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
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NOTICE INVITING TENDER FOR PROVIDING CATERING SERVICES ALONG WITH INFRASTRUCTURE ARRANGEMENTS FOR THE FOURTEENTH ANNUAL CONVOCATION AT IIM TIRUCHIRAPPALLI

निविदा सं.E-Tender No. 25SP348(9)T dated: 28.02.2026

विवरण/Details	*दिनांक*/Date	*समय*/Time	Venue
कार्य/सेवा का नाम/Name of Work	***"Providing Catering Services along with Infrastructure arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli."***		
निविदा कागजात जारी करने की तारीख/Date of issue of Tender Document	28.02.2026	18.30 Hrs. Onwards	-
पूर्व-निविदा बैठक/Pre-bid Meeting	06.03.2026	15.30 Hrs.	Deans' Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
निविदा कागजात जमा करने की अंतिम तारीख/Last date for Submission of Tenders	14.03.2026	17.00 Hrs.	-
तकनीकी बोली का खुलना /Opening of Technical Bid ***(Tentative)***	16.03.2026	11.30 Hrs.	
मूल्य की बोली को खोलना/Opening of Price Bid	***To be informed later***		
Validity of Tender	**90 days** from the date of opening of the price bid.		
निविदा कागजात/Tender Document	From 28.02.2026 to 14.03.2026 (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.		
EMD Amount	EMD Amount **Rs. 1,20,000/-** to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. **Bank Account Details** **Name of the Beneficiary:** IIM Tiruchirappalli **Bank Name:** State Bank of India **SB A/c. No:** 32170808935 **IFSC Code:** SBIN0071187		
A copy of the EMD payment receipt must be attached to the application form; without it, the bid won't be considered. The EMD payment is exempted for MSME Bidders. Bidders claiming exemption should attach the necessary documents with the tender document.			
SD Amount	**10% of the work order value** 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 of receipt of the Provisional Work Order, along with the letter of acceptance. Failing this, the Work Order will stand cancelled.		
Mode of Submission of Tender	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

Contents

OVERVIEW....3
Scope of Work....3
Eligibility Conditions for Bidders....7
Instructions to Bidders....8
1. Downloading of Tender Document....8
2. Earnest Money Deposit....8
3. Relationship Certificate....8
4. Amendment to Bid Document....9
5. Conditional Bids....9
6. Technical Bids Criteria....9
7. Price Bid Details....10
Site Visit & Pre-Bid Meeting....10
Tender Evaluation Process....11
Opening of Price Bid....14
Procedure for Submission of Bids....14
General Terms & Conditions....17
1. Quantity & Price:....17
2. Payment Terms:....17
3. Penalty Clause:....17
4. Warranty of Quality:....18
5. Forfeiture of Earnest Money:....18
6. Performance Security Details:....18
ANNEXURE – I: PROFILE OF THE BIDDER....21
ANNEXURE-II: (PRICE BID - BOQ)....23
ANNEXURE – II A (Menu for Convocation Dinner)....26
ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT....27
ANNEXURE – IV: LETTER OF AUTHORISATION....29
ANNEXURE – V: LIST OF PRESENT AND PAST CLIENTS DETAILS....30
ANNEXURE – VI: CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER....31

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निविदा आमंत्रण सूचना
विवरण

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।

NOTICE INVITING TENDER

OVER VIEW

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 ***"Providing Catering Services along with Infrastructure arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli".***

Work Description	Estimated Tender Value (excluding GST)	Interest-free Performance Security Deposit	Work Location
Providing Catering Services along with Infrastructure arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli	Rs. 24,00,000/-	10% of Work Order Value	IIM Tiruchirappalli Trichy – Pudukkottai Highway Trichy - 620024

Scope of Work

Arrangement of the following:

a. Pre-Convocation Dinner arrangements to be made on April 03, 2026, from 7:30 pm to 11:00 pm at the Cricket Ground of the Institute for ***2,200*** PAX, along with Infrastructure. The Menu is provided in ***Annexure II-A*****.**

Note: Timing may vary slightly as per the Institute's requirements.

b. A few photos from the previous year's Pre-Convocation Dinner setup are available through this link.

Special conditions relating to the tender:

1. Being a food supply contract, all the edible materials like rice, dal, oil, sugar, jaggery, suji, etc., used by the contractor should be of good quality, free from insects and other adulteration/decay materials. **Dalda/Vanaspathi, food colour, and Ajinomoto should not be used in the food.**

2. No wet utensils should be found in the venue. A sufficient number of spoons/forks to be made available near the dessert counter.

3. Fresh vegetables are to be used. The authorities will conduct an inspection to assess the quality of the food and ingredients.

4. Any shortfall in the quantity of the food items, any lacuna in the service provided, serving food of unacceptable quality, or non-compliance with any terms of this tender document will unarguably invite a ***penalty of up to 20%*** of the value of the contract. The actual extent of the penalty will be decided by IIM Tiruchirappalli.

