

**OFFER OF ROOMS TO IIM TIRUCHIRAPPLI FOR ACCOMMODATING THE TRAINING PARTICIPANTS**

**Tender No. IIMT/2022-23/LT/EEC/HOTEL/01 dated: 26/08/2022**

Details	Date	Time	Venue
Name of Work/ Service	<b>OFFER OF ROOMS TO IIM TIRUCHIRAPPLI FOR ACCOMMODATING THE TRAINING PARTICIPANTS</b>		
Date of issue of Tender Document	26.08.2022	18.00 Hrs. onwards	-
Last date of Submission of Tenders	02.09.2022	17.00 Hrs.	-
Opening of Technical Bid (Cover 1) and Price Bid (Cover 2)	02.09.2022	17.30 Hrs.	-
Tender Document	The tender document can be downloaded from the IIM TRICHY website <a href="https://www.iimtrichy.ac.in/tender-published">https://www.iimtrichy.ac.in/tender-published</a>		
EMD Amount	<b>Rs. 45,000/-</b> to be remitted through online mode to <b>IIM Tiruchirappalli</b> , SB A/c. No. <b>32170808935</b> , IFSC Code: <b>SBIN0071187</b> of SBI, IIM Tiruchirappalli.		
Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof to the tender document.			
Security Deposit	EMD of the successful bidders will be converted to interest free security deposit which will be returned on completion of the program.		
Address for submission of Tender	Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post / Registered Post / Courier or Hand delivery – during office hours (9.30 to 17.00 hrs.) only (To be submitted to Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – II Floor and obtain acknowledgement)		

**NOTICE INVITING TENDER**

*IIM Tiruchirappalli (IIMT) invites sealed tenders from reputed, interested and eligible 3 Star Hotels and 4 Star equivalent hotels located around 25 kms of IIMT Campus for Hotel rooms to accommodate the training participants.*

**1. SCOPE OF WORK**

IIM Tiruchirappalli invites from reputed 3 star and/or 4 star equivalent categories of hotels towards accommodating the participants on the below dates for Training Programmes:

Sl No	Date & Time	No of Participants (Approximately)	No of Nights
1	15.09.2022, 03:00 PM to 19.09.2022,12:00 PM	144	5
2	23.09.2022, 03:00 PM to 26.09.2022, 11:00 AM	90	3

- i. *Attendees:* The total approximate participants (Male & Female) and number of rooms would be as per the breakup of male and female candidates is given below:

Sl No	Particulars	Male	Female
1	15.09.2022, 03:00 PM to 19.09.2022,12:00 PM	90 (45 Rooms)	54 (27 Rooms)
2	23.09.2022, 03:00 PM to 26.09.2022, 11:00 AM	70 (35 Rooms)	20 (10 Rooms)

**Dinner:** The total approximate participants is 234 for an above mentioned schedule. Buffet Dinner will be at the option of the participants during the stay in the Hotel.

- ii. The details of participants will be advised three days before the commencement of the programme.

**2. Eligibility Conditions for Bidders**

- The Bidder must fulfill the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid.
- The bidder should have at least 15 rooms on twin sharing basis (two persons in a room with two separate beds) for the participants.
- The room size should be at least 250 sq ft.
- 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.

- e) The Bidder(s) should be either:
- A company registered under Indian Companies Act, 1956/2013  
(OR)
  - A partnership firm registered under Indian Partnership Act, 1932. LLP (Limited Liability Partnership)  
(OR)
  - A Proprietorship firm duly registered either under the suitable act or any other Act of State/ Union, as applicable for dealing in the subject matter of procurement (Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder)
- f) The Bidder(s) should have Star Rating / Performance Assessment Certification from Hotel & Restaurant Approval & Classification Committee (HRACC), Ministry of Tourism, Govt. of India or any other legitimate agency for such ratings.
- g) The Bidder(s) should have Trade License for hotel from concerned Municipal Corporation/appropriate authority.
- h) The Bidder(s) should have Health License from concerned Authorities.
- i) The Bidder(s) should have Food License from FSSAI/appropriate authority.
- j) The Bidder(s) should have Fire Safety License from Fire Department/appropriate authority.
- k) The offered property of the bidder should have an adequate parking facility for a bus for the participants alight and embark in front of the property.
- l) Average Annual Turnover of the Bidder for the past five years (2017-18 to 2021-22), should be at least **5 Lakhs**. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last five years as above. If audited financial statement are not available for FY 2021-22, unaudited financials are to be authorized by CEO or CFO. The year in which no turnover is shown would also be considered for working out the average.
- m) Bidders should be regular in filing Income-Tax returns. A copy of the Income tax returns for the last five financial years (2017-18 to 2021-22) should be submitted with the Technical Bid. In case the income tax return is yet to be filled for the financial year 2021-22, the copy of the audited or unaudited financial statement authenticated by the CEO or CFO shall be submitted.
- n) The bidders should not be blacklisted by any department of the Government of India 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 letterhead duly signed by the owner / partner or both to be enclosed, as per **Annexure-IV**.
- o) 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-VI**.

