



# 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 (TN)

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

## **NOTICE INVITING TENDER FOR PROVIDING TRANSPORT SERVICES TO IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2022-23/Transport/112 dated: 17.03.2023**

Details	Date	Time	Venue
Name of Work/ Service	<b>“Providing Transport Services on contractual basis for monthly hiring of Sedan Cars (Sedan AC &amp; MPV AC) to IIM Tiruchirappalli”.</b>		
Date of issue of Tender Document	17.03.2023	18.00 Hrs. onwards	-
Pre-bid Meeting	28.03.2023	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date of Submission of Tenders	08.04.2023	17.00 Hrs.	-
Opening of Technical Bid	10.04.2023	11.30 Hrs.	-
Opening of Price Bid	<b><i>To be informed later</i></b>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a>		
EMD Amount (Refundable to unsuccessful bidders)	EMD Amount Rs. <b>20,000/-</b> to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. <b>Bank Account Details</b> <b>Name of the Beneficiary:</b> IIM Tiruchirappalli <b>Bank Name:</b> State Bank of India <b>SB A/c. No:</b> 32170808935 <b>IFSC Code:</b> SBIN0071187		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with tender document.			
Security Deposit Amount	<b>10% of work order value</b> to be remitted by the qualified bidders to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work Order will stand cancelled.		
Address for submission of Tender	<b><i>The Chief Administrative Officer (i/c)</i></b> Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 <sup>nd</sup> Floor and obtain acknowledgement)		



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## Notice Inviting Tender

### Over View

1. Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India, is the Eleventh IIM and was instituted on 4<sup>th</sup> January 2011. More details about IIM Tiruchirappalli are available on our website [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).
2. IIM Tiruchirappalli invites Tender for **“Providing Transport Services on contractual basis for monthly hiring of Sedan Cars (Sedan AC & MPV AC) to IIM Tiruchirappalli”**.

### Period of Contract

The contract period is initially for a period of One (01) year. However, the contract shall be extended for a further period of up to **3 more years** on a yearly basis if the services provided by the Agency is found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute.

Upto Two sedans are required initially and One Sedan could be guaranteed during the period of Contract.

### Eligibility Conditions for Bidders

1. The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the Bid.
2. 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 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 the tender document should be the same or linked.
3. The Bidder(s) should be either:  
A company registered under Indian Companies Act, 1956/2013  
(OR)  
A partnership firm registered under Indian Partnership Act, 1932. LLP (Limited Liability Partnership)  
(OR)  
A Proprietorship firm duly registered either under the suitable act or any other Act of State/ Union, as applicable for dealing in the subject matter of Service.  
**(Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder)**
4. The bidder(s) should have a minimum of **five years** of similar work and at least one similar work

experience in providing passenger vehicles/ as on **31<sup>st</sup> January 2023** in the field of providing cars/passenger vehicles to large organizations (Government/Private/Public Sector Undertakings/Educational Institutions etc.). The bidders should be able to provide supporting evidence such as copy of work order and testimonials/completion certificate from clients. Performance Certificate from past clients of equivalent order sized (issued in the last five years) need to be attached with the Tender document.

5. The bidder(s) should attach the list of passenger vehicles registered as commercial vehicles on its own name having valid permit (Copies of the vehicle registration certificates, valid permit & Insurance policies to be attached). The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model (not older than two years) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority.
6. All the vehicle documents and updated documents (insurance, permit etc.) of the vehicles owned by the bidder(s) should be submitted along with Technical Bid. The tenders of the bidder(s) not in possession of valid statutory registrations / permits are liable for rejections.
7. Average Annual Turnover of the bidder should be at least **Rs. 10 Lakhs** (Rupees Ten Lakhs only) during the previous five financial years from 2017-18 to 2021-22. ***In this regard, the documents pertaining to best three years out of the last five years will be taken into consideration.*** Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted as per [Annexure-I](#) (Technical Bid). The year in which no turnover is shown would also be considered for working out the average.
8. Bidders should be regular in filing Income-Tax returns. A copy of the Income-tax returns filed and audited accounts statement for the last five financial years (2017-2018 to 2021-2022) should be submitted along with the Technical Bid.
9. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per [Annexure-IV](#).