5. Electricity and domestic water (excluding water required for cooking purposes) will be provided by the Institute. However, the charges will be levied on the vendor as follows:

    a. Electricity charge-per unit basis (Rs. 13.25 / per unit)

    b. Water charge per KLD (Rs. 50/per KL)

6. All utensils, fuel, and any other items required for cooking should be brought by the vendor. IIM Tiruchirappalli will only provide the necessary space for cooking. The Vendor should create or arrange the shelter with necessary cooking equipment/furniture, etc., at his/her own cost.

7. Only RO water should be used for cooking. Cooking water will not be provided by the Institute.

8. The prices quoted by the bidders will be deemed inclusive of transportation charges and any other charges (including packing, forwarding, freight charges, Transit Insurance, and any other charges as applicable).

9. The vessels used for cooking should be well cleaned to prevent any form of fungal development or other food poisoning chances.

10. Cutlery, glasses, and plates used for the event should have been cleaned with hot water and proper disinfectant cleaning materials.

11. The people engaged in cooking and serving should be well-groomed, their dresses freshly washed, and they should wear a chef's cap and maintain good hygiene during the event.

12. A separate counter for used plates should be made available by the vendor.

13. Leftovers in the plates should be kept away from the serving counters to avoid contamination of the food that is kept ready for serving. The vendor should immediately check and clear any leftovers and should not allow them to accumulate anywhere in the venue.

14. The successful bidder should make adequate arrangements for the disposal of the cooking and serving waste outside the Institute campus in line with the guidelines of the local administration.

15. The cooking should be done inside the campus/near the dinner venue only.

16. Transportation of all material, vessels, cutlery, and other implements, as well as their people, is entirely within the scope of the bidder.

17. The food preparation should be completed and ready to be served by 6.30 pm on April 03, 2026.

18. Food is to be prepared in sufficient quantity, and the food counters are to be prepared in a systematic way to cater to the guests. The vendor will monitor the recoupment of food counters.

19. Necessary safety precautions are to be ensured to avoid any fire/accident at the venue.

20. Post-completion of the event, the area has to be cleaned and cleared on the same day.

Provision of the following items/services:

21. High-quality crockery (bone china material), steel cutlery, serving bowls, serving spoons, wooden spoons, napkins, and food warmers are to be spread on serving counters to cater to all the guests.

22. Eight serving counters (canopy-based) should be provided. The cloth colours would be decided by the Institute authorities.
23. The vendor shall deploy a minimum ratio of one (1) steward per 50 guests and one (1) supervisory staff per 200 guests. The deployment plan shall be submitted during the technical presentation (separate chefs for North Indian and South Indian foods), in proper, clean uniforms with gloves and head caps, to enable the preparation and serving of food.

24. A dedicated Jain food counter shall be arranged with clearly marked signage. Jain food shall be prepared using separate utensils and cooking arrangements to prevent cross-contamination.

25. The technically qualified bidders shall mandatorily conduct a food tasting session (selected menu items) before the award of the contract. Award of Work Order shall be subject to satisfactory approval of taste, quality, and presentation by the Institute."

26. The successful bidder shall furnish Public Liability Insurance coverage of a minimum of ₹30 Lakhs valid for the event date, including food contamination risk coverage.

Requirements for Serving Convocation Dinner

1. The Menu for Dinner is provided in **Annexure II-A**. The bidders are required to provide the total price for serving the Menu to 2,200 members. However, the quantity shall increase/decrease by up to 10%. The payment shall be made on a pro-rata basis.

2. The bidders should have the capability to prepare all food items in the Venue (IIM Tiruchirappalli) as allotted by the Institute authorities and serve them hot/fresh to the guests.

3. Infrastructure Arrangements for the Pre-Convocation Dinner to be made by the vendor:
   Buffet stall with necessary arrangements, such as lighting, top cover, three-sided cloth covering, etc., to serve the food. The following number of counters needs to be set up:

   i. One live counter for Mocktail Welcome Drink,

   ii. At least three live counters for Variety Dosa.

   iii. At least three live counters for Indian Bread.

   iv. At least three live counters for the Dessert.

   v. At least four serving counters for the Vegetarian Main Course.

   vi. At least four serving counters for Non-Vegetarian Main Course.

4. Veg. and Non-Veg. Counters should be set up separately, and all counters should be adequately staffed.

5. The housekeeping personnel should ensure the removal of garbage (filled dustbin) then and there and move it to the designated place as decided by the Institute authorities.

6. Signboards for the food items served (40 cms x 20 cms) to be displayed prominently in front of all counters and food items.

7. The Institute will provide a designated kitchen shed for preparing food (shed size: 40 feet x 40 feet).

8. All hot food items shall be maintained at safe serving temperatures using continuous heating equipment (chafing dishes with fuel or electrical warmers). Temperature control compliance shall be monitored by the Institute.

