

**NOTICE INVITING TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF AUDIO VISUAL MATERIALS (CAMERAS, SPEAKERPHONES, MOUNTING BRACKETS, STANDS ETC.) FOR SETTING UP THE HYBRID CLASSROOMS IN IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2021-22/IT/HBC/02 dated: 18.05.2021**

Details	Date	Time	Venue
Name of Work/ Service	<i>“Tender for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli”</i>		
Date of issue of Tender Document	18.05.2021	18.00 Hrs. onwards	-
Pre Bid Meeting	27.05.2021	16.00 Hrs.	IIM Trichy through virtual mode. Please refer IIMT website on 26.05.2021 for online link.
Last date of Submission of Tenders	10.06.2021	17.00 Hrs.	-
Opening of Master Envelope and Technical Bid	11.06.2021	16.00 Hrs.	IIM Trichy through virtual mode. Please refer IIMT website on 10.06.2021 for online link.
Technical Evaluation (Presentation)	<i>To be informed later</i>		
Opening of Price Bid	<i>To be informed later</i>		
Tender Document	The tender document can be downloaded from the IIM TRICHY website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a>		
Cost of Tender Document	<b>Not Applicable</b>		
EMD Amount	<b>Rs. 40,000/-</b> to be remitted through online mode to <b>IIM Tiruchirappalli</b> , SB A/c. No. <b>32170808935</b> , IFSC Code: <b>SBIN0071187</b> of SBI, IIM Tiruchirappalli.		
Copy of payment transaction receipt has to be attached with the application form, without which the bid won't be considered. <b>The payment of EMD is exempted for MSME Bidders</b> . Bidders claiming exemption should attach necessary document proof to the tender document.			
Address for submission of Tender	Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur, 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 to Dispatch Section of IIM TRICHY @ Administrative Wing – II Floor and obtain acknowledgement)		

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## NOTICE INVITING TENDER

### 1. OVER VIEW

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

IIM TRICHY invites sealed Tenders from reputed OEM's and their authorized partners for ***Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli***". The Tentative value of the Tender is as under:

Service Description	Estimated Value of the Tender	Earnest Money Deposit (EMD)	Interest free Performance Security Deposit
<b><i>Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli</i></b>	Rs. 18,00,000/-	Rs. 40,000/-	3% of the Work Order value

### 2. BROAD SCOPE OF WORK

- a. The bidder is responsible for the supply, installation, testing and commissioning of all the items given in the tender.
  - i) The installation includes the supply, installation, mounting, positioning, configuration and integration.
  - ii) In addition to the OEM's support (wherever applicable as mentioned in the specification), the vendor is also responsible to provide onsite support for **3 years** from the date of installation for all the items and integration. The vendor should depute their Engineer at site for fixing technical issues as and when it is required.
- b. OEM letter needs to be submitted by the successful bidder for the following:
  - i) Period of Warranty and support needs to be clearly mentioned in the letter.

- c. Payment will be released only after producing necessary relevant documents regarding the warranty of each items as mentioned in the specification section.
- d. The data sheet of all the materials have to be submitted along with the technical bid.
- e. The vendor has to lay all the cables through the PVC conduits/ casing-capping to protect the cables from rats/rodents and the joints/end holes should be closed using necessary Curved joint fittings and end caps.
- f. Necessary mounts, screws, cables and connectors need to be provided according to the site condition.
- g. The installation has to be done without making any trouble in the existing Audio Visual Arrangements/ equipment failing which the vendor is responsible for repairing/replacing the faulty connections/equipment.
- h. The vendor has to mount the Monitors on the table mount dual monitor stand and ensure that the same is suitable for the tables installed in the institute's classrooms.
- i. The vendor has to mount the cameras on the heavy duty professional tripod stand and ensure that the same is suitable for holding the enterprise grade PTZ cameras.
- j. If any additional fittings need to be installed (according to the site conditions) for the proper mounting of the items, then the vendor has to provide the same without extra charges.
- k. The vendor has to demonstrate the camera functionalities and microphone's coverage during the technical evaluation.
- l. The vendor shall provide the required training to the staff for smooth and effective running of the system
- m. If there is any query from the bidders, the same should be raised during the pre-bid meeting. Any query after the pre-bid meeting will not be entertained.
- n. The vendor should provide support IIMT for the repairing and replacement of the faulty components/parts during the warranty period.

