

NOTICE INVITING TENDER FOR THE SUPPLY AND FIXING OF UPVC WINDOWS (FIFTH AND SIXTH FLOOR) AT CHENNAI CAMPUS OF IIM TIRUCHIRAPPALLI

Tender No. 24SP021T dated: 16.04.2024

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for the Supply and Fixing of UPVC Windows (Fifth and Sixth Floor) at Chennai Campus of IIM Tiruchirappalli”</i>		
Date of issue of Tender Document	16.04.2024	18.50 Hrs. onwards	-
Pre-bid Meeting	25.04.2024	11.00 Hrs.	BSNL Exchange Building (5 th & 6 th Floor), 99, Jawaharlal Nehru Road, K. K. Nagar, Chennai - 78
Last date for Submission of Tenders	07.05.2024	17.30 Hrs.	-
Opening of Technical Bid (<i>Tentative</i>)	08.05.2024	10.00 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. 1,85,000/- 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 tender document.			
SD Amount	10% of work order value to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM 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 – 2 nd Floor and obtain acknowledgement)		

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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: 0431-250 5121/5122 | E-Mail: 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 and more details are available in our website www.iimtrichy.ac.in.

The Campus started functioning in 2012 and has since grown in strength and popularity. The current strength of the batch is 50 which is expected to grow to 120 in the forthcoming admission. Currently, the institute is functioning on the first floor of a building named Sidharth located at T.S.No.15 (Part), Block No.2, Alandur Village, Plot No.45 (NP), Thiru Vi Ka Industrial Estate, Ekkatuthangal, Guindy, Chennai. The current lease period ends soon and hence, the institute started searching for suitable premises in 2023 planning for a smooth transition so that the students and their studies are unaffected. The institute has identified the BSNL Building situated in KK Nagar, Chennai to run the new campus, and has already taken the possession of the building.

The most important objective of the institute is shifting to the new premises fluidly and the students studying on the campus and the new students who will start their classes in the current academic year should not feel the crunch of the situation.

Hence, the institute is planning to simultaneously release the required tenders for creating the interiors of the Chennai Campus in the BSNL Building, KK Nagar, Chennai. Bids are invited from interested, enthusiastic, and passionate bidders who are willing to join hands with the institute to complete the Supply and Fixing of UPVC Windows (Fifth and Sixth Floor) of the campus by July 01, 2024, and ensure that the students or the courses are not interrupted.

Service Description	Estimated Tender Value (Excluding GST)	Interest free Performance Security Deposit	Work Location
<i>Tender for the Supply and Fixing of UPVC Windows (Fifth and Sixth Floor) at Chennai Campus of IIM Tiruchirappalli</i>	Rs. 37,00,000/-	10 % of Work order Value	BSNL Exchange Building (5 th & 6 th Floor) 99, Jawaharlal Nehru Road, K. K. Nagar, Chennai - 78

SCOPE OF WORK

Supply and fixing of UPVC windows in the existing windows open located at 5th and 6th floors of the building of the Chennai Campus of IIM Tiruchirappalli. The size of the windows is 8x4 feet.

Eligibility Conditions for Bidders

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

- a. The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.
- b. The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than five years as on 31st March 2024. Copy of Certificate of Incorporation or relevant registration certificate should be attached.
- c. Bidder(s) should have at least five years' experience in Similar work as on 31st March 2024. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with technical bid). **Similar work shall mean:** Supply and fixing of UPVC windows.
- d. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the last five years as on 31st March 2024. Similar work shall mean: Supply and fixing of UPVC windows and the details of current works on hand and other contractual commitments shall be provided by the Bidder as on 31st March 2024 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 five financial years from 2018-19 to 2022-23. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted as per the [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 (2018-19 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-III](#) and the Integrity Pact Should be submitted as per [Annexure –V](#).
- h. Duly attested [Annexure-IV](#) by IIMT Officials towards the Proof of Site Visit, without which the bid will not considered for the evaluation.

Instructions to Bidders

1. Downloading of Tender

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. 1,85,000/- (Rupees One Lakh and Eighty-Five 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 seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

3. Relationship Certificate

- a. The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid

Security will be forfeited at any stage whenever it is noticed and IIM 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/Site conditions. However, payment will be made for the actual work done quantity.
- 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, lifting, laying, Fixing, Labour, materials, glazing, stainless steel wire gauge, window hardware and Packing, Loading, Unloading, Transportation and freight, etc. all complete.) except GST and must hold good till the completion of work and should not be subjected to any escalation. ***The Institute will not pay any extra amount other than the quoted price.*** 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 estatemanager@iimtrichy.ac.in (Telephone No 0431-250 5166/5048/5156) and mark a cc 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 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 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 Online 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.

