



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

NOTICE INVITING TENDER FOR SUPPLY OF COTS, TABLES, CHAIRS AND WARDROBES TO IIM TIRUCHIRAPPALLI

Tender No. IIMT/2021-22/EO/SCTCW/03 dated: 29.05.2021

(E-Procurement)

Details	Date	Time	Venue
Name of Work/ Service	“Tender for supply of Cots, Tables, Chairs and Wardrobes to IIM Tiruchirappalli”		
Date of issue of Tender Document	29.05.2021	18.00 Hrs. onwards	-
Pre bid meeting	09.06.2021	15.00 Hrs.	IIM Trichy through virtual mode. Please refer IIMT website/ e-Wizard Portal on 08.06.2021 for online link.
Last date of Submission of Tenders	24.06.2021	15.00 Hrs.	-
Opening of Technical Bid	24.06.2021	16.00 Hrs.	-
Opening of Price Bid	To be informed later		-
Tender Document	The tender document can be downloaded from the IIM TRICHY website https://www.iimtrichy.ac.in/tender-published and MHRD e-Wizard Portal (https://mhrd.euniwizarde.com)		
EMD Amount	Rs. 20,000/- to be remitted through online mode to IIM Tiruchirappalli, SB A/c. No. 32170808935, IFSC Code: SBIN0071187 of SBI, IIM Tiruchirappalli.		
Security Deposit (SD) (Refundable)	3% of work order value to be remitted to IIM Tiruchirappalli as SD. The SD amount, less the EMD amount already paid, will have to be remitted to IIM Trichy within ten working days along with the letter of acceptance from the receipt of work order, failing which the work order will stand cancelled.		
Copies of payment transaction receipt for EMD to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSMEs/Startup Bidders. Bidders claiming exemption should attach necessary document proof to the tender document.			
Mode of Submission of Tender	In MHRD e-Wizard Portal(https://mhrd.euniwizarde.com/)		



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Instructions for Online Bid Submission

The bidders are required to *submit soft copies of their bid electronically* on the *e-Wizard Portal* using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>)

1. Registration Process on Online Portal

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b. The bidders to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- d. Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token

2. Tender Documents Search:

- a. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online 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 ‘Interested tenders’ folder.
- c. The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. Amendment of Bid Document

- a. At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
- b. The Institute may at its own discretion extend the last date for the receipt of bids.
- c. IIM Trichy reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- d. IIM Trichy also reserves the right to, at any time and in its absolute discretion the following:
 - Accept or reject all bids.
 - To obtain further clarification or supporting documents during the technical bid evaluation.
 - To suspend, discontinue, modify and/or terminate the Tendering process at anytime.
 - To reserves the right to modify/change/delete/add any further terms and conditions prior to opening of the Price Bid.

4. Assistance to Bidders

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tenderor the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.03@gmail.com , eprochelpdesk.06@gmail.com

5. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

6. *The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com>) only.*

Notice Inviting Tender

Over view

1. Indian Institute of Management Tiruchirappalli (IIM Trichy), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India, is the eleventh IIM and was instituted on 4th January 2011. More details about IIMTRICHY are available in our website www.iimtrichy.ac.in.
2. IIM TRICHY invites e-Tender for supply of cots, tables, chairs and wardrobes to IIM Tiruchirappalli. The Tentative value of the Tender is as under;

Service Description	Estimated Value of the Tender	Earnest Money Deposit (EMD)	Interest free Performance Security Deposit
<i>Tender for supply of cots, tables, chairs and wardrobes for IIM Tiruchirappalli</i>	Rs. 10,00,000/-	Rs. 20,000/-	3% of the Work Order value

Image of Indicative Cot, table, Chair and Wardrobe are attached as **Annexure IX** for reference.

ELIGIBILITY CONDITIONS FOR BIDDERS

1. The tendering Agency must fulfill 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 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 document should be same or linked.
3. Bidder should have at least three years of experience in supply and installation/fixation of furniture items (Cots, Tables, Chairs and Steel Wardrobe) as on 30th April 2021. (Relevant documentary proof like work order / Letter of Intent / Agreement must be submitted with technical bid).

4. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the **last three years (Similar work shall mean:** Supply and fixation of the furniture items like cots, tables, chairs and Steel wardrobes) and details of current works on hand and other contractual commitments shall be provided by the Bidder as on 30th April 2021 as detailed below;

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

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]

5. The bidder should attach copies of the work orders / contracts, which should indicate in the scope of work for supply and installation of furniture items (Cots, Tables, Chairs and Wardrobes) along with Technical Bid.
6. Average Annual Turnover of the bidder should be 80% of the estimated cost of the tender during the previous three financial years from 2017-18 to 2019-20. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted as per the **Annexure-I**. The year in which no turnover is shown would also be considered for working out the average.
7. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns filed and audited accounts statement for the last three financial years (2017-18, 2018-19 & 2019-20) should be submitted with the Technical Bid.
8. **Exemption for MSMEs/Start-ups:** MSMEs/Startup bidders are exempt from payment of EMD. Such bidders should have a valid registration with MSME or Central Purchase Organization or a startup recognized by Department of Industrial Policy & Promotion (DIPP) on the date of opening of the tender. Appropriate documentary evidence should be provided, failing which the bid will not be accepted.
9. **Relaxation for Start-ups/MSEs:** As per GFR 2017, condition of prior turnover and prior experience for Start-ups Bidders in this tender will be relaxed subject to meeting of quality and technical specifications by Start-ups/MSEs. The start-up bidders/MSEs should provide appropriate and adequate documentary evidence to establish their ability to meet the quality and technical specification of the items covered in this tender. However, the interpretation and decision of the institute would be final while evaluating their ability to meet the quality and technical specifications.
10. 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. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per **Annexure-IV**.

11. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-VII**.

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> and <https://mhrd.euniwizarde.com/> . No Tender fee is payable.

2. Earnest Money Deposit

- i. The bidder(s) should remit an Earnest Money Deposit (EMD) of **Rs. 20,000/-** (Rupees Twenty thousand only) through online transfer to "IIM TIRUCHIRAPPALLI" as per the bank details provided at Page one. A copy of the payment transaction receipt has to be attached with the e-tender application form, without which the tender won't be considered for the bidding process.
- ii. The EMD of the successful bidder will be adjusted against the interest free performance Security Deposit due to be paid. The EMD of the unsuccessful bidders will be released after finalization of the tender. No interest is payable on the earnest money.
- iii. Micro, Small and Medium Enterprises (MSMEs) firms as defined in MSME Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME/Startup) 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.
- iv. 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 Trichy 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).
- d) The Relationship Certificate (**Annexure-VI**) needs to be placed in the Technical bid cover.

4. 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.

5. Technical Bids Criteria

- i. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the bidder.
- ii. All the information should be organized in logically structured form and uploaded in PDF Format as technical bid with an index. Bidders should comply with scope of work, eligibility criteria and technical requirements. The detailed formats are attached at **Annexure-I**. The bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in **Annexure-I**.

6. 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. Price Bid i.e. BoQ in **MS Excel (.xls)** format given in tender to be uploaded after filling all relevant information. The priced BoQ should be submitted strictly as per the BoQ in MS Excel (.xls) format, failing which the offer will be rejected.
- c. The quantities mentioned in Price Bid are tentative and may be increased or decreased depending upon the requirements of the Institute.
- d. Tender must be submitted with the rates for all the items of work involved and any incomplete tender will not be considered.
- e. The Rates quoted by the tenderer should be inclusive of all except GST and must hold good till the completion of work and shall not be subjected to any escalation. No claim on this account what so ever shall be entertained at any stage including the extended period, if any.
- f. Vendor should quote rates in the Price Bid (**Annexure-II**) in MS Excel (.xls) format only, bids indicating rates anywhere else will be rejected.

7. 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 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 price bid.

Bid Preparation:

- 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.
- c. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d. ***Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.***

Procedure for submission of Online bids:

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The tender document should be downloaded from the IIM Trichy website <https://www.iimtrichy.ac.in/tender-published> and <https://mhrd.euniwizarde.com/>. The Tender needs to be submitted online through MHRD e-Wizard Portal (<https://mhrd.euniwizarde.com/>).
- c) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d) The bidder should submit the bid online in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be in PDF format and uploaded online in Cover-1. **Price Bid in MS Excel “.xls”** format only should be uploaded online in Cover-2.
- e) Bidder should number the pages submitted in form of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical bid.
- f) All the pages of the tender document being submitted must be signed as per the procedures and requirements stipulated herein.
- g) The bidder(s) shall not make any changes or amendment in the tender document as published in the IIM Trichy website and MHRD e-Wizard Portal.
- h) All correspondence and documents relating to the tender shall be written in English.
- i) No addition or alteration should be made in the tender document.
- j) The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- k) 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 over writing. All the corrections should be attested with full signature of the bidder with date.
- l) It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the **Annexure-VII** to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.
- m) Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.

