



# 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 INFRASTRUCTURE ARRANGEMENT FOR THE ELEVENTH ANNUAL CONVOCATION AT IIM TIRUCHIRAPPALLI**

**Tender No. IIMT/2022-23/Convocation/Infra/86 dated: 27.01.2023**

Details	Date	Time	Venue
Name of Work/ Service	<b><i>“Tender for Providing Infrastructure Arrangement for the Eleventh Annual Convocation at IIM Tiruchirappalli”</i></b>		
Date of issue of Tender Document	27.01.2023	18.00 Hrs. onwards	-
Pre-bid Meeting	06.02.2023	11.00 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli. The Bidders are requested to visit site before coming for the Pre-Bid meeting.
Last date of Submission of Tenders	18.02.2023	17.30 Hrs.	-
Opening of Technical Bid	20.02.2023	10.15 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 ( <i>Refundable to unsuccessful bidders</i> )	EMD Amount <b>Rs. 24,000/-</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.			
SD Amount	<b>3% of work order value</b> to be remitted by the successful Bidder 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	The Chief Administrative Officer (i/c) 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 Tenth 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 Infrastructure Arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli” (Scheduled on 01<sup>st</sup> April 2023)**.

Service Description	Estimated Value of the Tender (excluding GST)	Interest-free Performance Security Deposit
<b>Providing Infrastructure Arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli</b>	<b>Rs. 8,00,000/-</b>	<b>3% of the Work Order value</b>

### WEB LINK FOR INDICATIVE PHOTOGRAPHS OF THE REQUIRED ARRANGEMENTS

Indicative photographs pertaining to previous convocation infrastructure arrangements are available in the below mentioned google link:

[https://drive.google.com/drive/folders/1VwgIfb3HSQHixjuI\\_wKJ3aTJUfYXyvma?usp=sharing](https://drive.google.com/drive/folders/1VwgIfb3HSQHixjuI_wKJ3aTJUfYXyvma?usp=sharing)

### 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. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the **last five years** as on 31<sup>st</sup> January 2023 - **Similar work shall mean**: Providing Infrastructure Arrangement for similar or comparable events of atleast same scale and the details of current works on hand and other contractual commitments shall be provided by the Bidder as on **31<sup>st</sup> January 2023** as detailed below:

At least one similar work of 80% of the estimated cost [Order copy to be enclosed]



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OR

At least two similar works of 60% of the estimated cost each [Order copy to be enclosed]

OR

At least three similar works of 40% of the estimated cost each. [Order copy to be enclosed]

The bidders should be able to provide supporting evidence such as copy of work order and testimonials/completion certificate from past clients. Performance Certificate from past clients of equivalent order sized (issued in the last five years) need to be attached with the Tender document. The Bidders are requested to attach atleast **five photographs** of each of the events on which they are getting qualified. The bidder may be asked to provide more photographs or details of the work, if required.

4. Average Annual Turnover of the bidder should be at least 100% of the estimated cost of the tender 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.
5. 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.
6. The bidders should not be 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. 24,000/- (Rupees Twenty Four 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 the making of 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. 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.
- e. 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).
- f. The Relationship Certificate (**Annexure-IV**) needs to be placed in the Technical bidcover.

### 4. Amendment to Bid Document

- d) At any time prior to the date of submission of bids, IIM Trichy shall modify the bid document with amendments on its own.
- e) Such amendments shall be notified on IIM Trichy website only and these amendments

will be binding on all prospective bidders.

- f) The Institute may at its own discretion extend the last date for the receipt of bids.
- g) IIM Trichy reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- h) IIM Trichy 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. 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 90 days from the date of opening of the price bid.

### 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. 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.
- vi. 5 Photographs of each previous events done by the bidder.
- 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 Infrastructure Arrangements for the Eleventh Annual Convocation at 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 Infrastructure Arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli***”





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

- i. Wherever applicable, a copy of the payment transaction receipts amounted to Rs. 24,000/- 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 Infrastructure Arrangements for the Eleventh Annual Convocation at IIM Tiruchirappalli” - IIMT/2022-23/Convocation/Infra/86 dated: 27.01.2023***

- i. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before 17.00 hrs, 18/02/2023 (Saturday);

**The Chief Administrative Officer i/c**

**Indian Institute of Management Tiruchirappalli**

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

**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 **06.02.2023 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. The bidders are advised to inspect the convocation venue by fixing prior appointments with Chief Administrative Office (i/c), IIM Tiruchirappalli before the pre-bid meeting.

The Bidders need to visit the site of work, at their own cost, and examine it and its surroundings by themselves, collect all information that they consider necessary for proper assessment of the prospective assignment before coming for the Pre-bid meeting.