### **3. REQUIREMENT FOR HOTEL ACCOMMODATION / BOOKING OF ROOMS:**

The Hotel shall be required to adhere to the following requirements for the accommodation for the participants training programmes:

- i. Accommodation on Twin Sharing basis (two persons in a room two separate beds in every room) in well-appointed standard accommodation with amenities inclusive of facilities like air conditioning, TV with pan India cable connection, 24-hour hot water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, 2 soaps, Two (02) Mineral water bottles (one Litre each), daily in each rooms, each day to each occupant/s.
- ii. The room size should be minimum 250 sq ft
- iii. The check-in time should be 24 hours. Billing would be on 24 hrs basis. However, if the additional stay is less than 12 hrs, only half day charges will be billed.
- iv. Complimentary serving of Bed Tea and Tea/Coffee maker in each room.
- v. Complimentary Buffet Breakfast
- vi. Buffet Dinner with a good spread of itemized menu (Veg. and one Non-Veg.)
- vii. Complimentary Wi-Fi facility in every room.
- viii. The number of rooms may decrease/increase at the time of arrival of the guests/participants. In such cases, billing will be on an actual basis.
- ix. IIM Tiruchirappalli will pay only for the accommodation for the guests/participants. Any personal expense would be borne by the individuals only and to be collected by the Hotel.
- x. There must be no hidden charges, IIM Tiruchirappalli will pay only the charges for items included in the bid Document. A nodal officer from the hotel must be deputed for coordination purpose at all times for all purposes.
- xi. In case of unsatisfactory feedback and other administrative reasons, if the period of stay at the hotel is terminated before completion of the program, payment will be released to the hotel on pro-rata basis for the actual period of stay of the participants.

### **4. INSTRUCTIONS TO BIDDERS:**

#### **a. Earnest Money Deposit**

- i. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. **45,000/-** (Rupees Forty Five 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 tender application form, in a separate envelope superscribed as “EMD payment receipt”, 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 and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued

by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation 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.

#### **b. Relationship Certificate**

- i. The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.
- ii. The company or firm or the person will also be debarred for further participation in the concerned unit.
- iii. The near relatives for this purpose are defined as follows: -
  - a) Members of a Hindu Undivided Family,
  - b) Spouse,
  - c) The one is related to the other in the manner as father, mother, son(s) and 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).
- iv. The Relationship Certificate (**Annexure-V**) needs to be placed in the Technical bid cover.

#### **c. Amendment to bid document**

- i. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder during pre-bid meeting.
- ii. Such amendments shall be notified on IIM Trichy website only and these amendments will be binding on all prospective bidders.
- iii. The Institute may at its own discretion extend the last date for the receipt of bids.
- iv. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- v. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the

following:

- To obtain further clarification or supporting documents during the technical bid evaluation.
- To suspend, discontinue, modify and/or terminate the Tendering process at any time.

**d. 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.

**e. Technical Bid 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 the solution being proposed by the bidder.
- ii. All information should be organized in logically structured form and submitted 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**.

**f. Financial Bid Details**

- i. Financial Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be submitted 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. The Bidder should quote the price exclusive of all applicable taxes.
- ii. The quantities mentioned in Financial Bid are indicative and may be increased or decreased depending upon the requirements of the Institute.
- iii. Financial bid i.e. BoQ given in tender to be submitted after filling all relevant information. The priced BoQ should be submitted strictly as per the **Annexure-II**, failing which the offer will be rejected.
- iv. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail and the total price shall be corrected by the Institute. If the Bidder does not accept the correction of the errors, the bid shall be rejected. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English.
- v. Tender must be submitted with the rates for all the items of work involved and any incomplete tender will not be considered.
- vi. Rates quoted by the tenderer should be inclusive of all costs and charges (excluding 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.
- vii. The bidder shall obtain all information on his own responsibility and at own cost, which may



be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to local information shall be accepted after awarding of the contract.