### 3. TECHNICAL SPECIFICATIONS

#### a. Adjustable dual monitor Stand for 24" Wacom interactive monitor & 24" Dell Monitor

- Should be VESA mountable for mounting 2 LCD Computer Flat Screens on the same mount.
- Suitable for mounting on the edge of the wooden table (Desk Mount)
- Should be Height Adjustable Monitor Stand
- Should have full motion arm to allow the monitors to tilt from +35° to -35°, swivel from -90° to +90°, and rotate a full 360° or equivalent/better.
- Should have gas spring or equivalent system to provide free and smooth adjustments for customized heights. There should be swivel and tilt for optimal viewing angle.
- The stand has to be mounted on the edge of the desk, taking up less space and making the workstation spacious.
- Should be Rust free and hence it should be laminated, Stainless steel or 3 Layer Powder Coated. Should be aesthetically very good as the same is going to be installed inside the classroom.
- Height should be adjustable up to 23" (or higher)
- Sturdy construction with High-grade Material C-Clamp, base, and VESA plate to ensure a strong and stable connection with the desk and monitor screen.
- Should be able hold 4.4 lbs to 14.3 lbs. Few photographs are given in Annexure IX for reference.
- **Preferred makes:** Audiovan, Rife, Gadget Wagon or equivalent/better

#### b. HDMI Cable

- High-Speed HDMI Cable to **connect** between the Desktop computer and Wall plate's HDMI port.
- Should be able to provide 1080p resolution without any,
- Length should be between 7.5 and 10 Meters.
- **Preferred make:** Crestron, Extron, Kramer

**c. Height Adjustable High Quality Metal Floor Stand for PTZ Camera**

- Height should be adjustable from 55 cm to 135 cm or better.
- There should be suitable mounting option or a tray for placing/mounting the PTZ camera. If the vendor provides the mounting option, the same should be suitable for mounting the cameras mentioned in item Section (e) & (f).
- Sturdy construction with High-grade material to ensure a strong and stable stand-alone operation without any additional support while placing it on floor.
- Should be Rust free and hence it should be laminated, Stainless steel or 3 Layer Powder Coated.
- Should be an enterprise grade professional stand to provide rugged /robust performance. The vendor should consider the aesthetic part of this product as well.
- Should be aesthetically very good as the same is going to be installed inside the classroom.
- Few photographs are given in **Annexure IX** for reference.

**d. Wireless Keyboard & Mouse**

**Make:** Logitech/Microsoft/Dell/HP

**e. Zone/Motion Tracking Camera for 50 Seater Class rooms**

- Should have Full HD resolution (1080p) or better,
- Should support Motion tracking Functionality,
- Should support Minimum 4 Zone presets for zone tracking/selection (When the faculty moves from one zone to another, the camera should automatically switch to the new zone/preset wherein motion exists),
- Should have USB output and RJ45 Connection. (Should be able to make the configurations/settings remotely/virtually)
- Should have Minimum 12 X zoom capacity,
- The USB output has to be directly connected to the Desktop/Laptop for software based video conferencing,

- Should be compatible with the VC applications like Google meet, Microsoft Team, Zoom, Webex, Goto meeting etc.
- **Warranty: 3 Years**
- **Make:** Huddlecam, Aver, Peoplelink, Sony or Panasonic

**f. Zone/Motion Tracking Camera for 80 Seater Class rooms**

- Should have Full HD resolution (1080p) or better,
- Should support Motion tracking Functionality,
- Should support Minimum 4 Zone presets for zone tracking/selection (When the faculty moves from one zone to another, the camera should automatically switch to the new zone/preset wherein motion exists),
- Should have 20 X zoom capacity,
- Should have USB output and RJ45 port,
- The USB output has to be directly connected to the Desktop/Laptop for software based video conferencing.
- Should be compatible with the VC applications like Google meet, Microsoft Team, Zoom, Webex, Goto meeting etc.
- 3 Years Warranty
- **Preferred make:** Huddlecam/Aver/Peoplelink/Sony/Panasonic

**g. Beam forming microphone array system for 80 Seater classrooms**

- The Beamforming microphone array system should have a minimum of 100 microphone elements.
- Should be tile shaped ceiling mountable microphone system.
- Should hang it below the ceiling (at the required height) as the ceiling height of our classrooms are 3.5 Meters. Necessary extra materials and mounts should be provided to hang it at the required height below the false ceiling.
- It should be USB Type Easy plug and play system with or without an interfacing module.
- The dimensions of the ceiling tile should be suitable to replace with the false ceiling tile.



- Should provide Crystal clear sound without echoes or distorted sounds even at max volume level.
- The vendor has to install the microphone at the required height (Ideally at 8.5 feet or based on the OEM's advice) to get maximum performance/voice capture (8 Meters X 8 Meters). The cables need to be laid through concealed conduits and the joints should be closed properly to protect the cables from Rats/rodents.
- Should have Intelligent directional microphones that focus on human voice and not noise.
- AC power input (as per Indian Standards) or USB power.
- Should be compatible with Windows 10 Operating System.
- If inbuilt USB connectivity is not available, then interfacing component can be used for connecting to the desktop.
- **Minimum 3 Years Warranty**
- Preferred Makes: Scheneiser / Clearone Versa Lite CT / Shure