### **Instructions to Bidders**

#### **1. Downloading of Tender Document**

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

## 2. Earnest Money Deposit

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) at the bank account mentioned in **Page 1**. A copy of the payment transaction receipt has to be attached with the Tender application form, without which the bid will not be considered for the bidding process.
- b. The EMD of the successful bidder will be adjusted against the Interest free Security Deposit and the same will be returned after making the final payment.
- c. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Receipt of EMD from an individual account will not be accepted. The EMD must be paid from the company's bank account only.
- e. Any request for refund of EMD to an individual account will not be entertained.
- f. 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, failing which the bid will not be considered for evaluation.
- g. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

## 3. Relationship Certificate

- a) The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm, certificate will be given by the proprietor. For partnership firm, certificate will be given by all the partners and in case of limited Company, by all the Directors of the Company. Due to any breach of these conditions by the Company or firm or any other person, the Tender will be cancelled, and Bid Security will be forfeited at any stage whenever it is noticed, and IIM Tiruchirappalli will not pay any damage to the Company or firm or the concerned person.
- b) The Company or firm or the person will also be debarred for further participation in the concerned unit.
- c) The near relatives for this purpose are defined as follows:
  - Members of a Hindu undivided family,

- Spouse,
  - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d) The Relationship Certificate ([Annexure-IV](#)) needs to be placed in the Technical bid cover.

#### 4. Amendment to Bid Document

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

#### 5. Conditional Bids

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

#### 6. Technical Bids Criteria

- 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 organized in logically structured form and attached as a technical Bid with an index. Bidders should comply with the 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](#).



## 7. Price Bid Details

- c) The Price Bid should be submitted strictly as per the BoQ attached in [Annexure -II](#) format, failing which the offer will be rejected. (renaming or changing the format of BoQ) will not be acceptable.
- d) The quantities mentioned in Price Bid are tentative and may be increased or decreased depending upon the requirements of the Institute.
- e) Tender must be submitted with the rates for all the item(s) of the services involved, and any incomplete tender will not be considered for evaluation.
- f) The rates quoted by the tenderer should be inclusive of all statutory levies such as Labour, insurance, packing, freight, transportation up to the site including loading, unloading and testing fee, etc. except GST and must hold good till the completion of work and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- g) Vendor should quote rates in the Price Bid ([Annexure -II](#)) only, bids indicating rates anywhere else will be rejected.
- h) Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the Institute shall correct the total price. If the Bidder does not accept the correction of the errors, the Bid shall be rejected.
- i) In case of any additional requirements during the execution of work as per site condition, the bidder should provide the same, on need basis, and the payment will be made as per the mutually agreed rate, considering the prevailing market rate.

## 8. Validity of Bids and Rates

- i. All the quoted rates would be valid until the completion of the Contract. Escalation / De escalation of Diesel/ Petrol price whatsoever would be allowed during the currency of the Contract, including an extended period, and will be reviewed once in six months.
- 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.

## 9. FIXATION OF FUEL CHARGES

The bidders should quote the running charges based on current fuel price, i.e, the price of diesel as on the date of publication of this tender at Trichy (base price). Based on the price of diesel/Petrol, escalation / de-escalation in the running charge will be calculated as detailed below:

*A sample calculation is given below:*

Running charge for the month of February 2023 =  $\frac{\text{Running charge quoted in BoQ} \times \text{Price of diesel on 01.02.2023}}{\text{Base Price}}$



## Procedure for Submission of Bids

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

### 1. Bid Submission:

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

#### a. Technical Bid – (Envelope A)

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

- i. Application form, Undertaking, Near Relative Certificate as per Annexure - IV.
- ii. Copy of PAN and GST Registration.
- iii. Copy of constitution or legal status of the service provider /Sole proprietorship/firm Agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of

Company.

