

**NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS FOR THE SUPPLY OF MONTHLY HOUSEKEEPING MATERIALS TO IIM TIRUCHIRAPPALLI**

**निविदा सं.E-Tender No. 25SP262T dated: 13.01.2026**

विवरण/Details	दिनांक/Date	समय/Time	Venue
कार्य/सेवा का नाम/Name of Work/Service	<b><i>“Tender for Empanelment of the Vendors for the Supply of Monthly Housekeeping Materials to IIM Tiruchirappalli”</i></b>		
निविदा कागजात जारी करने की तारीख/Date of Issue of Tender Document	13.01.2026	18.00 Hrs. onwards	-
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	03.02.2026	17.00 Hrs.	-
Opening of Technical Bid and Price Bid ( <i>Tentative</i> )	05.02.2026	11.30 Hrs.	-
Validity of Tender	<b>90 days</b> from the date of opening of the price bid.		
निविदा कागजात Tender Document	From 13.01.2026 to 03.02.2026 (up to 17:00 Hrs.) on the e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> The tender document can only be obtained after registration of the tenderer on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .		
Mode of Submission of Tender	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

**विवरण**

**OVER VIEW**

भारतीय प्रबंधन संस्थान तिरुचिरापल्ली (आईआईएम तिरुचिरापल्ली) भारत सरकार के शिक्षा मंत्रालय के अंतर्गत एक राष्ट्रीय महत्व का संस्थान है। आईआईएम तिरुचिरापल्ली के बारे में अधिक जानकारी के लिए, कृपया हमारी वेबसाइट [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in) पर जाएँ।

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

IIM Tiruchirappalli invites e-tenders from the service providers/contractors for the *Supply of Monthly Housekeeping Materials to IIM Tiruchirappalli*.

Service Description	Estimated Tender Value of monthly Housekeeping materials (including GST)
<i>Empanelment of the Vendors for the Supply of Monthly Housekeeping Materials to IIM Tiruchirappalli</i>	<b>Rs. 1,35,000/-</b>

**Procedure for Submission of Bids****1. General**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements, and submitting their bids online on the CPP Portal.

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

**2. Registration**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal, which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify/nCode/eMudhra, etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- f) Bidder shall then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

**3. Searching for Tender Documents**

- a) There are various search options built in the CPP Portal to facilitate bidders in searching active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to inform the bidders through SMS/e-mail in case a corrigendum is issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

**4. Preparation of Bids**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents, including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should keep the bid documents ready to be uploaded as indicated in the tender document/schedule, and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 200 dpi with colour/black and white option, which helps in reducing the size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents, which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST Certificates, auditor certificates, etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process

**5. Submission of Bids**

- a. The Bidder should submit the bid online in two parts, viz. Technical Bid and Price Bid. Technical Bid, along with the required documents, should be in PDF format and uploaded online. Price Bid in MS Excel ".xls" format only should be uploaded online.
- b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time, i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and filled out by all the bidders. Bidders are required to download the BOQ file, open it, and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save them and submit them online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- e. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.
- f. All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers'/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. Upon the successful and timely submission of bids (i.e., after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid, with all other relevant details.
- i. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- j. The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

### Eligibility Conditions for Bidders

- a) The Bidder should have a valid GST Registration Certificate and PAN Card.
- b) The bidder(s) must have a minimum of two years' experience in supplying housekeeping materials to institutions such as IIMs, NITs, Central PSUs, or Private Sector Organizations as of December 31, 2025. Relevant documentary evidence (e.g., work orders, Letters of Intent, or Agreements) must be submitted along with the technical bid.

### Performance/Security Deposit

The Successful bidder should pay an interest-free security deposit of Rs. 6,750/- to the institute's bank account within seven days from the date of issue of the purchase order, and this amount will be returned to the vendor upon completion of the contract period. The details of the institute's bank accounts are given below:

#### Bank Account Details

**Name of the Beneficiary:** IIM Tiruchirappalli  
**Bank Name:** State Bank of India  
**SB A/c. No:** 32170808935  
**IFSC Code:** SBIN0071187

### Period of Contract

The selected Service Provider shall supply the required items **at the quoted rate** on a monthly basis, upon receipt of a request from the user department. The contract period is for **one year**. However, the contract shall be extended for a further period of up to **three more years**, on a yearly basis, if the services provided by the Agency are found to be satisfactory, on the same terms and conditions, and at the sole discretion of the Institute. The commencement date of the contract will be reflected in the Work Order, which will be issued to the selected Bidder.