9. The food serving stalls have to be arranged by the vendor as per the instructions provided by IIM Tiruchirappalli. The serving stalls should be equipped to serve hot food. The containers used to serve the food items should have a continuous heating system.

10. The ***Cutlery*** necessary for serving and eating has to be provided by the vendor in sufficient quantities. The Cutlery should be of excellent quality. The Penalty will be levied if the serving cutlery is found not to meet the required standards of Outdoor Catering. A sample of Cutlery to be used during the convocation dinner should be brought for the inspection of the tender evaluation committee during technical evaluation on March 17, 2026, at 11.30 Hrs. (Tentative). These items will be returned after the Technical evaluation. If the serving Cutlery is not as per the sample shown by the vendor and approved by the Institute officials, IIM Tiruchirappalli shall impose a penalty as deemed fit.

11. The Cutlery should contain at least the following items:
    a. Chinaware Dinner Plates and Bowls.
    b. Stainless Steel fork and spoon.

12. The servers involved in serving the dinner should be well-groomed. Excellent-quality photographs/videos from previous events organised by the vendor, showing servers properly dressed, must be produced during the technical evaluation on March 17, 2026, at 11.30 Hrs. (Tentative). The exact date and Time will be communicated later.

13. The vendor has to provide Display Boards for the food items served during the Dinner. On the display boards, Vegetarian and Non-Vegetarian items should be clearly marked with green and red circles, as per prevailing norms.

14. The vendor shall maintain a minimum buffer stock of 15% over and above the confirmed PAX count to ensure that no menu item is exhausted before closure time. Failure shall attract a penalty under Clause 3 at Page No. 17 of this Tender document.
    The vendor is responsible for the disposal of waste materials at a safe site outside the IIM Tiruchirappalli campus.

Eligibility Conditions for Bidders

The tendering Agency must fulfil the conditions mentioned in the succeeding paragraphs in order to be eligible for technical evaluation of the bid:

a. The bidder(s) should be registered with FSSAI and Goods and Services Tax Council for the purpose of Goods & Services Tax (GST). ***A copy of the FSSAI, 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 should have successfully executed similar work for at least three (03) years during the last five (05) years as on 31st January 2026. For the purpose of this tender, "Similar Work" shall mean the arrangement and execution of large-sized Outdoor Catering (ODC) services or the operation of Hotels/Restaurants, with a minimum of three (03) years of experience in the hotel business/ODC services, and having achieved the turnover as specified below:

   - The bidder should have successfully completed two (02) similar works, each having a value of not less than 60% of the estimated cost of the tender. Copies of the corresponding work orders shall be enclosed as documentary evidence**.**

c. ***Performance Certificates*** from past clients, catering to a minimum of 750 guests at a time (issued in the last five years as of 31st January 2026), need to be attached to the Tender document. The Bidders are requested to attach at least five photographs for each of the events (preferably of different food counters/locations of each of the events) on which they are qualified.

d. The Bidder's Average Annual Turnover from Outdoor Catering/Restaurant/Hotel business for ***any three (03) financial years out of the last five (05) financial years (2020–21 to 2024–25) shall be not less than ₹30.00 Lakhs***. Copies of duly audited Balance Sheets along with Profit & Loss Accounts for the last five (05) financial years (2020–21 to 2024–25) shall be submitted as part of Annexure–I (Technical Bid). For the purpose of calculating the Average Annual Turnover, any year in which no turnover is shown shall also be taken into account while computing the average.

e. 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 (2020-21 to 2024-25) should be submitted along with the Technical Bid.

f. Performance Certificates from past clients of equivalent order size (issued in the last five years as on 31st January 2026) need to be attached to the Tender document. The Bidders are requested to attach at least five photographs for each event (preferably from different food counters/locations within each event) on which they are getting qualified.

g. The bidders should not be blacklisted or terminated for poor performance by any department of the Government of India or any State Government, or a Private organisation in the past. There should be no criminal case registered against the bidding firm or its owners/partners anywhere in India, and the Bidder should provide a self-declaration certificate confirming acceptance of all terms & conditions of the 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-III***.

Instructions to Bidders

1. Downloading of Tender Document

Tender Documents can be taken from the CPP Portal https://eprocure.gov.in/eprocure/app. No Tender fee is payable.