- iv. EMD Payment Receipt / MSME Certificate for Exemption of EMD.
- v. The list of vehicles needs to be attached as per [Annexure –III](#).
- vi. Copy of work orders, testimonials / completion / performance certificate from the present and past clients of equivalent order sized (*received in the last five years*) with verifiable contacts need to be attached with the tender document.
- vii. A copy of Income tax returns filed and audited accounts statement for the last five financial years (2017-18 to 2021-2022).
- viii. Signed Tender document and its all annexures and Corrigendum/Addendum if any.
- ix. All other documents mentioned in the tender document, except the 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 Providing Transport Services to IIM Tiruchirappalli”***.

**b. Price Bid - (Cover 2)**

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

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

- i. Wherever applicable, a copy of the payment transaction receipts amounted to Rs 20,000/- towards EMD, have to be submitted with the tender application form, without which the tender will not be considered for evaluation process.
- ii. 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 Providing Transport Services to IIM Tiruchirappalli”- IIMT/2022-23/Transport/112 dated: 17.03.2023***

- i. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before 17.00 hrs, 08/04/2023;

**The Chief Administrative Officer i/c**

**Indian Institute of Management Tiruchirappalli**

**Trichy – Pudukkottai Main Road, Chinna Sooriyur**



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## Tiruchirappalli– 620024.

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

### Pre-Bid Meeting

A Pre-bid meeting will be conducted in person on **28.03.2023 at 11.00 Hrs.** in the Dean's Office Meeting Room, Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur Village, Tiruchirappalli-620 024, to clarify doubts that may arise before submission of the bids.

Bidders/Representatives are invited to participate in this pre-bid meeting. Such attendees need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to the email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in), before 17.00 Hrs., on **27.03.2023** for attending the Pre-bid meeting as per format enclosed vide [Annexure-V](#).

The Bidders are requested to mail their doubts/queries to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in), prior to the pre-bid meeting i.e. **by 17.00 Hrs on 27.03.2023** to enable us to clarify the doubts in the pre-bid meeting.

### Opening of Master Envelope & Technical Bid

The Master Envelope and Technical Bid will be opened by the Tender Opening Committee on **10.04.2023 at 11.30 Hrs.** in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to [purchase@iimtrichy.ac.in](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](#).

### Opening of Price Bid

The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives through Physical/video conferencing mode. The institute will open the price bids in the absence of the bidders if they are unavailable. 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](#).

### Award of Contract

The Bidder who has quoted the lowest rate shall be declared as L1 vendor and the Work Order will be awarded to the L1 Vendor initially for a period of **One Year** further extendable on yearly basis for a period of 3 more years.

IIM Tiruchirappalli reserves the right to negotiate the quoted price, with the successful Agency to arrive at the fair and reasonable price.

The decision of Competent Authority, IIM Tiruchirappalli will be final in all matters relating to this tender. The Institute reserves the right to accept or reject all the offers including the lowest without assigning any reason.

### Special Terms & Conditions

1. The Vendor should deploy medically fit drivers on IIM Tiruchirappalli site, only after the Police verification. All drivers deployed on IIM Tiruchirappalli site will carry Identity Card issued by the contracting agency. The vehicles are to be provided in neat and clean conditions.
2. The Vehicle provided by the Vendor should have seat belts for all the seats and air bag provision for both the front seats.
3. The Vendor should ensure 100% uptime of vehicle operations by having proper replacement vehicles and drivers.
4. The drivers of the vehicles deployed on the IIM Tiruchirappalli site should be fully conversant with the routes of Tiruchirappalli City and the suburbs and should possess valid driving license (T) in his name.
5. The drivers employed by the Transport Service Provider(s) shall, at all times, be the employees of the Transport Service Provider(s) and not of the Institute. The Institute is not liable for any damage or injury sustained by the employees of the Transport Service Provider(s) in the course of their duties. In respect of all such damages or injuries, the Transport Service Provider(s) will be solely responsible for any claim which is made.
6. It is the responsibility of the vendor to provide full-fledged vehicles with professional drivers available on duty (24x7). Vendor should ensure that he complies with all applicable laws & regulation to this industry under this contract. The drivers appointed by the vendor should be a thorough professional with good communication skills, maintain decorum, and code of conduct.
7. The driver should be given periodical breaks as per the applicable laws & regulations to this industry under this contract.
8. Contractor(s) would be responsible for the good conduct of the drivers employed and if at any