**h. Microphone array system/ Speakerphone system with high voice capturing capacity for 50 Seater Class rooms.**

- Should be an USB type Mic array system/ Speakerphone system along with an expansion speakerphone (Extension mic is not required for hanging microphone array technology)
- It should be an Easy plug and play system.
- Should be suitable for acoustically treated classroom application.
- Crystal clear sound without echoes or distorted sounds even at max sound capture level.
- High quality audio for best possible sound.
- Intelligent directional microphones that focus on human voice and not noise.
- Necessary LED indicators should be provided.
- Should be compatible with Windows 10 Operating System.
- Expansion speakerphone should have a 10 m cable for cascading.
- If required separate junction box should be provided for connecting the microphone(s).
- Should be Full-duplex with echo cancellation, noise cancellation and automatic level control.
- AC power input (as per Indian Standards) or USB power.

- If inbuilt USB connectivity is not available, then interfacing component can be used for connecting to the desktop.
- **Minimum 3 Years Warranty**
- **Make:** Clearone Versa Pro 150 hanging Microphone Array / Aver Fone 540 along with an extension speaker phone / Polycom hanging microphone.

**i. Rechargeable batteries**

- AA Rechargeable batteries.

**j. Battery Chargers**

- Each charger should accommodate 4 X AA Batteries. The charger should be from the established brands only.

**4. ELIGIBILITY CONDITIONS FOR BIDDERS**

- The tendering Agency must fulfill the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid.
- The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and tender document should be same or linked.
- The The bidder(s) should be registered with the appropriate registration authority and should be in existence for not less than three years as on 30/04/2021. Copy of Certificate of Incorporation or relevant registration certificate should be attached.
- Bidder(s) should have at least three years' experience in Similar work as on 30<sup>th</sup> April 2021. Relevant documentary proof like work order / Letter of Intent / Agreement must be submitted with technical bid. **Similar work shall mean:** Supply, Installation, Testing and Commissioning of Audio Visual materials like Cameras, Speakerphones, Mounting Brackets, Stands Etc.
- Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the **last 3 years** and details of current similar works on hand and other contractual commitments shall be provided by the Bidder as on 30/04/2021 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]

- vi. The bidder should attach copies of the work orders / contracts, which should indicate the scope of work for Supply, Installation, Testing and Commissioning of Audio Visual Equipment like Cameras, Speakerphones, Mounting Brackets, Stands etc. along with Technical Bid.
- vii. Average Annual Turnover of the bidder should be 80% of the estimated cost of the tender during the previous three financial years from 2017-18 to 2019-20. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted as per the [Annexure-I](#). The year in which no turnover is shown would also be considered for working out the average.
- viii. 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 (2017-18, 2018-19 & 2019-20) should be submitted with the Technical Bid
- ix. The bidders should not be blacklisted by any department of the Government of India 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. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per [Annexure-IV](#).
- x. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the [Annexure-VII](#).
- xi. **EMD Exemption for Start-up/MSEs:** MSE bidders are exempt from payment of EMD. Such bidders should have a valid registration with MSME or Central Purchase Organization or a startup recognized by Department of Industrial Policy & Promotion (DIPP) on the date of opening of the tender. Appropriate documentary evidence should be provided, failing which the bid will not be accepted.
- xii. **Relaxation for Startups/MSEs:** As per GFR 2017, condition of prior turnover and prior experience for Startups/MSEs Bidders in this tender will be relaxed subject to meeting of quality and technical specifications by Startups/MSEs. The startup/MSEs bidders should provide appropriate and adequate documentary evidence to establish their ability to meet the quality and technical specification of the items covered in this tender

## **INSTRUCTIONS TO BIDDERS:**

### **a. Tender Fees**

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published> at free of cost.

### **b. Earnest Money Deposit**

- i. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees Forty thousand only) through online transfer to "IIM TIRUCHIRAPPALLI" as per the bank details provided at Page one. A copy of the payment transaction receipt has to be attached with the tender application form, in a separate envelope superscribed as "EMD payment receipt", without which the tender won't be considered for the bidding process.
- ii. The EMD of the successful bidder will be adjusted against the interest free performance Security Deposit due to be paid. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the earnest money.
- iii. Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- iv. 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.

### **c. Relationship Certificate**

- i. 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 Trichy will not pay any damage to the company or firm or the concerned person.

- ii. The company or firm or the person will also be debarred for further participation in the concerned unit.
- iii. The near relatives for this purpose are defined as follows: -
  - a. Members of a Hindu undivided family,
  - b. Spouse,
  - c. 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).
- iv. The Relationship Certificate ([Annexure-VI](#)) needs to be placed in the Technical bid cover.