2. Earnest Money Deposit

a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of ***Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only)*** at the bank account mentioned on ***Page 1***. A copy of the payment transaction receipt has to be attached to 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.
c. The EMD of the unsuccessful bidders will be released after the finalisation of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
d. ***Micro and Small Enterprises*** (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups 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, without which the bid won't be considered for further process.
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 relatives is working in the units as defined below, where he is going to apply for the Tender. In case of a proprietorship firm

certificate will be given by the proprietor. For a partnership firm, the certificate will be given by all the partners, and in the case of a limited company, by all the Directors of the company. Due to any breach of these conditions by the company or firm, or any other person, the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed, and IIM Tiruchirappalli will not pay any damages to the company or firm or the concerned person.

b. The company or firm, or person, will also be debarred from further participation in the concerned unit.
c. The near relatives for this purpose are defined as follows:
    - Members of a Hindu undivided family,
    - Spouse,
    - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).
d. The Relationship Certificate ***(Annexure-III)*** needs to be placed in the Technical bid cover.

4. Amendment to Bid Document

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

5. Conditional Bids

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

6. Technical Bids Criteria

a. The technical bid shall contain all the relevant information that forms part of the technical bid. The information provided in the technical bid will be used to understand and assess the quality of the solution proposed by the Bidder.

b. All the information should be organized in a logically structured form and uploaded in PDF Format as a technical bid with an index. Bidders should comply with the eligibility criteria and technical requirements. The detailed formats are attached at ***Annexure I***. The Bidder is to complete the same in all respects and submit accordingly. No deviations are acceptable in ***Annexure I*****.**

7. Price Bid Details

a. Price Bid i.e. BoQ given with the Tender to be uploaded after filling all relevant information, and it should be uploaded in MS Excel (.xls) format as per the format available with the tender; failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable.

b. The quantities mentioned in the Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.

c. Bids must be submitted with the rates for all the items of the work involved, and any incomplete bid will not be considered.

d. The Rates quoted by the Bidder should be inclusive of all serving, Labour, packing, freight, transportation up to the site, including loading, unloading, etc., except GST**,** and must hold good till the completion of work and should not be subjected to any escalation. The Institute will not pay any amount beyond the quoted price. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.

e. The bidders can send an email to ***purchase@iimtrichy.ac.in*** to seek clarification on the specifications/work covered by this Tender, if required.

8. Validity of Bids and Rates:

i. All the quoted rates would be valid until the completion of the contract. No price escalation whatsoever would be allowed during the contract, including during any 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.

Site Visit & Pre-Bid Meeting

The bidders are encouraged to make a site visit before attending the pre-bid meeting and submitting the tender. To visit the site, the vendor should send a formal email to purchase@iimtrichy.ac.in. After getting confirmation from the Institute, the vendor can visit the site.

A Pre-Bid Meeting with the intending bidders will be conducted in person/virtual mode at IIM Tiruchirappalli, Trichy - 620024 on ***06.03.2026 at 15.30 Hrs***. to clarify doubts that shall arise before submitting the bids.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before ***11.00 Hrs., on 05.03.2026,*** for attending the Pre-bid meeting as per the format enclosed vide ***Annexure-IV*****.**

The Bidders are requested to mail their doubts/queries to ***purchase@iimtrichy.ac.in***, prior to the pre-bid meeting, i.e. by 11.00 Hrs., 05.03.2026, to enable us to clarify the doubts in the pre-bid meeting itself.

Tender Evaluation Process

a. Selection of the vendor shall be based on ***Quality and Cost Based Selection (QCBS)*** method under Rule 192 of the General Financial Rule 2017. The proposals will be evaluated based on the following factors.

b. The final selection of the vendor shall be based on Quality and Cost Based Selection (QCBS) method with ***60% weightage for technical*** evaluation and ***40% weightage for commercial*** evaluation.

c. The Bidder would be selected based on ranking and evaluation of Technical and Price Bids by the Evaluation Committee formed by the Institute, and the Committee's decision would be final and binding.

The process of selection of the successful Bidder would be determined as under: -

Stage 1:

Document verification – To verify the document submitted by the bidders. The qualified bidders in ***Stage 1*** shall be invited to make a presentation in person to the Evaluation Committee of IIM Tiruchirappalli. Bidders who meet all the basic eligibility conditions mentioned in this tender document will be considered for presentation to the Evaluation Committee.

Stage 2:

Technical Evaluation – Those qualified in ***Stage 1*** shall be invited to make a demo of the Cutlery and show the excellent quality photographs/videos of the properly dressed Servers from previous events organized by the vendor and the bidders need to show the sample table and chair clothes/covers to be used during the event, followed by a presentation to the Evaluation Committee in the Deans' Office Meeting of IIM Tiruchirappalli. Bidders / Representatives have to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in to participate in the presentation as per the format enclosed vide ***Annexure-V***. The Committee will assess the Bidder against the criteria outlined in the technical bid.

