

NOTICE INVITING TENDER FOR HIRING OF PREMISES ON RENTAL BASIS IN CHENNAI CITY FOR THE CHENNAI CAMPUS OF IIM TIRUCHIRAPPALLI

Tender No. 23SP296T dated: 24.11.2023

Details	Date	Time	Venue
Name of Work/ Service	<i>Tender for Hiring of Premises on a rental basis in Chennai City for the Chennai Campus of IIM Tiruchirappalli.</i>		
Date of issue of Tender Document	24.11.2023	09.00 Hrs. onwards	-
Pre-bid Meeting	05.12.2023	11.00 Hrs.	Deans' Office Meeting Room, IIM Tiruchirappalli
Last date of Submission of Tenders	16.12.2023	17.30 Hrs.	-
Opening of Technical Bid (<i>tentatively</i>)	18.12.2023	15.00 Hrs.	Deans' Office Meeting Room, IIM Tiruchirappalli
Opening of Price Bid	<i>To be informed later</i>		
Tender Document	The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published		
Cost of Tender Document	Not Applicable		
EMD Amount	<p>Rs. 20,000/- to be remitted through online mode to <i>IIM Tiruchirappalli</i>, SB A/c. No. 32170808935, IFSC Code: SBIN0071187 of SBI, IIM Tiruchirappalli.</p> <p>Copy of payment transaction receipt for EMD have to be attached with the tender document, without which the bid won't be considered</p>		
Address for submission of Tender	Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post / Registered Post / Courier or Hand delivery – during office hours (9.30 to 17.30 hrs.) only (To be submitted to Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – II Floor and obtain acknowledgment).		

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NOTICE INVITING TENDER

OVER VIEW

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

IIM Tiruchirappalli invites sealed tenders from Eligible and competent Service Providers/ Building owners/Firms/Agencies, etc., for Hiring of Premises to run our Chennai Campus.

PERIOD OF CONTRACT:

The minimum period of contract will be 05 years with 05 (Five) years lock-in period. The landlord cannot terminate the tenancy during the lock in period of 5 years from the date of handing over possession to Indian Institute of Management Tiruchirappalli. The contract period will be extendable on mutually agreed terms and conditions.

REQUIREMENTS OF IIM TIRUCHIRAPPALLI

1. The institute is looking for a premise with an area ranging between 23,000-25,000 sq. ft., to run its Chennai Campus. The preferred location of the premises should be within Chennai City (Preferably not beyond Tambaram in the South and Chepauk in the North).

Note:

- i. The premises that are slightly deviating from the above requirements may also be considered for the technical evaluation process.
 - ii. The existing set up inside the facility such as cubicles, work stations, etc., if any which is not required for the Institute should be removed by the landlord at his own cost and only plain space has to be provided.
 - iii. The institute will create interiors as per its requirements which includes creation of temporary partition, false ceiling, Split Air Conditioners, Electrical Wiring/ Networking, Classrooms with stepped gallery seating arrangement, etc.
2. Sufficient car and two-wheeler parking facility should be available.
3. The premises should be equipped with HT/LT electricity power, Air Conditioning, UPS, Lifts, adequate fire protection system, DG backup, sufficient Restrooms separately for men and women, supply of domestic water and sanitary/sewerage line, Parking facility for 2 and 4 Wheelers, etc. The Institute will pay a demand charge for the connected load in the rented premises or on the basis of consumption whichever is lower.
4. An Independent Premises/Building would be preferable. In case of shared premises/building space, the terms should be mentioned clearly as a separate annexure to the tender document.
5. **Status of Property:** Free Hold with Clear Marketable Title.
6. **Property Type:** Commercial
7. Bare space which can be made occupied within one month will also be considered.

8. The space to be allotted should not be the basement of the Building.
9. The electricity maximum demand load should be capable of taking up Air Conditioning, UPS, Lifts, Server, Pump, Motors, other electrical gadgets, etc.
10. The building would be used for academic purposes and the institute proposes to use the building for following facilities:

S. No	Facility	Nos	Area in Sq. ft.	Total
1	Classroom with capacity between 60 and 70 seats	5	2250	11250
2	Classroom with capacity between 30 and 40 seats	3	1500	4500
3	Online teaching studio	3	120	360
4	Library + Study area	1	1000	1000
5	Faculty Cabins	10	120	1200
6	Reception + Welcome area	1	1000	1000
7	Office space for admin staff	1	500	500
8	Space for support staff	1	300	300
9	Pantry	1	100	100
10	Storage area	1	400	400
11	Space for server, UPS and other utilities	1	200	200
12	Dining area + Common area	1	2000	2000
Total Area				22810

Note: The above table is given for the bidder's understanding.

