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 5121/22 | E-Mail: purchase@iimtrichy.ac.in

NOTICE INVITING TENDER FOR THE SUPPLY OF CERTIFICATE FOLDERS WITH EMBOSSING OF THE IIMT LOGO FOR THE FOURTEENTH ANNUAL CONVOCATION AT IIM TIRUCHIRAPPALLI

निविदा सं.E-Tender No. 25SP348(11)T dated: 18.02.2026

विवरण/Details	दिनांक/Date	समय/Time	Venue
कार्य/सेवा का नाम/Name of Work/ Service	***"Supply of Certificate Folders with Embossing of the IIMT Logo for the Fourteenth Annual Convocation at IIM Tiruchirappalli"***		
निविदा कागजात जारी करने की तारीख/Date of Issue of Tender Document	18.02.2026	15.00 Hrs. onwards	-
Pre-Bid Meeting	24.02.2026	15.30 Hrs.	Deans' Office Meeting Room/Administrative Block, IIM Tiruchirappalli.
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	09.03.2026	15.00 Hrs.	-
Opening of Technical Bid ***(Tentative)***	10.03.2026	16.30 Hrs.	
Opening of Price Bid	***To be informed later***		
Validity of Tender	**90 days** from the date of opening of the price bid.		
निविदा कागजात Tender Document	From 18.02.2026 to 09.03.2026 (up to 15:00 Hrs.) on the e-tendering website https://eprocure.gov.in/eprocure/app The tender document can only be obtained after registration of the tenderer on the website https://eprocure.gov.in/eprocure/app.		
ईएमडी राशि (असफल बोलीकर्ताओं को वापस/ EMD Amount (Refundable to unsuccessful bidders)	EMD Amount **Rs. 4,500/-** 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 the payment transaction receipt for EMD have to be attached to 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 the necessary document proof to the tender document.			
SD Amount	**10% of the 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 Provisional Work Order, failing which the Work Order will stand cancelled.		
Mode of Submission of Tender	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

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निविदा आमंत्रण सूचना
विवरण
भारतीय प्रबंधन संस्थान तिरुचिरापल्ली (आईआईएम तिरुचिरापल्ली) भारत सरकार के शिक्षा मंत्रालय के अंतर्गत एक राष्ट्रीय महत्व का संस्थान है। आईआईएम तिरुचिरापल्ली के बारे में अधिक जानकारी के लिए, कृपया हमारी वेबसाइट www.iimtrichy.ac.in पर जाएँ।

NOTICE INVITING TENDER

OVER VIEW

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

IIM Tiruchirappalli invites e-tenders from the service providers/contractors for the ***Supply of Certificate Folders with Embossing of the IIMT Logo for the Fourteenth Annual Convocation at IIM Tiruchirappalli.***

Service Description	Estimated Tender Value (Excluding GST)	Interest-free Performance Security Deposit	Work Location
Supply of Certificate Folders with Embossing of the IIMT Logo for the Fourteenth Annual Convocation at IIM Tiruchirappalli	Rs. 90,000/-	10% of Work Order Value	IIM Tiruchirappalli Trichy – Pudukkottai Highway Trichy - 620024

Eligibility Conditions for Bidders

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

a. **Submission of a sample Certificate Folder:** Bidders are required to submit a sample certificate folder corresponding to each specification mentioned in the Technical Specifications section. The samples must be sent in a sealed cover clearly super scribed as:

"Sample of Certificate Folder for the Tender for the Supply of Certificate Folders with Embossing of the IIMT Logo for the Fourteenth Annual Convocation at IIM Tiruchirappalli", and addressed to,

The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy to Pudukkottai Highway, Trichy – 620 024, to reach us on or before 03.00 PM, March 09, 2026.

