

## Notice Inviting Tender for Supply of Mementos (Tanjore Painting) to IIM Tiruchirappalli

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

IIM TRICHY invites Tender for the *Supply of Mementos (Tanjore Painting) to IIM Tiruchirappalli* as per the specifications on the terms and conditions given below:

S. No	Description of Items	Size	Qty	Rate per unit (Rs.)	Amount(Rs.)
1	Supply of the Mementos of Tanjore Painting framed with a transparent acrylic sheet and wooden frame. IIMT Logo and the Institute's name must be affixed inside the acrylic sheet of the Memento. <b>Specification:</b> a) <b>Art Work:</b> Original Gold foil (22 Carat) b) <b>Frame:</b> Wood with 2” to 3” c) <b>Transparent acrylic sheet:</b> 2 to 3 mm thickness. d) <b>Name Plate:</b> Screen Print (The content should be the Institute name and Logo to be placed inside the acrylic sheet). e) The hook provided in the mementos should be suitable for all kind of Nails and screws and also provide the two bushes at back side of the Memento. (Refer the Indicative and required images attached in <i>Annexure – I &amp; II</i> respectively of this Tender Document)	18 X 15	3 Nos.		
		15 X 13	208 Nos.		
		8 X 8	4 Nos.		
Total Amount including Supply(Delivery at IIMT), Labour, Packing, forwarding, Loading and unloading, freight, Transit Insurance, etc., (excluding GST)					
GST @				%	
Total Amount including GST					

## I. PROCEDURE FOR SUBMISSION OF BID ALONG WITH SAMPLE

The participating Bidders should submit a Bid in Three Separate Sealed Envelopes.

*i) Sample Mementos & Technical Bid (Envelope A)*

An envelope should contain the Sample Mementos with/without IIMT Logo and the name of the Institute.

***The bidders Should submit the Following Documents along with Technical Bid i.e Envelope A:***

- PAN, GST Registration Certificate and Bank Account Details.
- Income Tax Returns, Audited Balance Sheet and Profit & Loss Statement for the last three years (2018-19 to 2020-21).
- Past three years Work Order/ Purchase Orders / Testimonials/ Performance Certificate pertaining to the sale of Mementos.

This envelope should be SUPERSCRIBED with the following text: ***"Technical Bid for the Supply of Mementos (Tanjore Painting) to IIM Tiruchirappalli"***.

*ii) Price Bid (Envelope B)*

Price bid must be quoted as per the format specified, failing which the bid will be rejected. Price Bid should be put in a separate cover, and the cover should be in a sealed condition. This envelope should be SUPERSCRIBED with the following text: ***"Price Bid for the Supply of Mementos (Tanjore Painting) to IIM Tiruchirappalli"***.

*iii) Master Envelope (Envelope C)*

Contains both Envelope A and Envelope B. This envelope should be SUPERSCRIBED with the following text: ***"Tender for the Supply of Mementos (Tanjore Painting) to IIM Tiruchirappalli"***.

## II. EVALUATION PROCESS

The process for selection of the successful Bidder would be determined as under: -

**Stage 1:**

**Evaluation/Verification of Sample Mementos & Competency** – The Institute will verify the sample Mementos submitted by the Bidders as per the images as given in **Annexure – I** of this Tender. The bidders in whose case the sample Mementos fulfil the quality and gets accepted by the Institute will be eligible to participate in the further evaluation process. The Bidders Competency will be assessed by previous experience documents submitted in Technical Bid. The decision taken by the Institute will be final and binding.

**Stage 2:**

**Opening of Price Bid:** The price bids of all the eligible bidders (from Stage – I) will be opened in the presence of the committee members. The lowest price quoted by the Bidder in the Price Bid will be considered a successful Bidder (L1), and Purchase Order will be awarded to the L1 Bidder.

### TERMS & CONDITIONS:

1. The successful bidder (L1) should submit sample Memento with Institute Name and Logo within Three (03) days from the receipt of Purchase/Work Order and get confirmation from the Institute before going for a full production.
2. The cost quoted by the bidder should be inclusive of Supply(Delivery at IIMT), Labour, Packing, forwarding, Loading and unloading, freight, Transit Insurance, etc., ***GST should be quoted separately.***
3. **Delivery Schedule**
  - a. The successful Bidder should supply the 50% of Mementos with IIMT Logo and name within 15 days from the date of confirmation of sample and the balance quantity shall be supplied within 30 days.
  - b. ***Mementos are to be delivered in individual box packs with adequate security features for Individual shipment along with a sticker affixed on the top of all box covers for identification.***
  - c. In case, the firm fails to complete work within the specified period, the purchase/work order as a whole may be terminated. Applicable penalties would be levied on the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.
4. **Payment Terms**
  - a. No advance payment will be made in any case.
  - b. Payment will be made in 2 slots as per the Delivery Schedule.
  - c. Payment will be made within 25 days' subject to the supply of 50% of the mementos along with submission of Invoice/Bill with all relevant documents like warranty certificate, validity, etc.
  - d. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Supplier/ Service Provider's bills.
5. **Penalty Clause**