- viii. The bidders should quote rates in the Financial Bid (**Annexure -II**) only, bids indicating rates anywhere else will be rejected.

**g. Validity of bids and rates**

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.

**5. PROCEDURE FOR SUBMISSION OF TENDER**

- i The tender document should be downloaded from the IIM Trichy website <https://www.iimtrichy.ac.in/tender-published>
- ii The bidder(s) shall not make any changes or amendment in the tender document as published in the IIM Trichy website.
- iii All correspondence and documents relating to the tender shall be written in English.
- iv No paper / page shall be detached from the tender document. No addition or alteration should be made in the tender document.
- v The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- vi 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.
- vii The tender shall be submitted in two parts, viz., Technical Bid and Financial Bid. All the pages of the tender document being submitted must be signed and sequentially numbered by the bidder(s) before submission, as per the procedures and requirements stipulated herein.
- viii It is construed that the bidder has read all the terms and conditions before submitting their offer. An undertaking as given in the **Annexure-VI** to the effect of stating that the terms and conditions of the tender have been read and abided by the tenderer shall be furnished.
- ix Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- x 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.

## 6. Submission of Bids

Since this tender is based on *two bid system*., THREE SEPARATE SEALED ENVELOPES as explained below need to be prepared:

### a. Technical Bid: (Envelope A)

- i The following documents are to be furnished by the bidder(s) along with Technical Bid (**Annexure-I**) along with copies required therein, as per the tender document;
- ii Application form as per **Annexure - III**.
- iii Copy of PAN and GST Registration.
- iv 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.
- v Copy of Star Rating / Performance Assessment from HACCC, Trade / Food / Health and Fire safety License.
- vi A copy of Income tax returns filed and audited accounts statement for last five financial years (2017-18,2018-19,2019-20, 2020-21 & 2021-22).
- vii The Relationship Certificate (**Annexure-V**) needs to be placed in the Technical bid cover.
- viii Duly Signed Tender document and it's all annexures.
- ix All other document mentioned in tender document, except Financial Bid document.
- x The **Technical Bid** Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: "**Technical Bid for Offer of Rooms to IIM Tiruchirappalli**".

### b. Financial Bid - (Envelope B):

**Price bid** (As per **Annexure-II** duly filled and signed) – Price must be quoted as per the format specified, failing which tender shall be rejected. The price quoted should be **excluding GST**. Applicable GST shall be decided as per the prevailing GST act.

Only duly filled **Financial Bid** as per **Annexure-II** should be put in a separate cover and the cover should be in sealed condition. This envelope should be **SUPERSCRIBED** with the following text: "**Financial Bid for Offer of Rooms to IIM Tiruchirappalli**".

### c. EMD Receipt - (Envelope C):

Wherever applicable, a copy of the payment transaction receipts amounted to **Rs 45,000/-** towards EMD have to be submitted with the tender application form, without which the tender won't be considered for evaluation process. The EMD payment receipt as mentioned above, should be put in a separate envelope marked "EMD payment receipt". They should not be put in either technical bid envelope or in the price bid envelope.



- d. All the three sealed envelopes should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text **SUPERSCRIBED** on the master envelope:

**OFFER OF ROOMS TO IIM TIRUCHIRAPPALLI - Tender No: IIMT/Tender/2022-23/LT/EEC/Hotel/01 dated: 26.08.2022**

- e. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before 02.09.2022 by 17.00 hrs;

**The Chief Administrative Officer i/c,  
Indian Institute of Management Tiruchirappalli,  
Trichy – Pudukkottai Main Road,  
Chinna Sooriyur, Tiruchirappalli– 620024**

- f. If the three inner envelopes A, B & C and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.
- g. The tender should be submitted either through Registered Post / Speed Post / Courier or delivered to IIM Tiruchirappalli in hand. IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

## **7. Opening of Master Envelope & Technical Bids**

The master envelope and technical bid (cover 1) will be opened by the Purchase Committee on **02.09.2022 at 17.30 Hrs.**

## **8. Bid Opening / Evaluation and Award of Offer:**

- a. The Technical bid will be opened first and evaluated. The Financial bid of only those bidders whose technical bid is found to be technically qualified by the Committee will be opened. The Financial bids of ineligible bidders will not be opened. The bidders are therefore advised to check the contents of the Technical bid documents to ensure that all requirements as per the tender have been provided in the envelope A.
- b. **AWARD OF CONTRACT:** The final selection of vendor/s will be as per the following selection process:
- ✓ Evaluation of the tender will be made only on room rent without considering the cost of the dinner.