If the sample is not received within the above deadline from the Bidder(s), the tender submitted by such Bidder (s) will not be considered for evaluation.

b. The user department will evaluate the submitted samples. Bidders whose samples do not meet the required standards will be disqualified from further technical evaluation.

c. The bidder(s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Services Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. ***A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Technical Bid.*** The names appearing on all these documents and tender documents should be the same or linked.

d. Bidder(s) should have at ***least two years' experience*** in Similar work as on January 31, 2026. (Relevant documentary proof like work order / Letter of Intent / Agreement) must be submitted with the technical bid. ***Similar work shall mean experience in the Supply of Certificate Folders with Embossing of the Logo.***

e. Copy(ies) of work order(s) showing that the firm has executed similar work(s) in the last three years as of January 31, 2026, 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. The bidders should not be blacklisted or terminated due to poor performance by any department of the Government of India or any State Government or Private organisation 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 the 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***.

Instructions to Bidders

1. Downloading of Tender Document

Tender Documents can be taken from the CPP Portal https://eprocure.gov.in/eprocure/app. No Tender fee is payable.

2. Earnest Money Deposit

a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of ***Rs. 4,500/- (Rupees Four Thousand Five Hundred only)*** at the bank account mentioned on ***Page 1***. A copy of the payment transaction receipt has to be attached to 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 and Small Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups 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 relatives is working in the units as defined below, where he is going to apply for the Tender. In case of a proprietorship firm, a certificate will be given by the proprietor. For a partnership firm, the certificate will be given by all the partners, and in the case of a 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 of 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 the CPPP and 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 stage 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 the opening of the Price Bid.

5. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than those mentioned and/or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

6. Technical Bids Criteria

a. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of the solution being proposed by the Bidder.
b. All the information should be organised in a logically structured form and uploaded in PDF Format as a technical bid with an index. Bidders should comply with the eligibility criteria and technical requirements. The detailed formats are attached at ***Annexure-I***. The Bidder is to complete the same in all respects and submit accordingly. No deviations are acceptable in ***Annexure I***.

7. Price Bid Details

a. Price Bid i.e. BoQ given with the Tender to be uploaded after filling all relevant information, and it should be uploaded in MS Excel (.xls) format as per the format available with the tender; failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable.
b. The bidder with the lowest quoted rate (**Total E, i.e., overall L1**) in the BoQ will be declared as the successful bidder.
c. The quantities mentioned in the Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.

d. The Rates quoted by the Bidder should be ***inclusive of supply, labour, packing, forwarding, loading and unloading, freight charges, etc., and exclusive of 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 whatsoever shall be entertained at any stage, including the extended period, if any.

e. The bidders can send an email to ***aoacademics@iimtrichy.ac.in*** (Telephone No 0431-250 5030) and mark a copy to: ***purchase@iimtrichy.ac.in*** to seek clarification on the specifications/work covered by this Tender, if required.

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 the price bid.

Procedure for Submission of Bids

1. General

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

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

2. Registration

a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrolment" on the CPP Portal, which is free of charge.

b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

c) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.

f) Bidder shall then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

3. Searching for Tender Documents

a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP Portal.

b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to notify the bidders through SMS/e-mail in case a corrigendum is issued to the tender document.

c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

4. Preparation of Bids

a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents, including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.

c) Bidder, in advance, should keep the bid documents ready to be uploaded as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 200 dpi with colour/black and white option which helps in reducing size of the scanned document.

d) To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificates, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or ''Other Important Documents'' area available to them to upload such documents. These documents may be directly submitted from "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process

5. Submission of Bids

a. The Bidder should submit the bid online in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be in PDF format and uploaded online in Cover-1. Price Bid in MS Excel ".xls" format only should be uploaded online in Cover-2.

b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

d. **Tender Security / Earnest Money Deposit (EMD):** Bidder should submit the EMD/Tender Security as per the instructions specified on page no.1 in the tender document.
e. Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
f. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.
g. All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Sockets Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
h. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
i. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
j. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
k. The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person/virtual mode at IIM Tiruchirappalli, Trichy - 620024 on ***09.02.2026 at 15.30 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 07.02.2026*** for attending the Pre-bid meeting as per the format enclosed vide ***Annexure-IV*.**

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in, prior to the pre-bid meeting i.e. by ***11.00 Hrs., 07.02.2026*** to enable us to clarify the doubts in the pre-bid meeting itself.

Opening of Technical Bid

The Technical bid will tentatively be opened by the Tender Opening Committee on ***10.02.2026 at 16.30 Hrs***. on the CPP Portal.