1. 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. Integrity Pact as per **Annexure-V**.
- iii. Copy of PAN and GST Registration.
- iv. Duly authorized document by IIMT Officials for the Proof of Site Visit as per **Annexure - IV**.
- v. 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.

- vi. EMD Payment Receipt / MSME Certificate for Exemption of EMD.
- vii. Copy of work orders, testimonials / completion / performance certificate from the present and past clients of equivalent order sized (received in the last five years) with verifiable contacts need to be attached with the Tender document.
- viii. A copy of Income tax returns filed and audited accounts statement for the last five financial years (2018-19 to 2022-2023).
- ix. A detailed proposal from the vendor for a manpower deployment plan for both the floors.
- x. Completion Schedule (from start to End) and the same should be enclosed with the Technical bid documents.
- xi. Signed Tender document and its all annexures and Corrigendum/Addendum if any.
- xii. All other documents mentioned in the tender document, except the Price Bid document.

The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: “**Technical Bid for the Supply and Fixing of UPVC Windows (Fifth and Sixth Floor) at Chennai Campus of 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 Fixing of UPVC Windows (Fifth and Sixth Floor) at Chennai Campus of 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 the Supply and Fixing of UPVC Windows (Fifth and Sixth Floor) at Chennai Campus of IIM Tiruchirappalli”

- 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 three inner envelopes A (Technical Bid), B (Price Bid) & C (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.

Site Visit & Pre-Bid Meeting

The bidders are expected to participate in the pre-bid meeting at the site mentioned below for better understanding and clarifications. The relevant IIMT Officials shall be available for Pre-bid meeting.

The bidder instructed to make the site visit before submitting the tender as the date of Site visit should be mentioned in the Program chart which is a part of Technical Evaluation. To visit the site, the vendor should send a formal e-mail to purchase@iimtrichy.ac.in and mark a cc to pgpbm@iimtrichy.ac.in. After getting confirmation from the Institute, the vendor can visit the site.

A Pre-Bid Meeting with the intending bidders will be conducted in person at BSNL Exchange Building (5th & 6th Floor), 99, Jawaharlal Nehru Road, K. K. Nagar, Chennai - 78 on **25.04.2024 at 11.00 Hrs.** to clarify doubts that shall arise before submitting the bids.

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 24.04.2024** 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., 24.04.2024** to enable us to clarify the doubts in the pre-bid meeting itself.

The bidder should submit the duly attested [Annexure-IV](#) by IIMT Officials towards the Proof of Site Visit along with the Technical Bid, without which the bid will not be considered for the evaluation.

Opening of Technical Bid

The Technical bid will be opened by the Tender Opening Committee on **08.05.2024 at 10.00 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 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](#).

Tender Evaluation Process

- a. The Bidder would be considered for price bid based on the score secured in the Evaluation of Technical Bids by the Evaluation Committee formed by the Institute, and the Committee's decision would be final and binding.

Stage 1: Evaluation of Technical Bids

The Technical Documents will be verified by the Committee. The Bidders meeting all the basic eligibility conditions mentioned in this tender document will only be considered for the Technical Evaluation.

Stage 2: Technical Evaluation

The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the Bidder. Technical evaluation of the Bidder will depend on the information provided herein by the committee members. **Technical bid score, out of 100**, will be arrived based on the following Parameters:

Sl. No	Items	Maximum Marks
1	<p>Financial Soundness/Turnover: The average turnover of the last three years (2020-21 to 2022-23), as reported in the audited financial statements, will be considered.</p> <p>a. Rs.37.01 lakhs to 40 Lakhs = 2.5 marks; b. Rs.40.01 to 50 Lakhs = 5 marks; c. Rs.50.01 to 60 Lakhs = 7.5 marks; d. Rs.60.01 Lakhs and above =10 marks.</p>	10
2	<p>Work Experience (Civil, Electrical, Interior) in the last five years as of 31st March 2024: Two Work orders for Rs. 35 Lakhs – 39.99 Lakhs – 5 Marks Single Work orders for Rs. 40 Lakhs to 49.99 Lakhs – 7 Marks Single Work order for Rs. 50 Lakhs and above – 10 Marks The completion certificate along with the work order should be attached. (Any Completion Certificate without a work order copy, contact details, and not in letterhead would not be considered)</p>	25
3	<p>Completion Schedule of work in time (from start to End). The schedule should be enclosed with the Technical bid documents. Site Visit is mandatory. The bidder should mention the date of site visit in the schedule.</p>	15