- n) 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.
- Bidders to note that they should necessarily submit their price bids in the prescribed format given by department and no other format is acceptable.
 - The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
 - All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
 - The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
 - Upon the successful and timely submission of bids, 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.
 - The off-line tender will not be accepted and no request in this regard will be entertained whatsoever.

1. Online Bids Submission:

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

a) Technical Bid – (Cover 1)

- The following documents are to be furnished as single PDF file by the bidder(s) along with Technical Bid (**Annexure-I**), as per the tender document;
- Application form as per **Annexure - III**.
- Copy of PAN and GST Registration.
- A copy of the payment transaction receipt amounted to **Rs 20,000/-** towards EMD, have to be submitted online with the tender application form, without which the tender won't be considered for evaluation process.
- Copy of constitution or legal status of the bidder service provider /Sole proprietorship / firm agency etc. like Attested copy of deed of partnership, if the firm is a partnership concern.

Certificate of Incorporation duly certified in case of Company.

- vi. Copy of work orders, testimonials / completion / performance certificate from the present and past clients of equivalent order sized (received in the last three years) with verifiable contacts need to be attached with the Tender document.
- vii. A copy of Income tax returns filed and audited accounts statement for last three financial years (2017-18, 2018-19 & 2019-20).
- viii. The Relationship Certificate (**Annexure-VI**) needs to be placed in the Technical bidcover.
- ix. Duly (Digitally) Signed Tender document and it's all annexures.
- x. All other document mentioned in tender document, except Price Bid document.

b) Price Bid - (Cover 2)

Price bid (As per Annexure-II duly filled and signed) **Price must be quoted and uploaded online as per the format specified** (MS Excel “.xls” format), failing which tender shall be rejected.

2. Pre-Bid Meeting

Pre-Bid Meeting with the intending bidders shall be held through video conferencing on **09.06.2021 at 15.00 Hrs.** to clarify doubts that may arise before submission of the bids. The bidders need to send the scanned copy of letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before 10.00 Hrs., on 09.06.2021 for attending the Pre-bid meeting as per format enclosed vide **Annexure-V**. Bidders are requested to mail the doubts to purchase@iimtrichy.ac.in, prior to the pre bid meeting if possible, to enable us to clarify the doubts in the pre-bid meeting itself.

3. Opening of Price Bid

The price bids of all the technically eligible bidders will be opened. ***The date and time for opening of the Price Bid will be informed later.***

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

GENERAL TERM & CONDITIONS

1. PAYMENT TERMS

- i. No advance payment will be made in any case.
- ii. Payment will be made on completion of work and submission of Warranty certificate and invoice.

- iii. 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 Service Provider's bills.

2. PENALTY CLAUSE

Deficiency/delay in work/services, will be construed as lapses on the part of the vendor. Such lapses due to 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 Trichy 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 Trichy, shall be final and binding

3. Warranty / Support

- i. The items supplied should carry the warranty of at least **3 years**.
- ii. The defects, if any, during the guarantee / warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, local taxes, if any, and should be borne by the bidder at his own cost.
- iii. The bidder should arrange for service support during warranty period within 3 days from lodging of complaint.

4. PERFORMANCE SECURITY DETAILS

- i. The successful bidder will be required to remit an interest free Performance Security Deposit of 3% of the Work Order value through online transfer to IIM Trichy Bank Account mentioned at Page 1 of the tender document, within ten working days from receipt of the work order. The security deposit will remain with the Institute until the completion of work and it will be refunded on expiry of the warranty period, after adjusting applicable deductions, if any.
- ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
- iii. In case, the vendor fails to provide the required services within 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.

5. DELIVERY SCHEDULE

The Vendor should complete the supply of Cots, Tables, Chairs and Wardrobes within 30 days from receipt of the Work Order.

6. **The persons to be deputed by the service provider**, being their own employees or otherwise, shall be their sole employees and IIM Trichy 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.
7. 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.
8. 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 Trichy 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.
9. **Authority of 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 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 Trichy may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
10. In respect of services rendered to IIM Trichy, 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.
11. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
12. 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 Trichy to the agency.
13. **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.
14. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the jurisdiction of Madurai Bench of Madras High Court.
15. **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:
 - a. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder(s) withdraws or amends impairs or derogates from the tender in any respect within the

period of validity and/or after opening the tender.