- ✓ Bidder who has quoted the lowest rate shall be declared as L1 vendor and others will be declared as L2, L3 etc based on the ascending order of the rates quoted by them.
- ✓ If the rooms offered by L1 is not adequate, then the L2 vendor will be offered the balance rooms upto the number of rooms offered by him. In this process, successive vendors will be approached till the full requirement of the rooms is met.
- c. IIM Tiruchirappalli reserves the right to negotiate the quoted price, with the successful Agency / Hotel to arrive at the fair and reasonable price.
- d. IIM Tiruchirappalli reserves the right to give counter offer to the negotiated L1 rates to other bidders for matching the L1 rates. All other terms and conditions of this tender document shall remain operative even if a counter offer rate is offered to the Agencies.
- e. The Successful bidder/s should accept the offer within **2 days** from the date of receipt of “Letter of Offer”, failing which the offer will be cancelled.
- f. In case the successful bidder backing out before actual award or execution of agreement or declines the offer, for whatsoever reason(s), IIM Tiruchirappalli will have right to forfeit the EMD.
- g. It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and the performance of the agency / hotel.
- h. Any act on the part of the bidder to influence anybody in the institute is liable to rejection of his bid.
- i. The decision of Competent Authority, IIM Tiruchirappalli will be final in all matters relating to this tender.

## **GENERAL TERM & CONDITIONS**

### **9. PAYMENT TERMS**

- a) No advance payment will be made in any case.
- b) Billing will be on actual check-in/check-out basis for bookings of rooms or on program basis as per the instructions provided by IIM Tiruchirappalli.
- c) No Retention Charges/ Cancellation Charges/Surcharges are payable by IIM Tiruchirappalli.
- d) Payment will be made after the completion of the program.
- e) Billing to be done to: INDIAN INSTITUTE OF MANAGEMENT, TIRUCHIRAPPALLI.
- f) The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.).
- g) 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.

## 10. PERFORMANCE SECURITY DETAILS

- a. Successful bidder shall remit an amount equal to 1% of the order value as security deposit within 3 days of receipt of the order, which will remain with the Institute during the contract period and will be refunded on completion of the contract period, after adjusting applicable deductions, if any.
- b. If the successful bidder had remitted EMD, the same will be converted to an interest free Performance Security Deposit
- c. Security / Performance Security will be forfeited if the Vendor fails to perform/abide by any of the terms or conditions of the contract.
- d. In case, the Vendor fails to provide the rooms as committed, 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 vendor or from both in case the recoverable amount exceeds the amount of Performance Security.

## 11. TERMINATION OF SERVICES

- i) Contract shall cease to exist automatically at the end of the date mentioned in the work order without any separate notice.
- ii) Contract can be terminated by IIM Tiruchirappalli by giving a notice in advance.
- iii) The tenderer will be bound by the details furnished by him/ her to IIM Tiruchirappalli, while submitting the tender document or at subsequent stage. In case of any such documents furnished by him/ her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
- iv) In case of dispute, interpretation /decision of IIM Tiruchirappalli will be treated as final.
- v) IIM Tiruchirappalli may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts in the event of the following:
  - i. If the Service Provider fails to provide the services as detailed in the Tender within the period (s) specified in the contract or any extension thereof granted by the Institute.
  - ii. If the Service Provider fails to perform any other obligation(s) under the contract.
  - iii. If the Service Provider being declared insolvent by the competent Court of Law without any notice.

## 12. PENALTY CLAUSE

- a) If it is observed at any stage during execution / defect liability period that the quality of the work is not satisfactory, the contract/ work order as a whole shall be terminated and Security deposit forfeited. Applicable penalties would be levied from the amount payable to the vendor on such termination and the balance amount, if any, would be paid. The decision of the Institute in the matter of penalties, would be final and binding.
- b) In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency

at the cost and risk of the service provider.