#### **d. Amendment to bid document**

- i. At any time prior to the date of submission of bids, IIM Trichy shall modify the bid document with amendments on its own.
- ii. Such amendments shall be notified on IIM Trichy website only and these amendments will be binding on all prospective bidders.
- iii. The Institute may at its own discretion extend the last date for the receipt of bids.
- iv. IIM Trichy reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- v. IIM Trichy also reserves the right to, at any time and in its absolute discretion the following:
  - Accept or reject all bids.
  - To obtain further clarification or supporting documents during the technical bid evaluation.
  - To suspend, discontinue, modify and/or terminate the Tendering process at any time.
  - To reject any unreasonable bid.
  - To modify/change/delete/add any further terms and conditions prior to opening of price bids.

#### **e. 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.

#### **f. Technical Bid 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 capability of the bidder.

- ii. All information should be organized in logically structured form and submitted as technical bid with an index. Bidders should comply with scope of work, eligibility criteria and technical requirements. The detailed formats are attached at [Annexure - I](#). The bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure - I](#).

#### **g. Price Bid Details**

- i. Price Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be submitted **only for the brands and specifications mentioned in “Technical Specification Section”** and 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. The Bidder should quote the price inclusive of all charges **excluding GST**.
- ii. The quantities mentioned in Price Bid are tentative and may be increased or decreased depending upon the requirements of the Institute.
- iii. Price Bid i.e. BoQ given in tender to be submitted after filling all relevant information. The priced BoQ should be submitted strictly as per the **Annexure-II**, failing which the offer will be rejected.
- iv. 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 total price shall be corrected by the Institute. If the Bidder does not accept the correction of the errors, the bid shall be rejected. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English.
- v. Tender must be submitted with the rates for all the items of work involved and any incomplete tender will not be considered.
- vi. The Rates quoted by the tenderer should be all inclusive of all **except GST** and must hold good till the completion of work and shall not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- vii. Vendor should quote rates in the Price Bid ([Annexure -II](#)) only, bids indicating rates anywhere else will be rejected.

#### **h. 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.

### **5. PROCEDURE FOR SUBMISSION OF TENDER**

- a. The tender document should be downloaded from the IIM Trichy website <https://www.iimtrichy.ac.in/tender-published>
- b. The bidder(s) shall not make any changes or amendment in the tender document as published in the IIM Trichy website.
- c. All correspondence and documents relating to the tender shall be written in English.
- d. No paper / page shall be detached from the tender document. No addition or alteration should be made in the tender document.
- e. The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- f. If any correction is necessary in the information provided by the bidder, the same should be made after scoring out the old entry. In any case, there should not be any over writing. All the corrections should be attested with full signature of the bidder with date.
- g. The tender shall be submitted in two parts, viz., **Technical Bid** and **Financial Bid**. All the pages of the tender document being submitted must be signed and sequentially numbered by the bidder(s) before submission, as per the procedures and requirements stipulated herein.
- h. It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the [Annexure-VII](#) to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.
- i. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- j. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.

## 6. SUBMISSION OF BIDS

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

### a. Technical Bid: (Envelope A)

- i. The following documents are to be furnished by the bidder(s) along with Technical Bid (**Annexure-I**), as per the tender document;
- ii. Application form as per **Annexure - III**.
- iii. Copy of PAN and GST Registration.
- iv. Copy of constitution or legal status of the bidder service provider / Sole proprietorship /firm agency etc. like Attested copy of deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- v. Copy of work orders, testimonials/completion /performance certificate from the present and past clients of equivalent order sized (executed the work(s) received in the last **3 years**) with verifiable contacts need to be attached with the Tender document.
- vi. A copy of Income tax returns filed and audited accounts statement for last three financial years (2017-18, 2018-19 & 2019-20).
- vii. The Relationship Certificate (**Annexure-VI**) needs to be placed in the Technical bid cover.
- viii. Duly Signed Tender document, it's all annexures and corrigendum/Addendum if any.
- ix. All other document mentioned in tender document, except Price Bid document.
- x. The **Technical Bid** Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: **“Technical Bid for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli”**

### b. Price Bid - (Envelope B):

- i. **Price bid** (As per **Annexure-II** duly filled and signed) – Price must be quoted as per the format specified, failing which tender shall be rejected. The price quoted should be **excluding GST**. Applicable GST shall be decided as per the prevailing GST Act.
- 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 Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms at IIM Tiruchirappalli”**



**c. EMD payment receipt/MSME Registration Certificate (Envelope C):**

Wherever applicable, a copy of the payment transaction receipt amounted to **Rs 40,000/-** towards EMD, have to be submitted with the tender application form, without which the tender won't be considered for evaluation process. The EMD payment receipt as mentioned above, should be put in a separate envelope marked as "EMD payment receipt/MSME Registration Certificate", if applicable.