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 **05.02.2023** for attending the Pre-bid



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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 February 05, 2023** to enable us to clarify the doubts in the pre-bid meeting.

## **Opening of Master Enevelope & Technical Bid**

The Master Envelope and Technical Bid will be opened by the Tender Opening Committee on **20.02.2023 at 10.15 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 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.**

The work order will be awarded to the overall lowest quoted Bidder (L1) in the Price Bid.

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

## **Issue of Work order and Commencement of Work**

Work order would be awarded to the selected (L1) vendor as per the process mentioned above.

IIM Tiruchirappalli will hand over the site for execution of work. The Successful Bidder Should strictly adhere to the delivery Schedule as mentioned in **Annexure - III**

The date of convocation is 01.04.2023. The ceremony would be between 6.00 p.m. and 9.00 p.m. There will be an inspection at 5.00 p.m. on 30.03.2023 on the readiness of the site as a rehearsal of the event would be done at 8.30 am on 31.03.2023.

## **General Terms & Conditions**

1. The Successful Bidder Should strictly adhere to the delivery Schedule as mentioned in **Annexure - III**
2. **Payment Terms**
  - a) **No advance payment will be made in any case.**
  - b) The payment will be made for the actual work/quantity executed/supplied. If quantity exceeds the actual requirement given in the price bid, the payment will be made on pro-rata basis.
  - c) The payment will be released after successful completion of work.
  - d) Payment will be made within 25 days after deducting the penalty amount (if any) on receipt of bills.
  - e) 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.
  - f) **Escalation / De-Escalation of Rates:** Not Applicable. The rate should be firm throughout the contract period.
3. The work covered by this Tender is a whole and complete job and will not be split for award of work.
4. **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.
5. **Penalty Clause**
  - a) Deficiency/delay in supply/work, 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. 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.
6. **Warranty of Quality**
  - a) In case, the firm fails to complete the work within the specified period, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
  - b) If it is observed at any stage that the quality of the Work is not satisfactory, the Contract/ Work Order as a whole may be terminated and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such

termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

## 7. 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.

## 8. Performance Security Details

- a) The successful Bidder will be required to remit an interest free Performance Security Deposit of 3% of the Work/Purchase Order value through 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) Performance Security will be forfeited if the Service Provider fails to perform/abide by any of the terms or conditions of the Contract.
  - c) In case, the Service Provider fails to provide the required services within the specified delivery period, the same services will be obtained 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.
9. IIM Tiruchirappalli shall have the right to inspect and/or to test the goods used to complete the work to confirm their conformity to the Tender's Specifications at no extra cost to the Purchaser.
10. **Works Site Cleanliness:** During the work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of work, he shall remove all debris, additional materials and leave the premises clean to the full satisfaction of the Institute.
11. **Safety of Men:** The contractor/vendor is to ensure adequate safeguards for personnel when employed on work where human risk of health/injury is involved.
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, 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 warrant 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).
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. **Jurisdiction:** All disputes arising out of this Contract shall be subjected to the Courts at Tiruchirappalli.



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

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## **23. 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					

**ANNEXURE-II: PRICE BID – BOQ**

**Itemized Schedule of Requirements**

S. No	Description	Qty.	Rate Per Unit	Total Amount
<b>PART - A</b>				
1	<p style="text-align: center;"><b>Stage arrangements</b></p> <p>a) Providing stage (for convocation) of size 50’x40’x4’height using with MS angle framed with plywood panels of minimum 1” thickness on MS pipe /angle support with cross bracing and top covered with good quality red color carpet and bottom (three sides) also should be covered with neat plain satin cloth with matching color.</p> <p>b) Ramp to be provided on both side of the stage made in MS angle framed plywood panels of minimum 1” thickness on MS pipe/ angle support with cross bracing, painted hand rail and carpet covering.</p> <p>c) Printing and fixing of stage Backdrop (50’x 16’) in steel frame including necessary pipe support and entire back side should be covered with neat cloth up to ground level.</p> <p>d) Tables of total 30’ length and at least 2.5’ width with new clear white color table cover on all the sides (to be set on the stage).</p> <p>e) Premium quality VIP class Chairs (65 Nos) (to be set on the stage). (Refer previous convocation photos)</p> <p>f) Flower decoration on the front side of the stage.</p> <p>g) Signage (2’x 1’) on a board with 3’ height stand for marking Faculty, Chief Guest, VIP area, Guest area, Parents area, Staff area, Students area, Rest Rooms etc. (approx. 25 Nos).</p> <p>h) Provision of focus lights with stand (3 Nos of 400 W in each) for stage both(two) sides.</p> <p>i) Provision of table/reading lamp for podium</p> <p>j) Provision of safety rail on two side of stage and 2 side of ramp for 3’ height</p> <p><b>Note:</b> Text/content to be printed for backdrop will be provided by IIMT.</p>	1 single job		
2	<p>Cultural Programme in the Amphitheatre on March 31, 2023: Providing a red carpet of size 22’x22’ Printing and fixing of stage Backdrop (22’x10’) in steel frame including necessary pipe support.</p> <p><b>Note:</b> Text/content to be printed for backdrop will be provided by IIMT.</p>	1 Whole Job		

