

**NOTICE INVITING TENDER FOR EMPANELMENT FOR THE SUPPLY OF BAGS  
WITH EMBROIDERY OF IIMT LOGO TO IIM TIRUCHIRAPPALLI**

**Tender No. 23SP240T dated 11.10.2023**

Details	Date	Time	Venue
Name of Work/Service	<b>“Tender for Empanelment for the Supply of Bags with Embroidery of IIMT Logo to IIM Tiruchirappalli”</b>		
Date of issue of Tender Document	11.10.2023	15.00 Hrs Onwards	-
Pre bid Meeting	19.10.2023	11.00 Hrs	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	01.11.2023	17.30 Hrs	-
Opening of Technical Bid (Tentatively)	02.11.2023	11.00 Hrs	
Opening of Price Bid	<b><i>To be informed later</i></b>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a>		
Cost of Tender Document	<b>Not Applicable</b>		
EMD Amount	EMD Amount <b>Rs. 30,000/- (Rupees Thirty Thousand Only)</b> to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. <b>Bank Account Details</b> <b>Name of the Beneficiary:</b> IIM Tiruchirappalli <b>Bank Name:</b> State Bank of India <b>SB A/c. No:</b> 32170808935 <b>IFSC Code:</b> SBIN0071187		
Copies of payment transaction 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 the tender document.			
SD Amount	<b>Rs. 60,000/- dueing the contract period</b> to be remitted to IIM Tiruchirappalli as SD. The SD amount, less the EMD amount already paid, will have to be remitted to IIM Tiruchirappalli within ten working days along with the letter of acceptance from the receipt of the Provisional Empanelment Order, failing which the Empanelment will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (09.30 to 17.30 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2nd Floor and obtain acknowledgment)		

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# 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)

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**NOTICE INVITING TENDER**

**OVER VIEW**

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

IIM Tiruchirappalli invites a sealed tenders from the bag suppliers for **Empanelment for Supply of Bags with Embroidery of IIMT Logo**.

Service Description	Approximate Quantity	Estimated Tender Value	Interest free Performance Security Deposit
<b>Tender for Empanelment for Supply of Bags With Embroidery of IIMT Logo</b>	1500 Nos*	Rs.6,00,000/-	Rs. 60,000/-

**Note:**

1. The quantity mentioned is approximate and the same can vary depending upon the requirement.
2. The empaneled vendors may also be asked to supply other types of bags such as jute bags or any other fabric (with embroidery or printing of IIMT logo) as per the requirement of the institute.

**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.

**TENDER EVALUATION PROCESS & 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 Tiruchirappalli.
- b. IIM Tiruchirappalli 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 Three stages.
  - i. **Stage-1:** 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.
  - ii. **Stage-2:** The Technical Bids of those qualified Bidders from **Stage-1** will be opened by the Tender Opening Committee. The committee will assess the Firm/Agency as per the criteria mentioned in the tender document.

- iii. **.Stage-3:** The price bids of only those bidders who are qualified in both stages (ie. Stage 1 &2) 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.
- iv. 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.
- v. The orders would be issued as per the requirement on a rotational basis among the empanelled vendors.
- vi. If the services provided by any of the empanelled vendors is unsatisfactory, the institute reserves the right to cancel the empanelment order issued to that vendor at any point of time during the contract, and the vendor who provides satisfactory services would alone be issued further monthly orders.
- vii. 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 fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

1. The Bidder (s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
2. The Bidder (s) should be registered with the appropriate registration authority and should exist **for not less than three years as on 30<sup>th</sup> September 2023**. Copy of Certificate of Incorporation or relevant registration certificate should be attached.
3. Bidder(s) should have at least three years' experience in Similar work as on 30<sup>th</sup> September 2023. Relevant documentary proof like work order / Letter of Intent / Agreement must be submitted with technical bid. **Similar work shall mean:** Supply of Bags.
4. Average Annual Turnover of the Bidder for the past three consecutive years (2020-21 to 2022-23), should be at least **100% of the estimated value of the Tender**. The year in which no turnover is shown would also be considered for working out the average. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last three years as above as per **Annexure-I (Technical Bid)**. If audited financial statement are not available, unaudited financials are to be authorized by CEO or CFO should be submitted with the Technical Bid.