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 Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli*** - Tender No: **IIMT/2021-22/IT/HBC/02 dated: 18.05.2021**

The master envelope containing the three envelopes should be delivered at the below mentioned address on or **before 17.00 hrs, 10/06/2021 (Thursday)**;

**The Chief Administrative Officer i/c,  
Indian Institute of Management Tiruchirappalli,  
Trichy – Pudukkottai Main Road,  
Chinna Sooriyur, Tiruchirappalli– 620024**

- i. If the three inner envelopes A, B & C and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Trichy will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.
- ii. The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Trichy in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Trichy will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

**7. PRE-BID MEETING:**

Pre-Bid Meeting with the intending bidders shall be held through video conferencing on **27.05.2021 at 16.00 Hrs.** to clarify doubts that may arise before submission of the bids. The bidders need to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) before 10.00 Hrs., on 27.05.2021 for attending the Pre-bid meeting as per format enclosed vide **Annexure-V**. Bidders are requested to mail the doubts

to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in), prior to the pre bid meeting if possible, to enable us to clarify the doubts in the pre-bid meeting itself.

## 8. OPENING OF MASTER ENVELOPE & TECHNICAL BIDS

The master envelope and technical bid will be opened by the Purchase Committee on **11.06.2021 at 16.00 hrs** in the presence of the bidders or their authorized representatives through 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](mailto:purchase@iimtrichy.ac.in) before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide **Annexure -V**.

## 9. TENDER EVALUATION PROCESS

- a. **Stage 1:** Document verification – Verify the document submitted by the bidder and firms qualified shall be invited to make presentation through virtual mode to the Evaluation Committee of IIM Trichy. The Bidders, who have remitted an Earnest Money Deposit of Rs. 40,000/-to IIM Trichy (wherever applicable) and meeting all the basic eligibility conditions mentioned at 5 th & 6th page of the tender document, will only be considered to make the presentation to the Evaluation Committee.
- b. Make and model of all the proposed products should be mentioned in the technical bid along with the datasheet which would be used during the technical evaluation.
- c. **Stage 2: Technical Evaluation** – Those qualified in **Stage-1** shall be invited to make a presentation to the Technical Evaluation Committee through virtual mode (**Date and Time will be informed later**). The committee will assess the firm as per criteria mentioned in the technical bid. The bidders are requested to prepare their own technical proposal. The technical bid shall contain all the relevant information which forms part of the technical bid. All information should be organized in logically structured form and submitted as technical bid with an index. Bidder is free to add any information that can help in assessing technical quality of the solutions proposed and which touches upon the parameters/attributes for technical assessment.

**d. Parameters for the Technical Evaluation**

Parameters for Technical Evaluation	Maximum Marks
<p><b>I. <u>Financial Soundness/Turn over</u></b> (Average turnover in the last three years, as reported in the audited financial statements will be considered.) Less than Rs. 5 lakh = <b>0 marks</b>; Rs.5.01 to 10 lakh = <b>3 marks</b>; Rs.10.01 to 15 lakh = <b>4 marks</b>; Rs.15.01 to 20 lakh = <b>5 marks</b>; Rs.20.01 to 25 lakh = <b>6 marks</b>; Above Rs.25.01 lakh = <b>7 marks</b>;</p>	07
<p><b>II. <u>Work Order Details of previous experience</u></b> The bidders must have executed similar works (each of which should be of at least 40% of the estimated value) during the last three years (as on 30<sup>th</sup> April 2021). To support for having similar types of work, the bidder must submit the work order, details of work, the work completion/ongoing with success certificate from client. Only such orders will be considered for technical evaluation as below:</p> <p>a. Order value 40% to &lt; 60 % of the tender value - 2 Marks per order b. Order value 60% to &lt; 80 % of the tender value - 3 Marks per order c. Order value 80% to &lt; 100% of the tender value - 5 Marks per order d. Order value &gt;=100% of the tender value - 7 Marks per order</p>	07
<p><b>III. <u>Presentation &amp; Demonstration by the Bidder</u></b></p> <p>a. Understanding of IIM Trichy classroom requirements and matching with system (<b>6 marks</b>) b. Quality of video streaming/camera (<b>10 marks</b>) c. Quality of audio (<b>5 marks</b>) d. Audio capturing capacity of mics (coverage area) in the classroom (<b>10 Marks</b>) e. Additional features which provides higher quality/ experience and ease of operation (<b>5 Marks</b>)</p>	36
<b>Total Marks (Technical)</b>	<b>50</b>

Bidders getting less than **35 Marks** in the Technical bid will not be considered for opening the price bid.

The Bidders need to do the presentation through online and demonstration should be through either face to face or online mode, which will be decided and communicated by the Institute based on the situation, in due course of time.

## 10. OPENING OF PRICE BID

The price bids of all the technically qualified bidders will be opened in the presence of technically eligible bidders or their authorized representatives through 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](mailto: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-V.**

## 11. GENERAL TERM & CONDITIONS

### a) PAYMENT TERMS

- i. No advance payment will be made in any case.
- ii. Payment will be released after successful commissioning of all the items within 30 days' subject to submission of Invoice/Bill with all relevant documents.
- iii. Payment will be released only after taking the screenshot of the dashboard of the items/devices wherein the quantity and period of licenses are clearly mentioned.
- iv. 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.