3	Providing Good quality plastic armless chairs with white satin cloth cover for audience and students seating etc. complete. Provision to be made for supplying additional chairs with white satin cloth covers for upto 300. Any additional requirements would be communicated five days in advance and the payment will be made on pro-rata basis.	750 Nos		
4	<p align="center"><b>Photo Gallery (at least 70' width) Arrangements</b></p> <p>a. With 6-steps of 2 feet breadth and 1.5 feet height of each step stage for 300 persons (60 persons on the ground level) with steel frames with steel pipe supports with cross bracing, steel framed plywood of minimum 1" inch thickness platforms.</p> <p>b. There should be staircase of 6" raiser (with side handle covered with red colour cloth) on both sides for the students to get in and out of all the steps of the photo gallery.</p> <p>c. Velvet mat finishing red color carpet/cloth for steps.</p> <p>d. with a flex banner of (size 60'x 5') as backdrop to be affixed.</p> <p>e. 65 Plastic Chairs with red satin cloth cover fully covering the chairs are to be provided for the photo gallery. It should match the colour of the carpet ie red.</p> <p>f. Focus lights with stand (3 Nos of 400 W in each) on both sides</p> <p>g. Floor red carpet in front of gallery (100'x20')</p> <p>h. The supports to be fixed /tied by steel rope with the near by the concrete pillars</p> <p><b>Note:</b> (i) Matter/text for flex banner will be provided by IIMT.</p>	1 Whole Job		
5	Flag posts (50 mm dia. MS/GI Pipe post, 20' ht.) with new satin flags of different colors.	30 Nos		
6	Outdoor floodlights for venue, procession pathway and for open & parking areas with 400W fittings with 20' height poles (2-6 lights in a pole based on the requirement at the site) using MS/GI pipe including necessary wires, feeder pillar box and DB boxes with necessary earthing. The post should be painted and erected properly.(70% Halogen and 30% LED lights)	120 Nos.		
7	LED/ halogen light with multi-colour with 100 to 200 watts capacity.	25 nos		
8	Providing serial lights of different colors for Admin block and Main Gate	2000 Nos.		
9	Provision of elevated platform (size 8' x 8' x 1.5'ht) top covered with carpet floor for photo & videographers in front of stage	2 Nos.		
10	Printed flex banners fixed in a steel frame in different size according to the specified requirements for Collages, Name boards and Welcome boards etc. to be fixed around the venue and the main gate. <b>Note:</b> Matter/text for flex banner will be provided by IIMT	4500 sq. ft.		



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11	Providing Tower Air conditioners of each 4.5TR on stage including necessary copper pipes, wires etc. The out-door unit should be placed in the ground in side of the stage	6 Nos.		
12	Providing Dressing mirror of size 6'x1.5' for robing area	7 Nos		
<b>Total Amount for Part A including all charges (Excluding GST)</b>				

S. No	Description	Qty.	Rate Per Unit	Total Amount
<b>PART – B : AV Arrangements</b>				
1	Professional full HD Camera along with Videographer on the day of convocation. Sufficient cables should be arranged by the vendor for capturing the entire audience and procession. The vendor should visit the site at least one week before the event to study the arrangements and procedure in consultation with the ICT department of IIM Tiruchirappalli.	2 video-graphers		
2	a) Full HD Video Mixer with required inputs and outputs – 1 No. b) Professional mixer operator (Manpower)- 1 No. c) Output of the mixer (2 Nos) should be provided for live streaming. Necessary cables to be provided for the same. d) Video Editing and Recording of the event (edited video has to be submitted to IIM Trichy in pendrive/DVD) -1 No. e) The camera man should carry extra cable which should be sufficient to capture the procession which would start from the academic block (about 300 meters away from the location of mixer).	1 Whole job		
3	LED video wall of size 12'x 8'(Minimum) along with Floor Stand, necessary Cables and connectors should be installed for the audience. The full HD video output of the mixer should be connected with these LED video walls. Display brightness (Lumens) should be suitable for outdoor installation.  The name of the speakers should be displayed on the monitors through the mixer during the event. All these equipment should be delivered and tested on the previous day during rehearsal.	2 Nos.		