The information provided in the technical bid will be used to understand and assess the quality of the solution proposed by the Bidder. Technical evaluation of the Bidder will depend on the information provided herein and the demo cum presentation to the committee members. ***Technical bid score, out of 100,*** will be arrived based on the following Parameters:

Sl. No	Items	Maximum Marks
1	***Financial Soundness/Turnover*:** The average turnover over the best three of the last five financial years (2020-21 to 2024-25), as reported in the audited financial statements, will be considered. a. Rs. 30 to 49.99 Lakhs = 10 marks; b. Rs. 50 Lakhs and above = 20 marks.	**20**
2	***Outdoor Catering Experience* in the *last five years as of 31st January 2026. The marks are allocated based on the work order value as under:*** a. The single work order value of above 20 lakhs **(10 marks).** b. The single work order value of above 15 lakhs and up to 20 lakhs **(8 marks).** Two works with each order value more than 10 lakhs and up to 15 lakhs **(6 marks).** **c.** Two works with each order value more than 7 lakhs and up to 10 lakhs **(4 marks).** d. Work order less than 7 Lakhs: No Marks will be awarded. Note: A maximum of 10 marks only will be awarded under this category.	**10**
3	***Performance Certificates from past clients (for the ODC experience during the last five years as of 31st January 2026. The marks are allocated based on the No. of PAX served as under:*** a. The single work order for a minimum of 2200 PAX **(10 Marks)** b. The single work order for a minimum of 1750 PAX **(8 Marks)** c. The single work order for a minimum of 1250 PAX (**6 Marks)** d. The single work order for a minimum of 750 PAX **(4 Marks)** e. Less than 750 PAX – No marks will be awarded Note: A maximum of 10 marks only will be awarded under this category.	**10**
4	***Sample Cutlery, Attire to be worn by Servers for Convocation***. The evaluation will be done by the Evaluation Committee, looking at the quality of the following: a. **Sample Cutlery**: A sample of cutlery that would be used during the pre-convocation dinner on **3rd April 2026** at IIM Tiruchirappalli	**30**

	should be produced for the inspection of the evaluation committee during the technical evaluation. These items will be returned after the technical evaluation. b. **Attire** to be worn by Servers during the convocation-eve Dinner (Photographs/videos are sufficient for the evaluation). c. The Bidder may propose the latest in the market cutlery and/ or the way of presentation as it may best suit this event. A sample can be presented during the technical presentation.	
5	**Evaluation of the presentation:** The presentation by the Bidders will be evaluated by the IIM Tiruchirappalli Committee members. The presentation will be evaluated based on the following parameters: a. Bidder's understanding of the convocation ceremony and its requirements. b. Technical capabilities of the Bidder to execute the contract. c. Photos of arrangements made by the Vendor for previous clients. d. Overall capabilities presented during the presentation. Detailed Execution Plan including crowd flow management, counter layout, manpower deployment plan, and contingency plan (10 marks). Total Technical Score revised to 110 or rebalanced within 100. e. Bidder shall submit a written contingency plan covering rain, power failure, equipment malfunction, and crowd surge scenarios.	**30**
	Total Marks (Technical Score)	**100**

A minimum of ***60 out of 100 marks in the technical bid evaluation is required to be eligible to participate*** in the price bid.

Decisions taken by the Evaluation Committee on the Technical Evaluation will be final and binding. At the end of this stage, each Bidder will have a Technical score (out of 100) associated with it. Bidders with a Technical bid score of less than 60 will not be considered for opening the price bid.

Stage 3:

Price bids will be opened for bidders who receive a score of 60 or higher in the technical bid evaluation. Under the QCBS selection method, the technical proposals will be assigned a weight of 60% (sixty per cent), while the financial proposals will be assigned a weight of 40% (forty per cent).

The Final score (combined score) of the Technical bid and the price bid will be used to determine the highest techno-commercial score (TCS). The Bidder with the ***highest TCS*** will be chosen to award the work order for providing the catering services covered by this tender at IIM Tiruchirappalli.

The TCS of a bidder with technical score T and commercial bid value C is calculated using the following formula.

TCS = 0.4*C1/C + 0.6*T/T1

where C1 is the lowest commercial score, and T1 is the highest technical score.

The technical score will be revealed to bidders only just before the opening of the commercial bid.

The work order will be awarded to the Bidder securing the highest combined TCS score. In the event that two or more bidders have the same TCS score in the final ranking, the Bidder with the highest technical score will be declared as a successful Bidder.

Any inquiry after the bid submission will not be entertained. The decision of IIM Tiruchirappalli will be final and binding to all for the interpretation of any ambiguity.

Opening of Price Bid

The price bids of all the technically eligible bidders will be opened after the technical bid evaluation, including the demonstration of cutlery cum presentations as mentioned above, by the qualified bidders in stage 2. The date and time for the opening of the Price Bid will be informed later.

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

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 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. The 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 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.

The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

General Terms & Conditions

1. **Quantity & Price:**
   a) The actual number of members indicated in the BoQ could vary up to 10% both ways (plus or minus), and the final payment would be calculated on an actual basis. The exact numbers will be confirmed nearer to the event day (one week in advance).
   b) The price shall be all-inclusive of Delivery / Service Charges and Transport charges. Dish-wise, labour – cooking/serving, transport charges, service charges, etc., and excluding GST.