### b) WARRANTY /SUPPORT

- i. The successful bidder will be responsible for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli.
- ii. The items supplied should carry **OEM warranty** as mentioned in the specifications. The vendor is responsible for registration of the applicable supplied materials to avail the OEM warranty.
- iii. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole may be terminated and Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

**c) PENALTY CLAUSE**

Deficiency/delay in services listed in the broad Scope of Work, will be construed as lapses on the part of the service provider. Such lapses due to service provider will be viewed seriously and penalties will be imposed on the service provider in case of any delay in providing the required services as covered by this Tender within the stipulated date and timings. IIM Trichy reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the competent authority at IIM Trichy, shall be final and binding

**d) PERFORMANCE SECURITY DETAILS**

- i. The successful bidder will be required to remit an interest free Performance Security Deposit of 3% of the Work Order value through online transfer to IIM Trichy Bank Account mentioned at Page 1 of the tender document, within ten working days from receipt of the work order. The security deposit will remain with the Institute until completion of work and it will be refunded after 60 days of successful completion of the work after adjusting applicable deductions, if any.
- ii. Performance Security will be refunded to the Vendor, after he/she duly performs and completes the contract/warranty period in all respect.
- iii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
- iv. In case, the Vendor fails to provide the required materials /services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

**e) DELIVERY SCHEDULE**

The successful bidder should be responsible for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms at IIM Tiruchirappalli. **The successful bidder should complete the work within 30 days from receipt of the Work Order.**

**f) FORCE MAJEURE:**

- i. 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.
- ii. 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.
  - g) **The persons to be deputed by the service provider**, being their own employees or otherwise, shall be their sole employees and IIM Trichy shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability.
  - h) No right whatsoever, much less a legal right shall vest in the Service Provider's employee to claim / have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of Service Provider will remain the employee of the Service Provider and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them on work at the Institute.
  - i) 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 Trichy 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.
  - j) **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 Trichy may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
  - k) In respect of services rendered to IIM Trichy, 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.
  - l) While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
  - m) 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 Trichy to the agency.
  - n) In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Trichy is put to any loss / obligation, monetary

or otherwise, IIM Trichy 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 Trichy to initiate penal measures against the Service Provider including the termination of the contract.

- o) **Arbitration:** In case of any unreconciled disputes between the parties IIM Trichy and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Trichy jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
- p) **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.
- q) **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:
- i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder(s) withdraws or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
  - ii. When the successful tenderer does not deposit the security money after the work order is given or does not commence the performance under the contract within the stipulated time.
  - iii. If the successful bidder(s) fails to complete the work within the prescribed time after the confirmed orders.
  - iv. When information/certificate/document furnished is found to be false at any stage.
  - v. When the bid documents have been manipulated or altered after they are downloaded from the website.
- r) **Jurisdiction:** All disputes arising out of this contract shall be subjected to the jurisdiction of Madurai Bench of Madras High Court.

**ANNEXURE – I**

**TECHNICAL BID**

<p>Earnest Money Deposit (EMD) (Through NEFT/RTGS Only)</p>	<p>Transaction/UTR Number: _____ dated _____ for <b>Rs.40,000/-</b> (Rupees forty thousand only) toward EMD (Payment transaction receipt to be closed with Technical Bid)</p>
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**PROFILE OF THE BIDDER**

Sr.	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.		
	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).	
		PAN No. of the Agency	



6		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 two years, the opposite party and the disputed amount.		
10	Give details of Termination of previous contract, if any		
11	<b>Details of bank mandate;</b> Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed)		
12	Total experience (years/ months) Related work in Central Educational Institution/Organization:		

Turnover in the relevant field on contract basis during the last 3 years (from 2017 to 2020). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2017-18	2018-2019	2019 – 20
Details of Gross Annual Turnover - (Rs. in Lac)			
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	Qty	Rate Per Unit	Total Amount
1	Adjustable dual monitor Stand for 24" Wacom interactive monitor & 24" Dell Monitor <b>Make:</b> Audiovan, Rife, Gadget Wagon or equivalent	8 Nos.		
2	HDMI Cable <b>Make:</b> Crestron/ Extron/ Kramer	8 Nos.		
3	Height Adjustable High Quality Metal Floor Stand for PTZ Camera	8 Nos.		
4	Wireless Keyboard & Mouse <b>Make:</b> Logitech/Microsoft/Dell/HP	8 Nos.		
5	Zone/Motion Tracking Camera for 50 Seater Class rooms <b>Make:</b> Huddlecum/Aver/Peoplelink/Sony/Panasonic <b>Warranty: 3 Years</b>	3 Nos.		
6	Zone/Motion Tracking Camera for 80 Seater Class rooms <b>Make:</b> Huddlecum/Aver/Peoplelink/Sony/Panasonic <b>Warranty: 3 Years</b>	3 Nos.		
7	Beam forming microphone array system for 80 Seater classrooms <b>Make:</b> Scheneiser / Clearone Versa Lite CT <b>Warranty: 3 Years</b>	3 Nos.		
8	Microphone array system/ Speakerphone system with high voice capturing capacity for 50 Seater Class rooms. <b>Make:</b> Clearone Versa Pro 150 hanging Microphone Array/Aver Fone 540 along with an extension <b>Warranty: 3 Years</b>	3 Nos.		
9	Rechargeable batteries AA Rechargeable batteries	4 Nos.		
10	Battery Chargers Each charger should accommodate 4 X AA Batteries	1 No.		
<b>Total Amount Excluding GST</b>				