Tender Evaluation Process

The process of selection of the successful Bidder would be determined as follows:

Stage 1: Evaluation/Verification of Sample Certificate Folder
The ***user department*** will verify the samples submitted by the bidders ***as per the specifications and images*** given in the Tender. The bidders whose case the samples fulfil the specifications and are accepted by the User Department will be eligible to participate in the further evaluation process. The decision taken by the user department will be final and binding.

Document Verification – All the technical bid documents submitted by the bidder will be scrutinised by the committee. The bidders meeting all the basic eligibility conditions mentioned in this tender document will only be considered for the Price Bid Opening.

During evaluation, the Committee may seek clarification/information from the bidder for any additional documents or the original hard copy of the documents for which a copy of the document has already been submitted as part of the technical documents. If these are not produced within the stipulated time frame, their bids will be liable for rejection.

Any inquiry after submission of the bids will not be entertained. The decision of IIM Tiruchirappalli will be final and binding to all for the interpretation of any ambiguity.

Opening of Price Bid

The price bids of all the technically eligible bidders will be opened on the CPP Portal. The date and time for the opening of the Price Bid will be announced later. The bidders will get automated intimation from the CPP Portal when the price bid is open on the CPP Portal.

General Terms & Conditions

1) **Delivery Schedule**

   a. The total amount should be exclusive of GST and inclusive of supply, labour, packing, forwarding, loading and unloading, freight charges, etc.
   b. The successful bidder should supply all the items ***within 20 days*** from the date of issue of the work order.
   c. In case the firm fails to complete the supply of the folders within the specified period, the Work Order as a whole shall be terminated, or applicable penalties shall be levied on the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

2) ***The Successful bidder should submit a sample folder with embossing of IIMT Logo as per the specification mentioned in the Tender document for the approval before going for full production.***

3) ***The delivery of folders should be well-packed and should be delivered without any damage (the folders should not bend).***

4) **Payment Terms**

   a. No advance payment will be made in any case.
   b. The Vendor shall raise invoices after the supply of all the certificates to the satisfaction of the Institute. Payment will be made within 25 working days on receipt of Original Invoice.

5) ***The specifications mentioned in the tender should only be delivered.***

6) **Penalty Clause**

Deficiency/delay in work/services will be construed as lapses on the part of the vendor. Such lapses due to the Vendor will be viewed seriously, and penalties will be imposed on the Vendor in case of any delay in 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 a maximum limit of 20%. The decision of the Competent Authority of the Institute shall be final and binding.

7) **Forfeiture of Earnest Money:**

The earnest money will be forfeited in the following cases:

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

8) **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 the IIM Tiruchirappalli Bank Account, within seven working days from receipt of the work order. ***The security deposit will be refunded to the vendor after the supply of all the items, along with the final payment, after adjusting applicable deductions, if any***.

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 in 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.

9) 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 of or on behalf of the tenderer will also make his tender liable to rejection.

10) **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.

11) While making payment to the Service Provider, TDS and other statutory deductions will be deducted by the Institute.

12) **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.

13) **Additional Quantity Class:**

IIM Tiruchirappalli shall exercise an option to procure an additional Quality of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.

14) **Repeat Order Clause:**

IIM Tiruchirappalli shall place the repeat order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/ successful commissioning/installation of the work with the same terms & conditions of the tender. In extraordinary circumstances, a repeat order shall be placed within 01 (one) year. It would be entirely at the discretion of the buyer (IIMT) to place the repeat order or not.

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

16) **Force Majeure:**

a. Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party, within 15 days of its occurrence, informs the other party in writing.

b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e., beyond the control of either party.

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ANNEXURE – I: PROFILE OF THE BIDDER

EMD Paid Transaction Details / Exemption Eligibility Details	Transaction Ref No: _____dated: _____ If exempted, provide a 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?		