- b. When the successful tenderer does not deposit the security money after the work order is given or does not commence the performance under the contract within the stipulated time.
- c. If the successful bidder(s) fails to complete the work within the prescribed time after the confirmed orders.
- d. When information/certificate/document furnished is found to be false at any stage.
- e. When the bid documents have been manipulated or altered after they are downloaded from the website.

16. Jurisdiction: All disputes arising out of this contract shall be subjected to Courts in Tiruchirappalli under the jurisdiction of Madurai Bench of Madras High Court.

ADDITIONAL CONDITIONS FOR THE BIDDER

1. Vendor has to remove all the debris from the site of execution and dispose them at suitable places shown by the Estate Office at site.
2. All temporary arrangements are to be provided by the tenderer at his own expenses to the satisfaction of the Institute. The Institute will not however, be liable to pay any compensation due to accident, injury to the contractor's work men or any account what-so-ever.
3. The bidder shall make his / their own arrangement for all materials, tools, staff and laborer required for the contract, which shall include cost of lead, lift, loading, unloading, freight, recruiting expenses and any other charges for the completion of the work to entire satisfaction.
4. The bidder shall make their own arrangement for carriage of all materials to the work site at his/their own cost.
5. The damages if any to the Institute properties during execution of the work should be restored by the vendor without any additional cost.
6. IIMT shall not provide any space at site for labor hutments.
7. **Firm Price:** Bidder's quoted Rates/Prices for executing the work in the Price Bid should remain firm till completion of the entire work & should not attract any escalation under any circumstances whatsoever.
8. If any information furnished by the bidder is found as false / fabricated, then their bid will be rejected and treated as cancelled. Even if such manipulation is detected at any stage after signing of the contract, it would lead to termination of the contract besides forfeiture of Earnest Money Deposit and liabilities towards prosecution. In such cases the bidder will be debarred from participation in future tendering process in IIMT for next 05 (Five) years



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Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

9. All the points mentioned in this notification will be clearly written in the contract which has to be signed by the successful bidder and any change in the terms and conditions mentioned above is not acceptable failing which your tender will be disqualified.
10. All necessary personal safety equipment as considered adequate by the bidder should be kept available for the use of the persons employed on the site and maintained in a condition suitable for immediate use and the bidder should take adequate steps to ensure proper use of equipment by those concerned.
11. Image of Indicative Cot, tables, Chairs and Wardrobes are attached as [Annexure IX](#) for reference.



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ANNEXURE – I: (TECHNICAL BID)

<p>Earnest Money Deposit (EMD) (Through NEFT/RTGS Only)</p>	<p>Transaction/UTR Number: _____ dated _____ for Rs. 20,000/- (Rupees Twenty thousand only) toward EMD (Payment transaction receipt to be closed with Technical Bid)</p>
--	---

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?		
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 two years, the opposite party and the disputed amount.		
10	Give details of Termination of previous contract, if any		
11	Details of bank mandate; 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 3 years (from 2017 to 2020). 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 – 20
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover in last three years	INR_____in Lakhs		



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

Sr. 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					



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ANNEXURE-II: PRICE BID - BOQ

Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of bid



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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,
Chinna Sooriyur Village,
Tiruchirappalli 620 024.

Subject: Tender for supply of cots, tables, chairs and wardrobes for IIM Tiruchirappalli.

Reference: Tender Notice published in IIM Trichy website. - ***Tender No: IIMT/2021-22/EO/SCTCW/03 dated: 29.05.2021***

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.

Yours faithfully,

Signature _____

Name _____

Seal of agency / Firm / Company



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ANNEXURE – IV: UNDERTAKING CERTIFICATE

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

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.

Name:

Place:

Designation:

Date:

Signature:



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ANNEXURE – V: LETTER OF AUTHORISATION

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

To

The CAO (i/c)

IIM Tiruchirappalli
Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid Meeting / Opening of Technical Bid/ Price Bid on.....(date) in the tender for Tender for supply of cots, tables, chairs and wardrobes for IIM Tiruchirappalli.

Following persons are hereby authorized to attend the Pre Bid Meeting / Opening of Technical Bid/ Price 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

Officer authorized to sign the
bid Documents on behalf of the
bidder.

Notes:

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

ANNEXURE – VI: NEAR RELATIVE CERTIFICATE

(To be given by ALL Directors)

I _____ S/o. Shri _____ R/o _____
_____ hereby certify
that none of my relative (s) as defined in the tender document is / are employed in IIM Trichy 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 Trichy shall have the absolute right to take any action as deemed fit / without
any prior intimation to me.

