INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI
(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India) Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu
Phone: 0431-250 5022/5121/22 | E-Mail: purchase@iimtrichy.ac.in

NOTICE INVITING TENDER FOR ENTERING INTO ANNUAL RATE CONTRACT FOR THE SUPPLY OF HOUSEKEEPING CLEANING MATERIALS TO IIM TIRUCHIRAPPALLI

निविदा सं.E-Tender No. 26SP065T dated: 25.07.2026

विवरण/Details	*दिनांक/Date*	*समय/Time*	**Venue**
कार्य/सेवा का नाम/Name of Work/Service	***"Tender for Entering into Annual Rate Contract for the Supply of Housekeeping Cleaning Materials to IIM Tiruchirappalli"***		
निविदा कागजात जारी करने की तारीख/Date of Issue of Tender Document	25.07.2026	17.00 Hrs. onwards	-
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	15.08.2026	17.00 Hrs.	-
Opening of Technical Bid and Price Bid ***(Tentative)***	17.08.2026	11.30 Hrs.	-
Validity of Tender	**90 days** from the date of opening of the price bid.		
निविदा कागजात Tender Document	From 25.07.2026 to 15.08.2026 (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 ***Annual Rate Contract for the Supply of Housekeeping Cleaning Materials to IIM Tiruchirappalli.***

Service Description	**Estimated Tender Value (including GST)**
Entering into Annual Rate Contract for the Supply of Housekeeping Cleaning Materials to IIM Tiruchirappalli	**Rs. 24,00,000/- (Per Year)**

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 is various search options built in the CPP Portal to facilitate bidders in searching 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 inform 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 documents 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 the 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 the “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 the 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 the required documents, should be in PDF format and uploaded online. Price Bid in MS Excel “.xls” format only should be uploaded online.
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 filled out 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 them and submit them 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 Socket 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 number 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.

Eligibility Conditions for Bidders

a) The bidder(s) should be registered with the Goods and Services Tax Council for the purpose of 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 Technical Bid**. The names appearing on all these documents and tender documents should be the same or linked.

b) The bidder(s) must have **a minimum of two years' experience in Supplying Housekeeping Cleaning Materials** to institutions such as IIMs, NITs, Central PSUs, or Private Sector Organizations as of June 30, 2026. Relevant documentary evidence (e.g., work orders, Letters of Intent, or Agreements) must be submitted along with the technical bid.

c) **Registered Office/Branch of the agency should be located in Tamil Nadu**. The agency should submit proof of its office address.

Period of Contract

The selected Service Provider shall supply the required items for the period of ***one year***. Based on the requirements, generally, the materials are procured on a monthly basis. However, a few items may be procured quarterly and annually according to the requirements of the Institute. The contract shall be extended for a further period of up to ***two more years,*** on a yearly basis, if the services provided by the Agency are found to be satisfactory, on the same terms and conditions, and at the sole discretion of the Institute. Any annual price revision for the subsequent years shall be subject to prior approval of the competent authority. The commencement date of the contract will be reflected in the Work Order, which will be issued to the selected Bidder.

Firm Price

The Institute will not pay any extra amount other than the quoted price. The rate quoted by the tenderer should be valid till the completion of the Contract and shall not be subject to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.

Award of Rate Contract

The bidder who quoted the lowest rate (L1) in the Price Bid - Annexure-II will be awarded a Rate Contract Order for Suppling the Housekeeping Cleaning Materials to IIM Tiruchirappalli. The bidder should quote the rates in the BoQ1 uploaded on the CPP Portal, not in this price bid of Annexure-II. It is once again reiterated that the bidder should not quote the amount in Annexure II; otherwise, the bid will not be considered for evaluation. The bidders are required to quote the amount in the BoQ1 only.

The Institute reserves the right to accept or reject all the bids, including the lowest, without assigning any reason.

The Institute reserves the right to enter into multiple rate contract during scrutiny of Tendering process or currency of Contract agreement in the following cases: -

a) Where the rates and quality of more than one firm / tenderer is the same.