### Firm Price

The rate quoted by the tenderer should be valid till the completion of the Contract and shall not be subject to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.

### General Terms & Conditions

1. The total cost should be inclusive of GST and all other charges (Delivery to IIM Tiruchirappalli), supply, packing, labour, loading, unloading, and delivery charges, etc.
2. **Delivery Schedule:** within **20** days from the date of receipt of the Purchase Order. If the agency/firm fails to complete the work within the stipulated period, the institute has the right to cancel the Work Order or take appropriate actions as deemed necessary.

### 3. Delivery at

#### Estate Office Store,

Indian Institute of Management Tiruchirappalli,  
Trichy- Pudukkottai Highway, Tiruchirappalli – 620 024.

**Contact: Email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) | Phone: 0431 – 250 5121/22.**

4. The Bidder(s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Services Tax (GST). ***A copy of the GST registration certificate, PAN, and Bank Account details has to be submitted along with the tender document.*** The names appearing on all these documents and the tender document should be the same or linked.
5. **Payment Terms:**
  - a. No advance payment will be made in any case.
  - b. Payment will be released within 25 days from the date of delivery of all items, along with submission of the Original Invoice.
  - c. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Supplier/Vendor/Service Provider's bills.
6. The bidder should take into account the Corrigendum/Addendum published on the CPP Portal and the IIM Tiruchirappalli website on the tender page from time to time before submitting the bids.
7. If you have any technical queries, please e-mail to [estatemanager@iimtrichy.ac.in](mailto:estatemanager@iimtrichy.ac.in) by marking a copy to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) / **0431 - 250 5166/5175** before submitting the tender.
8. ***The bidder should quote the rate for all the items; failing which, the tender will not be considered for further evaluation.***
9. IIMT reserves the right to change/ extend/ modify/ amend, or delete any of the conditions, clauses, or items stated therein any or all provisions of this Tender document. Such revisions/ amendments/corrigenda will be made available on the website of the IIMT Tender portal.
10. IIMT also reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the tender/tender.
11. **Penalty Clause**  
Deficiency/delay in supply/services will be construed as lapses on the part of the vendor. Such lapses due to the Vendor will be viewed seriously, and penalties will be imposed on the Vendor in case of any delay in the supply as covered by this Tender within the stipulated date and timings. The penalty will be 0.5% per day on the Purchase Order value beyond the agreed date of completion, with a maximum limit of 20%. The decision of the Competent Authority of the Institute shall be final and binding.
12. Tax will be deducted as per the rule in force.

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

**14. Force Majeure:**

- a) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party, within 15 days of its occurrence, informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e., beyond the control of either party.

**ANNEXURE - I: PROFILE OF THE BIDDER**

<b>S. No.</b>	<b>Required information</b>	<b>Description</b>
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 of 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 at 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 the name of the Contract and the reasons for not completing the Contract.	
9	Brief details of litigations, if any, connected with related Work, current or during the last three years, the opposite party, and the disputed amount.	

10	Give details of the Termination of the previous Contract, if any	
<b>Details of the Bank Mandate</b>		
	Name of the Beneficiary	
	Name of the Bank	
11	Name of the Branch	
	Account No.	
	Type of Account IFSC	
	IFSC Code No.	
12	Total experience (years/months) Related work in Central Educational Institution/Organization:	

**ANNEXURE-II: (PRICE BID - BOQ)**

<b>S. No.</b>	<b>Item Description</b>	<b>Sample Image</b>	<b>Qty</b>	<b>Remarks</b>
1	Room Spray- Aerosol container-300 ml		27 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
2	Checked Kitchen Cleaning Cloth – Big Size		50 Nos.	
3	Dinner Napkin		100 Pkt.	
4	Wiper 21" Inch With Metal Stick 4 Feet		50 Nos.	
5	Violet Garbage Bag Extra Large - (Code - Extra Large) Size: 76cm x 94cm		75 Nos.	
6	Violet Garbage Bag - (Code - Medium) Size: 19cm x 21cm		75 Nos.	