**Note:**

The Bidder should quote rate for only the brands and specification mentioned in “Technical Specification Section (Page: 6 -10)”. ***The Bidder should quote rate for all the above mentioned items otherwise the Bid will not be accepted for evaluation.***



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-2505121/5122 | E-Mail: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE-III

### (APPLICATION FORM FOR SUBMISSION OF TENDER DOCUMENT)

To

**The Chief Administrative Officer (i/c),**

Indian Institute of Management,

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli 620 024

**Subject: “Tender for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms in IIM Tiruchirappalli”**

Reference: **Tender Notice published in IIM Trichy website. Tender No:**

**IIMT/2021-22/IT/HBC/02 dated: 18.05.2021**

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our tender in a required format. Technical Bid in sealed envelope and Financial Bid in separate sealed envelope, along with the copies of payment transaction receipt in respect of tender fee and EMD paid into the bank account of IIMT, put in one single master envelope.

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Seal of agency / Firm / Company**



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

Phone: 0431-2505121/5122 | E-Mail: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE- IV (UNDERTAKING CERTIFICATE)

It is certified that I, \_\_\_\_\_ (name of the person) S/o Shri  
\_\_\_\_\_ r/o \_\_\_\_\_

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.

Name:

Place:

Designation:

Date:

Signature:

**ANNEXURE- V**  
**(AUTHORIZATION LETTER)**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To

**The Chief Administrative Officer (i/c)**

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Opening of Pre-Bid/Technical Bid/ Price Bid on .....(date) in the *Tender for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms at IIM Tiruchirappalli.*

Following persons are hereby authorized to attend the Opening of Technical Bid/ Price 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 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.

**ANNEXURE-VI  
(NEAR RELATIVE CERTIFICATE)**

**(To be given by ALL Directors)**

I \_\_\_\_\_ S/o.Shri \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ hereby

certify that none of my relative (s) as defined in the tender document is / are employed in IIM Trichy 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 Trichy shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature .....

Name in block letters of the signatory .....

In capacity of .....

**NOTE:**

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.

**ANNEXURE-VII**

**DECLARATION**

I, \_\_\_\_\_ (name of the person)  
hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decision taken by the IIM Trichy is final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by IIM Trichy.
- 4) I understand that the IIM Trichy 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: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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



**ANNEXURE-VIII**

**BANK ACCOUNT DETAILS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Beneficiary	
2	Beneficiary's Bank Account No.	
3	Beneficiary's nature of Bank account	
4	Beneficiary's Bank name	
5	Beneficiary's Bank branch address	
6	Beneficiary's Bank branch code	
7	Beneficiary's Bank branch IFSC Code	
8	Beneficiary's Bank Branch, MICR Code	
9	GST No.	
10	PAN No.	
11	Beneficiary's Address	
12	Beneficiary's Contact No.	

**ANNEXURE - IX**

**PHOTOGRAPHS FOR REFERENCE**

- a) **Adjustable dual monitor Stand for mounting two monitors (24" Wacom & 24 " Dell LED).**