11. The academic activities of the institute happen primarily on the weekends and throughout the year. The activities start in the morning and end by 10.30 pm. The activities of the institute can also happen during the weekdays.

QUALIFYING CRITERIA

1. The preferred location of the premises should be within Chennai City (Preferably not beyond Tambaram in the South and Chepauk in the North).
2. The premises should be equipped with HT/LT electricity power, Air Conditioning, UPS, Lifts, adequate fire protection system, DG backup, sufficient Restrooms separately for men and women, supply of domestic water and sanitary/sewerage line, Parking facility for 2 and 4 Wheelers, etc. The Institute will pay demand charge for the connected load in the rented premises or on the basis of consumption whichever is lower.
3. The Tender will be acceptable from the owner/power of attorney holder of the building/property.
4. The offered place must be free from all encumbrances, claims, legal disputes etc.
5. The premise shall be in an area authorized by the local authority for offering on a rent basis. The landlord would be required to obtain the necessary approvals, if any, from the local authorities for offering such a rental building.
6. The offered premise should have been properly constructed as per the approved safety norms.
7. The building/premise shall have an adequate fire protection system conforming to the latest building bylaws.
 - a. A Clearance Safety Certificate from the Fire Department and a Structural Stability Certificate from the Building Safety Department is required.
8. The rental premise shall have adequate domestic water and HT/LT electricity power with separate meters.
9. The premise/building shall have a decent ambiance and have a wide approach road with sufficient space for parking.
10. The building/premise shall have an adequate number of toilets/urinals for both Men and Women at the ratio of 1:4 on all the offered floors for 150 students, faculty and staff. The same must be available in good condition and hygienic environment.
11. The premise/building should be well-ventilated and in habitable conditions, with a good hygienic environment.
12. All the sanitary/sewerage and water supply installation must have been provided in the premise.
13. Electrical installation and fittings like power plugs, switches, charging points, etc., must be in place.
14. The Service provider/ landlord must provide the document of the Maximum demand of the Electricity load, sanctioned by TANGEDCO.

15. Maintenance:

- a) Repair & Maintenance of all equipment such as AC, Lift, DG, UPS, Fire safety Systems, Electrical equipment/gadgets, etc. should be in prevalence and the same has to be taken care of by the landlord throughout the entire contract period in all respect.
- b) Required AMC contract should be made by the landlord and the copy of the contract agreement along with contact numbers should be handover to the Institute to ensure the minimum downtime, especially when the class sessions are happening.
- c) Repair & Maintenance towards the Building structure, if any, during the contract period needs to be taken care of by the landlord only.

16. Security services from a reputed man power agency to the premises should be provided for 24/7 and the same should be manned by the landlord at his own cost in a systematic way.

SITE VISIT

The institute shall conduct a site visit to evaluate the facilities provided. The Institute reserves the right to reject the site based on the site evaluation.

INSTRUCTIONS TO BIDDERS:

1. Tender Fees

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

- i. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees twenty 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 super scribed as "EMD payment receipt", without which the tender won't be considered for the bidding process.
- ii. The EMD amount will be released after finalization of the tender and along with the first month rent in respect of the successful bidder. No interest is payable on the earnest money.

3. Relationship Certificate

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

4. Amendment to bid document

- i. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments on its own.
- ii. Such amendments shall be notified on IIM Tiruchirappalli 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 Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stage of evaluation before finalization.
- v. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:
 - Accept or reject any or 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 reserve the right to modify/change/delete/add any further terms and conditions prior to issue of the work order.

5. Conditional Bids:

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

6. Technical 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**.

7. Price Bid Details

- i. Financial Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be submitted 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 exclusive of all applicable taxes.
- ii. Price bid i.e. BoQ given in tender to be submitted after filling in all relevant information. The priced BoQ should be submitted strictly as per **Annexure-II**, failing which the offer will be rejected.
- iii. 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.
- iv. Vendor should quote rates in the Price Bid (**Annexure -II**) only, bids indicating rates anywhere else will be rejected.

8. Validity of bids and rates

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including an extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 180 days from the date of opening of price bid.