5. 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 (2020-21, 2021-22 & 2022-23) should be submitted along with the Technical Bid. In case the income tax return is yet to be filed for the financial year 2022-23, the copy of the audited/unaudited financial statement authenticated by the CEO or CFO shall be submitted.
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. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per **Annexure-IV**.

### **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>. No Tender fee is payable.

#### **2. Earnest Money Deposit**

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty Thousand only) through online transfer to "IIM TIRUCHIRAPPALLI" as per the bank details provided at **Page 1**. A copy of the payment transaction receipt has to be attached with the Technical bid, 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 performance Security Deposit due to be paid. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the earnest money.
- c. 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.
- d. The bidders who seeks exemption from EMD as per the above clause(iii), if they withdraw or modify their bids during the period of validity, or if they are awarded the Empanelment 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 Tiruchirappalli 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 Certificate (Annexure-IV) needs to be placed in the Technical bid cover.

#### **4. Amendment to bid document**

- a. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder during pre-bid meeting.
- b. Such amendments shall be notified on IIM Tiruchirappalli website only and these amendments will be binding on all prospective bidders.
- c. The Institute may at its own discretion extend the last date for the receipt of bids.
- d. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- e. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:
  - Accept or reject any or 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 issue of Empanelment Order.

#### **5. 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.

#### **6. Technical Bid Criteria**

- a. 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.

- b. All information should be organized in logically structured form and submitted as technical bid with an index. Bidders should comply with 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.

## **7. Price Bid Details**

- a. Price Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be submitted as per the format available with the tender failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable.
- b. Price Bid i.e. BoQ given in tender to be submitted after filling all relevant information. The priced BoQ should be submitted strictly as per the **Annexure-II**, failing which the offer will be rejected.
- c. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- d. Bids must be submitted with the rates for all the item(s) of the work involved and any incomplete bid will not be considered.
- e. ***The Rates quoted by the tenderer should be inclusive of all charges except GST*** and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- f. The bidders can send an email [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) to seek clarification on the specifications/work covered by this Tender, if required.
- g. Vendor should quote rates in the Price Bid (**Annexure-II**) only, bids indicating discount anywhere else will be rejected.

## **8. Validity of bids and rates**

- a. All the quoted price would be valid until the completion of the Empanelment. No escalation of price whatsoever would be allowed during the period of the Empanelment, including extended period if any.
- b. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

### **PROCEDURE FOR SUBMISSION OF TENDER**

- a) The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>
- b) The bidder(s) shall not make any changes or amendment in the tender document as published in the IIM Tiruchirappalli website.
- c) All correspondence and documents relating to the tender shall be written in English.
- d) No paper / page shall be detached from the tender document. No addition or alteration should be



made in the tender document.

- e) The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- f) 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.
- g) The tender shall be submitted in *three parts*, viz., Sample Bag, Technical Bid and Price Bid. All the pages of the tender document being submitted must be signed and sequentially numbered by the bidder(s) before submission, as per the procedures and requirements stipulated herein.
- h) It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the Annexure-IV to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.
- i) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- j) 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.

#### **SUBMISSION OF BIDS**

Since this tender is based on *three bid system*., THREE SEPARATE SEALED ENVELOPES as explained below need to be prepared:

**a) SUBMISSION OF SAMPLE BAG (Envelop A)**

The participating Bidders should submit a Sample Bag to the below mentioned address in a sealed envelope superscribing “*Sample Bag for the Tender for Empanelment for the Supply of Bags with Embroidery of IIMT Logo to IIM Tiruchirappalli*” by the last date of Submission of Bids.

**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.**

**b) Technical Bid - (Envelope B)**

The following documents are to be furnished by the bidder(s) along with Technical Bid as per the tender document;

- i. Profile of the Bidder as per Annexure - I
- ii. Application form as per Annexure - III.
- iii. Copy of PAN and GST Registration.
- iv. EMD Payment Slip/ MSME Certificate for EMD exemption.