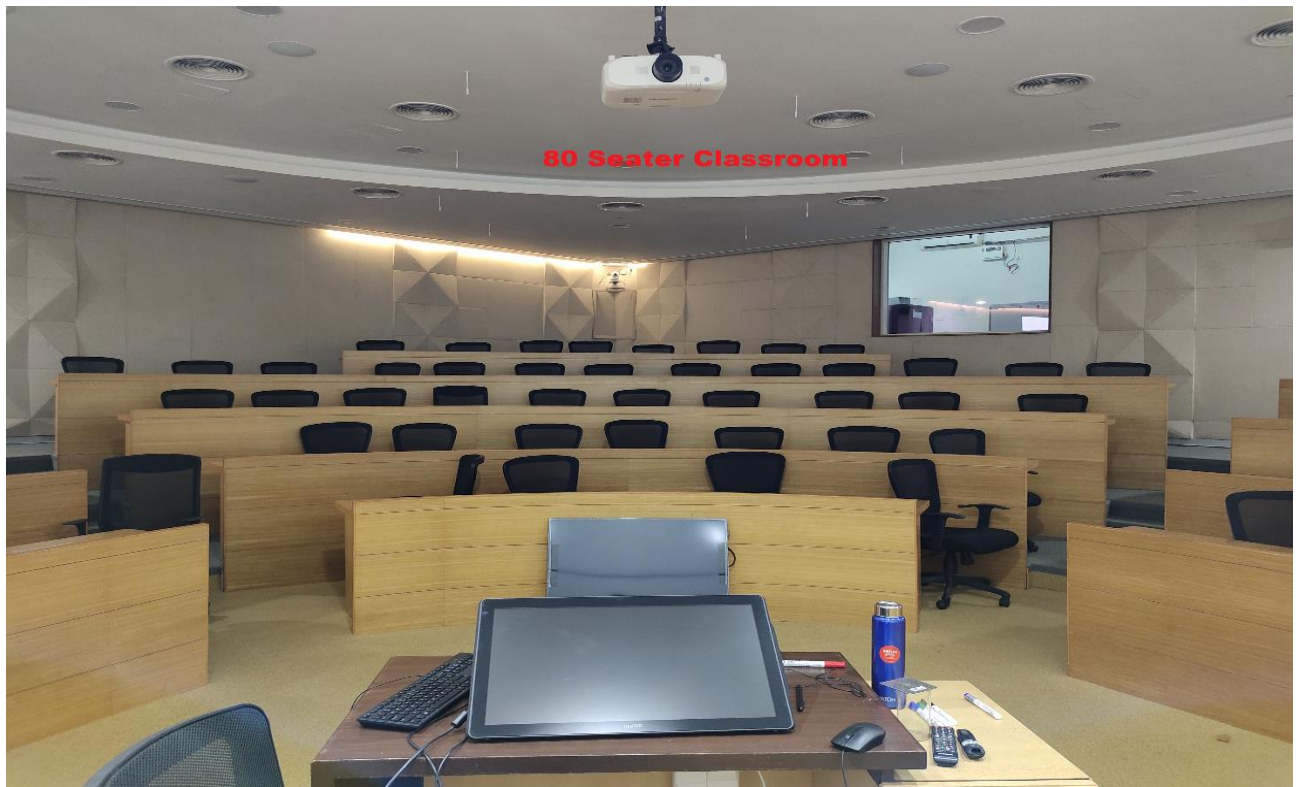


- b) **Height Adjustable High Quality Metal Floor Stand for PTZ Camera**



**CLASSROOM PHOTOGRAPHS FOR REFERENCE**





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

Sl. No	Covers	Details	Remarks	Tick (√)
1	Envelope – A (Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	Envelope – B (Cover 2)	Only Price Bid documents as per <b>Annexure- II</b>		
3	Envelope – C (Cover 3)	Copy of the payment transaction receipt amounted to <b>Rs. 40,000/-</b> towards EMD, where applicable		
3	Main cover	All the above 3 covers put inside the cover <i>“Tender for Supply, Installation, Testing and Commissioning of Audio Visual Materials (Cameras, Speakerphones, Mounting Brackets, Stands Etc.) for Setting Up the Hybrid Classrooms at IIM Tiruchirappalli”</i>		
4	Whether GST Registration Certificate is enclosed.			
5	Whether PAN is enclosed.			
6	Whether documents in support of meeting the basic eligibility conditions stipulated in page 10-11 Tender document (i.e., proof for experience in similar nature of work, annual turnover, performance certification with verifiable contacts and financial solvency have been enclosed with Technical bid).			
7	<p>Whether duly filled in Technical Bid documents (i.e., <i>Annexure-I</i>) to the tender document) along with all the related enclosures have been enclosed with the Tender:</p> <p>i. Registration/ Incorporation details of the bidding firm/Agency/ Company</p> <p>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.</p> <p>iii. Authorization / Power of attorney for signing the tender document</p> <p>iv. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2017-18, 2018-19 &amp; 2019-20. If IT Return is not filled for 2019-20, unaudited financial statement should be attached.</p>			

	<p>v. Details of completed contracts in the prescribed format during the last two years along with proof with verifiable contacts.</p> <p>i. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.</p> <p>ii. All other information/ details/ supporting documents/proof desired in the Tender document.</p>	
8	Whether Technical Bid documents as per <b>Annexure-I</b> of the tender document are submitted.	
9	Whether Undertaking Certificate as per <b>Annexure-IV</b> to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.	
10	Whether Letter of Authorization to attend tender opening meetings as per <b>Annexure-V</b> is submitted.	
11	Near Relative Certificate as per <b>Annexure –VI</b> is submitted.	
12	Whether declaration as per <b>Annexure-VII</b> regarding accepting all the terms and conditions of the tender document is submitted.	
13	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?	
14	Whether an <b>Index or Table of Content</b> of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?	
15	Whether Tender documents have been signed with seal in all the pages by the bidder.	

**Signature of Bidder with seal**