

NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF COTS AND MATTRESSES TO IIM TIRUCHIRAPPALLI

Tender No. 23SP218T dated: 13.10.2023

Details	Date	Time	Venue
Name of Work/ Service	<i>Tender for the Supply and Installation of Cots and Mattresses to IIM Tiruchirappalli</i>		
Date of issue of Tender Document	13.10.2023	18.00 Hrs. onwards	-
Pre-bid Meeting	20.10.2023	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	04.11.2023	17.30 Hrs.	-
Opening of Technical Bid (<i>Tentative</i>)	06.11.2023	11.00 Hrs.	
Opening of Price Bid	<i>To be informed later</i>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published .		
EMD Amount	EMD Amount Rs. 53,000/- to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with the tender document.			
SD Amount	10% of purchase order value to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2nd Floor and obtain acknowledgment)		

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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 in our website www.iimtrichy.ac.in.

IIM Tiruchirappalli invites Tender for the *Supply and Installation of Cots and Mattresses to IIM Tiruchirappalli*.

Service Description	Estimated Tender Value	Interest free Performance Security Deposit
<i>Supply and Installation of Cots and Mattresses to IIM Tiruchirappalli.</i>	Rs. 10,50,000/-	10 % of Purchase order Value

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:

- 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.
- The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than three years as on September 30, 2023. Copy of Certificate of Incorporation or relevant registration certificate should be attached.
- Bidder(s) should have at least three years' experience in similar work as on September 30, 2023. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with technical bid).
- Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the last three years as on September 30, 2023. Similar work shall mean: *Supply and Installation of Cots and Mattresses* and the details of current works on hand and other contractual commitments shall be provided by the Bidder as on September 30, 2023 as detailed below:

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

OR

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

OR

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

- e. Average Annual Turnover of the bidder should be at least 100% of the estimated cost of the tender during the previous three financial years from 2020-21 to 2022-23. 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.
- f. 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 to 2022-23) should be submitted with the Technical Bid.
- g. 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 and the Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per [Annexure-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. 53,000/- (Rupees Fifty-Three Thousand only)** at the bank account mentioned in **Page 1**. A copy of the payment transaction receipt has to be attached with the Tender application form, without which the bid will not be considered for the bidding process.
- b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.
- c. The EMD of the unsuccessful bidders will be released after the finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the 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, without which the bid won't be considered for further process.
- 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 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 Relationship Certificate ([Annexure-III](#)) 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 on its own.
- 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:
 - i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify and/or terminate the Tendering process at any time.
 - iv. To reject any unreasonable bid.
 - v. To modify/change/delete/add any further terms and conditions prior to opening of Price Bid.

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 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 attached as a 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](#).

7. Price Bid Details

- i. The Price Bid should be submitted strictly as per the BoQ attached in ([Annexure-II](#)) format, failing which the offer will be rejected. (renaming or changing the format of BoQ) will not be acceptable.
- ii. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- iii. Bids must be submitted with the rates for all the item(s) involved and any incomplete bid will not be considered. Overall Lowest quoted bidder declares as Successful Bidder (L1).
- iv. ***The Rates quoted by the tenderer should be inclusive of all charges*** (Supply, Installation, Labour and Packing, Loading, Unloading and Freight) 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.
- v. The bidders can send an email to purchase@iimtrichy.ac.in to seek clarification on the specifications/work covered by this Tender, if required.
- vi. Vendor should quote rates in the Price Bid ([Annexure-II](#)) only, bids indicating rates anywhere else will be rejected.
- vii. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.

8. Validity of Bids and Rates

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

Procedure for Submission of Bids

- i. The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>.
- ii. The Bidder needs to fill, sign and seal the required bid documents as indicated in the tender document.
- iii. The Bidder should submit the Bid in two parts viz. **Technical Bid** and **Price Bid**. Technical Bid along with required documents should be attached in Cover-1. **Price Bid as per Annexure- II** only should be submitted in Cover- 2.
- iv. All the pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- v. The Bidder (s) shall not make any changes or amendments in the tender document as published in the IIM Tiruchirappalli website.
- vi. All correspondence and documents relating to the Tender shall be written in English.
- vii. No addition or alteration should be made in the tender document.
- viii. The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- ix. If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- x. It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in **Annexure-III** to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- xi. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- xii. 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.
- xiii. Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.