4	<p><b>Audio system requirement for convocation: -</b></p> <ul style="list-style-type: none"> <li>a) Two channel Amplifier 1500 Watts or above- 9 Nos.</li> <li>b) 18 Channel or 22 channel Audio mixer (Stereo)with required inputs -1 No.</li> <li>c) Stage monitor speakers-2 Nos.</li> <li>d) Goose neck microphone for podium-2 Nos.</li> <li>e) Wireless handheld mic along with required batteries-2 Nos.</li> <li>f) Speakers – 800 W (Min.)- 16 Nos, which should be compatible with the amplifiers mentioned above (item #a).</li> <li>g) Accessories and Cables for interconnecting all the Audio and Video components including labor charges. Video Mixer output along with synchronized audio should be provided for live streaming according to the requirement of the vendor who performs the live webcast of the event.</li> <li>h) All the Audio Visual equipment should be delivered and tested on the previous day of the event (during rehearsal).</li> <li>i) Power extension cables and necessary electrical connectors should be arranged by the vendor according to the site condition.</li> <li>j) Audio files will be provided in pen drive and the same should be played during the event.</li> </ul>	1 Whole job		
5	<p><b>Audio system requirement for (cultural activity at the Amphitheatre):</b></p> <ul style="list-style-type: none"> <li>a) Amplifier 2000 Watts - 2 Nos.</li> <li>b) 16 channel Audio mixer (Stereo)-1 with required inputs wires</li> <li>c) Manitor speakers(JBL)-2 Nos.</li> <li>d) Outdoor Speakers(JBL) -2 Nos.</li> <li>e) Wireless mic -2 Nos along with required batteries.</li> <li>f) Wired mic- 4 Nos</li> <li>g) Lead wire -6 Nos.</li> <li>h) Multiple coulor parcan lights – 8 Nos.</li> <li>i) LED flood light, 200W – 4 Nos with stand</li> </ul> <p>Accessories and Cables for interconnecting all the Audio and Video components including and extension boxes</p>	1 job		



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6	<b>Drone Camera recording:</b>  The vendor should provide a drone camera along with a pilot for the recording of the event as per the below specification and requirement:  <b>Resolution : 5 K</b> <b>Battery backup : Minimum 30 Minutes</b> <b>Height : Upto 50 Meters or better</b> <b>Usable video duration: Min. 15 Minutes.</b>	1 Whole Job		
7	<b>Photographers for the Convocation</b> The Vendor should provide photographers for the convocation day. The Cameras should be capable of providing 24 Mega Pixel Image quality	2 photographers		
<b>Total Amount for Part B including all Charges (excluding GST)</b>				
<b>Total amount for Part A &amp; Part B Including all Charges (Excluding GST)</b>				

**ANNEXURE – III DELIVERY SCHEDULE**

<b>Schedule of Work</b>	<b>Reference to Annexure II: Price Bid</b>	<b>Delivery Date &amp; Time</b>
Photo gallery with all work to be completed including backdrop and carpeting	Item 4 of Part A	30.03.2023 by 5.00 PM
Stage fully erected with side ramps, backdrop and carpeting (Flower work can be done later on the day of the convocation) with head table, chairs and microphone arrangements.	Item 1 of Part A except flowers, Item 4 of Part B	
All lighting including focus lights and serial lights	Items 6,7	
Convocation arena to be completed with at least 300 chairs (without cover) out of the required 750 chairs	Items 3 & 4	
PA System for the stage	Item 4 of Part B	
Audio requirement for cultural activity at Amphitheatre	Item 2 of Part A & Item No 5 of part B	31.03.2023 by 2.00 pm
Elevated platform for photo and videographer	Item 8	30.03.2023 by 5.00 PM
Printed flex banners	Item 9	
Air conditioners in working condition	Item 10	01.04.2023 by 12 noon. Flower decoration should be ready by 4 p.m.
All other items except flower work		
Flower decoration on stage and 750 Chairs with cover	Item No 1 of Part A	



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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 infrastructure arrangement for the Eleventh Annual Convocation at IIM Tiruchirappalli

**Reference:** Tender Notice published in IIM Tiruchirappalli website. - **Tender No: IIMT/2022-23/Convocation/Infra/86 dated: 27.01.2023**

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 given in this application is false/ incorrect or that our Agency does not satisfy the eligibility





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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 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 Site Visis/ Pre Bid Meeting/ Technical Bid/ Price Bid opening on \_\_\_\_\_ ( *Date* ) in the *Tender for Providing Infrastructure Arrangement for the Eleventh Annual Convocation at 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 3 and 4 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., <u>Annexure-I</u> 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. 5 Photographs of each events done by the bidder.		
		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 <u>Annexure-I</u> of the tender document is submitted.		
8		Whether Undertaking, Declaration and Near Relative Certificate attached as per <u>Annexure-IV</u> .		
9		Whether Letter of Authorization to attend pre-bid and tender opening meetings as per <u>Annexure-V</u> 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.		