Signature of the Bidder with Seal

8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the 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 the Termination of the 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:	

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 5121/22 | E-Mail: purchase@iimtrichy.ac.in

ANNEXURE-II: (PRICE BID - BOQ)

Sl. No	Descriptions	Quantity	Remarks
1	***Supply of Certificate Folders with Embossing of the IIMT Logo for the Fourteenth Annual Convocation at IIM Tiruchirappalli:*** **Specification:** a) **Material:** Leather finished Rexine b) **Size:** Folder (32.5 cms X 25 cms) c) **Type:** Portrait d) **Color:** Black e) **Thickness of the folder:** 15mm f) **IIMT Logo Embossing at Centre in the front page**. Logo size H x W: 10 x 5 cm g) **Board:** 3mm Hard & Stiff Board with foam to prevent crease. h) Inner side should have pockets on corners, on both sides of the folder to keep certificates and Grade sheets. i) ***Size of the Grade sheet and certificate is A4***. The size of the folder has to be designed accordingly. j) ***Soft brown velvet fabric inside*** k) ***A4 size certificates will be used in these pockets. Butter papers or parchment papers required in these pockets to avoid stickiness or moisture.*** l) ***Round corners*** m) ***Detailed continuous stitching at the edges with matching black thread.***	560 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. otherwise, the bid will not be considered for evaluation.

Note:

Packing: Each folder required to be packed in dust-free plastic cover. Box packing with 25 folders, without any damage (the folders should not bend).

Signature of the Bidder with Seal

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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 of Certificate Folders with Embossing of the IIMT Logo for the Fourteenth Annual Convocation at IIM Tiruchirappalli.

Reference: Tender Notice published in the CPP Portal and the IIM Tiruchirappalli website. - ***Tender No:*** **25SP348(11)T dated: 18.02.2026**

Dear Sir,

With reference to the tender notice published on the above-mentioned website, I / We hereby submit my/ our Tender in the 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 has never been ***blacklisted or terminated*** due to poor performance by any of the Government Organizations/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 the 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.

Signature of the Bidder with Seal

I understand that 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

INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
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ANNEXURE – IV: LETTER OF AUTHORISATION

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

To

The CAO (i/c)
IIM Tiruchirappalli
Pudukkottai Main Road
Tiruchirappalli - 620 024.

Subject: Authorization for attending **SITE VISIT / PRE-BID MEETING** on……(date) in the ***Tender for the Supply of Certificate Folders with Embossing of the IIMT Logo for the Fourteenth Annual Convocation at IIM Tiruchirappalli.***

The 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
The officer authorized to sign the Bid documents on behalf of the Bidder.

Notes:

1. A maximum of two representatives will be permitted to attend the Pre-Bid Meeting/bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representatives 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.