### **13. FORCE MAJEURE:**

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

**14.** Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

**15. Authority of 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 Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

**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 Service Provider including the termination of the contract.

**18. Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Trichy jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.

**19. 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.

**20. 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 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.

**21. Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts of Tiruchirappalli.

**ANNEXURE - I**

**TECHNICAL BID**

<b>Earnest Money Deposit (EMD) (Through NEFT/RTGS Only)</b>	Transaction/UTR Number: _____ dated _____ for <b>Rs. 45,000/-</b> (Rupees Forty Five thousand only) toward EMD (Payment transaction receipt to be closed with Technical Bid)
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**PROFILE OF THE BIDDER**

SI. No.	Information Particulars	Response	
1	Name of the agency / firm /company		
2	Address of the agency / firm /company		
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.) Document to be attached.		
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	Registration number of the firm. (as per Shops and establishment act.).	Copy of the certificate to be attached	
		PAN No. of the Agency	
		GST No. of the Agency	
	Star Rating, Trade/Food/Fire / Health License Copies of the approval / license to be attached.		



7	Have 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 three years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	<b>Details of bank mandate;</b> Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account	
	IFSC Code No. (copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months) in the Related work	

Turnover for the five 5 years (from 2017-18 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2017-18	2018-19	2019-20	2020 – 21	2021 – 22
Details of Gross Annual Turnover - (Rs. in Lac)					
Average Turnover in last Five years			INR _____ in Lakhs		

**Technical Criteria**

Kindly indicate the answers against each Technical Qualifying Criteria below:

<b>Particulars</b>	<b>Answers</b>
Category of Hotel/ Resort (3 Star & equivalent or 4 Star & equivalent).	
Number of Restaurants with capacity to accommodate more than 50 people at the same time.	
Availability of Twin Sharing Room (with two separate beds) with standard accommodation amenities (No of Rooms)	
Number of years of experience in conducting similar residential trainings/ conferences for State Govt. /Central Govt. / PSU's/ Public Sector Bank/ National Institute of repute during preceding 5 years. (List of the Clients may be attached)	

We confirm that, all the details mentioned above are true and correct and if IIM Trichy observes any misrepresentation of facts on any matter at any stage of evaluation, IIM Trichy has the right to reject the proposal and disqualify us from the process.

**ANNEXURE – II**  
**PRICE BID**

Bidders are requested to quote for No. of participants / room as mentioned in the format below is only for the purpose of calculations. Tentative requirement is as given in the requirement and scope of work.

Bidders are requested to quote for No. of participants / room as mentioned in the format below is only for the purpose of calculations. Tentative requirement is as given in the requirement and scope of work.

**Format A**

SI. No	Item	Inclusion	No of rooms offered	Rate per participant /room /night (INR) (exclusive of GST)	Total Cost (INR) (exclusive of GST )
1	Accommodation on Twin Sharing Basis	Complimentary Breakfast, Complimentary Services like Wi-Fi facility, TV with pan India cable connection, coffee/tea maker, newspaper, two mineral water bottles (one litre each) in room daily			
2	Dinner (Buffet menu with One Non-Veg) per participant				

**Note:**

- i) Buffet dinner would be availed by the participants depending upon their choice. Payment will be made for actual dinner availed by Institute participants.
- ii) Evaluation of the tender will be made only on room rent without considering the cost of the dinner.



# INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education, Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in)

## ANNEXURE – III

Application Form for submission of Tender Document

**The Chief Administrative Officer (i/c),**

Indian Institute of Management,  
Pudukkottai Main Road,  
Chinna Sooriyur Village,  
Tiruchirappalli 620 024

**Subject: Offer of Rooms to IIM Tiruchirappalli for Accomodating their Training Participants**

Reference: Tender Notice published in IIM Trichy website.

**Tender No: IIMT/2022-23/LT/EEC/Hotel/01 dated: 26.08.2022**

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 \_\_\_\_\_

Here by certify that I am authorized to sign this document 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:

**ANNEXURE-V**  
**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-VI**

**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/Offer is liable to be cancelled/ terminated.
- 2) I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- 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: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**ANNEXURE-VII**

**BANK ACCOUNT DETAILS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
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.	