S. No.	Item Description	Sample Image	Qty	Remarks
7	Glass Cleaning Cloth		50 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
8	Lizol - Lemon Flavor (5 Liter Can)		14 Can	
9	Tissue Paper (M - Fold) D - Green		100 Pkt.	
10	Medimix Herbal Hand Wash With Pump Type 225 ML (Pump Dispenser Container)		50 Nos.	
11	Mop Refill Thread with Steel Stick 5 FT		50 Nos.	
12	Mop Refill Thread		50 Nos.	

S. No.	Item Description	Sample Image	Qty	Remarks
13	Phone Perfume 25 ML		50 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
14	Scotch Brite Scrubber		70 Nos.	
15	Toilet Roll - 350 SHTS - RC		75 Nos.	
16	Ezee Mop Set 75 cm (Roots)		30 Nos.	
17	Ezee Mop Set 75 cm Refill		30 Nos.	

S. No.	Item Description	Sample Image	Qty	Remarks
18	Scotch Brite Steel Scrubber		70 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
19	Soap Oil (5 Liter Can)		12 Can	
20	Colin (5 Liter Can)		9 Can	
21	Toilet Brush		60 Nos.	
22	Urinal Cubes 400 Grams		50 Nos.	

S. No.	Item Description	Sample Image	Qty	Remarks
23	Cleaning Acid (5 Liter Can)		10 Can	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
24	Vim Bar – 300 Grams		25 Nos.	
25	Laxshman Rekhaa Chalk- (Ant Chalk)		50 Nos.	
26	Fem Floral Soft & Safe Hand Wash - 5 Liters Bouquet		10 Can	
27	Room Spray (British Lime) Aerosol Container-300 ML		27 Nos.	

S. No.	Item Description	Sample Image	Qty	Remarks
28	Hand Gloves – Rubber		50 Set	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
29	Disposable Transparent Hand Gloves		50 Set	
30	Scotch Brite - Super Sponge Wipes (3 Nos Per Pack)		3 Pkt.	
31	Naphthalene Balls		1 Kg	
32	Heavy Duty Dust Pan		40 Nos.	

S. No.	Item Description	Sample Image	Qty	Remarks
33	Coconut Broom With Good Quality		20 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
34	Cob Web Stick – Expandable - Thread Type		25 Nos.	
35	Harpic-Advanced Toilet Cleaner - 5 Liter Can		13 Can	
36	Plunger with Stick		25 Nos.	

S. No.	Item Description	Sample Image	Qty	Remarks
37	Spray Gun (500 ML Capacity)		50 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
38	Mug 500 ML (Heavy Duty)		3 Nos.	
39	Mug 1 Litter (Heavy Duty)		3 Nos.	
40	Small Round Brush (Washbasin Cleaning)		50 Nos.	
41	Soft Brooms-Handle Steel Type (Jumbo Brand)		50 Nos.	
42	Feather Duster		10 Nos.	

S. No.	Item Description	Sample Image	Qty	Remarks
43	Painting Brush		12 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.
44	Hand Wash Container with Dispenser Pump		75 Nos.	

***Note: The items and quantities mentioned are approximate monthly estimates, and these may vary depending on the requirements. There may be nil requirements at times.*** Payment shall be made strictly for the quantities actually supplied at the approved tendered rates. If any additional items are required in the future, beyond the existing item descriptions mentioned in this tender, the same shall be supplied by the agency at the prevailing market rates with the required rate justification.

**ANNEXURE – VI: MAKE AND MODEL OF THE ITEMS****Please provide the make and model of the Items the bidders are intended to supply**

(Please specify the make and model of all the items listed in the specification document/BoQ. Accordingly, the number of rows to be inserted. The products without a make and model will not be considered for evaluation.)

Sl. No as per BoQ/Spec	Item Name as per BoQ/Spec	Make	Model	Compliance (Yes/No)

**Note:**

End-of-sale models and models not permitted in India will be rejected after confirmation with the OEM. The bidder will not be allowed to change the make and model after submission of the tender.