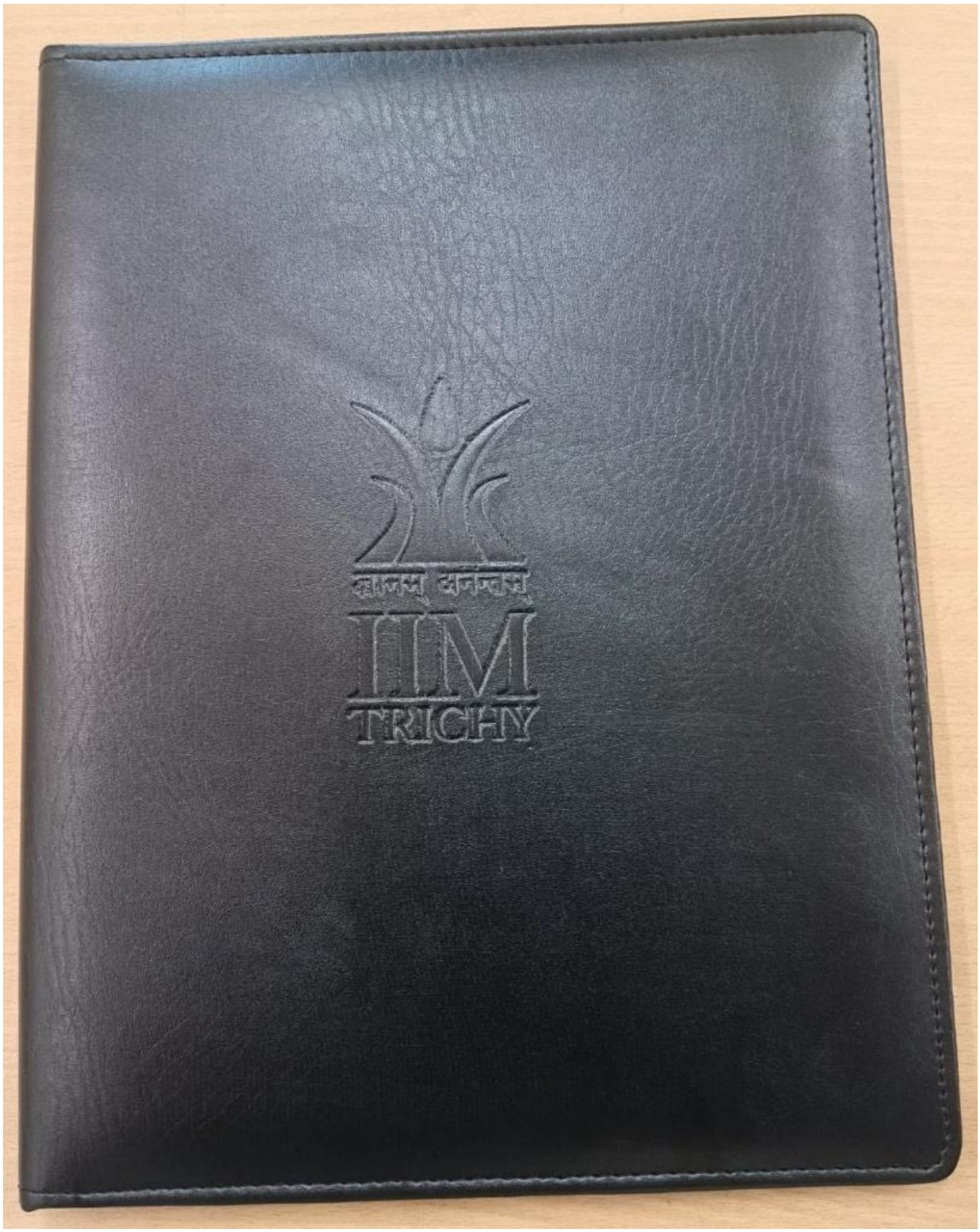
ANNEXURE – V: LIST OF PRESENT AND PAST CLIENTS DETAILS

List of present and past clients in the following format. The information provided will facilitate evaluation of the Technical Bid **(Please use a separate sheet if required, without changing the format).** Please attach the client certificate and work orders, etc., clearly giving the 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					

Signature of the Bidder with Seal

ANNEXURE – VI: SAMPLE IMAGES OF THE CERTIFICATE FOLDER



IIM
TRICHY

ANNEXURE – VII: CHECKLIST FOR DOCUMENTS TO BE ATTACHED TO THE TENDER

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, except the Price Bid document.		Yes / No
2	(Cover 2)	Only Price Bid documents as per the BoQ MS Excel format(.xls)		Yes / No
3	Whether the GST Registration Certificate is enclosed.			Yes / No
4	Whether PAN is enclosed.			Yes / No
5	Whether the cancelled cheque leaf is enclosed.			Yes / No
6	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: i. Registration/ Incorporation details of the bidding firm/Agency/ Company. ii. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of a partnership firm or a Private Limited Company. iii. Authorization / Power of attorney for signing the tender document. iv. Audited Annual Accounts, Income Tax Returns, and assessment orders for the last three consecutive financial years, i.e., 2022-23 to 2024-25. v. Details of completed contracts in the prescribed format during the last three years, along with proof of verifiable contact details. vi. Details of ongoing contracts in the prescribed format, along with proof of verifiable contact details. vii. All other information/ details/ supporting documents/proof are desired in the Tender document.			Yes / No
7	Whether the Technical Bid documents as per ***Annexure-I*** of the tender document are submitted.			Yes / No
8	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 Organizations/Agencies is submitted.			Yes / No
9	Whether the Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical bid have been duly signed and endorsed with a seal?			Yes / No
10	Whether an **Index or Table of Contents** of all enclosures to the Technical bid has been prepared and attached to the Technical bid, to facilitate quick reference?			Yes / No
11	Whether the Tender documents have been signed with a seal on all pages by the bidder.			Yes / No

Signature of the Bidder with Seal