2. **Payment Terms:**
   a) **No advance payment will be made in any case.**
   b) The payment will be released after the successful completion of the Contract.
   c) Payment will be made within 25 days after deducting the penalty amount (if any) on receipt of bills.
   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 vendor's bills.
   e) **Escalation / De-Escalation of Rates**: Not Applicable. The rates quoted shall remain firm for the Convocation Dinner event scheduled on 03 April 2026, including any extension of event duration on that day.

3. **Penalty Clause:**
   a) A minimum penalty of 5% penalty will be levied in case of any discrepancies relating to any issues, for example, but not limited to:

- Any insect/foreign particle found in the meal
- Consequences arising due to the supply of adulterated/contaminated/unhygienic food shall be the sole responsibility of the Contractor
- Complaints on account of unclean utensils /not adhering to personal hygiene of workers, unsatisfactory maintenance of dining area, serving area, non-removal of food wastes without delay, non-maintenance of clean handwash area, etc.
- Serving non-branded/unauthorized items or beyond the expiry date
- Repeated or widespread quality complaints (affecting more than 10% of service counters) shall attract a penalty of up to 10% of the total bill value.
- Shortage of Food
- Shortage of Manpower (including housekeeping, cooking, serving, supervising, etc.)
- Delay in service
- Refusal to perform the duty assigned
- Misbehaviour/Act of indiscipline by the vendor's personnel
- Chewing of gutka/smoking of cigarettes or bidis, or similar stuff by staff

b) The above penalties are not exhaustive, and any additional lapses found will unarguably invite a ***penalty of up to 10%*** (additional) of the value of the contract. The decision of the competent authority of the institute shall be final with respect to the extent of penalties being levied. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases. The decision of the competent authority in this regard at IIM Tiruchirappalli shall be final and binding.

c) 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.

4. **Warranty of Quality:**
   a) In case, the firm fails to commence/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 Institute's competent authority in the matter of penalties would be final and binding.

5. **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, amends, 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.

6. **Performance Security Details:**
   a) The successful Bidder will be required to remit an interest-free Performance Security Deposit of ***10% of the Work Order*** value through online transfer to the IIM Tiruchirappalli Bank Account within **three working days** from receipt of the Provisional Work Order. On receipt of the Performance Security, a confirmatory Work Order will be issued to the successful bidder. ***The security deposit will be refunded to the vendor along with 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 the 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.

7. **Works Site Cleanliness:** During the Work, the vendor shall always keep the working area and store free from waste or rubbish. On completion of Work, he shall remove all debris and additional materials and leave the premises clean to the full satisfaction of the Institute.

8. **The persons to be deputed by the vendor,** 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 vendor's employee to claim/have employment or otherwise seek absorption in the Institute, nor the vendor's employee shall have any right whatsoever to claim the benefits and emoluments that may be permissible or paid to the employees of the Institute. The employee of the vendor will remain the employee of the vendor, and this shall be solely the responsibility of the vendor to make it clear to their employees before deputing them to Work at the Institute.

9. **Safety of Working Personnel**
   The Vendor should ensure adequate safeguards for personnel when employed on work where human risk of health/injury is involved.

10. 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 of or on behalf of the tenderer will also make his Tender liable to rejection.

11. IIM Tiruchirappalli shall have the right to inspect and/or to test the goods/items used to complete the Work to confirm their conformity to the Tender's Specifications at no extra cost to the Purchaser.

12. **Authority of the person signing the document:** A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel Contract and held the signatory liable for all cost and damages.

13. In respect of services rendered to IIM Tiruchirappalli, the vendor 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.

14. While making payment to the vendor, TDS and other statutory deductions will be effected by the Institute.

15. Food-grade packing materials (**Non-toxic and safe for consumption)** to be used for all the packed items.

16. 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.

17. In case, the vendor 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 vendor, including the termination of the Contract.

18. The Bidder should have the requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached.)

19. The Work covered by this Tender is a whole and complete job and will not be split for the award of Work.

20. **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. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

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 the Arbitration and Reconciliation Act 1996, in the Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on both parties.

22. **Jurisdiction:** All disputes arising out of this Contract shall be subject to the jurisdiction of the courts of Tiruchirappalli.

23. **Force Majeure:**

    a) Should any force majeure circumstances arise, each of the contracting parties 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, pandemics, epidemics, quarantine restriction, strikes, and lockouts, etc., which are beyond the control of either party.