4	<p>Evaluation of the Capabilities: The following documents are to be submitted by the bidder for the evaluation of IIM Tiruchirappalli Committee members. The evaluation shall be based on the following parameters:</p> <ol style="list-style-type: none"> Bidder's understanding of IIMT's requirements (Concept Note). Experience in Similar projects; Feedback from previous Clients regarding timely completion of work, if any. Photos/Videos of previous works with the name of the work and location. 	50
Total Marks (Technical Score)		100

Note:

- Necessary Documentary proof should be submitted for the above evaluation process.
- The Institute reserves the right to visit the earlier/ongoing projects mentioned in the Technical Evaluation criteria.

A minimum of **70 marks** out of 100 marks, in technical bid evaluation is required to be eligible for participating in price bid.

Decision taken by the Evaluation Committee on the Technical Evaluation will be final and binding. At the end of this stage, each firm will have Technical score (out of 100) associated with it. Bidders getting less than **70 score** in the Technical bid will not be considered for opening the price bid.

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 entire work **within 60 days** with the 5th floor to be completed in 30 days and the 6th floor to be completed in 60 days from the date of issue of 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. However, part payment will be released to the extent of 90% of the work done as per the mutually agreed stages.
- b. The payment will be made on the basis of actual measurement.
- c. The Vendor shall raise invoices after completion of the agreed stages to the satisfaction of the Institute. Part payment will be made within 25 working days on receipt of bills with all the supporting documents.
- d. The final payment will be released on completion of the entire work and submission of all the necessary documents like Warranty Certificate from OEM with attestation, Handing over document.
- e. 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. The penalty will be 0.5% per day on the Work Order value beyond the agreed date of completion, with the maximum limit of 20%. The decision of the Competent Authority of the Institute shall be final and binding.

4) Warranty of Quality

- a. Defect Liability shall be for a period of 12 months for civil works and the warranty should be provided for electrical equipment as per standard OEM Warranty from the date of completion/commissioning of the work.
- 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 of IIM Tiruchirappalli 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 receipt of the work order. The security deposit will be refunded to the vendor after completion of the Defect Liability for a period 12 months from the date of completion/commissioning of the work.
- 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) Integrity Pact

- a) The Pact essentially envisages an agreement between the prospective vendors/ bidders and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:
 - i Promise on the part of the principal not to seek or accept any benefit which is not legally available.
 - ii Principal to treat all bidders with equity and reason.
 - iii Promise on the part of bidders not to offer any benefit to the employees of the principal not available legally.

- iv Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- v Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act;
- vi Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- vii Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary.
- viii Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

Any violation of Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc. as may be applicable to the organization concerned.

The Bidder has to submit the Integrity Pact as per [Annexure-V](#).

7. 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.
8. **Works Site Cleanliness:** During the work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of work, he shall remove all debris, additional materials and leave the premises clean to the full satisfaction of the Institute
9. 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.
10. The work will be carried out as per instructions of the Engineer-in-Charge at the site and nothing extra will be paid on this account.
11. The contractor shall bear all incidental charges for cartage, storage, and safe custody of the materials.
12. 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.
13. The Contractor will have to work according to the program of work decided by the Estate Office.
14. 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.
15. The Department shall not provide any store accommodation for the stores brought by the contractor or issued by the Institute.
16. 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.

17. 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.
18. Any defective material/equipment shall be replaced/required at the discretion of the Institute.
19. 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.
20. **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.
21. **Signing of Agreement:** The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a valid Rs. 300/- non-judicial stamp paper within ten working days from the issue of the 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.
22. 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.
23. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
24. 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.
25. 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.
26. **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.

27. 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).
28. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
29. **Force Majeure:**
- 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.
 - 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.

Specifications for Windows

1) UPVC WINDOWS:

- All openable and fixed window system shall have minimum 3 hollow chambers from front to back. The sliding system frames shall have minimum 3 chambers from front to back.
- All sections of the frame and sash shall be reinforced in accordance with the system supplier's recommendations using galvanized mild steel in a single continuous length.