PROCEDURE FOR SUBMISSION OF TENDER

- i. The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>
- ii. The bidder(s) shall not make any changes or amendments in the tender document as published in the IIM Tiruchirappalli website.
- iii. All correspondence and documents relating to the tender shall be written in English.
- iv. No paper/page shall be detached from the tender document. No addition or alteration should be made in the tender document.
- v. The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- vi. 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.

- vii. 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. The technical bid will be scrutinized first and those who qualify in the technical bid alone will be considered for the financial bid, that is, the technical bid is only a qualifier for opening price bid and the technical score has no role in selecting L1 among the qualified bidders.
- viii. It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in **Annexure-III** to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.
- ix. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- x. 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.

1. SUBMISSION OF BIDS

Since this tender is based on two bid system., TWO 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;
 - a. Copy of Documents in support of ownership of the building/ land and construction there on.
 - b. Proof that the applicant(s) is the original owners or power of attorney holders of properties.
 - c. An affidavit swearing that the space offered is free from any liability and litigation with respect to its ownership, lease/renting and that there are no pending payments against the same.
 - d. No objection certificate/clearance certificate from all relevant Central/State Government and Municipal authorities, for commercial / Institutional/Office/dual use of the property.
 - e. Copy of the Building approval certificate.
 - f. Fire safety certificate from fire safety department.
 - g. Structural stability certificate from competent authority.
 - h. Updated copies of all Municipal/ other applicable tax receipts.
 - i. Document for sanctioned Electricity load.
 - j. Income Tax /PAN Registration Certificates.

- k. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any, width of the road/s and adjacent properties etc. around the premises.
 - l. A copy of the title investigation and search report along with copies of title deed documents.
 - m. Documents related to conversion of Non-agricultural land obtained from the Competent Authority.
- ii. Application form, Near Relative Certificate as per **Annexure - III**.
 - iii. Copy of PAN and GST Registration.
 - iv. Duly Signed Tender document, it's all annexures and corrigendum/Addendum if any.
 - v. All other document mentioned in tender document, except Price Bid document.

The **Technical Bid** Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: **“Technical Bid for Hiring of Premises on rental basis in Chennai City for the Chennai Campus of 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 Hiring of Premises on rental basis in Chennai City for the Chennai Campus of IIM Tiruchirappalli”**

All the 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 Hiring of Premises on rental basis in Chennai City for the Chennai Campus of IIM Tiruchirappalli – Tender No: 23SP296T dated: 24.11.2023

- i. The master envelope containing the Two envelopes should be delivered at the below mentioned address on or before deadline:
**The Chief Administrative Officer i/c,
Indian Institute of Management Tiruchirappalli,
Trichy – Pudukkottai Main Road,
Tiruchirappalli– 620024.**
- i. If the two inner envelopes A (Technical bid), B (Price Bid) & One outer envelope (i.e., larger envelope) is 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.

- ii. 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 the submission of tender.

Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on 05.12.2023 at 11.00 Hrs. to clarify doubts that shall arise before submitting the bids. If the bidders, who are unable to visit IIM Tiruchirappalli in person to attend the pre-bid meeting, can join the meeting through virtual mode. The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before 15.30 Hrs., on 04.12.2023 to attend the Pre-bid meeting as per the format enclosed vide [Annexure-IV](#). The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in before the pre-bid meeting, i.e. by 11.30 Hrs., 04.12.2023, to enable us to clarify the doubts in the pre-bid meeting itself.

Opening of Master Envelope & Technical Bids

The master envelope and technical bid (cover 1) will be opened by the Tender Evaluation Committee **tentatively on 18/12/2023 at 11.00 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 to participate in the opening of Technical Bid as per the format enclosed vide **Annexure -IV**.

TENDER EVALUATION PROCESS

The Site Evaluation will be made by the Institute based on the criteria mentioned below:

S.NO	DESCRIPTION	MARKS
1	a) Suitability of the building to run an academic institution including but not limited to having the classrooms, Library, etc. b) Methodology for calculation of other charges that are not part of the Maintenance as per Annexure-V .	50
2	Age of the building 0-10 Years – 10 Marks 11-20 Years – 7 Marks 21-30 Years – 3 Marks Above 30 years – 0 Mark	10

3	Parking Facility Less than 10 – 0 Marks 11 -20 Nos. of Car parking - 5 21 - 30 Nos. of Car parking - 10 31- 50 Nos. of Car parking – 15 Above 50 Nos. of Car parking - 20	20
4	Proximity to IT Parks/Firms, Commercial Centers / Business Districts	5
5	Internal facilities like furnishing of floor, false ceiling, etc.	5
6	Ambiance of the location of the building and its surroundings and Orientation of the building - in terms of facing direction, view, ventilation, easy accessibility to and within the building	5
7	Proximity of Support facilities like Photocopy, Food outlets, etc.	5

Note: The bidder who scores 60 and above in the above-mentioned evaluation (Document Verification and Site evaluation) will be considered for the opening of the Financial Bid.