Where it is observed that a single supplier does not have enough capacity to cater to the entire demand of an item, the Institute may enter into more than one rate contract with other L1 tenderers. Such rate contracts are known as Multiple Rate Contracts.

General Terms & Conditions

1. The total cost should be inclusive of GST and all other charges (supply, packing, labour, loading, unloading, and delivery charges, etc.). ***The successful bidder/vendor shall submit samples of the housekeeping materials to the Estate Office for approval prior to the commencement of the regular supply of the ordered quantities. Regular supply shall commence only after the samples have been duly approved by the Estate Office.***

2. **Issue of Purchase Order:** When the demand raises, a Purchase Order will be issued to the respective L1 vendors as per the Rates given in the Rate Contract Order on each occasions.

3. **Delivery Schedule:** within 15 days from the date of receipt of the Purchase Order. If the supplier fails to deliver the material within the delivery period as specified, the institute may procure such items from alternate source. The supplier will be liable to the institute for any excess costs incurred for procurement of goods or services not delivered in time.

   In the case of rejected/defective items, the replacement is to be made without any additional cost within 7 days of receipt of information regarding rejection of items.

4. **Delivery at**
   Estate Office Store,
   Indian Institute of Management Tiruchirappalli,
   Trichy- Pudukkottai Highway, Tiruchirappalli – 620 024.
   Contact: Email: purchase@iimtrichy.ac.in | Phone: 0431 – 250 5022/5121/22.

5. **Payment Terms:**
   a. No advance or part payment will be made in any case.
   b. Payment shall be made strictly for the quantities actually supplied at the approved tendered rates.
   c. Payment will be released within 25 days from the date of delivery of all items, along with submission of the Original Invoice.
   d. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Supplier/Vendor/Service Provider’s bills.

6. ***If any additional items are required in the future, beyond the existing item descriptions mentioned in this tender, the same shall be supplied by the agency at the prevailing market rates with the required rate justification and approval of the competent authority.***

7. **Performance Security Details:**
   i. The successful Bidder will be required to remit an interest-free Performance Security Deposit of **Rs. 96,000/-** through online transfer (NEFT/RTGS) to the IIM Tiruchirappalli Bank Account, within seven days from receipt of the Provisional order. On receipt of the Performance Security, a confirmatory order will be issued to the successful bidder. The security deposit will be refunded to the vendor after completion of the service period, along with final payment, after adjusting applicable deductions, if any.
   ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
   iii. In case, the Vendor fails to provide the required services as covered by this Tender within a specified delivery period, the same items will be obtained from the open market, and the difference of cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.

8. **Warranty Period:**
   The warranty for all supplied items shall be **not less than 6 (Six) Months** from the date of supply.

9. **Termination of Contract:**
   IIM Tiruchirappalli can terminate the contract with a three-month notice in case the services are not satisfactory. The Service Provider shall be required to give not less than three (3) months' prior written notice of its intention to terminate or discontinue the services. In the event the Service Provider ceases providing services without complying with this notice requirement, the security deposit shall be forfeited.

10. 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.

11. The tenderers supplying the cleaning materials must strictly adhere to the specification/brands mentioned in the tender document.

12. If you have any technical queries, please e-mail to **purchase@iimtrichy.ac.in** / **043l - 250 5022/5121/5122** before submitting the tender.

13. ***The bidder should quote the rate for all the items; failing which, the tender will not be considered for further evaluation.***

14. IIMT reserves the right to change/ extend/ modify/ amend, or delete any of the conditions, clauses, or items stated therein, or any or all provisions of this Tender document. Such revisions/ amendments/corrigenda will be made available on the website of the IIMT Tender portal.

15. IIMT also reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the tender/tender.

16. **Penalty Clause**
Deficiency/delay in supply/services will be construed as lapses on the part of the vendor. Such lapses due to the Vendor will be viewed seriously, and penalties will be imposed on the Vendor in case of any delay in the supply as covered by this Tender within the stipulated date and timings. The penalty will be 0.5% per day on the Purchase Order value beyond the agreed date of completion, with a maximum limit of 20%. The decision of the Competent Authority of the Institute shall be final and binding.