Dated:

Signature

Name in block letters of the signatory

In capacity of

NOTE:

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The ‘Near Relative Certificate’ should be submitted as per clause 8

ANNEXURE-VII: DECLARATION

I, _____ (name of the person) hereby declare that I am authorized to sign this document and that:

- 1) 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.
- 2) I understand that the decision taken by the IIM Trichy is final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by IIM Trichy.
- 4) I understand that the IIM Trichy 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: _____

D
Designation: _____

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ANNEXURE-VIII: BANK ACCOUNT DETAILS

Sl. No.	Particulars	Details
1	Name of the Beneficiary	
2	Beneficiary's Bank Account No.	
3	Beneficiary's nature of Bank account	
4	Beneficiary's Bank name	
5	Beneficiary's Bank branch address	
6	Beneficiary's Bank branch code	
7	Beneficiary's Bank branch IFSC Code	
8	Beneficiary's Bank Branch, MICR Code	
9	GST No.	
10	PAN No.	
11	Beneficiary's Address	
12	Beneficiary's Contact No.	

ANNEXURE – IX

Image of Indicative Cot, Tables, Chairs and Wardrobes

COT



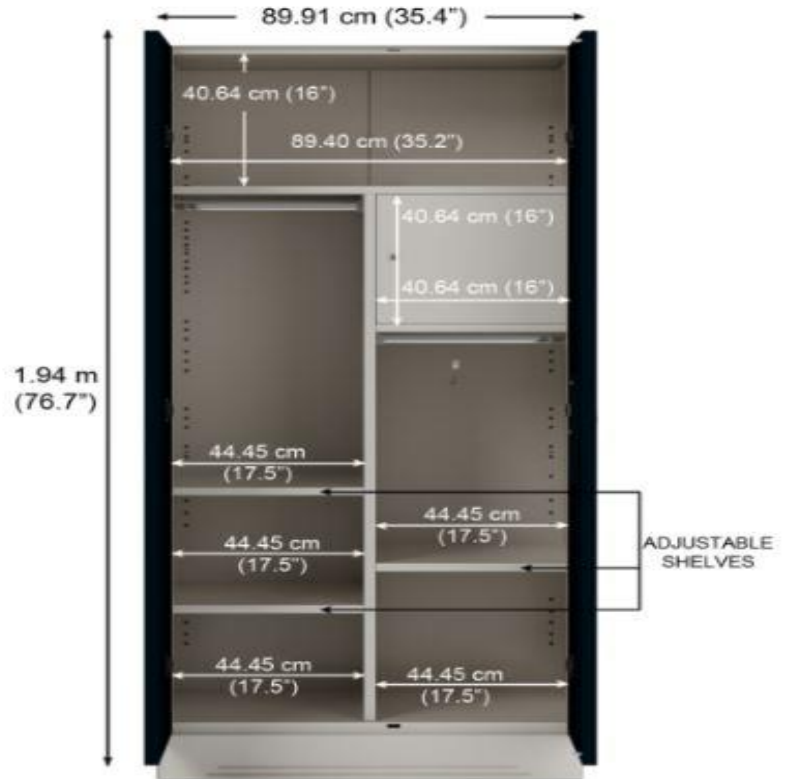
PLAIN TABLE



Chair



Wardrobes



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	Copy of the payment transaction receipts amounted to Rs. 20,000/- towards EMD, where applicable			
4	Whether GST Registration Certificate is enclosed.			
5	Whether PAN is enclosed.			
6	Whether documents in support of meeting the basic eligibility conditions stipulated in page no 6, 7 & 8 of 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).			
7	<p>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:</p> <ul style="list-style-type: none"> i. Registration/ Incorporation details of the bidding firm/Agency/ Company ii. Documents in support of 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. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2017-18, 2018-19 & 2019-20. If IT Return is not filled for 2019-20, unaudited financial statement should be attached. v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. i. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. ii. All other information/ details/ supporting documents/proof desired in the Tender document. 			

9	Whether Technical Bid documents as per Annexure-I of the tender document is submitted.	
10	Whether Undertaking Certificate as per Annexure-IV to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.	
11	Whether Letter of Authorization to attend pre-bid and tender opening meetings as per Annexure-V is submitted.	
12	Near Relative Certificate as per Annexure –VI is submitted.	
13	Whether declaration as per Annexure-VII regarding accepting all the terms and conditions of the tender document is submitted.	
14	Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?	
15	Whether an Index or Table of Content of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?	
16	Whether Tender documents have been signed with seal in all the pages by the bidder.	