 15.15 Hrs. through e-wizard online Portal.

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

## Tender Evaluation Process

**The process for selection of the successful Bidder would be determined as under: -**

### Stage 1:

**Evaluation/Verification of Sample Bag** – The user department will verify the sample bags submitted by the Bidders as per the specifications and images are given in the Tender. The bidders in whose case sample bags fulfil the tender specifications and are accepted by the User Department will be eligible to participate in the further evaluation process. The decision taken by the user department will be final and binding.

### Stage 2:

**Opening of Technical Bids** - The Technical Bids of those qualified Bidders from *State-1* will be opened in the e-Wizard Portal by the Tender Opening Committee. The committee will assess the Firm/Agency as per the criteria mentioned in the tender document.

### Stage 3 :

**Opening of Price Bid:** The price bids of all the technically eligible bidders will be opened in the e-wizard Portal by the Standing Tender Opening. The date and time for opening of the Price Bid will be communicated later through e-wizard Portal. The lowest price quoted Bidder in the Price Bid will be considered a successful Bidder, and Purchase Order will be awarded to the successful Bidder.

The Institute reserves the right to accept or reject all the offers, including the lowest, without assigning any reason.

## General Term & Conditions

### 1. Payment Terms

- a. No advance payment will be made in any case.
- b. Payment will be released after successful Supply of Bags with Embroidery of IIMT Logo within 25 days, subject to submission of Invoice/Bill with all relevant documents like warranty certificate, validity, etc.

- c. TDS and any other Government levies applicable on bills as per Government instructions/notifications issued from time to time shall be applicable and deducted from Service Provider's bills.

## 2. Performance Security Details

- a. The successful Bidder will be required to remit an interest free Performance Security Deposit of 3% of the Work Order value through online transfer to IIM Trichy Bank Account mentioned at Page 1 of the tender document, within ten working days from receipt of the Purchase/Work order. The security deposit will remain with the Institute during the Empanelment period and it will be refunded after 30 days of successful completion of the Empanelment after adjusting applicable deductions, if any.
- b. Performance Security will be refunded to the Vendor, after the expiry of warranty/Replacement period in all respect.
- c. Performance Security will be forfeited if the Vendor fails to perform/abide by any of the terms or conditions of the contract.
- d. In case, the Service Provider fails to Supply within specified period, the same items will be obtained 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.

## 3. Penalty Clause

Deficiency/delay in Supply/Work will be construed as lapses on the part of the vendor. Such lapses due to the Vendor will be viewed seriously and penalties will be imposed on the vendor in case of any delay in supplying the required items 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 the decision of the competent authority at IIM Trichy, shall be final and binding.

In case, the Vendor fails to supply any items within a specified delivery period, and the same items will be obtained from the open market and the difference of cost, if any, will be recovered from the EMD or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the EMD and if there are no pending bills due to be paid to the respective vendor.

## 4. Warranty of Quality

- a. The successful Bidder should supply the bags with the best quality and workmanship as per the specifications mentioned in the Technical Specification section ([Annexure-III](#)).
- b. Replacement warranty should be there for six months against manufacturing defects.

- c. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole shall be terminated. Applicable penalties would be levied. The decision of the competent authority in the matter of penalty would be final and binding.

## 5. Delivery Schedule

- a. The successful Bidder should complete the Supply of Bags with Embroidery of the IIMT Logo *within 25 days from the issue of the Purchase/Work Order.*
  - b. *Purchase Orders/Work Orders will be issued as per our requirements.*
  - c. *Each 10 bags should be packed in a high-quality individual carton box.*
  - d. In case, the firm fails to complete work within the specified period, the purchase/work order as a whole may be terminated. Applicable penalties would be levied on the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.
6. 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.
  7. **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 Trichy may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
  8. 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.
  9. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
  10. 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.
  11. 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.