GENERAL TERMS & CONDITIONS

- 1) In case of damage to the hired premise due to any natural calamities, rioting etc., the Institute will not compensate the loss or damage incurred by the landlord.
- 2) The Institute will not facilitate any brokerage for the offered property under any circumstances.
- 3) There should not be any water logging seepage / leaking inside the building. It shall be the responsibility of the landlord to clear any such issues and do the maintenance work.
- 4) The latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for rental to the Institute.
- 5) Offers received from Government Bodies / Public Sector Undertaking / State Housing Boards etc. would be given preference.
- 6) The particulars of amenities provided/proposed to be provided in the premises should be furnished in the technical bid.
- 7) The landlord shall arrange for repairs and maintenance, all exterior whitewashing/colour washing/painting/door paintings, windows, etc., as and when informed by the tenant.
- 8) Tenders from intermediaries or brokers will not be entertained.
- 9) The premises offered should be in good and ready-to-occupy condition. The Owner/ landlord(s) of the premise will have to hand over the possession of the premises within 30 days after the acceptance of their offer by the Institute.
- 10) It may be noted that no negotiations will be carried out, except with the lowest tenderer and

therefore most competitive rates should be offered.

- 11) **Rate per sq. ft. on Plinth area:** The plinth area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/cess present and future - House tax, Property tax, Service tax and Municipal taxes, etc.) maintenance & operation charges and service charges like Society charges etc. The rent will be paid from the date of taking possession of the premises. Nothing extra will be paid other than the monthly rent. The rent will be paid within ten working days after the receipt of the invoice from the landlord. The rent invoice should be raised only after the completion of each month.
- 12) **Addition & alteration works:** During the period of tenancy, if the tenant desires to carry out any temporary additions & alteration works within the plinth area at its own cost as per the requirement of the Institute whenever required, the tenant is entitled to do after informing the landlord. While vacating the premises, the tenant shall leave the property in its original condition.
- 13) The landlord should also provide space for display signboards without any extra cost in terrace or frontage of the building as decided by the Institute. The same will be removed and handover in original condition while vacating the premises.
- 14) The institute shall have the surveillance cameras with required wiring at the appropriate places as required.
- 15) **Rental Agreement** will be made between the landlord and the Institute in two copies, of which one shall be with the Institute.
- 16) Applicable Taxes will be deducted as per the prevailing Government rules while making the payment.
- 17) **Registration & Stamp duty charges:** will be shared equally between the landlord and the Institute (50:50 basis)
- 18) **Caution Deposit:**
 - a. The Institute will pay 5 months' rent (based on the first month rent) as interest-free caution deposit to the landlord. This amount would be adjusted (without interest) towards the completion of the contract period.
 - b. The caution deposit shall be made by the Institute on signing of the Agreement.
- 19) **Possession of premises:** within 30 days from the date of receipt of acceptance of offer/letter, subject to ready-to-occupy and signing and registering of Agreement. The premises should be in a habitable condition while taking over the possession, and the exteriors should have been properly painted.
- 20) **Electricity:**
 - a. The building should have sufficient maximum demand. On demand of the Institute, additional electrical maximum demand should be arranged by the landlord at his cost from the energy suppliers.

b. Electricity charges will be borne by the tenant on an actual basis based on the separate meter which would be provided by the landlord.

21) **Arbitration clause:** Any dispute, controversy or claim arising out of or in connection with this contract, or the breach, termination or invalidity thereof, shall be finally settled or decided by arbitration in accordance with the Arbitration and Conciliation Act 1996 with subsequent amendment, modification or alteration thereof.

The seat of arbitration shall be Tiruchirappalli. The language to be used in the arbitral proceedings shall be English. The contract is governed by the substantial law of India.