- v. 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.
  - vi. Copy of work orders, testimonials/completion/performance certificate from the present and past clients of equivalent order sized (received in the last three years) with verifiable contacts need to be attached with the Tender document.
  - vii. A copy of Income tax returns filed and audited accounts statement for last three financial years (2020-21, 2021-22 & 2022-23).
  - viii. The Relationship Certificate (Annexure-IV) needs to be placed in the Technical bid cover.
  - ix. Duly Signed Tender document and it's all annexures.
  - x. All other document mentioned in tender document, except Price Bid document.
  - xi. The **Technical Bid** Envelope with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: *“Technical Bid for the Supply of Bags with Embroidery of IIMT Logo to IIM Tiruchirappalli”*.**
- c) **Price Bid - (Envelope C)**
- i. **Price bid** (As per Annexure-II duly filled and signed) – Discount must be quoted as per the format specified, failing which tender shall be rejected.
  - ii. Only duly filled ***Price Bid*** as per Annexure-II should be put in a separate envelope and the envelope should be in sealed condition. This envelope should be **SUPERSCRIBED** with the following text: *“Price Bid for for the Supply of Bags with Embroidery of IIMT Logo to IIM Tiruchirappalli”*.

All the **Three sealed envelopes** should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text **SUPERSCRIBED** on the master envelope:

***Tender for Empanelment for the Supply of Bags with Embroidery of IIMT Logo to IIM Tiruchirappalli (Tender No: 23SP240T dated: 11.10.2023)***

The master envelope containing the three envelopes should be delivered on or before the deadline.

If the Three inner envelopes A (Sample Bag), B (Technical Bid), C (Price Bid) and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.

The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand. IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

### **PRE-BID MEETING**

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting

Room, Administrative Block, IIM Tiruchirappalli on 19.10.2023 at 11.00 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 15.30 Hrs., on 18.10.2023 to attend the Pre-bid meeting as per the format enclosed vide **Annexure-IV**.

The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before the pre-bid meeting, i.e. by 15.30 hrs, 18.10.2023, to enable us to clarify the doubts in the pre-bid meeting itself.

### **OPENING OF TECHNICAL AND PRICE BID**

The master envelope and Sample Bag cover will be opened by the Purchase Committee in the presence of the bidders or their authorized representatives through video conferencing mode on 02.11.2023 at 11.00 Hrs. (*Tentatively*). The Technical Bids of the Qualified Sample will be by the Tender Opening Committee.

A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of **letter of authorization from their firm** (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide **Annexure -IV**.

**Opening of Price Bid**: 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.

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

### **GENERAL TERM & CONDITIONS**

1. The institute shall place the Orders for similar items (Jute Bag, Executive Bag, Laptop bag, etc.) with the empaneled vendors by obtaining competitive quotations among the all empaneled Vendors. Lowest quoted vendor will be provided the Work Order for supply of those items.
2. **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.
3. **Delivery Schedule**

- a. The successful Bidder should complete the Supply of Bags with Embroidery of the IIMT Logo *within 20 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.

#### **4. 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.

#### **5. Performance Security Details**

- a. The successful Bidder(s) will be required to remit an interest free Performance Security Deposit of Rs. 60,000/- through online transfer to IIM Tiruchirappalli Bank Account mentioned at Page 1 of the tender document, within Seven days from receipt of the Provisional Empanelment Order. On receipt of Performance Security, the Confirmatory Empanelment Order will be issued to the Vendor. 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.

#### **6. 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 Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases and the decision of the competent authority at IIM Tiruchirappalli, shall be final and binding.

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 Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and if there are no pending bills due to be paid to the respective vendor.

#### **7. Forfeiture of Earnest Money:**

The earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws 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.
- ii. When information/certificate/document furnished is found to be false at any stage.
- iii. When the bid documents have been manipulated or altered after they are downloaded from the website.

#### **8. Termination of Agreement**

This contract can be terminated giving 60 days' notice by the Institute. The service provider will be required to give 90 days' notice in writing of their intention to leave or discontinue their service.

Such notice shall specify if all the services or part of the service provided is terminated and the effective date of such termination. Upon receipt of such notice, contractor shall:

- i. Assist IIM Tiruchirappalli in the maintenance, protection, and disposition of Service in progress, share audit logs/ porting of results, plant, tools, equipment, property, and goods acquired by Contractor or furnished by Contractor under this Contract; and
- ii. Upon any such termination for convenience, IIM Tiruchirappalli shall have no liability towards contractor for any damages, including loss of anticipated profits. As its sole right and remedy, contractor shall be paid for services already provided and to be provided till the date of the termination.
- iii. The termination of the Contract/Empanelment shall not relieve the contractor of any obligations and liabilities under the Contract.
- iv. IIM Tiruchirappalli may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
  - a. If the Service Provider fails to provide the services as detailed in the Tender within the period (s) specified in the contract or any extension thereof granted by the Institute.
  - b. If the Service Provider fails to perform any other obligation(s) under the contract.
  - c. If the Service Provider being declared insolvent by the competent Court of Law without any notice.