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point of time any driver is found to be working against the interest of the Institute, the said driver shall be removed by the contractor(s) and an alternate driver shall be provided immediately to the Institute at no additional cost.

9. The bidder(s) shall abide by the rules and regulations of RTO, Govt. of Tamil Nadu / India particularly applicable to the business.
10. The bidder(s) shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided on IIM Tiruchirappalli site and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of contract.
11. The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model (not older than two years) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. The details of vehicles mentioned above might change as per the requirements of the institute. If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions. Also, the institute may surrender one or all of the vehicles, if not needed by the institute.
12. The bidder(s) shall provide immediate replacement for the breakdown vehicle with same/equivalent level of vehicle. All the charges towards repair / servicing, salary of the driver, fuel expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on IIM Tiruchirappalli site shall be borne by the successful bidder(s).
13. The vehicles deployed on IIM Tiruchirappalli site should be insured in all respects by the successful bidder(s). In case of any accident or theft etc. all the claims arising out of it will be met by the bidder(s). IIM Tiruchirappalli shall not be liable in any matter whatsoever.
14. Storage / consumption of any alcoholic drink/ liquor is strictly prohibited. The driver on duty should not consume liquor / smoking / consuming tobacco or any other items, which is prohibited inside the premises of IIMT and also during the trips.
15. The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to cancellation of contract.
16. Service Provider shall not engage any person below 18 years of age.
17. Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided / drivers deployed shall adhere to flexible in timing/usage considering the academic nature



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and work of the IIMT.

18. Halting charges, Driver Bata, etc., in case of outstation, may be quoted separately in the Financial Bid Proforma.
19. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. will be borne by the contractor.
20. Contractor(s) would be responsible for using vehicles with clean interiors and exteriors and in excellent running condition. If at any point of time, any vehicle is found to be wanting in this, an alternate vehicle shall be provided immediately to the Institute at no additional cost.
21. All drivers shall have valid driving license and proof of the same shall be provided by the Contractor(s).
22. Vehicles should be fitted with necessary accessories to drive on State and National Highways including during the nights.
23. Contractor(s) shall obtain vehicle fitness certificate from the Competent Authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
24. Contractor(s) shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited with IIMT.
25. All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date.
26. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license (original) and all other documents that should be carried with vehicle as per rules & regulations of applicable laws.
27. The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.
28. Drivers should carry sufficient cash for discharging obligations on account of parking charges & toll taxes. Parking charges & toll fee, if any, will be reimbursed, upon the submission of documents along with such claims, provided GST is not levied on the reimbursement of expenses.
29. Lodging, boarding, transportation of drivers during outstation duty, if any, shall be the contractor's responsibility.
30. The driver provided by the contractor should fulfill the following conditions:





