

**NOTICE INVITING TENDER FOR THE SUPPLY OF SOUVENIRS FOR THE DAKSHA 5.0
AT IIM TIRUCHIRAPPALLI**

निविदा सं.E-Tender No. 26SP116(1)T dated: 25.07.2026

विवरण/Details	दिनांक/Date	समय/Time	Venue
कार्य/सेवा का नाम/Name of Work	<i>“Supply of Souvenirs for the Daksha 5.0 at IIM Tiruchirappalli”</i>		
निविदा कागजात जारी करने की तारीख/Date of issue of Tender Document	25.07.2026	18.00 Hrs. onwards	-
Last Date for submission of Samples	10.08.2026	16.00 Hrs.	-
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	10.08.2026	17.00 Hrs.	-
Opening of Technical Bid and Price Bid (<i>Tentative</i>)	12.08.2026	11.30 Hrs.	-
Validity of Tender	90 days from the date of the price bid opening.		
निविदा कागजात/Tender Document	From 25.07.2026 to 10.08.2026 (up to 17:00 Hrs.) on the e-tendering website https://eprocure.gov.in/eprocure/app The tender document can only be obtained after registration of the tenderer on the website https://eprocure.gov.in/eprocure/app .		
Mode of Submission of Tender	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

**विवरण
OVER VIEW**

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

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

IIM Tiruchirappalli invites e-tenders from the service providers/contractors for the **Supply of Souvenirs for the Daksha 5.0 at IIM Tiruchirappalli**.

Service Description	Estimated Tender Value (excluding GST)
Supply of Souvenirs for the Daksha 5.0 at IIM Tiruchirappalli.	Rs. 2,80,000/-

Eligibility Conditions for Bidders

The tendering Agency must fulfil the conditions mentioned in the succeeding paras:

- The bidder shall have experience in supplying customized corporate gifts/souvenirs to Government Organizations, Educational Institutions, PSUs, or reputed organizations.
- Submission of a sample:** Bidders are required to submit a sample piece corresponding to each specification mentioned in the [Annexure – II of the BoQ](#) section (Sl. No. 1 to 5). The samples must be sent in a sealed cover clearly superscribed as: "**Samples for the Tender for Supply of Souvenirs for the Daksha 5.0 at IIM Tiruchirappalli**", and addressed to,

**The Chief Administrative Officer (i/c),
IIM Tiruchirappalli,
Trichy to Pudukkottai Highway,
Trichy – 620 024, to reach us on or before 04.00 PM, August 10, 2026.**

If you have any queries, please e-mail to purchase@iimtrichy.ac.in / 0431 - 250 5022/5121/5122 before submitting the Samples.

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

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

Procedure for Submission of Bids

1. General

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

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

2. Registration

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal, which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- f) Bidder shall then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

3. Searching for Tender Documents

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case a corrigendum is issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

4. Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should keep the bid documents ready to be uploaded as indicated in the tender document/schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 200 dpi with colour/black and white option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificates, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process

5. Submission of Bids

- a. The Bidder should submit the bid online in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be in PDF format and uploaded online in Cover-1. Price Bid in MS Excel “.xls” format only should be uploaded online in Cover-2.
- b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- e. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.

- f. All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Sockets Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- i. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- j. The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

General Terms & Conditions

1. The total cost should include supply, printing/engraving charges, freight, loading & unloading charges, inclusive of all incidental charges etc., and exclude GST.
2. **Delivery at:**

Placement Office
Indian Institute of Management Tiruchirappalli,
Trichy- Pudukkottai Highway, Tiruchirappalli – 620 024.
Contact: Email: purchase@iimtrichy.ac.in | Phone: 0431 – 250 5022/5121/22/53.
3. The bidder should take into account the Corrigendum/Addendum published on the CPP Portal and the IIM Tiruchirappalli website on the tender page from time to time before submitting the bids.
4. After issuance of the work order – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit **one samples** for Buyer's approval, within 5 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 5 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer. In case, the sample is found to have major deviations / not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller.

Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor free of cost. Where under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contractor on or in connection with the production of stores in bulk, before the sample has been approved unconditionally shall be borne by the Seller and he shall not claim any compensation in the event of such sample being found unacceptable by the Buyer / Consignee.

5. Delivery Schedule:

The successful bidder should complete the supply within **15 days** from the date of issuance of the Work Order.