**9. SIGNING OF CONTRACT:**

- a. The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a Tamil Nadu State Non-Judicial stamp paper of Rs. 100/- (Rs. one hundred only) within 7 days from issue of the Provisional Empanelment Order along with interest free performance security deposit. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
- b. The service provider shall not be allowed to change its name after the award of the contract.
- c. The Bidder shall certify that change in ownership is not anticipated in the proposed period of contract. If such a change is anticipated, the scope and effect thereof shall be defined. IIM Tiruchirappalli shall file a suit against the bidder for breach of this clause requesting damages and / or specific performance remedies therefrom.

**10. Last Payment:** The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending of Institute.

**11.** Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.

**12. Authority of person signing document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

**13.** In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.

**14.** While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.

**15.** 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 Tiruchirappalli to the agency.

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

17. 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).
18. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable.
19. Only one Tender shall be submitted by one tenderer.
20. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
21. **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)**

EMD Transaction/Exemption Eligibility Details		Transaction Ref No: _____ dated: _____ If exempted Provide Valid Certificate Number: _____	
S. No.	Required information		Description
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm.	
		PAN No. of the Agency	
		GST No. of the Agency	
7	Have 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 three 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) in the Related work	

Turnover in the relevant field on contract basis during the last 3 years (from 2019-20 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2019-20	2020-21	2021-22
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in last three years	INR_____in Lakhs		

**Annexure – I (Continued)**

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	Period for which the Empanelment 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))**

<b>Description of Works</b>	<b>Approximate Quantity</b>	<b>Rate per Unit</b>	<b>Total Amount</b>
<i>Tender for Empanelment for Supply of Bags With Embroidery of IIMT Logo</i>	1500 Nos*		
Total amount including Supply, Embroidery work, Labour and Packing, Loading, Unloading and Freight and <i>excluding GST</i>			

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

Description	Specification
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**



**ANNEXURE – IV: 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.

Date:

***Subject: “Tender for Empanelment for the Supply of Bags with Embroidery of IIMT Logo to IIM Tiruchirappalli”***

Reference: Tender Notice published in IIM Tiruchirappalli website. - ***Tender No: 23SP240T dated: 11.10.2023***

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

It is certified that I, \_\_\_\_\_ (name of the person)

S/o Shri \_\_\_\_\_

r/o \_\_\_\_\_

a) am authorized to sign this document on behalf of M/s.

\_\_\_\_\_  
(the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

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

c) further declare that:

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 Tiruchirappalli is final and binding in all matters.
3. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
4. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

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

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

**Seal of agency / Firm / Company**

**ANNEXURE – V: LETTER OF AUTHORISATION**

**LETTER OF AUTHORISATION FOR ATTENDING PRE-BID/PRICE  
BID OPENING MEETING (in bidder’s letterhead)**

**To**

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

**Subject:** Authorization for attending Pre Bid/Technical Evaluation cum Presentation/Price Bid Opening Meeting on ..... (date) in the “*Tender for Empanelment for the Supply of Bags with Embroidery of IIMT Logo to IIM Tiruchirappalli*”.

Following persons are hereby authorized to attend the Pre Bid for the Tender mentioned above on behalf of. ....(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

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

**Notes:**

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



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

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, except Price Bid document.		
2	(Cover 2)	Only Price Bid documents as per the Annexure-II		
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., 2020-21 to 2022-23</li> <li>v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts.</li> <li>vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.</li> <li>vii. All other information/ details/ supporting documents/proof desired in the</li> <li>viii. Tender document.</li> </ul>		
6		Whether Technical Bid documents as per <u>Annexure-I</u> of the tender document is submitted.		
7		Whether Undertaking Certificate as per <u>Annexure-III</u> 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 <u>Annexure -IV</u> is submitted.		
9		Whether declaration as per <u>Annexure-IV</u> 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.		