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- i. Should be in possession of valid driving license issued by RTO for the class of vehicle he is driving and he should be medically fit to drive the vehicle.
  - ii. Should be well groomed with proper attire.
  - iii. Should be able to read and write Tamil and English, and have minimum five years of driving experience.
  - iv. Should not smoke or drink; chew Pan/Pan masala/Tobacco both while driving or otherwise.
  - v. Should not indulge in any activity inimical to security of the faculty and officials traveling in his car.
  - vi. Should be in possession of Mobile phone with valid connection.
  - vii. Should not use mobile phone, while driving.
  - viii. Should carry the Institute provided Placards whenever they are assigned to pick up guests from the Airport/Railway Station.
  - ix. Should report to the Travel Desk/concerned authority of the institute at appropriate times and should be available on call at all times.
  - x. Should submit completed log book to the institute at designated date and time.
31. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the IIMT shall have right to expel or refuse entry to such drivers and vehicles for rendering service.
32. The rules & regulations stipulated for drivers by the firms apart from the tender conditions in the document have to be provided by the contractor to IIMT for record purpose after award of contract.
33. **Statutory Requirements:** The contractor has to ensure the compliances regards to statutory requirements, failing which, IIM Tiruchirappalli shall not be held responsible.
34. Driver should be alert /careful enough to take care of items/material kept in the vehicles.
35. Vehicle should carry portable fire extinguisher.
36. The vehicles shall be for exclusive use of the institute and should not be used by the Service Provider for any other purpose.
37. The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.
38. LPG Cylinders should not be used for running the vehicle in any case.
39. The Service Provider shall undertake to indemnify the department against all damages/charges



arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

40. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from the institute. In emergency and rare circumstances, this condition can be waived off by the institute temporarily.

41. The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.

42. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of the institute whose decision shall be final.

43. In case of any dispute of any kind and in any respect whatsoever, the decision of the institute shall be final and binding.

44. Proof of payment of appropriate GST is required to be submitted to the institute.

## General Terms & Conditions

### 1. Payment Terms

- a) **No advance payment will be made in any case.**
  - b) Payment against bills shall be made only after satisfactory services and certification by the Administration. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services.
  - c) Payment will be made within 25 days after deducting the penalty amount (if any) on receipt of bills along with trip sheets.
  - d) Bills can be submitted either once in 15 days or on a monthly basis. Bills received after 5th or 20th of every month (based on fortnight or monthly submission) will not be entertained by the Institute except in unforeseen situation which is beyond the control of service provider subject to the approval of the Institute.
  - e) IIM Tiruchirappalli shall not be responsible for payments for the services provided by the contractor to IIMT students, Faculty members, staff and their family members on their personal requests.
  - f) 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 vendor's bills.
  - g) **Escalation / De-Escalation of Rates:** Will be accepted only in cases of change in fuel rates. All other rates quoted should be firm throughout the contract period.
2. The work covered by this Tender is a whole and complete job and will not be split for award of work.

### **3. 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, without the prior consent of the Institute in writing. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

### **4. Penalty Clause**

a) Deficiency/delay in Service, will be construed as lapses on the part of the service provider. Such lapses due to the 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 as follows:

- i. In case of delay in reporting the vehicle, a penalty of Rs.100/- per 10 minutes' delay shall be imposed.
- ii. Missing of flight/train/bus due to delay in reporting or break down of vehicle enroute, cost of tickets (Air or Train/Bus)/Hotel Bookings and charges for making alternate arrangement including travel tickets and Hotel booking charges will be recovered from contractor(s).
- iii. In case of delay in reporting or break down, IIM Tiruchirappalli reserve the right to avail the services from any other operator and recover the charges from the contractor(s)
- iv. Vehicles supplied by the contractor(s) will be regularly inspected by IIM Tiruchirappalli Officials and in case of non-compliance of any of the conditions, if brought to the notice of the Inspecting Officials or by the users, a penalty of Rs.500/- for each instance will be imposed.
- v. Non provision of vehicle leading to cancellation of meetings and any other activities will invite a penalty of Rs.10,000/- will be imposed.
- vi. Only yellow board vehicles are permitted for rendering services.
- vii. Using Non-commercial vehicles for any trip, if found, the penalty of Rs.25,000/- to be imposed and if the same repeated it leads to termination of the contract.

However, IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding.

b) In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

### **5. Liability of IIM Trichirappalli:**

a) IIM Tiruchirappalli will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage/Loss to Officials of IIM Tiruchirappalli will be recovered from the contractor(s).