2) GENERAL REQUIREMENTS - Profile

The profile is to be extruded from a compound that has been blended to ensure quality and consistency. The material shall be white or of approved shade, high impact modified window grade UPVC and shall be colorfast and conform to BS EN 12608:2003 as below:

Description of Material	Required Value
Flexural modulus of Elasticity	Shall not be less than 2200 N/mm ²
Resistance to impact by falling mass at – 10°C for Class II (falling mass 1000g; falling height 1500mm - as per BS EN 12608:2003)	not more than 1 test specimen shall show rupture in wall.
Mean Breaking Stress for welded corners	Shall not be less than 35N/mm ² for compression bending test or 25N/ mm ² for tensile bending test.

The profile shall be a hollow 3-chamber (across depth) profile with an outer wall thickness not less than 2.4 mm. The profile shall be of first grade/quality uniform and free from foreign bodies, cracks or marks.

3) Fabrication of window

- The window units shall be designed with all corner joints, transom joints and mullion joints being mitred and fusion welded.
- All excess material is to be neatly trimmed and neatly feature grooved/raised nib finish at corners, transom joints and mullion joints.
- There will be no mechanical joining of the profile.

- d) No polishing flush of any joints will be permitted.
- e) The window units shall be designed so that the route of drainage is prevented from passing through the reinforcement chamber.
- f) The finished product shall be free from all sharp edges, burrs and the like that may be hazardous to the user.
- g) The dimensional tolerances on the finished outer frame height and width shall be +/- 3mm. Frame assemblies shall be such that they can be installed square within a maximum difference in the diagonals of 4mm. Minimum overlap of sash on frame shall be 8mm
- h) In all window units, adequate drainage should be provided to permit the escape of water from platforms or horizontal members beneath each sealed unit. The drainage shallots shall not penetrate into the reinforcement chambers. Rain water Stop to be provided wherever necessary to provide barrier to excess rain water.

4) Reinforcement:

- a) Reinforcement shall be made from galvanized mild steel of not less than 2.2 mm thickness as per strength requirement unless otherwise approved by Engineer in Charge
- b) Steel reinforcement shall conform to IS 277:2003 or equivalent -Base material of steel shall conform to IS 513:2008 – Drawing Grade
- c) The reinforcement shall be installed in accordance with the recommended actions. The reinforcement shall conform to the wind load requirements of IS 875: Part 3. The reinforcement shall be in one continuous length and should be installed minimum 5mm and maximum 10mm from the face of the profile to be welded.
- d) The reinforcement shall be secured to the profile so that it does not move or rattle and it maintains the structural integrity of the frame and satisfies thermal separation. Reinforcement is to be fixed at a maximum of 100mm from the ends and then at a maximum of 300mm centers.

5) Glazing and Weather seals – GLAZING

- a) Window shall be such that glazing or re-glazing on site is possible without the need to remove the outer frames from the structure of the building.
- b) All glazing is to be packed in accordance with the system supplier's recommendations to
- c) prevent any kind of damage during handling.
- d) All beads will be cut at the correct degree recommended by the manufacturer. Glass retention clips shall be fitted in accordance with the Systems supplier's recommendations.

6) WEATHER SEALS

- a) The weather seals shall be EPDM/ Silicone seals. ASTM- D412 and ASTM- D2240 are standard specifying test methods for Tensile strength and Hardness of the gasket whereas the required value shall be specified
- b) Ultimate tensile strength min >7.5 N/mm².
- c) The weather seals are to be fitted in continuous lengths and grooves. The joints in the vent weather seal are to be positioned at the bottom and in the outer frames at the top.

7) Security and Safety

Fasteners shall be designed so that they cannot be released from the outside by the insertion of a thin blade. No opening light shall be openable or removable from the outside, when it is fastened in the closed position, except by use of special tools or breaking part of the window.