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Phone: 0431-250 5022/5121/22 | E-Mail: purchase@iimtrichy.ac.in

ANNEXURE – I: PROFILE OF THE BIDDER

EMD Transaction/Exemption Eligibility Details	Transaction Ref No: _____dated: _____ If exempted, provide a Valid Certificate Number: _____ _____

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 Establishments 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 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:	

Turnover in the relevant field on a contract basis during the last five financial years (**from 2020-21 to 2024-25**). Please submit documentary evidence, i.e., an extract of the Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2020 – 21	2021 – 22	2022 – 23	2023 - 24	2024 - 25
Details of Gross Annual Turnover - (Rs. in Lakhs)					
Average Turnover of the best three years in the last five years	INR_____ in Lakhs				

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ANNEXURE-II: (PRICE BID - BoQ)

PART - A				
Sl. No	**Description of Items**	**UOM**	**Qty.**	**Remarks**
1	Pre-Convocation Dinner (Buffet) as per the menu provided in ***Annexure – IIA*** of this Tender Document	PAX	2,200	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
Total Amount excluding GST				

Note: In the event of any increase or decrease in the number of PAX, the payment shall be made on a pro rata basis.

PART - B (Infrastructure Arrangements for the Pre-Convocation Dinner)				
S. No	**Description of the Works**	**Unit**	**Qty.**	**Remarks**
	Civil Works			
1	Providing a kitchen shed of size: 40’ x 40’ with 15 ft. height made in GI sheet roof. The ground has to be covered with a Tarpaulin sheet and suitably plugged with the ground.	Job	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 evaluated.
2	Round table with a good quality stain-free white cloth cover for dining	Nos.	100	
3	Buffet stall with LED lights and necessary arrangements like canopy, etc., to serve the food (refer to the previous convocation photos)	Nos.	60	
4	Mobile wash basins (each containing 5 taps) with provision of water Inlet & outlet, including a control valve and connecting fittings, etc.	Nos.	12	
5	Armless plastic chairs with a stain-free white colour cloth cover	Nos.	1000	
6	Dust Bins (200 lit. capacity), including removal of garbage to outside the campus	Nos.	20	

Signature of the Bidder with Seal

S. No	Description of the Works	Unit	Qty.	Remarks
7	Stainless steel table (6'x1.5') with white colour cloth cover, etc., complete.	Nos.	50	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.
	Electrical Works			
8	Supply and fixing of 200 W LED flood light. The scope of work shall cover providing and laying cables, wiring, and installation of feeder pillar boxes and separate distribution boards with RCCB & MCB protection. Proper earthing shall be provided for each light fitting as well as for the entire distribution system. All light fittings shall be 100% LED and weatherproof.	Nos.	260	
9	Supply and fixing of tower pole size: 6 feet × 6 feet (length × breadth) with a height of 23 feet, fabricated from high-quality steel sections. The poles shall be designed to withstand wind. A suitable light fixing stand shall be provided on each pole to securely mount the LED flood light. Installation of the tower poles shall be carried out as per the instructions of the Engineer-in-Charge. (20 to 40 lights per pole as per site requirement)	Nos.	11	
10	Supply and fixing of 200 W LED flood lighting, including laying cables, wiring, and necessary poles of height 20feet using MS/GI pipe with properly painted (2 to 4 lights per pole as per site requirement) and separate distribution boards with RCCB & MCB protection. Proper earthing shall be provided for each light fitting as well as for the entire distribution system. All light fittings shall be 100% LED and weatherproof.	Nos.	60	
11	Provision of warm white LED serial lights in the convocation dinner area. Each set should consist of 50 LED bulbs along with the necessary LED driver for proper operation. Installation shall be carried out as per the instructions of the Engineer-in-Charge and in accordance with the approved sample design and photos.	Set	1200	
12	Providing an Electronic Fly Catcher, including necessary wires, plugs, and safe connections, etc.	Nos.	10	

S. No	Description of the Works	Unit	Qty.	Remarks
13	Providing temporary electrical installations in the Kitchen Shed: i. Tube lights – 15 Nos. ii. Ceiling fans – 6 Nos. iii. 15 Industrial sockets – 10 Nos. iv. 5 A switch & sockets – 10 Nos. Includes temporary wiring, conduits, switches, DB with MCB & RCCB protection of suitable rating, proper earthing, installed as per Engineer-in-Charge instructions.	Job	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.
Total Amount for PART-A & PART–B, including all charges (excluding GST)				

ANNEXURE – IIA (Menu for Pre-Convocation Dinner)

Menu for Pre-Convocation Dinner on 3rd April 2026 (07.00 PM Onwards) for 2,200 PAX