- b) It should be the responsibility of the service providing contractor(s) to meet transportation, food, medical, stay during outstation and any other requirements in respect of the drivers engaged by it at IIM Tiruchirappalli site and IIM Tiruchirappalli shall have no liabilities in this regard.
- c) The contractor(s) will be solely responsible for the redressal of grievances /resolution of disputes between the service provider and the drivers engaged by them at IIM Tiruchirappalli site. IIM Tiruchirappalli shall, in no way responsible for settlement of such issues.
- d) IIM Tiruchirappalli will not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by the contractor(s) in the course of their performing the functions/ duties, or for any payment as compensation.
- e) The contractor(s) shall submit the bills as per the agreed rates before 10th of the following calendar month to IIM Tiruchirappalli (Travel Desk) along with duly signed duty slips, email communication copy, self-attested photocopy of the extract of the log book and any other supporting documents.

## 6. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- a) Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender. Such bidders will also be blacklisted.
- b) When information/certificate/document furnished is found to be false at any stage.
- c) When the bid documents have been manipulated or altered after they are downloaded from the website.

## 7. Performance Security Details

- a) The successful Bidder will be required to remit an interest free Performance Security Deposit of 10% of the Work Order value online transfer to IIM Tiruchirappalli Bank Account, within seven working days from receipt of the work order. The security deposit will be refunded to the vendor along with the payment of the final bill.
- b) Receipt of Security Deposit from an individual account will not be accepted. The Security Deposit must be paid from the company's bank account only.
- c) Any request for refund of security deposit to an individual account will not be entertained.
- d) Performance Security will be forfeited if the Service Provide fails to perform/abide by any of the terms or conditions of the Contract.
- e) In case, the Service Provider fails to provide the required services within the specified delivery period, the same services will be obtained fthe 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.

## 8. Termination of Contract:

- a) The contract shall cease to exist automatically at the end of the date mentioned in the work order without any separate notice.

- b) Contract can be terminated by IIM Tiruchirappalli by giving a three-month notice in advance.
- c) The tenderer will be bound by the details furnished by him/ her to IIM Tiruchirappalli, while submitting the tender document or at subsequent stage. In case of any such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
- d) In case of dispute, interpretation /decision of IIM Tiruchirappalli will be treated as final.
- e) IIMT may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
  - i. If the contractor fails to arrange any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by the Institute.
  - ii. If the Service Provider fails to provide the services as detailed in the Tender within the period (s) specified in the contract or any extension thereof granted by the Institute.
  - iii. If the contractor fails to perform any other obligation(s) under the contract.
  - iv. If the Service Provider being declared insolvent by the competent Court of Law without any notice.
  - v. Contract can be terminated by either party prematurely by giving advance notice of three months, except in cases where the termination is due to unsatisfactory services. In normal circumstances, the Contract can be terminated by giving 45 days' notice in writing by either side.
  - vi. In case quality of service by the Service Provider is found unsatisfactory, the institute may terminate the contract after giving 15 days notice. In case of such termination, services of other Service Providers will be utilized at the contracted rates.

## 9. SIGNING OF CONTRACT:

- a) The qualified bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein on a non-judicial stamp paper of Rs. 100/- (Rs. one hundred only) within 10 working days from issue of the Work Order along with interest free performance security deposit. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.
  - b) The Bidder shall certify that change in ownership is not anticipated in the proposed period of contract. If such a change is anticipated, the scope and effect thereof shall be defined. IIM Tiruchirappalli shall file a suit against the bidder for breach of this clause requesting damages and / or specific performance remedies therefrom.
10. **Last Payment:** The last payment of the service provider will be cleared only after obtaining clearance of any liabilities pending of Institute.
11. **Firm Price:** The Price quoted by the bidder will be firm through out the contract period. There will be no increase in the prices under any circumstances.
12. **The persons to be deputed by the service provider,** being their own employees or otherwise, shall be their sole employees and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts,



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conduct and any other liability. 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 whatsoever 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.

13. Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for Bid shall not be disclosed to bidders or any other persons not officially concerned with such process until the process is finalized.
14. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.
15. **Authority of the 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.
16. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
17. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
18. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
19. In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss / obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the Contract.
20. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).