Deficiency/delay in supply will be construed as lapses on the part of the vendor. Such lapses by Vendor will be viewed seriously, and penalties will be imposed on the Vendor in case of any delay in completing the required supply/work as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and the decision of the competent authority at IIM Tiruchirappalli shall be final and binding.
6. **Warranty of Quality**
  - a. The successful Bidder should supply the Mementos with the best quality and workmanship as per the Technical Specification.
  - b. ***Replacement warranty should be there for six months against manufacturing defects from the date of supply.***

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- c. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole shall be terminated. Applicable penalties would be levied. The decision of the competent authority in the matter of penalty would be final and binding.
7. **Additional Quantity Clause:** IIM Tiruchirappalli shall exercise an option to procure the extra quantity 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 (IIM Tiruchirappalli) to exercise this option or not.
8. **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 completion of the work and also with the same terms & conditions of the Tender. In extra-ordinary circumstances, a repeat order shall be placed within 1(one) year. It would be entirely at the discretion of the buyer (IIM Tiruchirappalli) to place the repeat order or not.
9. The quantity mentioned is approximate, and the same can vary depending upon the requirement of the Institute. The required number of Mementos may be increased, and the same will be intimated 15 days before the delivery date.
10. **Delivery at:**  
Stores & Purchase Departments, 2<sup>nd</sup> floor of Administrative Block,  
Indian Institute of Management Tiruchirappalli,  
Trichy- Pudukkottai High way, Chinna Sooriyur, Tiruchirappalli – 620 024.  
**Contact: Email:** [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) | **Phone:** 0431 – 250 5121/22.
11. It is the responsibility of the successful bidder, to deliver all the Mementos in good conditions at IIM Tiruchirappalli as specified in the tender document. If any memento is damaged/broken in transit, the Vendor should replace the same within ten days, and the payment will be released to the vendor after supplying all mementoes in good condition.
12. **Security Deposit:**
- a. The successful Bidder(s) will be required to remit an interest-free Performance Security Deposit of **3% of the Work Order value** through online transfer to IIM Tiruchirappalli Bank Account within ten working days from receipt of the work order. ***The security deposit will remain with the Institute until the completion of the Workmanship Warranty period of 6 months, and it will be refunded after adjusting applicable deductions if any.***
- b. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
- c. In case the Vendor fails to supply the required mementoes as covered by this Tender within a specified delivery period, the same 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 the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.

**13. Validity of Bids and Rates:**

- a. 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.
- b. The quote shall remain valid and open for acceptance for a period of **90 days** from the date of opening of the price bid.

**14. Firm Price:**

Bidder's quoted Rates/Prices in the Price Bid should remain firm till completion of the entire work & should not attract any escalation under any circumstances whatsoever.

**15. Arbitration:**

In case of any unreconciled disputes between the parties IIM Tiruchirappalli 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 Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on both parties.

**16. Jurisdiction:** All disputes arising out of this contract shall be subjected to Courts at Tiruchirappalli.

**17. Force Majeure:**

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

**18.** Bidder should take into account the corrigendum/Addendum published on the IIM Trichy website on the tender page from time to time before submitting the bids.

**19. *The bidder should submit the Tender duly signed and stamped on all the pages.***

**20.** IIMT reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clauses or items stated therein, any or all provisions of this Tender document, before the opening of the Price Bids. Such revisions / amended/ corrigendum will be made available on the website of the IIMT Tender portal.

**21.** IIM Tiruchirappalli also reserves the right to, at any time and at its absolute discretion, the following:

- a. Accept or reject all bids.
- b. To obtain further clarification or supporting documents during the technical bid evaluation.
- c. To suspend, discontinue, modify and /or terminate the Tendering process at any time.
- d. To reserves the right to modify/change/delete/add any further terms and conditions before the opening of the Price Bid. Such revisions / amended/ corrigendum will be made available on the website of the IIMT Tender portal.

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Dated: 19<sup>th</sup> August 2022

22. No telex/telegraphic/fax Tender will be accepted.
23. IIMT will not be responsible for any loss in transit or postal delay.
24. Tax will be deducted as per the rule in force.
25. GST Number of IIM Tiruchirappalli is **33AAAI5004R1ZO**.

The Tender should be submitted in the sealed cover superscribing "***Tender for Supply of Mementos (Tanjore Painting) to IIM Tiruchirappalli***" addressed to, "The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Sooriyur, Trichy – 620 024 to reach us on or before **05.00 PM, 03<sup>rd</sup> September 2022**."



## ANNEXURE – I

### Indicative Image of Mementos with IIMT Logo and Name





**Note:** The hook provided in the mementos should be suitable for all kind of Nails and screws



**ANNEXURE – II REQUIRED IMAGES**

S. NO.	IMAGE	MODEL
1		ANNAM - 1
2		ANNAM - 2
3		ANNAM - 3
4		ANNAM - 4
5		PEACOCK - 1

S. NO.	IMAGE	MODEL
6		PEACOCK - 2
7		PEACOCK - 3
8		ELEPHANT - 1
9		ELEPHANT - 2
10		ELEPHANT - 3

S. NO.	IMAGE	MODEL
11		TWIN PARROT
12		SINGLE PARROT
13		LOTUS
14		YAZHI