8) QUALITY CONTROL AND TESTING OF MATERIALS

a) Raw Material

The material from which the profiles are made shall consist substantially from white polyvinyl chloride as per BS EN 12608:20003. Only those additives and pigments may be used that are needed for the manufacture of the compound and its subsequent conversion into sound, durable extrusions of good surface finish and mechanical strength, as assessed by the requirements of this specification.

b) Profile Properties- Appearance and Finish

The color of the profile shall be uniform and the color of all profiles in a system shall be uniform. The profile shall be free from foreign bodies, cracks or sink marks when viewed by normal corrected vision at 90° to the surface and at a distance of 1 meter in normal diffused north light.

c) Dimensions and Weights

- i. The profiles shall be straight such that the longitudinal axis of the profile, as measured on the face surfaces, may deviate from the straight line by no more than 1mm per meter.
- ii. The cross section of the profile shall conform in shape and dimensions and may deviate by no more than + 0.5mm; glazing channels and seal grooves may deviate by not more than + 0.3mm. The weight of the profile per meter shall not be more than 5% below the nominal value.

d) **Window properties:** All load bearing members shall be adequately reinforced so as to resist the wind load requirements of IS 875: Part 3. Calculations shall be submitted for all window designs.

e) **Air Tightness:** The air infiltration for windows shall not exceed 1 litres/ second m² @ 75 Pa for both positive and negative pressures (certified for use in air-conditioned buildings)

f) **Water Tightness:** The water penetration for windows shall be minimum 15 minutes @ 150 Pa as per AS 4420.5

9) Installation of Frame

- a) Before installation the Installation Team is to make sure that the opening has been prepared and finished. Allow a 5mm gap between the frame and the opening. The new window shall be set in the prepared opening. Allow for suitable packing blocks.
- b) The window shall be fixed into the aperture, by drilling and fixing through the outer frame, to the existing structure using 'Fischer' fixings, F8S type bolts.
- c) The fixings shall be no less than 150mm from corners or transoms/mullions and at no more than 600mm centers.
- d) When the frame is securely fixed in position then fit glass and glazing beads. Allow for any

necessary glazing blocks and glass lock devices.

- e) Check windows for correct operation before proceeding with making good.
- f) No fixings are to penetrate the drainage channels.
- g) The windows shall be first treated with Polyurethane Foam (PU Foam) to enhance insulation against heat and Noise. The gap between masonry and the frame is to be filled with Neutral Cure Silicon (exposed to sun surface) and/or Acrylic Sealant (only for the internal surface).
- h) The silicone joints should be covered with Architraves/trims as per direction of Engineer- in-charge.

10) Making Good

- a) Making good to the external surface of the window frame and finish with a compatible approved low modular silicone sealant to BS5889. All trims and quadrants are to be approved by the Engineer- in- Charge prior to fixing.
- b) Allow for making good any disturbed plaster, brickwork and decorations internally and externally including color wash to brickwork.
- c) Clean off excess material and check fittings and gearing.
- d) Leave installation clean and in good working order.

11) GENERAL ITEMS

- a) This specification is to be read in conjunction with any other relevant documents and drawings.
- b) Sizes are not to be scaled from any drawings or sketches but should be measured on site prior to manufacture.

12) Window Accessories

- a) Window should be designed and reinforced such that it can withstand the wind load requirements by providing suitable strengthening accessories.
- b) The window shall meet the requirements of water tightness.
- c) Trims: Shall be used to cover the window to masonry joints.

13) Window Hardware

- a) All slider door/windows are to be provided with multi point locking arrangement with/without key locking facility as per the requirement. The hardware to be of G-U or ROTO or equivalent make. The slider locking mechanism handles are of projected/flush type.
- b) Casement window friction stays are to be of G-U or Securistyle or equivalent make of appropriate size and weight bearing capacity, made of SS304. The stack height of friction stay is to be 16 + 0.5mm.
- c) Measurement- Area of window shall be measured for payment correct to a centimetre from outer edge of the window frames.

List of Approved Makes

S. No	Type of Frame	Model	Make
1	UPVC frames and window profiles	Fenesta	Fenasta DCM Shriman
		QUTE	Qute extrusion Pvt. Ltd
		LG	LG Housys India
		Kommerling	Profine India Window technology Pvt Ltd.
		Duroplast	Duroplast extrusion Pvt Ltd
		Polyline	Polyline extrusion Pvt Ltd
		Aparna Venstar	Aparna Enterprises Ltd.
		AMD	AMD overseas Impex (India) Pvt. LTD.
		Rajshri	Rajshri Productions Pvt. Ltd.
		NCL VEKA	NCL VEKA Ltd.
		Prominace	Prominace Window Systems
		Marcolini	Mathura Polypack(P) Ltd.
		Akshara Polymerss	Akshara Polymerss
		Encraft	Encraft India Pvt.Ltd.
		Rehau	Rehau Unlimited Polymer Solutions
		Aluplast	Alu Alpha India
Shirke	B.G Shirke Construction Technology Pvt Ltd.		
2	Glass	Saint Gobain,	Saint Gobain India Pvt. Ltd.
		Asahi	Asahi India glass Ltd.
		Pilkinton	Pilkinton India Pvt .Ltd.
		Modiguard	Gujarat Guardian Ltd.