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

ANNEXURE – I (TECHNICAL BID)

Sl. No	Details of Bidder / Landlord/ Builder/ Firm	Remarks
1.1	Name of the Owner	
1.2	Address of the Owner	
	Phone No.	
	Fax No.	
	E-mail ID	
	Pan No.	
1.3	Name of the contact person duly authorized	
	Phone No.	
1.4	Constitution of bidder / firm (Sole Proprietary) /Partnership / Private / PSU / Pvt. Ltd. / Public Ltd. / PSU etc.	
a)	Names and Pan Nos. of the Directors / Partners/ Firms.	
2	Details of the Property	
2.1	Name of the Owner	
2.2	Address:	
	Phone No.	
2.3	Name of the building	
2.4	Details of encumbrances	
2.5	Location and address of the property	
	a) Name of the scheme	
	b) Sector No. etc.	
	c) Street No. etc.	
2.6	Usage of the property (as approved by the Competent Authority)	
	a) Residential	
	b) Commercial	
	c) Residential cum Commercial	
	d) Shopping Centre	

Sl. No.	Details of Bidder / Owner/ Builder/ Firm	Remarks
2.7	Whether the premises is located in a multi-storied building?	
	a) No. of floor in the building	
	b) At which floor, the area is offered.	
2.8	CTS No.	
2.9	Survey No.	
2.10	Ward No.	
2.11	Whether the space is freehold or lease hold?	
2.12	Whether the property mortgaged? If yes, mention the details.	
	(i) Name of the Organization where the property is mortgaged.	
	(ii) Address of the Organization with phone no.	
	(iii) Amount of loan availed.	
	(iv) Tenure of mortgage.	
	(v) Residual mortgage period.	
	(vi) EMI paid.	
2.13	Area of the premises in sq. ft.	
2.14	Size of the premises	
	a) Frontage of the property in meters	
	b) Length in meters from the approach road	
2.15	Schedule of the premises i.e. boundaries of the plot on	
	North	
	East	
	South	
	West	

Sl. No.	Details of Bidder / Owner/ Builder/ Firm	Remarks	
2.16	Whether the locality is free from Special hazards like fire/ flood etc.		
2.17	Whether the locality is free from adverse influence such as		
	a) Encroachment.		
	b) Industrial nuisance, smoke, noise etc.		
	a) Any other		
2.18	Please enclose copy of the A-Register & Patta of the property		
2.19	Indicate the distance by road from the nearest:		
	(i) Railway (Local/Metro) station	Local:	Metro: Kms.
	(ii) Bus Stand		
	(iii) Bank (Nearest)		
	(iv) Airport		
	(v) Hospital/ Schools/ Colleges/ Universities.		
2.20	Year of construction. Enclose an attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Govt. Bodies.		
2.21	Date on which the premises can be handed over to the Institute after signing of the Agreement.		
2.22	Plinth area of the premises being offered. Please enclose copies of approved plans.		
3	Specifications of the Property		
3.1	Type of structure (RCC / Steel framed / load bearing)		
3.2	Type of wall (Brick / Cement block). Mention thickness of external wall and internal partition wall.		

Sl. No.	Details of Bidder / Owner/ Builder/ Firm	Remarks
3.3	Details of flooring (M.M. Tiles / Ceramic / Vitrified / Marble) or any other.	
3.4	Details of Door frames (Sal wood / Teak Wood / Hard wood / Aluminum) or any other.	
3.5	Details of Door shutters (Flush door / Teak wood / Aluminum / PVC) or any other.	
3.6	Details of Window frames (Sal wood / Teak Wood / Hardwood / Aluminum) or any other.	
3.7	Details of window shutters (Teak wood / Aluminum / Steel) or any other with security grills or without security grills.	
3.8	(i) No of toilets in each floor.	
	(ii) Details of Floors & Dado in Toilets.	
4	Whether Structural stability certificate enclosed (Certificate shall be from Licensed Structural Engineer of Municipality/ Corporation)	
5.	SERVICES:	
5.1	Please give details of Number of lifts, capacity, make and the year of Installation and AMC Details.	
5.2	Please indicate source of water supply.	
5.3	Is bore well provided? If so what is the yield and depth of bore well.	
5.4	Capacity of the overhead tank feeding to the office premises under consideration for rental.	
5.5	Please give details of sewerage system and for storm Water disposal.	
5.6	Please indicate whether the building is prone to flooding.	
6	Electricity:	