Bid Submission:

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

a. Technical Bid – (Cover 1)

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

- i. Application form, Undertaking, Near Relative Certificate as per **Annexure - III**
- ii. Copy of PAN and GST Registration.
- iii. Copy of constitution or legal status of the service provider /Sole proprietorship/firm Agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- iv. EMD Payment Receipt / MSME Certificate for Exemption of EMD.
- v. 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.
- vi. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2020-21 to 2022-23).
- vii. Signed Tender document and it's all annexures and Corrigendum/Addendum if any.
- viii. All other documents mentioned in the tender document, except the Price Bid document.
- ix. The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: ***“Technical Bid the Supply and Installation of Cots and Mattresses to IIM Tiruchirappalli”***

b. Price Bid - (Cover 2)

- i. Price bid (As per **Annexure-II** duly filled and signed) - Price must be quoted as per the format specified for all the items, failing which tender shall be rejected.
- ii. Only duly filled Price Bid as per **Annexure-II** should be put in a separate cover and the cover should be in sealed condition. This envelope should be SUPERSCRIBED with the following text: ***“Price Bid for the Supply and Installation of Cots and Mattresses to IIM Tiruchirappalli”***

The two 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 the Supply and Installation of Cots and Mattresses to IIM Tiruchirappalli”-
23SP218T dated: 13.10.2023***

- i. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before deadline

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

- ii. If the two inner envelopes A, B 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.

- iii. The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). 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 **20.10.2023 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids. The bidders are advised to inspect the site by fixing prior appointments with Chief Administrative Office (i/c), IIM Tiruchirappalli before the pre-bid meeting.

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

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 before **11.00 Hrs., on 19.10.2023** for attending the Pre-bid meeting as per format enclosed vide **Annexure-IV**.

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in, prior to the pre-bid meeting i.e. by **11.00 Hrs., on 19.10.2023** 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 **06.11.2023 at 11.00 Hrs.** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in to attend the Opening of the Master Envelope and Technical Bid meeting on the given date (to be informed later) as per the format enclosed vide **Annexure -IV**.

Opening of Price Bid

The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives through Physical/video conferencing mode. The date and time for opening of the Price Bid will be informed later.

Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide **Annexure-IV**.

The work order will be awarded to the overall lowest quoted Bidder (L1) in the Price Bid.

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

General Term & Conditions

1. Delivery Schedule

- a. The successful bidder should complete the Supply and Installation of Cots and Mattresses at IIM Tiruchirappalli **within 30 days** from receipt of the Work Order.
- b. In case, the firm fails to complete work within specified period, the Work Order as a whole shall be terminated. Applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

2. Payment Terms

- a. No advance payment will be made in any case.
- b. The final payment will be released on completion of the entire work and submission of all the necessary documents like Warranty Certificate, etc.,
- c. Payment will be released within 25 working days' subject to submission of Invoice/Bill with all relevant documents like warranty certificate, validity, etc.
- d. 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.

3. Penalty Clause

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

4. Warranty of Quality

- a. The Successful Bidder should provide Warranty of one-year from the date of Supply and Installation.

- b. 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 penalties, would be final and binding.

5. 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.

6. Performance Security Details

- i. The successful Bidder will be required to remit an interest free Performance Security Deposit of **10% of the Work Order value** through online transfer to IIM Tiruchirappalli Bank Account, within ten working days from the receipt of the Provisional Work Order. On receipt of the Security Deposit in the institute's bank account and upon confirmation from the vendor on the same, the Work Order shall be issued. The security deposit will be refunded to the vendor after completion of the warranty period.
- ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the Contract.
- iii. In case, the Vendor fails to provide the required services as covered by this tender within a specified delivery period, the same services/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 there are no pending bills due to be paid to the respective vendor.

7. Signing of Contract:

The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. One hundred only) within 10 working days from issue of the Provisional Work 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.

ADDITIONAL CONDITIONS FOR THE BIDDER

1. Vendor has to remove all the debris from the site of execution and dispose them at suitable

places shown by the Estate Office at site.

2. All temporary arrangements are to be provided by the vendor at his own expenses to the satisfaction of the Institute. The Institute will not however, be liable to pay any compensation due to accident, injury to the contractor's work men or any account what-so-ever.
3. The Bidder shall make his / their own arrangement for all materials, tools, staff and labourer required for the contract, which shall include cost of lead, lift, loading, unloading, freight, recruiting expenses and any other charges for the completion of the work to entire satisfaction.
4. The Bidder shall make their own arrangement for carriage of all materials to the work site at his/their own cost.
5. The damages if any to the Institute properties during execution of the work should be restored by the vendor without any additional cost.
6. IIMT shall not provide any space at site for labor hutments.
7. **Firm Price: Bidder's quoted Rates/Prices for executing the work in the Price Bid should remain firm till completion of the entire work & should not attract any escalation under any circumstances whatsoever.**
8. If any information furnished by the Bidder is found as false / fabricated, then their bid will be rejected and treated as cancelled. Even if such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution. In such cases the Bidder will be debarred from participation in future tendering process in IIMT for next 03 (three) years.
9. All the points mentioned in this notification will be clearly written in the contract which has to be signed by the successful Bidder and any change in the terms and conditions mentioned above is not acceptable failing which your Tender will be disqualified.
10. All necessary personal safety equipment as considered adequate by the Bidder should be kept available for the use of the persons employed on the site and maintained in a condition suitable for immediate use and the Bidder should take adequate steps to ensure proper use of equipment by those concerned.
8. IIM Tiruchirappalli shall have the right to inspect and/or to test the goods used to complete the work to confirm their conformity to the Tender's Specifications at no extra cost to the Purchaser.
9. The Supplier has to do the necessary carpentry at his site; only assembling and installation is allowed inside the campus of IIM Tiruchirappalli.