6. The Bidder (s) should have been registered with the Goods and Services Tax Council for Goods & Services Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. ***A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Bid.*** The names appearing on all these documents and the tender document should be the same or linked.
7. Any defective, damaged, improperly branded, or inferior quality items shall be replaced by the supplier at no additional cost.

8. Payment Terms:

- No advance payment will be made in any case.
 - The Vendor shall raise invoices after completion of the supply to the satisfaction of the Institute. Payment will be made within 25 working days on receipt of the original invoice.
 - 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 the vendor's bills.
9. Canvassing in connection with the tenders is strictly prohibited, and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission, or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her tender from being considered. Canvassing on the part, or on behalf of the tenderer, will also make his tender liable to rejection.
10. **Subletting of Work:** The firm/agency should not assign or sublet the supply or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

11. Additional Quantity Class:

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

12. Repeat Order Clause:

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

13. If you have any queries, please e-mail to purchase@iimtrichy.ac.in / 0431-250 5022/5121/22/53 before submitting the tender.

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

15. Force Majeure:

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

ANNEXURE – I: PROFILE OF THE BIDDER

S. No.	Required information	Description
1	Name of the agency/firm/company	
2	Address of the agency/firm/company	
3	Legal status (Individual, proprietary, Partnership firm, or 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 of business.	
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per the Shops and Establishment Act.)
		PAN No. of the Agency
		GST No. of the Agency
7	Has your firm/company ever changed its name at any time? If yes, provide the previous name and the reasons therefor?	
8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the name of the Contract and reasons for not completing the Contract.	

9	Brief details of litigations, if any, connected with related Work, current or during the last three years, the opposite party, and the disputed amount.	
10	Give details of the Termination of the previous Contract, if any	
11	Details of the Bank Mandate	
	Name of the Beneficiary	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account IFSC	
	IFSC Code No.	
12	Total experience (years/months) Related work in Central Educational Institution/Organization:	

ANNEXURE-II: (PRICE BID - BOQ)

Sl. No	Description of items	Qty.	Remarks
1	Insulated Water Bottle – 500 ml capacity, Stainless Steel Grade 304, Thermosteel hot and cold bottle with engraving. - Keeps your drink hot and cold for 24 hours. - Insulated double wall vacuum with copper coating for maximum temperature retention 100% food grade and rust proof steel both inside and outside for safety, strength and durability (18/8 quality, Grade 304) - Leak proof - Cool to touch body with hot liquids and sweat proof with cold liquids - BPA and Phthalate free-all plastic parts are food grade - Non leaching and toxin free for healthy drinking - Screw type lid Preferred Make: Borosil/Klooper/ Dublin/its equivalent brands	200 Nos.	The bidder should quote the rate only in the BoQ 1 on the CPP Portal, not on this page. The provided details are intended solely for the bidder's understanding. Otherwise, the bid will not be evaluated.
2	Premium Notepad (Journal/Diary) with printing– 80 GSM, 192 pages, size 165 × 241 mm, acid-free and ink-friendly paper. Preferred Make: Mypaperclip/Pierre Cardin/Parker/its equivalent brands	200 Nos.	
3	Premium Gift Box with Lid – Rigid, 3 mm-thick greyboard/cardboard with multi-colour printing, designed to accommodate one 500 ml insulated bottle and one premium notepad. Approximate dimensions: 310 × 83 × 204 mm (L × W × H), with satin ribbon/rope for a premium finish. Custom-made as per the approved design and the Institute branding	200 Nos.	
4	Premium Paper Carry Bag with Rope Handle – 300–350 GSM coated art paper (or equivalent), matte laminated with multi-colour printing, suitable for carrying the gift box. Approximate dimensions: 330 × 100 × 254 mm (L × W × H). Custom-made as per the approved design and the Institute branding	200 Nos.	
5	Thank You Card – Premium quality 300 GSM textured/art card, full-colour printing, size approximately 148 × 148 mm (or A6: 105 × 148 mm), carrying a personalised message of appreciation from the Institute. Custom-made as per the approved design and the Institute branding	200 Nos.	

ANNEXURE-III: (Sample Images)

Sl. No. 1. Insulated Water Bottle – 500 ml:



Engraving Content on the water bottle for Sample Purpose Only: #InspiringGrowth #IIMTrichy

Sl. No. 2. Premium Notepad with Printing of IIMT Logo on the Front Side



Sl. No. 3 and 4. Premium Gift Box and Premium Paper Carry Bag:





Sl. No. 5. Thank You Card