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21. **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 the both parties.

## 22. **Force Majeure:**

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



**ANNEXURE – I: (TECHNICAL BID)**

**PROFILE OF THE BIDDER**

Sr. No.	Required information	Description
1	Name of the agency / firm /company	
2	Address of the agency / firm /company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Authorized Signatory Details	Name
		Designation
		Email
		Phone
	Details of Contact other than Authorized Signatory	Name
		Designation
		Email
		Phone
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (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?	





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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 five 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 five years (from 2017-18 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2017-18	2018-2019	2019-2020	2020 – 2021	2021-22
Details of Gross Annual Turnover - (Rs. in Lac)					
Average Turnover of the best three years in the last five years					



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

S. 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					



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## ANNEXURE-II: PRICE BID - BOQ

### ANNEXURE-II: PRICE BID – BOQ (CONTINUED)

(On Monthly Rental Basis)

S. No	Vehicle Type	Net Monthly Charges (inclusive of all excluding GST)			
		24 Hours and 2000 kms per month	24 Hours upto 2500 kms per month	24 Hours upto 3000 kms per month	Rate per extra km beyond 3000 kms per month
1	Sedan AC				
2	Innova Crysta AC				

**Note:**

**NOTE:**

1. Toll/ Parking/ Permit charges are reimbursable on actuals with original receipts. No GST shall be claimed on these reimbursement charges. This reimburse amount claim shall not form part of “***Taxable Invoice***”.



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## ANNEXURE – III List of Vehicles

S. No	Vehicles Numbers	Type of Vehicle along with Make & Model	Date of Registration
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			



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## ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT

Date:

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

***Subject: Tender for Providing Transport Services on contractual basis for monthly hiring of Sedan Cars (Sedan AC & MPV AC) to IIM Tiruchirappalli.***

***Reference:*** Tender Notice published in IIM Tiruchirappalli website. - **Tender No: IIMT/2022-23/Transport/112 dated: 17.03.2023**

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

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

- a) am authorized to sign this document on behalf of M/s. \_\_\_\_\_ (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.
- b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.
- c) further declare that:
- 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



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given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature is liable to be cancelled/ terminated.

- ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- iv. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the 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**



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## ANNEXURE – V: LETTER OF AUTHORISATION

### LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

**To**

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

**Subject:** Authorization for attending Pre Bid Meeting/ Technical Bid/ Price Bid opening on ( \_\_\_\_\_ ) in the *Tender for Providing Transport Services to IIM Tiruchirappalli.*

Following persons are hereby authorized to attend the Site Visit/ Pre Bid / Technical Bid / Price Bid meeting 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.

**Note:**

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



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

Sl. No	Covers	Details	Remarks	Tick (✓)
1	(Cover 1)	All the documents and Annexures, <i>except Price Bid document.</i>		
2	(Cover 2)	Only Price Bid documents as per the BoQ MS excel format(.xls)		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether documents in support of meeting the basic eligibility conditions stipulated in page No 4 and 5 of the 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).		
6		Whether duly filled in Technical Bid documents (i.e., <a href="#">Annexure-I</a> 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 partnership firm or Private Limited Company.		
		iii. Authorization / Power of attorney for signing the tender document		
		iv.		
		v. Audited Annual Accounts, Income Tax Return and assessment orders for the last five consecutive financial years i.e., from 2017-18 to 2021-22.		
		vi. Details of completed contracts in the prescribed format during the last five years along with proof with verifiable contacts.		
		vii. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts.		
	viii. All other information/ details/ supporting documents/proof desired in the Tender document			
7		Whether Technical Bid documents as per <a href="#">Annexure-I</a> of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per <a href="#">Annexure-IV</a> .		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per <a href="#">Annexure-V</a> is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal?		
11		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?		
12		Whether Tender documents and its Corrigendum have been signed with seal in all the pages by the Bidder.		