17. Tax will be deducted as per the rule in force.

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

19. **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 the 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, 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 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 there for?		
8	Have you or your constituent ever left the Contract awarded to you incomplete? If so, give the name of the Contract and the 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:	

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ANNEXURE – II: PRICE BID BOQ

S. No	Item Description	Units	Qty.	Remarks
1	Room Spray Aerosol Container-300 ML	Nos.	1	The bidder should quote the rate only in the BoQ1 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 considered for evaluation.
2	Checked Cloth - Big Cleaning Purpose	Nos.	1	
3	Dinner Napkin (100 Napkins Per Packet)	Pkt.	1	
4	Floor Wiper 21" Inch with Metal Rod 4 Feet	Nos.	1	
5	Violet Garbage Bag Extra Large - (Code -Extra Large); Size 76cm*94cm); (Per Packet - 25 Nos.)	Pkt.	1	
6	Violet Garbage Bag - (Code -Medium) Size (19cm*21cm); (Per Packet - 25 Nos.)	Pkt.	1	
7	Glass Cloth- Cleaning Purpose	Nos.	1	
8	Lizol - Lemon Flavour (5 Litre Can)	Can	1	
9	Tissue Paper (M - Fold) D Green (Per Packet - 250 Sheets)	Pkt.	1	
10	Medimix Herbal Handwash Liquid with Pump Type 250ml	Nos.	1	
11	Mop Refill Thread and Steel Stick 5 Ft	Nos.	1	
12	Mop Refill Thread	Nos.	1	
13	Flip Mop with Stick (Big Size)	Nos.	1	
14	Flip Mop Refill Thread Only	Nos.	1	
15	Phone Perfume 25ml	Nos.	1	
16	Scotch Brite Scrubber (Scrub Pad)	Nos.	1	
17	Toilet Roll - 350 Sheets (Per Roll)	Nos.	1	
18	Ezee Mop Set 75cm (Roots Brand)	Nos.	1	
19	Ezee Mop Refill 75cm (Roots Brand)	Nos.	1	
20	Scotch Brite Steel Scrubber	Nos.	1	
21	Soap Oil (5 Litre Can)	Can	1	
22	Colin (5 Litre Can)	Can	1	
23	Plastic Toilet Brush (Round Type) - Good Quality	Nos.	1	

Signature of the Bidder with Seal

S. No	Item Description	Units	Qty.	Remarks
24	Urinal Cubes – 400 g (24 Nos. Per Pack)	Pkt.	1	The bidder should quote the rate only in the BoQ1 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 considered for evaluation.
25	Cleaning Acid (5 Litre Can)	Can	1	
26	Vim Bar – 300g	Nos.	1	
27	Lakshman Rekha Chalk - (Ant Chalk) (Six Chalk Sticks Per Pack)	Pkt.	1	
28	Ant Powder (10 Kg Bag)	Bag	1	
29	Fem Floral Soft & Safe Handwash - 5 Litre Bouquet Can	Can	1	
30	Room Spray (British Lime) Aerosol Container-300ml	Nos.	1	
31	Hand Gloves-Rubber (Pair - 2 Gloves)	Set	1	
32	Disposable Transparent Hand Gloves (50 Nos Per Pack)	Pkt.	1	
33	Scotch Brite -Super Sponge Wipes (3 Nos Per Pack)	Pkt.	1	
34	Naphthalin Balls (1 Kg Pack)	Kg	1	
35	Heavy Duty Dust Pan (Good Quality Plastic)	Nos.	1	
36	Coconut Broom – Made of Good - Quality Coconut Ribs with High Density	Nos.	1	
37	Cob Web Stick – Expandable, Thread Type, Normal Height (Gala / Spotzero / Equivalent Brand)	Nos.	1	
38	Harpic-Advanced Toilet Cleaner-5 Litre Can	Can	1	
39	Plunger With Stick (Big Size)	Nos.	1	
40	Plunger With Stick (Medium Size)	Nos.	1	
41	Spray Gun (500ml Capacity)	Nos.	1	
42	Mug (500ml Capacity) – Heavy-Duty Quality with Calibration Markings	Nos.	1	
43	Mug (1 Litre Capacity) – Heavy-Duty Quality with Calibration Markings	Nos.	1	
44	Small Round Brush (Washbasin Cleaning) - Good Quality Plastic	Nos	1	
45	Soft Brooms-Good Quality-Handle Steel Type (Jumbo Brand)	Nos.	1	
46	Feather Duster	Nos.	1	
47	Painting Brush (2 Inch) (Asian / Berger / Equivalent Brand)	Nos.	1	