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. (as per Shops and establishment act.).	
		PAN No. of the Agency	
		GST No. of the Agency	

7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give name of the Contract and reasons for not completing the Contract.	
9	Brief details of Litigations, if any, connected with related Work, current or during the last 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 Beneficiary	
	Name of the Bank	
	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:	

Turnover in the relevant field on contract basis during the last 5 years (from 2018-19 to 2022-23). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2018-19	2019-20	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 Items	Qty	Unit	Rate per Unit	Total Amount
1	<p>Providing and fixing factory made UPVC Single glazed windows comprising of lead free uPVC multi-chambered frame, sash and mullion (where ever required) extruded profiles having minimum wall thickness of 1.70 mm for series R1 and R2 profiles and 2.10 mm for series R3 and R4 profiles confirming to EN:12608 in any shape, colour and design duly reinforced with galvanized mild steel section made of required shape & size as per CPWD specification, uPVC extruded glazing beads, interlocks and inline sash adaptor (where ever required) of appropriate dimension, EPDM gasket, hardware, SS 304 grade fasteners of minimum dia 8mm with countersunk head, comprising of matching polyamide PA6 grade sleeve for fixing frame to finished wall as per IS 1367: Part 1 to 1, plastic packers, plastic caps and necessary stainless steel screws etc. Profile on frame, sash & mullion (if required) shall be mitred cut and fusion welded/mechanically jointed duly sealed at all corners, including drilling of holes for fixing hardware and drainage of water etc. After fixing frame the gap between frame and adjacent finished wall shall be filled with weather proof silicon sealant over backer rod of approved size and quality, all complete as per approved drawing conforming to CPWD specification & direction of Engineer-in-charge. Section of steel reinforcement and cross section of UPVC profiles to be as per design approved by Engineer-in-charge. Single glass unit to be paid separately. Casement cum fixed panel window having single casement panel at both ends & middle fixed panel with SS 304 friction hinges as per size and weight of sash, multi-point locking system, zinc alloy (Zamak) powder coated handles. Using R4 series with frame (64 mm & above) x (50mm & above) & sash (64mm & above) x(70mm & above) & mullion (64 mm & above) x (70mm & above). Height above 1.8: each openable shutter up to 0.8mm width) and</p> <p>Providing and fixing glazing (Single glazing) in UPVC window, ventilator with EPDM rubber / neoprene gasket etc. complete as per the architectural</p>	150	Sq.m		

	drawings and the directions of engineer-in-charge . With float glass panes of 5 mm thickness (weight not less than 12.50 kg/sqm)				
2	<p>Providing and fixing factory made UPVC Double glazed windows comprising of lead free uPVC multi-chambered frame, sash and mullion (where ever required) extruded profiles having minimum wall thickness of 1.70 mm for series R1 and R2 profiles and 2.10 mm for series R3 and R4 profiles confirming to EN:12608 in any shape, colour and design duly reinforced with galvanized mild steel section made of required shape & size as per CPWD specification, uPVC extruded glazing beads, interlocks and inline sash adaptor (where ever required) of appropriate dimension, EPDM gasket, hardware, SS 304 grade fasteners of minimum dia 8mm with countersunk head, comprising of matching polyamide PA6 grade sleeve for fixing frame to finished wall as per IS 1367: Part 1 to 1, plastic packers, plastic caps and necessary stainless steel screws etc. Profile on frame, sash & mullion (if required) shall be mitred cut and fusion welded/mechanically jointed duly sealed at all corners, including drilling of holes for fixing hardware and drainage of water etc. After fixing frame the gap between frame and adjacent finished wall shall be filled with weather proof silicon sealant over backer rod of approved size and quality, all complete as per approved drawing conforming to CPWD specification & direction of Engineer-in-charge. Section of steel reinforcement and cross section of UPVC profiles to be as per design approved by Engineer-in-charge. Double glass unit to be paid separately. Casement window double panels with fixed mullion with S.S 304 hinges as per size and weight of sash, multi point locking system, zinc alloy (zamak) powder coated handles. Using R4 series with frame (64mm & above) x (50mm &above) & sash (64mm & above) x (70mm &above) & mullion (64mm & above) x (70mm &above) and</p> <p>Providing and fixing glazing (double glazed) with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge. With Toughened glass 12 mm thickness)</p>	130	Sq.m		