10. **Works Site Cleanliness:** During the assembling and installation work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of work, he shall remove all debris, additional materials and leave the premises clean to the full satisfaction of the Institute
11. Some restrictions may be imposed for the movement of labour, materials etc., the contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on this account.
- ~~12.~~ The work will be carried out as per instructions of the Estate Office at the site.
13. The contractor shall bear all incidental charges for cartage, storage, and safe custody of the materials.
14. Whenever any reference to any Indian Standard specification occurs in the documents relating to this contract the same shall be inclusive of all amendments issued there to or revisions thereof, if any, up to the date of receipt of tenders.
15. The Contractor will have to work according to the program of work decided by the Estate Office.
16. The contractor shall take instructions from the Estate Office for stacking of materials any place. No excavated earth or building materials shall be stacked on areas where other buildings, roads, services of compound walls are to be constructed
17. The Department shall not provide any store accommodation for the stores brought by the contractor or issued by the Institute.
18. Damage to the building during execution of work shall be made good by the contractor matching with the surrounding surface, otherwise the same shall be got done at the cost of working contractor.
19. Any damage to the existing fittings shall be replaced by the contractor at his own cost and risk to the entire satisfaction of the Institute.
20. Any defective material/equipment shall be replaced/required at the discretion of the Institute.
21. 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.
22. **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.

23. 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.
24. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
25. 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.
26. In case, the vendor 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.
27. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
28. 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).
29. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
30. **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: _____ _____	
Sr. No.	Required information	Description	
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)		
4	Authorized Signatory Details	Name	
		Designation	
		Email	
		Phone	
	Details of Contact other than Authorized Signatory	Name	
		Designation	
		Email	
		Phone	
5	Month and Year of commencement business.		
6	Statutory details (Photocopies to be attached):	Registration number of the firm.	
		PAN No. of the Agency	
		GST No. of the Agency	

7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
9	Brief details of Litigations, if any, connected with related work, current or during the last three years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	Details of bank mandate; Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on contract basis during the last 3 years (from 2020-21 to 2022-23). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2020-21	2021 – 22	2022-23
Details of Gross Annual Turnover - (Rs. in Lakhs)			
Average Turnover in last three 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)

S. No	Description of Works	Unit	Qty	Rate per Quantity	Amount (Rs.)
1	<p>Queen Size – Wooden Cots</p> <p>Supply of queen size (6'1/4"x5'0") cot made in teak wood with the following specifications:</p> <ol style="list-style-type: none"> Legs with 4"x21/2" size teakwood frame. Side frame for bed with 5"x2" size teakwood frame Head and leg side bed frame with 5" x11/2" size teakwood frame Headrest shall be 3 '6" height from the bed. Inner bracings (5 nos) with 21/2"x11/2" size of teakwood frame Head and Leg side frame with 31/2"x21/2" size teakwood frame. Head side covered with 3/4" thick teakwood planks. Inner cover for head and leg with 3/4" thick teakwood planks. There should be a beading to hold the mattresses in the edge of the bed. All the inner and outer surface should have finished with melamine polish. <p>A sample cot to be submitted before starting bulk production.</p>	Nos	33		
2	Queen Size – Mattresses (Peps/Sleepwell/Duroflex/Kurl-on)	Nos	33		
Total Amount Including Supply, Installation, Lead, Lift, Labour, Packing, Loading, Unloading and Freight Charges and excluding GST					

ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT

Application Form for submission of Tender Document

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

Subject: Supply and Installation of Cots and Mattresses to IIM Tiruchirappalli.

Reference: Tender Notice published in IIM Tiruchirappalli website. - **Tender No: 23SP218T dated: 13.10.2023**

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:

i. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.

ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.

iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.

iv. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the



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

Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company

ANNEXURE – IV: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING SITE VISIT / PRE-BID MEETING / TECHNICAL BID / PRICE BID OPENING

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Tiruchirappalli - 620 024

Subject: Authorization for attending **SITE VISIT / PRE-BID MEETING / TECHNICAL BID / PRICE BID OPENING** on.....(date) in the *Supply and Installation of Cots and Mattresses 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.

ANNEXURE – V: MODEL IMAGE OF THE COT



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 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"> i. Registration/ Incorporation details of the bidding firm/Agency/ Company 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. iii. Authorization / Power of Attorney for signing the tender document iv. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2020-21 to 2022-23 v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. vii. All other information/ details/ supporting documents/proof desired in the Tender document. 		
6		Whether Technical Bid documents as per Annexure-I of the tender document is submitted.		
7		Whether Undertaking, Near Relative and Declaration Certificate as per Annexure-III to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.		
8		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 a seal?		
9		Whether an Index or Table of Contents of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?		
10		Whether Tender documents have been signed with the seal on all the pages by the bidder.		