S. No	Menu List for Dinner (Buffet)	Serving options
1.	**Welcome Drink:** Variety Mocktail Shots (Live Counter)	Eco-friendly, biodegradable transparent serving glasses shall be used for welcome drinks. Single-use plastic is prohibited.
2.	**Soup:**	Ceramic soup bowl with matching soup spoon [no melamine or plastic]
	Cream of Spinach Soup	
	Chicken Soup	
3	**Starter:**	Quarter plate: ceramic (white) [no melamine or plastic]
	Chilli Paneer	
	Corn Cheese Balls	
	Mutton Kola	
	Chicken Tikka	
4	**Main Course (Veg/Non-Veg):**	Dinner plate: ceramic (white) [no melamine or plastic]
	Veg Biryani (Basmati Rice)	
	Mutton Biryani (Basmati Rice)	
	Kadhai Chicken Gravy	
	Vegetable Kadai Masala (Dry)	
	Jeera Rice and Dhal Tadka	
	Steamed Rice, Rasam, Curd, and Pickle	
5	**Live Counter**	Option for a full-size disposable plate can be kept (however, several guests may continue using the dinner plate itself)
	Variety Dosa – 3 options Ghee Dosa, Podi Dosa, Rava Dosa with Sambar and two Chutneys.	
	Indian Bread – 3 options (Tandoori Roti, Butter Naan, and Chapatti).	
6	Hot Badam Milk	Small glass tumbler or Rippled (corrugated layer/sleeve) Paper Cups
7	Beeda	
8	**Dessert:**	Dessert plate/bowl: ceramic (white) with dessert steel spoon
	Brownie	
	Gulab Jamun	
	Variety Ice Cream – with options for: Scoops of chocolate, vanilla, and butterscotch Ice-cream candies, kulfi	

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ANNEXURE- III: SUBMISSION OF TENDER DOCUMENT

Application Form for Submission of Tender Document

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

Subject: Tender for Providing Catering Services along with Infrastructure arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli.

Reference: Tender Notice published in the CPP Portal and the IIM Tiruchirappalli website. - ***Tender No:*** **25SP348(9)T dated: 28.02.2026**

Dear Sir,

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

It is certified that I,_____ (name of the person)
S/o
Shri_____
r/o _____.

a) am 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 has never been blacklisted/terminated due to poor performance by any of the Government Organizations/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 the tender document. In case, at any stage, it is found that the information given by me is false/incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

c) further declare that:
   i. All the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
   ii. I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
   iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.

Signature of the Bidder with Seal

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

Place: _____ Signature_____

Name _____

Date: _____ Designation: _____

Seal of agency / Firm / Company

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ANNEXURE – IV: LETTER OF AUTHORISATION

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

To

The CAO (i/c)
IIM Tiruchirappalli
Pudukkottai Main Road
Tiruchirappalli - 620 024.

Subject: Authorization for attending **SITE VISIT / PRE-BID MEETING** on……(date) in the ***Tender for Providing Catering Services along with Infrastructure arrangements for the Fourteenth Annual Convocation at IIM Tiruchirappalli.***

The following persons are hereby authorized to attend the Pre-Bid for the Tender mentioned above on behalf of…….…… (Bidder) In order of preference, given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of
Bidder or
The officer authorized to sign the Bid documents on behalf of the Bidder.

Notes:

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

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Phone: 0431-250 5022/5121/22 | E-Mail: purchase@iimtrichy.ac.in

ANNEXURE – V: LIST OF PRESENT AND PAST CLIENTS DETAILS

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

Sr. No.	Name of the organization with Complete postal address	Nature or type of work undertaken	Period for which the 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					

Signature of the Bidder with Seal

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ANNEXURE – VI: CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, ***except the Price Bid document.***		Yes / No
2	(Cover 2)	Only Price Bid documents as per the BoQ in MS Excel format(.xls)		Yes / No
3	Whether the GST Registration Certificate is enclosed.			Yes / No
4	Whether PAN is enclosed.			Yes / No
5	Whether the cancelled cheque leaf is enclosed.			Yes / No
6	Whether duly filled in Technical Bid documents (i.e., Annexure-I 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 a partnership firm or a Private Limited Company. iii. Authorization / Power of attorney for signing the tender document. iv. Audited Annual Accounts, Income Tax Returns, and assessment orders for the last five consecutive financial years, i.e., 2020-21 to 2024-25. v. Details of completed contracts in the prescribed format during the last five years, along with proof of verifiable contact details. vi. Details of ongoing contracts in the prescribed format, along with proof of verifiable contact details. vii. All other information/ details/ supporting documents/proof are desired in the Tender document.			Yes / No
7	Whether the Technical Bid documents as per ***Annexure-I*** of the tender document are submitted.			Yes / No
8	Whether Undertaking, Near Relative and Declaration Certificate as per ***Annexure-III*** to the effect that the bidder had never been blacklisted by any of the Government Organizations/Agencies is submitted.			Yes / No
9	Whether the Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical bid have been duly signed and endorsed with the seal?			Yes / No
10	Whether an **Index or Table of Contents** of all enclosures to the Technical bid has been prepared and attached to the Technical bid, to facilitate quick reference?			Yes / No
11	Whether the Tender documents have been signed with a seal on all the pages by the bidder.			Yes / No

Signature of the Bidder with Seal