3	<p>Providing and fixing factory made UPVC single glazed ventilators comprising of lead free uPVC multi-chambered frame, sash and mullion (where ever required) extruded profiles having minimum wall thickness of 1.70 mm for series R1 and R2 profiles and 2.10 mm for series R3 and R4 profiles confirming to EN:12608 in any shape, colour and design duly reinforced with galvanized mild steel section made of required shape & size as per CPWD specification, uPVC extruded glazing beads, interlocks and inline sash adaptor (where ever required) of appropriate dimension, EPDM gasket, hardware, SS 304 grade fasteners of minimum dia 8mm with countersunk head, comprising of matching polyamide PA6 grade sleeve for fixing frame to finished wall as per IS 1367: Part 1 to 1, plastic packers, plastic caps and necessary stainless steel screws etc. Profile on frame, sash & mullion (if required) shall be mitred cut and fusion welded/mechanically jointed duly sealed at all corners, including drilling of holes for fixing hardware and drainage of water etc. After fixing frame the gap between frame and adjacent finished wall shall be filled with weather proof silicon sealant over backer rod of approved size and quality, all complete as per approved drawing conforming to CPWD specification & direction of Engineer-in-charge. Section of steel reinforcement and cross section of UPVC profiles to be as per design approved by Engineer-in-charge. Fixed ventilator using R1 series with frame (33mm & above) x (35mm & above) (Height up to 0.9 m) and</p> <p>Providing and fixing glazing (Single glazing) in UPVC window, ventilator with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge . With float glass panes of 5 mm thickness (weight not less than 12.50 kg/sqm)</p>	24.00	Sq.m		
<p><i>Total amount including Supply, lifting, laying, Fixing, Labour, materials, glazing, stainless steel wire gauge, window hardware and Packing, Loading, Unloading, Transportation and freight, etc. all complete and excluding GST</i></p>					

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 6200 24.

Subject: Tender for the Supply and Fixing of UPVC Windows (Fifth and Sixth Floor) at Chennai Campus of IIM Tiruchirappalli.

Reference: Tender Notice published in IIM Tiruchirappalli website. - **Tender No: 24SP021T dated: 16.04.2024**

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.



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: 0431-250 5121/5122 | E-Mail: purchase@iimtrichy.ac.in

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 – 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 *Tender for the Supply and Fixing of UPVC Windows (Fifth and Sixth Floor) at Chennai Campus of 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: INTEGRITY PACT

This Integrity Agreement is made at on this day of 2024 BETWEEN

The Director, IIM Tiruchirappalli represented through Chief Administrative Officer, IIM Tiruchirappalli, (Hereinafter referred as the IIM Tiruchirappalli, Trichy - Pudukkottai High Road, Trichy – 620 024, “Principal/Owner”, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....
..... (Name and Address of the Individual/ firm/ Company)

Through
(Hereinafter referred to as the (Details of duly authorized signatory) “Bidder/Contractor” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal/ Owner has floated the Tender No 24SP021T dated 16.04.2024 (hereinafter referred to as “Tender/Bid”) and intends to award, under laid down organizational procedure, contract for the Supply and Fixing of UPVC Windows (Fifth and Sixth Floor) at Chennai Campus of IIM Tiruchirappalli, hereinafter referred to as the “Contract”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as “Integrity Pact” or “Pact”), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

- b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the IIM Tiruchirappalli / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically. (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

- (d) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the IIM Tiruchirappalli interests.
- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Institute reserves the right to cancel the Tender. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 2) **Forfeiture of EMD/Performance Guarantee/Security Deposit:** If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

- 1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IIM Tiruchirappalli.

Article 7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

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IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of Principal/Owner)

.....

(For and on behalf of Bidder/Contractor)

WITNESSES:

1.....

(Signature, name and address)

2.....

(Signature, name and address)

Place:

Dated:

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., 2018-19 to 2022-23. v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. vi. A detailed proposal from the vendor for a manpower deployment plan for both the floors. vii. Delivery Schedule for completion of work in time (from start to End). The Schedule should be enclosed with the Technical bid documents. i. 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		Integrity Pact as per Annexure -V		
9		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?		
10		Whether an Index or Table of Content of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?		
11		Whether Tender documents have been signed with seal in all the pages by the bidder.		