12. 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).
13. **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.
14. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
15. **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: 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	<b>Details of bank mandate;</b> 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 3 years (from 2019 to 2022). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

<b>Financial Years</b>	<b>2019-2020</b>	<b>2020 – 21</b>	<b>2021 – 22</b>
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in last two years		INR_____ 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)**

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

**Note: Bidder Should not make any changes in Brands and Specification mentioned in Price Bid and should quote the rate for only Brands and Specification Mentioned in Technical Specification Section, else bid will be rejected.**

**ANNEXURE – III: TECHNICAL SPECIFICATIONS OF THE BAG**

<b>Description</b>	<b>Specification</b>
Size	18” (Vertical),14” (horizontal), 6” Width
Material	16/80, 3/3, Polyester, Nylon, Polyester and Nylon mix, etc.,
Colour	Black
Padded shoulder straps	width 6cm,thickness3mm with an adjustable attachment of soft nylon (width 2.5cm)
Pockets	Multiple
Zip	Good quality zip (No:8 y2k)
	Zipper (Fastener) with 2 nos. sliding tabs: Toothed edges of plastic with metal sliding tabs. (Best quality)
	Zipper with puller using for main compartments
Bottle carrier	With good quality Mesh cloth on one side
Additional requirements	One of the compartments should be capable of safely carrying a laptop
	Minimum one front pocket shall be provided with zipper closure
	The length of the back strap shall be adjustable by means of good quality buckles. Adjustable side strap with buckle - 20 mm width
	The bag shall be neatly finished with straight and parallel rows of stitching, wherever required.
	All material edges to be tucked and stretched to prevent fraying
Embroidery	<b>The embroidery size of the logo (IIMT) for bag is (5’×3’).</b>
Buckles	Plastic which can bear an impact of at least 5 kg
Handle	On the top with soft cushion inside – 30 mm width, capable of withstanding of 15kg weight
Hook strap	Made of same jeans material
Bottom Bush	Rectangular PVC
Partition	Shall be made with same jeans material, in addition with reinforcement material
Strength	Design should be appealing, stylish and strong so as to carry a weight of 12-15kg
Additional Requirements	Rain/ Dust Cover. Specially reinforced PU coated waterproof materials. To provide a small compartment at the bottom of the bag to keep the rain cover.

**Indicative Image of Bags with Embroidery of IIMT Logo**





# 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](mailto: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 Empanelment for Supply of Bags with Embroidery of IIMT Logo”***

Reference: Tender Notice published in IIM Trichy website: **Tender No. IIMT/2022-23/EEC/EP/Bags/56**  
**dated: 11.11.2022**

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.

Yours faithfully,

Signature

Name

**Seal of agency / Firm / Company**



**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:

**ANNEXURE – VI: NEAR RELATIVE CERTIFICATE**

I \_\_\_\_\_ S/o. Shri \_\_\_\_\_

R/o \_\_\_\_\_

\_\_\_\_\_ hereby

certify that none of my relative (s) as defined in the tender document is / are employed in IIM Trichy 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 Trichy 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 the tender conditions.

**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 \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

**ANNEXURE – VIII: 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.	

**ANNEXURE – IX: 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.....(date) in the *Tender for Empanelment for Supply of Bags with Embroidery of IIMT Logo*. Following persons are hereby authorized to attend the Pre 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:**

Maximum of **two representatives** will be permitted to attend Pre Bid Meeting. 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.

**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 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"> <li>i. Registration/ Incorporation details of the bidding firm/Agency/ Company</li> <li>ii. Documents in support of 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.</li> <li>iii. Authorization / Power of attorney for signing the tender document</li> <li>iv. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2019-20 to 2021-22. If IT Return is not filled for 2020-21, unaudited or audited financial statement should be attached.</li> <li>v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. <ul style="list-style-type: none"> <li>i. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.</li> <li>ii. All other information/ details/ supporting documents/proof desired in the Tender document.</li> </ul> </li> </ul>		
6		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the tender document is submitted.		
7		Whether Undertaking Certificate as per <a href="#">Annexure-V</a> to the effect that the Bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.		
8		Near Relative Certificate as per <a href="#">Annexure -VI</a> is submitted.		
9		Whether declaration as per <a href="#">Annexure-VII</a> regarding accepting all the terms and conditions of the tender document is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?		
11		Whether an <b>Index or Table of Content</b> of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?		
12		Whether Tender documents have been signed with seal in all the pages by the Bidder.		