S. No	Item Description	Units	Qty.	Remarks
48	Handwash Container-With Dispenser Pump (25ml)	Nos.	1	The bidder should quote the rate only in the BoQ1 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 considered for evaluation.
49	Mask use and throw (100 Masks Per Pack)	Pkt.	1	
50	Taski R5 Stainless Cleaner (1 Litre)	Litre	1	
51	Caustic Soda (1 Kg Pkt.)	Kg	1	
52	Sabeena Powder (1 Kg Pkt.)	Kg	1	
53	Pitambari Powder (1 Kg Pkt.)	Kg	1	
54	Hardy Brush with Stick (Standing Brush)	Nos.	1	
55	Hardy Brush Only	Nos.	1	
56	Rat Trap Wood	Nos.	1	
57	Rat Glue Pad	Nos.	1	
58	Rat Repellent Spray (500ml)	Nos.	1	
59	Thatti Milar (Good Quality)	Nos.	1	
60	Bleaching Powder (1 Kg Pkt.)	Kg	1	
61	British Air Fragrance (5 Litre Can)	Can	1	
62	Stanvac Alfa 3 - For Automatic Mopping Machine (1 Litre)	Litre	1	
63	Technical Malatiyan (5 Litre Can) – For Fogging Machine	Can	1	
64	Small Dust Bin (5 Litre Capacity) Cello / Nilkamal / Supreme / Equivalent Brand, Good Quality.	Nos.	1	
65	Bucket 10 Litre with Mug. Cello / Nilkamal / Supreme / Milton / Equivalent Brand, Good Quality.	Nos.	1	
66	Bucket 20 Litre with Mug. Cello / Nilkamal / Supreme / Milton / Equivalent Brand, Good Quality.	Nos.	1	
67	Odonil - 50 g	Nos.	1	
68	All-Out Machine with Liquid	Nos.	1	
69	All-Out Liquid only	Nos.	1	
70	Face Tissue 200 Pulls 2 Ply; (Home One/Premier)	Box.	1	
71	Odonil Room Spray 220 ML	Nos.	1	
72	Table Wiping Cloth; Size: 350 x 400 mm Smooth Microfiber Cleaning Cloth Yellow Color	Nos.	1	
73	Floor Wiper 12" Inch with Stick	Nos.	1	
74	Exo Bar Soap 300g	Nos.	1	
75	Dustbin Cover Extra Large (Bio).	Pkt.	1	

Note:

- The requirement for some items may be NIL during certain periods.

Signature of the Bidder with Seal

ANNEXURE – VI: MAKE AND MODEL OF THE ITEMS

Please provide the make and model of the Items the bidders are intended to supply

(Please specify the make and model of all the items listed in the specification document/BoQ. Accordingly, the number of rows to be inserted. The products without a make and model will not be considered for evaluation.)

Sl. No as per BoQ/Spec	Item Name as per BoQ/Spec	Make	Model	Compliance (Yes/No)

Note:

End-of-sale models and models not permitted in India will be rejected after confirmation with the OEM. The bidder will not be allowed to change the make and model after the tender is submitted.