Sl. No.	Details of Bidder / Owner/ Builder/ Firm	Remarks
6.1	(i) What is the connected maximum demand to the building in KVA?	
	(ii) Type of Electric Connection. (HT/LT)	
	(iii) Mention the DG Capacity in KVA	
	(iv) Mention in the UPS Capacity in KVA	
6.2	Please indicate the type of wiring used - Aluminum or Copper?	
6.3	Whether ELCB is provided?	
7	Common Services:	
7.1	No. of Car parking	
7.2	No. of Two-wheeler parking	
7.6	Anti-lightening device arrangement.	
7.7	Whether rain water harvesting scheme is implemented in the premises.	
7.8	Security arrangements, please give details.	
8	Other Information	
8.1	Whether any ready built flats / Office premises have been constructed and sold by the builder to any government and semi-government institutions / Financial institutions? If so please give name and addresses of such clients.	
9	Details of Approved Plan / Blue Prints	
9.1	Whether the plan of the property is sanctioned by the Competent Authority.	
9.2	If sanctioned, please enclose copy of the approved Floor Plans, Sections, Elevations, and Site Plan of the building.	
9.3	Names and Address Phone No. of the Architect / Engineer.	
10	Provision for proper arrangement of fire safety.	

Sl. No.	Details of Bidder / Owner/ Builder/ Firm	Remarks
10.1	No. of fire extinguishers available	
10.2	Are the safety measures taken?	
10.3	If yes, give details of arrangement.	
10.4	Is 'No Objection Certificate' obtained / Secured from fire control authorities.	
10.5	If yes, produce copies of proof / certificates.	
11	Any other Documents/enclosures	

I / We declare that the information furnished above is true and correct to the best of my knowledge.

ANNEXURE-II (PRICE BID- BoQ)

Required Area: 23,000 to 25,000 sq. ft.

Total Area of the building Offered: _____

Particulars	Rental Charges in Rate per sq. ft. of Plinth area (A)	Repair & Maintenance and Operations Charges (B)	Total Amount in figures (Rs) (excluding GST) Total = A + B	Total Amount in Words (excluding GST) Total = A + B
For the first Three years				
Fourth and Fifth year				

Note:

1. The Institute will pay the rent for the actual sq. ft. or 25,000 sq. ft. whichever is lower.
2. The rent for the first three years will be the same and the next hike shall be from the 4th year and shall be valid till the 5th year of the contract period. This hike shall not exceed 15% and shall remain the same till the end of the 5th year.
3. Repair and Maintenance and operations charges for the amenities like AC, Lift, DG, UPS, Fire protection system, Electrical equipment/gadgets and all external maintenance (Civil, Plumbing, carpentry, Sewerage management), Security etc. will be the scope of the owner. (The internal Housekeeping is under the Institute's Scope.).
4. Bidders shall quote the rate excluding registration and stamp duty charges for execution of the agreement. Registration and Stamp Duty charges will be shared equally by the Lessor and the Lessee (50: 50 basis).
5. The rate per sq. ft. will be considered for evaluating the price bid.

ANNEXURE – III: SUBMISSION OF TENDER DOCUMENT

Application Form for submission of Tender Document

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

Subject: Tender for Hiring of Premises on rental basis in Chennai City for the Chennai Campus of IIM Tiruchirappalli.

Reference: Tender Notice published in IIM Tiruchirappalli website. - Tender No: 23SP296T dated: 24.11.2023

Dear Sir,

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

It is certified that I, _____ (name of the person)

S/o Shri _____

r/o _____

a) am authorised to sign this document on behalf of M/s.

(the name of the firm/company which is bidding in this tender) and that our firm/company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm/company or its owner/partners anywhere in India.

b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

c) further declare that:

- i. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all

matters.

iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.

iv. I understand that IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company

ANNEXURE – IV: LETTER OF AUTHORISATION

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

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Tiruchirappalli - 620 024

Subject: Authorization for attending **SITE VISIT / PRE-BID MEETING / TECHNICAL BID / PRICE BID OPENING** on.....(date) in the *Tender for Hiring of Premises on rental basis in Chennai City for the Chennai Campus of IIM Tiruchirappalli.*

Following persons are hereby authorized to attend the Pre Bid for the Tender mentioned above on behalf of.(Bidder) in order of preference given below:

Order of Preference	Name	Designation	Contact No	Specimen Signature
I				
II				

Alternate Representative

Signatures of Bidder

or

Officer authorized to sign the bid documents on behalf of the Bidder.

Notes:

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

ANNEXURE-V

Methodology for calculation of other charges that are not part of the Maintenance

Particulars	Methodology*
Electricity charges	
DG Operations Charges	
Water Charges	
Any other direct or indirect charges	

***Kindly describe in detail with an example. Further clarifications may be obtained by the committee during the site visit which has to be supported with a written commitment.**

***Such details would also be part of the agreement.**